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## SCHOOL PERSONNEL 2010 – 2011

### FACULTY

Pre – 3 A	Mrs. Sherry Hernandez	5 <sup>th</sup> A	Mrs. Bonnie Nager
Pre – 3 B	Ms. Ana María Rodriguez	5 <sup>th</sup> B	Mrs. Mary Ryan
Pre – 4 A	Mrs. Idania Walters	6 <sup>th</sup> A	Ms. Brandeis Zaklan
Pre – 4 B	Mrs. Yvonne Ayon	6 <sup>th</sup> B	Mrs. Kris Rasch
Kinder 1	Miss Laura Zucconi	7 <sup>th</sup> A	Mrs. Patricia Manning
Kinder 2	Mrs. Shireen Dambach	7 <sup>th</sup> B	Mr. Jeffrey J. Gramme
1 <sup>st</sup> A	Miss Anne Doyle	8 <sup>th</sup> A	Mr. Aaron Gonzalez
1 <sup>st</sup> B	Mrs. Kymberly Stepp	8 <sup>th</sup> B	Mr. Gregory Krumm
2 <sup>nd</sup> A	Mrs. Tammy Escobar	Computers	Mrs. Marci Diaz
2 <sup>nd</sup> B	Mrs. Aurelia Barreto	Physical Ed. & Sports	Mr. Larry Murasky & Mr. William Stepp
3 <sup>rd</sup> A	Mrs. Julie McCarthy	Spanish	Mrs. Karina Moncayo
3 <sup>rd</sup> B	Mrs. Marjorie Schlicter	Music	Mr. Abelardo Flores
4 <sup>th</sup> A	Mrs. Dianne Pfeiler	Art	Mrs. Mercedes Jimenez
4 <sup>th</sup> B	Ms. Wendy Vecchitto		

### ADMINISTRATION

Pastor	Rev. Fr. Peter Navarra	Lunch Monitor	Sister Martha Mendoza, hmss
Chaplain	Rev. Fr. Richard Brown, SJ	Secretary	Mrs. Elizabeth Quiñones
Priest	Rev. Fr. Steven Larion	School Nurse	Mrs. Maria Guerrero
Principal / Preschool Director	Sister Marilupe Mier y Terán, hmss	Technology Coordinator	Mr. Tony Jeffrey
Vice-Principal / Preschool Coordinator	Sister Gloria Medina, hmss	Choir Director	Mrs. Suzanne Kennedy
Discipline & Guidance	Sister Dolores Muñoz, hmss	Director of Resource Center	Mr. William Hines
Librarian	Mrs. Rosa Olea	Receptionist	Ms. Olivia Olea

## **STAFF**

Extended Day

Instructional Assistants / Preschool

Instructional Assistants / Elementary

Custodians & Maintenance

Mrs. Maria Lane & Mr. Diego Hernandez

Mrs. Lupe Morales, Mrs. Elvia Gonzalez, Mrs. Irene Rodriguez, Mrs. Teresa Cigarroa; Mrs. Judy Gonzalez

Mrs. Blanca Barrera, Mrs. Griselda Gracyk, Mrs. Casie Martinez, Mrs.

Elizabeth Mendoza, Mrs. Genavive Ruan , Mrs. Margarita Baltasar;

Mrs. Ethel Alfaro, Ms. Vicky Rodriguez, Mrs. Roxana Bullington, Mrs.

Theresa Narezo, Mrs. Michelle Leyva, Mrs. Karla Apodaca, Mrs. Elsa

Bremer

Mrs. Bladimira Martinez, Mr. Alfonso Gonzalez, Blanca Gonzalez &

Westar Landscape Services.

## **MISSION STATEMENT**

*The mission of Saint John of the Cross Catholic School is to live and teach the Gospel, to evangelize, nurture, and protect God given freedom of the human person rooted in a Eucharistic-Marian spirit of Mercy, through a quality education based on Catholic and Mercedarian Tradition, collaborating with the parents as educators.*

## **PRAYER God Bless Our Family**

*In the name of the Father... God, bless our family. Make it like the family of your Son. May our moments of sorrow give way to seasons of joy. May the memory of harsh words fade before the warmth of your Eucharistic love. May there never be pain that a kind word or embrace cannot lessen. May the tears of sorrow always be replaced by the music of laughter. May resentment be banished from our home and forgiveness reign in our hearts. Today and every day, may Our Lady of Mercy be the stronger love that binds our family together in Your Eucharistic Love. Oh God, which makes all creation one. Let your merciful love be the ties of this home and family until that day when Your gentle guidance brings each of us to our eternal home and in Your loving arms. Amen*

## **PHILOSOPHY**

St. John of the Cross Catholic School offers an educational program characterized by a mixture of tradition and innovation; of discipline and freedom; of concern for the things of our intellect as well as our spirituality. The school shares with parents, the students' primary educators, the mandate for students to develop to their full potential within a Catholic Christian community.

St. John of the Cross Catholic School strives to lead students to positive learning experiences through a success-oriented, person-centered, and supportive approach, in order to prepare students for life as members of family, church, civic, economic, and global

communities. As citizens and leaders, students are taught that individuals can influence social institutions to embrace the principles of the Gospel.

St. John of the Cross Catholic School's mission is to guide students to live life in abundance in all areas – physical, intellectual, moral, social, and spiritual. Our concern centers primarily on students, but extends as well to families, the parish, and the larger community. We view education as a life-long process where students are engaged in the complexities of responsibility, commitment, and growth, in an environment, which can freely celebrate our belief system.

St. John of the Cross Catholic School's philosophy is rooted in firm principles and finds its expression in purposeful action. Giving nourishment to both of these is a belief in God, the teachings of the Catholic Church, in the value of the human person, and in commitment through service. The school strives continually to improve the quality and effectiveness of the educational program within the community called Church.

## SCHOOL WIDE LEARNING EXPECTATIONS FOR 2010 –2011

### 1 Active Catholic Christians who are:

- a. showing respect for self, others, God, Church, authority, property.
- b. demonstrating basic knowledge of the foundations of faith and church teachings.
- c. developing a moral conscience, modeling appropriate behavior for others.
- d. demonstrating a spirit of service in Church, family, school, and community.
- e. practicing compassion, tolerance, justice, and respect for the dignity of life.

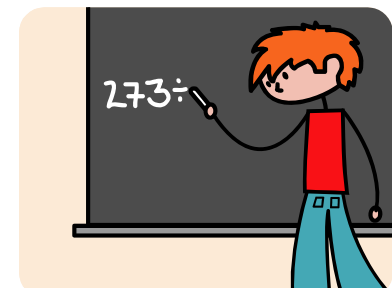
### 2 Diligent Life-long Learners who are:

- a. using study skills effectively.
- b. utilizing their unique gifts and talents, and appreciating those of others.
- c. developing a solid foundation in basic subjects enabling the student to communicate effectively, think critically, and solve problems independently.
- d. demonstrating responsibility and accomplishing goals.

### 3 Effective Communicators who are:

- a. developing a solid sense of self-esteem and self-discipline that is reflected in social behavior.
- b. able to work cooperatively demonstrating tolerance and respect.
- c. Listening critically and compassionately.

### 4 Self-Evaluators who are:



- a. appreciating achievement and striving to attain high standards.
  - b. assessing their own strengths and areas for improvement.
  - c. taking responsibility for their actions.
5. **Responsible Citizens who are:**
- a. Understanding of basic civic responsibilities.
  - b. cognizant of current events/world affairs and their effect on life.
  - c. understanding, appreciative and respectful of the cultural diversity of society.
  - d. aware of good health habits and hygiene.
  - e. Able to resolve conflict peacefully and takes responsibility for own actions.
6. **Problem solvers who are:**
- a. working independently and collaboratively to create solutions.
  - b. resolving conflicts peacefully.
  - c. thinking critically.
  - d. appreciating different points of view and perspectives.

## **PROFESSIONAL AFFILIATION**

St. John of the Cross Catholic School represents an educational ministry of St. John of the Cross Catholic Parish. The school is affiliated with the Roman Catholic Diocese of San Diego, California, and adheres to the Diocesan Parochial School. It was founded in 1948. Lay teachers and the Mercedarian Sisters of the Blessed Sacrament staff the school. This dedicated faculty continues to be updated through educational workshops and theology courses. They maintain practices of Catholic tradition in the school, which create a spirit of a Catholic Christian community.

St. John of the Cross Catholic School is a comprehensive Preschool, Elementary, and Middle School accredited by the Western Catholic Education Association. The school adheres to the codes of the California Department of Social Services. The Preschool is licensed by the Department of Social Services and serves children who are 2 years 6 months of age through 5 years of age. St. John of the Cross Catholic Preschool is a member of Preschools of the State of California.

## **NON-DISCRIMINATION POLICY**

St. John of the Cross Catholic School is mindful of its primary mission as an effective instrument of the educational ministry of the Catholic Church, and as a witness to Christ's love for all of us, admits students of any race, color, religious preference, nationality or ethnic origin to all the rights, privileges, programs and activities available to the students; the school does not discriminate on a basis of race, color, religious preference, nationality or ethnic origin in the administration of educational policies, athletics, and other school activities; and the school does not discriminate against any applicant, employee or student because of gender. Teachers are qualified and competent professionals dedicated to Catholic education. Staff development and continuing education is a component of St. John of the Cross Catholic School.

## **ADMISSION POLICIES AND PROCEDURES**

A pre-admission interview is scheduled between at least one parent/guardian and the principal.

Registration for enrollment is initiated by submitting a Financial Agreement and a NON-REFUNDABLE registration fee.

A subsequent visit is scheduled whereby each new student and the student's parent/guardian have an opportunity to visit the school site.

The student will also be observed/tested for placement purposes.

St. John of the Cross Catholic School reserves the right to refuse admission/readmission to any student not satisfying the admission requirements.

### **Admission Policy**

Saint John of the Cross Catholic School, a school of the Diocese of San Diego, admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the respective schools.

Since Saint John of the Cross Catholic School is established by the Catholic community as a religious school, preference in admission will be given to practicing members of our Catholic community.

1. Active contributing members of the parish or school have preference over other applicants and non-Catholic families.
2. Birth and Baptismal certificates must be presented along with the student's last report card and standardized test results. Health records and transcripts are requested from the previous school by the school office.
3. Conduct grades must be in accordance with the school discipline policy. Parents/Guardians must support and model St. John of the Cross Catholic School code of conduct.

4. Pre-testing must show the student's developmental readiness and ability to maintain at least average grades.
5. Parents must agree to actively support the spiritual, academic, volunteer and fund-raising programs for the school.
6. Parents/Guardians must support the procedures set forth in the Parent/Student Handbook
7. Students entering Kindergarten and First Grade must meet the following age requirements:
  - Kindergarten – 5 years old by September 1<sup>st</sup>
  - First Grade – 6 years old by September 1<sup>st</sup>

ADMISSION POLICIES AND PROCEDURES (continued)

## Registration Forms

### 1. Financial Agreement Form

Tuition is in accordance with the amounts stated at the time of registration. FACTS forms must be signed. Entrance is contingent upon all fees being remitted at the time of registration.

### 2. Identification and Emergency Information Form

Two (2) LOCAL emergency contact persons must be listed. It is essential that this information be kept current; parents are responsible for supplying information to update or revise records.

### 3. Parents' Report

- Copies of: Birth certificate, Baptismal certificate, First Communion certificate, and other pertinent forms.
- Divorced parents must supply the school with a notarized copy of the custody of the Dissolution Decree, or any court orders.

### 4. Physician's Report

- Verification of a recent physical examination and proper vaccination clearance are **DUE NO LATER THAN TWO WEEKS PRIOR TO THE FIRST DAY THE STUDENT IS TO ATTEND SCHOOL.**
- Allergy information is a **MUST.**

**Immunization Record** - All immunizations must be current upon enrollment and remain current. The Department of Health may mandate exclusion for those in non-compliance.

### 5. Parent Release Form

- a) A student directory is compiled to enable volunteers to contact families.

- b) Both Parent-Teacher Group and school staff find value in taking photographs and videotapes of students during various activities; tapes may be utilized as a tool for evaluations by staff, visiting Diocesan Schools, or annual books. Neither will be used for commercial purposes.

#### ADMISSION POLICIES AND PROCEDURES (continued)

### **6. Written Policies Agreement**

Carefully review the contents of the handbook regarding school policy. In signing the Written Policies Agreement, you may not agree with the contents; however, you do agree to comply. Please see the section entitled “Expectations for parents” under Parent Information.

### **7. Diocesan Information Form**

The Diocesan Education Office incorporates information contained in this form in Diocesan statistics.

### **Basis of Acceptance (for Preschool and Kindergarten)**

Students MUST be toilet-trained and minimally 2 years 6 months of age to start the Preschool program.

A student who is 5 years of age by September 1<sup>st</sup> (*Diocesan policy effective in 1995*), and who is developmentally ready, may be admitted to Kindergarten. Developmental readiness will be determined by the school, using the standardized screening processes approved by the principal, classroom/playground observations of the student by the principal and staff, and the student’s date of birth.

### **Pre-Registration Privileges**

When a parent has a student currently enrolled at St. John of the Cross Catholic School, priority is given to that family to enroll for the next school year. Pre-registration typically occurs each winter (*February*) for the following school year. All fees must be covered to pre-register or arrangements need to be made with the school principal through written request forms.

### **Financial Policies**

We believe that tuition payments are an investment in your child’s education and religious formation. Therefore, St. John of the Cross Catholic School Advisory Council accepts responsibility for recommending to the Pastor and Principal policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Our school’s tuition collection will be managed through the **Facts Tuition Management Company**. It utilizes an Automatic Bank Payment as authorized by you, the parent/guardian. This transaction may be made from a checking or savings account.

### **Tuition Payment**

- I. Families who are registered members of St. John of the Cross Catholic Parish with children enrolled at St. John of the Cross Catholic School, shall receive the benefit of reduced rates of tuition to be determined annually by the Tuition Advisory Council, with approval of the Pastor/Principal.
- II. Non-Catholic families shall make tuition payments equal to the total cost for educating each child in attendance. (Per pupil cost X total number of children enrolled.)
- III. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Unless indicated, payment will be submitted using the FACTS Tuition Management Plan. Options for payment shall include:
  - A. **Full Payment.** Under this plan, the entire amount of tuition is paid directly to the school on or before July 1<sup>st</sup>. A tuition reduction of three (3) percent would be applied to the tuition cost.
  - B. **Semester Payment.** Under this plan the entire amount of tuition is paid in two installments, due on July 5<sup>th</sup> and December 5<sup>th</sup>.
  - C. **Monthly Payments.** Under this plan, the entire amount of tuition is paid over an eleven (11) month period beginning in July through the FACTS Plan. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or savings account on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month.

### **Registration Fees**

Registration fee for Kindergarten through Grade Eight is \$450.00 per child, which covers books, insurance, re-enrollment, Achievement Testing, school agenda, disaster preparedness and P.T.G. fees.

### **Every effort has been made at St. John of the Cross School to keep tuition at an affordable cost.**

1. Families unwilling to pay tuition and fees are asked to leave the school. A quarterly review of accounts at report card time is made. Delinquencies, with its ramifications, are brought to the attention of parents/guardians in writing, one month before decisive action is taken.
2. Graduation, or re-enrollment, is not allowed for students of families whose accounts are delinquent at the end of the year.

## **Student Insurance**

A student insurance program is provided for all students. This program assists with payment of any medical expenses incurred due to accidental injury sustained by students while attending school, while traveling to or from school, or while participating in a solely school-sponsored and supervised activity. Please contact the school office if an insurance claim form is needed. Our student insurance program is a secondary.

## **Family Commitment Agreement**

In order to foster a community spirit within the school, and to help meet the financial needs that tuition does not cover, the Parent Involvement Program was established. Each family will commit to 25 hours of service. The purpose of this program is to:

1. Enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible.
2. Promote a broader appreciation of the ideals of Catholic education.
3. Provide a resource of people to help meet the needs of the school.
4. Foster the integration of families into the life of St. John of the Cross Catholic School.  
At registration, details of the program are provided and all parents are required to sign the Family Commitment Agreement.

## **Service Hours**

Service to God and neighbor is not optional for those who follow the Gospel and claim the name “Christian Catholic” it is integral to the message and is the medium of Christianity. There cannot be a Catholic School, and extension of the universal Church, that does not value and promote Christian Service. Our Christian service is motivated by the Great Mandate from Christ to wash the feet of our neighbor and it is our baptismal responsibility. Let us make **these** service hours “a way of life,” and not simply the fulfillment of a requirement.

### **Change of Address/Telephone**

The school secretary should be notified when there is a change of address and/or home or work telephone numbers. This is extremely important so that school emergency cards are kept up-to-date. Office hours are 7:45 a.m. – 3:30 p.m. Monday through Friday-except minimum days and school holidays.

### **Visitors:**

- Visitors are required to wear a Visitor's Badge obtained in the school office.
- All visitors, including parent helpers and volunteers, are required to sign in and sign out in the school office.

## **OPERATING POLICIES**



### **Hours**

St. John of the Cross School operates Monday through Friday, from 7:00 a.m. until 6:00 p.m. The bell rings at 8:00 a.m. and 3:00 p.m. The dismissal bell on Friday is at 2:00 p.m. Office hours are 7:30 a.m. to 4:30 p.m.

### **Attendance**

The habit of regular attendance is prerequisite to a successful school life. Any absence from school should only be in case of illness or an emergency. Parents/guardians are asked to keep medical and dental appointments during school hours to a minimum. Absences due to vacations or other family activities should ordinarily be avoided; as such absences interfere with the student's academic progress and class participation. A written note must be sent to the teacher upon the return of the student.

Prompt and regular attendance is important. A student, while able to accomplish written work missed during an absence, can never recapture the important teacher-directed lecture, discussion and class participation. When a student has been absent or tardy, a written excuse is required stating the reason, signed and dated by the parent/guardian. Excessive absences and chronic

tardiness may result in lowered grades, conditional promotion, or discontinuation of enrollment. Please note that the California Code of Absences and Tardiness allows for no more than 20 days absent as a prerequisite for promotion; At St. John of the Cross Catholic School, three times tardy is equal to one day absent.

### **Orientation Meeting**

“Back to School Night” is held the first Thursday after the first day of school at 7:00 p.m. **Parents are required to attend.**

- Academic or behavioral concerns regarding your child must **FIRST** be addressed to the child’s teacher. Please make an appointment.
- Teachers cannot be expected to answer questions or address issues when supervising students or preparing for class. (7:30 AM through 3:30 PM) Parents/Guardians must call or send a note requesting a conference.
- If, after conferring with the teacher the concern is not resolved, an appointment should be made with the Principal. If concern remains unresolved, then a conference with teacher, Principal and Pastor should be requested.

### **Communications**

An efficient system of communication between the school and home is essential for maximum cooperation and understanding. St. John of the Cross Catholic School has five main channels of communication:

1. A weekly envelope goes home every Wednesday with the school newsletter and other important information. Each family is asked to empty, sign, and return the envelope every Thursday morning.
2. Parent-Teacher Conferences
3. Report Cards/Progress Reports
4. P.T.G. Meetings
5. Student and Student Agenda: If you wish to schedule an appointment with the teacher, principal or pastor, please notify the school office. Tel. (619) 466-8624.

### **Report Cards**

At the end of each quarter, a report card will be issued. Progress Reports are issued to each child in the lower elementary grades in a weekly basis and must be signed by the parent/guardian and returned to the teacher the next school day. Upper Elementary and Middle School will be viewable on line.

### **Family Presence at Weekly Mass**

As a Catholic School, we recognize that there is no greater opportunity for parent-directed religious education than presence at Saturday evening/Sunday Mass. As a Parish School, it is understood that weekly Mass attendance provides a basis for community building in a Christ-centered environment. It is our mission as Catholic educators, in partnership with parents, that families attend Sunday Mass. As the primary educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

## **CURRICULUM**

St. John of the Cross Catholic School is committed to providing each student with a strong foundation in all basic academic skills. Religious education is experienced throughout the school day. The school has its own unique characteristics – an environment permeated with the Gospel spirit of love and freedom.

The faith formation of a student is an ongoing process. Ideas about God and His world are incorporated into daily classroom activities as the opportunities present themselves. The students participate in song, stories, dramatization, dance, music, prayers, computer education, various academic challenges, Spanish, and sports programs. Equally important is the spiritual development, which occurs from interaction with peers and staff. Church liturgies are celebrated weekly.

The curriculum is designed with the student's social, emotional, physical, intellectual and adaptive behaviors in mind. Included is a problem-solving approach. It deals with motor, perceptual, and cognitive processes as they affect listening, speaking, reading, writing, math and religion skills. This curriculum includes a content-sequencing approach, which is based on the premise that each curriculum area contains its own natural, logical sequence within it. When this is unfolded in conjunction with the student's interests and abilities, optimal learning takes place in an atmosphere free from inhibiting tensions and failures. It expands the skills the children already possess while they explore and experiment at the next functioning level.

Units of study across the curriculum provide a highly focused program of instruction. Included is a series of learning opportunities that help the student understand the inter-relatedness of various aspects of the student's environment.

### **Guiding Positive Behavior**

Student guidance is a process whereby we assist students in understanding and using constructive behaviors. A nurturing environment is established that allows a student's self esteem to grow as the student develops self-control. Positive reinforcement and positive redirection are used to help students learn acceptable social behaviors.

Students are assisted in finding solutions to conflicts. They are encouraged to use their problem-solving skills. Cooperative attitudes and cooperative learning are promoted.

Sometimes, it may be necessary to redirect or separate a student from a particular situation or group.

Behavioral expectations are appropriate to the age and social development of the individual student. A safe environment is created wherein students feel trust because they are listened to and their feelings are respected. Adults model communication skills and provide vocabulary that enables students to express their emotions, both positive and negative.

### **Placement**

Classroom placement will be made in accordance with the student's "whole" development – the student's social, emotional, intellectual, physical, and adaptive behaviors. All areas are of equal importance.

Students are not necessarily promoted in pre-determined sequence. Year to year, the make-up in any specific teacher's classroom will vary based upon the developmental ages of that year's enrollment.

Parents will be conferred within the event a student needs to be reclassified; however, the staff reserves the right to make the decision as to the student's appropriate placement.

In the event a student has already experienced one year's deferment at St. John of the Cross Catholic School, alternative recommendations will be made; a second year's deferment will not be recommended.

### **Academic Probation**

Any student with an overall average below "C" in the major subject areas will be placed on academic probation. This probation forfeits participation in extracurricular activities and privileges as determined by teachers and administration. Excessive absenteeism is grounds for academic probation.

### **Promotion and Retention**

Academic grades are based on scholastic achievement. Only students who complete the work of a particular grade in the basic skill areas and achieve at least grade level proficiency shall be promoted to the next grade. Should a question arise regarding suitable grade placement, advancement, or retention, the final decision rests with the principal in consultation with the teacher.

In addition, St. John of the Cross Catholic School has implemented an Eighth Grade Promotional Standards Policy which requires that students meet minimum standards set in the areas of attendance, achievement, and behavior.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are held once a year during November for all students. Refer to the school calendar and weekly newsletter for specific dates. When possible, it is advantageous that both parents are present. Other conferences throughout the year are held and determined by need or request.

### **Testing**

St. John of the Cross Catholic School uses the IOWA TEST. The test is given in the fall. Interpreting the test results is more accurate when scores are compared over three consecutive years.

### **Homework**

Homework is planned to meet the needs of students and has an essential place in the educational program. Its purpose is to reinforce concepts and skills that have been presented in class, foster student creativity and discipline through enrichment projects and research, and train the student to work independently and accept responsibility for completing an assigned task. Homework assignments should be completed neatly, carefully, thoroughly and promptly. The amount of time spent doing homework differs with each student's needs and ability. If a student has consistent difficulty with homework assignments or spends too much time completing them, the teacher should be consulted.

Parents can and should help students acquire good study habits by:

- Establishing a definite time, place and quiet atmosphere for a home study period.
- Showing an interest in the student's assignments, encouraging neat and accurate work, and praising his or her accomplishments.
- Helping the student to realize that homework is his or her own responsibility and that tasks must be done every day without fail.
- Checking the student's agenda book, which they are required to use on a daily basis.
- Providing necessary supplies to complete assignments.

## **Family Life Program**

We recognize that parents are the primary educators. The Family Life Program is a Diocesan recognized sex education curriculum. Together we provide age appropriate information to help students form wholesome attitudes towards sexuality.

## **Physical Education Program**

We offer a Physical Education Program where the students enjoy physical activity rather than competition. Students are taught to use physical exercise as a growth process. Students are required to wear the appropriate school P.E. uniform (see pages 24-25)

## **Field Trips**

Field trips are planned to correlate with the units of study. They are considered off-site curriculum and invaluable to the curriculum program. Students whose parents choose non-participation will be required to attend school and treat it as a regular day. Information on transportation for field trips may be found under Safety Procedures. In order to participate in a field trip, a student MUST HAVE the Emergency Card on file in the School Office, and returned a signed family permission slip for that particular trip 24 hours before the trip. The School uniform is always worn for field trips, unless otherwise stated in the field trip form. The Driver Information Sheet is located at the back of the handbook.

## **Computer Program**

IBM compatible computers are an integral part of our curriculum. In addition, students and teachers are able to use the Internet as a powerful tool to gather information and perform research in a worldwide electronic network library. An Internet Use Guideline/Agreement contract must be signed to ensure understanding of appropriate use and expectations of the Internet as it relates to school policy.

## **Library**

Books borrowed from the school may be taken home. Students are responsible for lost or damaged books. Various forms of media are used in classroom instruction.

## **Guidance and Counseling**

The school can recommend a professional counselor.

## **Lunch Program**

Students are expected to bring a nutritious lunch or purchase one from the hot lunch program. No “fast food” lunches are permitted. Students should bring healthy snacks for morning recess.

The food for the hot lunch program is prepared by “TodoPaMiFiesta”. Applications for free and reduced lunch eligibility are handled by school office and must be renewed in August. The cost of hot lunch is \$3.25 per day.

### **Extended Day Program**

St. John of the Cross Catholic School offers an extended day program before and after school. Payment is made on a monthly basis. If the service is used only occasionally for emergency reasons a fee of \$4.50 per hour/per student should be covered within the week of using the service. School discipline and safety policies apply and are mandatory during the extended day hours.

NO student, under any circumstances, may play or loiter in the school and parish parking lots regardless of parental supervision.

### **Before School**

Any student on school/church premises before 7:00 a.m. and or after 3:15 p.m. <2:15 on Friday> must report to Extended Day.

### **After School**

- Any student on school/church premises after dismissal must report to Extended Day.
- Students who are not picked up at dismissal time must have a letter from their parent/guardian on file in the school office stating why the student has been given permission to stay after school.
- Conduct expectation is identified at the beginning of the school year for students who use the Extended Day Program – failure to adhere to the conduct expectations will result in loss of enrollment in the Extended Day Program in cases involving a serious violation of the school rules or persistent and willful violation of rules set out by the program staff.
- Study time provided is not a guarantee that all homework will be completed, but only that time will usually be provided for the student to start homework – parents must check the student’s work nightly.
- The parent/guardian who picks up a student from Extended Day must sign the student out. Students may not sign themselves out.
- Proper labeling identifying the student’s name on supplies and uniform clothing allows prompt return of lost items. A “Lost and Found” container is kept in school and clean in a monthly basis. Items not retrieved after a month will be donated to charity.

### **Extracurricular Sports Program**

The sports program is sponsored and coached by parents and volunteers. The sports director coordinates flag football, basketball, soccer, volleyball, and cheerleading. A fee is charged to participate in each sport.

Participation in the sports program is beneficial to the student in many ways: it develops physical skills and helps maintain a healthy spirit. It is recognized that it is extremely important that a student's academic performance not be compromised by participation in the sports program. Therefore, certain restrictions are placed on student participation.

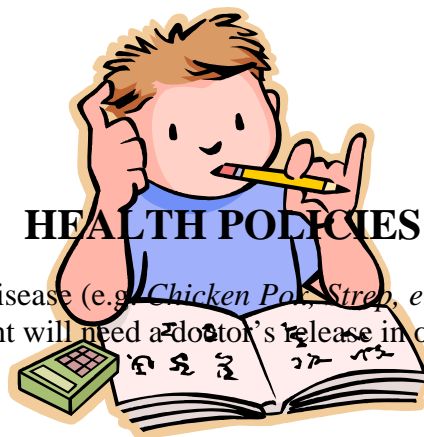
Any student who wishes to participate in the sports program must maintain at least a "C" in all subjects. If a student fails to maintain the required grades each quarter, the teacher will notify the parents, the student, and the sports director. The student will be removed from the team for the remainder of the season.

Students will be held accountable to not participate in practice/games if they are absent from school on practice/game day.

Students in the sports program are required to maintain good behavior at all times, in the classroom, on the playground, at practice, and at games. If a student does not fulfill this requirement, the sports director will be notified and the student will not be allowed to participate in the sports program.

To avoid penalization (forfeiture of one game), parents, students and spectators should maintain appropriate behavior during athletic events at all times.

For more information on Sports Program, please refer to the school's **Sports Handbook**.



If a student is diagnosed as having a contagious disease (e.g. *Chicken Pox, Strep, etc.*), please notify the school so that precautions can be taken and notices can be sent home. The student will need a doctor's release in order to return to school.

**If a student is not well prior to the beginning of the school day, parents are requested to keep the student home.** The school office will notify parents of ill students and they must make arrangements to pick them up as soon as possible.

Physician's Report: verification of recent physical examinations and a tuberculosis (T.B.) clearance is required for all new, Preschool, and Kindergarten students. It is due **NO LATER THAN TWO WEEKS PRIOR TO THE FIRST DAY THE STUDENT IS TO ATTEND SCHOOL.**

### **Medications**

**ONLY** medications bearing prescription labels can be administered at school. The prescription label must bear the **NAME OF THE STUDENT TO WHOM THE MEDICATION IS TO BE ADMINISTERED.**

A Medications Release Form must be filed, giving complete directions and the signature of the parent/guardian.

Cough drops, vitamins, "Aspergum", or any other type of over-the-counter medication **MUST BE IN THE POSSESSION OF SCHOOL NURSE.** All medications, including prescriptions, may **NOT** be placed in the student's lunch box or classroom cubicle, despite childproof containers. If a student is in need of medication, which may not be typically classified as a prescription drug, ask your physician to treat it as a prescription by instructing the pharmacist to prepare a prescription label and affix it to the container.

### **Student Health Check**

A Daily Health Check is conducted when the student arrives at our Preschool or Kindergarten classes. For the well-being and protection of all the students, the parent will be advised to remove the student from school when any of the following symptoms are observed:

watery, inflamed or crusty eyes	unusual aggressiveness	mucous that is not clear
inflamed nostrils	unusual loudness of voice	sores
glazed appearance of eyes	sleepiness	vomiting or gagging
heavy, nasal discharge	listlessness	unusual irritability
rash	extreme fatigue	unusual numbers of trips to restroom
pale appearance	deep cough	frequent stumbling or falling
sneezing or coughing	fever	

HEALTH POLICIES (continued)

Being well enough to attend school means that a student is well enough to participate with other students in daily activities, including outside play. Students will play outside in varying temperatures. Dress your child appropriately.

It is the responsibility of the parent to notify the school if a student has contracted any of the following communicable diseases.

Chicken Pox	Scarlet Fever	Impetigo
Measles (Roseola)	Fifth Disease (Slap Cheek)	Ringworm
German Measles (Rubella)	Pink Eye (Conjunctivitis)	Mumps
Strep Throat	Pinworm	Scabies
Head Lice (Pediculosis)		

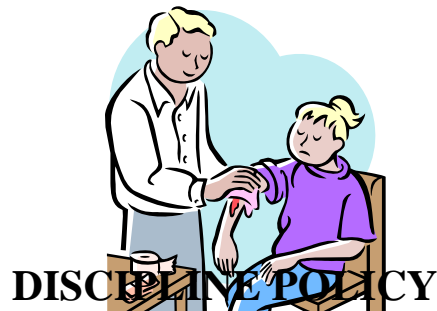
The student will need a doctor's release in order to return to school.

### **Absences from School Premises**

At no time during the daily session are students allowed to leave the school grounds, even during recess or lunch periods, except by previous arrangement. If arrangements have been made, and a student is to be picked up, the parent/guardian must present himself/herself to the main school office (**not the classroom**) before the student can be released. If someone other than the parent/guardian will be picking up the student, he/she must present a signed authorization from the parent/guardian before the student can be released.

### **Emergency**

If a student is seriously injured or becomes suddenly ill, every attempt will be made to immediately notify the student's parent/guardian or other individuals listed on the emergency card. See page 5, Emergency Information. (Registration Forms #2)



Our school is a Catholic School, and exists so that the teachings of Christ as the Word of God can be more evident in all of us – students, teachers, parents, and staff – especially in the way we treat one another.

The purpose of discipline within this context should be neither repressive nor dehumanizing, but should coordinate with the laws of love, honesty and self-discipline that fundamentally rules our lives. The purpose of discipline is to maintain an environment where these values can grow.

Since each student has both his or her strengths and weaknesses, there may be a breach of discipline norms. With a breach of discipline norms, consequences should be seen as an opportunity for the student to restore to the community of St. John of the Cross Catholic School some positive contribution for improper behavior.

The registration of a student at the school is considered to be a commitment of the parents and students to help the community grow in these Catholic-Christian values. To this end, and with this goal in mind for each student, all teachers will follow the School-Wide Assertive Discipline Program. In the case of a severe violation of the rules, the principal may invoke a suspension or expulsion in accordance with the proper procedures.

A full explanation of classroom procedures and expectations is given to the students the first week of school, and to the parents at Back-to-School Night. Questions and clarifications should be directed to the teachers at any time during the school year.

Membership in our school family requires the support of parents in assisting the school staff in directing the students to correct decision-making. We pledge to support parents' efforts to follow through at home.

### **School-Wide Assertive Discipline Program**

We expect all students to behave in a manner that reflects their membership in a loving, caring Christian community. In order to provide a safe, healthy and pleasant learning environment, the following school-wide rules will be observed:

- Morning supervision begins at 7:45 a.m.
- Students should NOT arrive at the playground/hallways before that time.
- This is a gathering time for students, not recess – no playground equipment or games are allowed.

### **General Rules:**

Be respectful.

1. Follow all directions the first time given.

2. Sign in at Extended Day if on school/parish grounds before 7:50 a.m. and/or after dismissal. Students who are not picked up at dismissal time are required to have a letter from their parents/guardian on file in the school office stating what the student has been given permission to do after school.
3. Wear complete and appropriate uniforms. The determination of “appropriate uniform” is at the sole discretion of the school.
4. All students must wear conservative hairstyles; no cosmetics or obtrusive jewelry may be worn. Boys may not wear earrings. Hairstyles deemed inappropriate by the school are not permitted.
5. No gum allowed on school/parish grounds.
6. Weapons and any objects used inappropriately are not allowed.
7. No electronic devices.
8. Students may be in classrooms ONLY when a teacher/staff member is present.
9. Students must exit cars ONLY in safe places. Parents who use the parking lot in front of the church (Columbus Pl.) MUST accompany their children across the street.

#### **Lunch Rules:**

1. Walk in an orderly manner to the lunch area. Walkways are for WALKING only.
2. Use a quiet voice and good manners during lunch.
3. Clear trash and remain seated until dismissed.
4. No food from fast food restaurants can be dropped off for lunch.
5. Playing, loitering and eating in the bathrooms are not appropriate.

#### **Playground Rules:**

1. Respect all supervisory personnel.
2. Cease to play at the bell, walk immediately to lineup area and stand quietly.
3. No playing/running in the hallways.
4. Eat snacks in approved locations.
5. No rough play – No throwing rocks or other harmful objects.



Consequences will be in accordance with the School-Wide Assertive Discipline program.

#### **Severe Action**

The following are considered severe and can result in referral to the principal, detention, supervision, expulsion, or any positive intervention as deemed suitable by the administration:

1. Showing disrespect, defiance, fighting, threatening and/or using violence.
2. Name-calling, use of profanity, vulgar language, hand gestures.
3. Dishonest behavior.
4. Vandalism or any gang-related activity.
5. Possession, sale and/or use of weapons or drugs, including controlled substances, intoxicants, and tobacco; commission of obscene acts or engagement in habitual profanity or vulgarity (EC 49800i); disruption of school activities.
6. Leaving classrooms or school/parish grounds without permission.
7. Habitual, inappropriate behavior: uniform, playground rules, tardiness, etc.
8. The possession of cell phones and other electronics without proper clearance with school administration.

**Suspension** is exclusion from classes and loss of student privileges for a definite period of time. Parents are informed of suspension by a telephone call from the principal and are asked to make an appointment prior to reinstatement of the student at school. Suspension is for a serious offense against the policies of the school and community. Students suspended from school will be placed on probation for the remainder of the school semester. If further serious disciplinary action is necessary during this period, the student is subject to further disciplinary action if is necessary during this period. The student is subject to further discipline in the form of systematic expulsion.

**Expulsion** is a permanent termination of the student status at St. John of the Cross Catholic School without the possibility of readmission.

In all cases of disciplinary action, the student's viewpoint and explanation will be heard.

### **Uniform/Student Dress**

Uniforms are to be worn every day. They greatly simplify our lives, and enhance the environment of peaceful learning. Students who come to school without proper attention having been given to personal cleanliness, neatness, and/or proper uniform will be sent home. Fashion by definition is an ever-changing trend, quite influential among the students. As it would be fruitless to be constantly re-defining specific items of dress, hair, or shoes, St. John of the Cross Catholic School uniform code will confine its statements to general observations, and determination of "appropriate" is at the sole discretion of the school. Extremes of any sort are to be avoided; this is to say, a student's appearance should NOT catch the eye in any unfavorable way.

### **FORMAL UNIFORM: NEW LOGO IS MANDATORY**

#### **Formal Uniform for Elementary School Girls**

#### **Formal Uniform for Elementary School Boys**

Green Plaid Jumper (K-5) White Blouse with puffed sleeves and Navy Blue Piping;  
Hunter green cardigan sweater  
School white socks with black shoes

**Formal Uniform for Middle School Girls**

Skorts, white blouse, hunter green school vest with logo, school tie white knee high socks with black shoes. School cardigan sweater with logo.

Navy Blue Pants/Hunter Green Polo Shirt  
Hunter green cardigan sweater  
School white socks with black shoes  
Belt (Note preschool shorts)

**Formal Uniform for Middle School Boys**

Navy Blue Pants, white shirt, school vest with logo, school tie with logo, school white socks with black shoes and belt. School cardigan sweater with logo.

All students must wear formal uniform on the day they attend weekly Church liturgies and on any other days as directed by the principal or staff.

**FALL (AUGUST-NOVEMBER) / SPRING (APRIL-JUNE) UNIFORM:**

**Girls**

Green Plaid Jumpers (K-5) or skorts (6-8) with white blouse  
Or navy blue walking shorts, belt and hunter green polo shirt  
Hunter green cardigan sweater with school logo  
School white socks and black shoes

**Boys**

Navy blue pants w/belt - Hunter green polo shirt  
Navy blue walking shorts and black belt  
Hunter green polo shirt  
Hunter green cardigan sweater with school logo  
School white socks and black shoes

DISCIPLINE POLICY (continued)

**WINTER (DECEMBER-APRIL) UNIFORM**

**Girls**

Green plaid jumpers (K-5) or skorts (6-8)/white blouse  
or navy blue slacks/hunter green polo shirt  
Hunter green cardigan sweater  
School white socks/tights with black shoes / black belt

**Boys**

Navy blue pants/hunter green polo shirt  
Hunter green cardigan sweater  
School white socks with black shoes black belt

**P.E. UNIFORMS FOR GIRLS AND BOYS**

**Fall (August-November) / Spring (May-June)**

Navy blue walking shorts/hunter green polo shirt  
School white socks / black shoes / black belt

**Winter (December-April)**

Hunter green sweat shirt/hunter green polo shirt  
Hunter green sweat pants / black shoes  
*Polo shirt with long sleeves is available if desired*

The polo shirts, sweat shirts, and cardigan sweaters must have the school logo on them. School uniforms are available at *Dennis Uniforms* < 4217 Ponderosa Ave. San Diego, CA 92123 Tel. (858) 573-1804 >

- Hairstyles should be neat, clean, conservative, and above collar length for boys.
- No cosmetics or obtrusive jewelry may be worn. Boys may not wear earrings.
- Professional logo team jackets and sweatshirts are now strongly identified with gangs. Students attending St. John of the Cross Catholic School may not wear those jackets/sweatshirts to school.
- School tie must be worn in class for all middle school students with their formal uniform.
- Only polo shirts/sweatshirts(PE) with the school logo may be worn. Any other sweatshirt or jacket must be taken off in the classroom. School hunter green long sleeve polo is available for the wintertime.
- Long sleeve shirts may not be worn under a short sleeve polo.

👉 **MIDDLE SCHOOL STUDENTS have new ‘gym gear’ to be brought to school and wear ONLY for P.E. class.**

## SAFETY PROCEDURES



### **First Aid**

Staff members are trained in First Aid and CPR procedures. If there is any question regarding the severity of an injury, emergency personnel (911) will be summoned. In the event of a serious injury, parents will be notified immediately. If you are not available, the child's physician will be contacted. If the injury warrants treatment (but not the urgency of a call to 911) and you cannot be reached, the persons listed on the Identification and Emergency Information Form will be notified to act on your behalf.

### **Parking Lot Precautions**

Precautions should be taken to ensure the safety of all students. Please use the parking lots located in front of and on the east side of the Church and the parking lot next to the Parish Hall to drop-off and pick-up students. Adhere to a **5 M.P.H.** speed limit while using all parking lots. Use established paths of travel while in the parking lots, rather than cutting "across" or "through" parking spaces.

**Please hold the hand of a young student while crossing the street and while walking to and from the parking lots. DO NOT drop-off or pick-up students in the street. Respect the traffic signals. All parents/guardians, students, and all other drivers must obey the safety patrol.**

### **Transportation for Field Trips**

Transportation for field trips may include parent-driven vehicles, private transport systems, and public transportation systems. When a bus is chartered, State law does NOT require that students be secured with seat belts. While traveling in a parent-driven vehicle, in conformity with State law, students are required to follow all mandates including seat belts and child car seats. Diocesan policy requires that individuals complete the electronic fingerprint submission process (Live Scan) BEFORE they can be a chaperone/driver. Parent volunteer drivers must carry liability insurance coverage that meets the minimum Diocesan standards. The driver's insurance would be the primary carrier in the event of an accident. The Diocesan Field Trip form must be completed by all volunteer drivers. The required form for this purpose is located in the back of the Handbook.

### **Volunteers**

Diocesan policy requires that individuals complete the electronic fingerprint submission process (Live Scan) BEFORE they begin volunteer activities. Information regarding Live Scan may be obtained in the school office.

## **Disasters**

Periodic practices are scheduled to prepare in the event of fire or earthquake. Students are instructed in the safety procedures for the emergency drill. In the event of a major disaster, school staff members are committed to the care and safety of the students. Care will be provided until parents are able to pick up students.

## **Emergency Disaster Procedure**

PLEASE ACQUAINT YOURSELF WITH THE SAN DIEGO COUNTY EMERGENCY DISASTER PROCEDURE IN THE EVENT OF A DISASTER. **DO NOT** telephone the school. Telephone lines must be kept available for emergency aid.

**Do Not Panic.** Attend to your own safety. We will care for the students.

When the initial emergency is passed, and you are able to travel, come to the school to pick up students. We will release a student only to those parents who have been authorized IN WRITING by you on the Identification and Emergency Information form listed under Admission Policies and Procedures.

The students will be kept together until they are released to an authorized person. All students must be signed out. If it becomes necessary to leave the school grounds, a sign will be posted informing you of the whereabouts of the students. If you are unable to get to the school, go to your home so we can contact you.

When a prolonged loss of electrical power and/or water is experienced, the school will close. We will use the media (radio and television) to notify parents.

**Remember:** We will keep the students safe and comfortable. Make sure that we have a student emergency kit for your child properly packed at school.

## **PARENT INFORMATION**

### **Expectations for Parents**

For admission and continued enrollment in St. John of the Cross Catholic School, the following is expected of parents:

- To attend Sunday Mass or church services with their children on a weekly basis.
- To have a positive attitude toward the school, its philosophy, policies, and procedures.
- To make certain that students are consistently present, except when ill or when there is a family emergency.
- To maintain the overall health of students by providing nutritious meals and reasonable bedtimes.



- To attend parent/teacher conferences and support the teacher's role in the education of your child.
- To attend and support parent education meetings (P.T.G.) and the special events of the school.
- To attend mandatory meetings throughout the year.
- To fulfill twenty-five (25) hours of service (per family) to the school.
- To communicate fully in order that we may best serve the students.
- To monitor nightly completion of homework.

### **PTG Meetings (MANDATORY)**

During the school year there are P.T.G. meetings which are mandatory. Topics of the meetings relate to school curriculum, school readiness and parenting. Refer to the current school calendar and weekly school newsletter for specific dates and times. All parents/guardians must attend all meetings.

### **Parent-Teacher Guild**

Parent involvement is a vital link between the school and home. The Parent-Teacher Guild (P.T.G.) strives to keep parents/guardians informed and involved.

A parent Executive Board governs the St. John of the Cross Catholic School Parent-Teacher Guild. General membership is comprised of all families and staff members of the school. The P.T.G. Bylaws and Constitution parallel those of the Diocesan Board of Education. The P.T.G. supports the school in the following areas:

- Parent Involvement Program
- School/Home Communication
- Parent Education Programs
- Fund Raising Functions
- Special Activities and/or General Assemblies



The P.T.G. offers a wide variety of opportunities to volunteer. If you have an occupation, hobby, or interest which would enrich our program or units of study, inform the room parent or classroom teacher. The P.T.G. general meetings provide an arena for parent input.

## **2010-2011 BOARD**

Sigrid Ishino; Lorena Mercado; Gabriela Drab; Maribel Mendoza; Roxana Bullington; Gely Moreno; Karla Apodaca; Veronica Jaimes; Jennifer Asmar.

## **Parent Involvement Program**

The Parent Involvement Program is a plan whereby parents/guardians support the school through use of their time, talent and treasure.

Each family is responsible for completing 25 hours toward school meetings and service. For purposes of prorating the 25 hours for new students, the hours are to be earned from August through the first week of June. Each family is responsible for creating a plan for the completion of those hours. It is the responsibility of the parents to remain informed regarding the means for earning hours.

Forms are provided in the school for the recording of hours. As a participant, merely record the date, activity, and number of hours spent in the activity. Have the chairperson of the event authorize the time spent by signing his/her name on the form. A record of the hours must be submitted to the P.T.G. within 1 week after the event. A report of the hours will be sent to you informing you of the hours you have earned. Any family who does not participate will have the option of making a donation of \$400.00 or \$15.00 for each point not earned by June.

## **Service**

Serving the students in the school is definitely linked to our commitment to community and service. As we experience Christian community, it leads naturally to service. Christ gives His people different gifts, not only for themselves but also for others.

## **PARENT INFORMATION**

The key to a successful program is parent-staff involvement. It is necessary that each family and staff member be involved in the building of our school community. It is through one's real life example of showing Christian concern that the student will grow into a lifestyle, which is directed by the Lord.

We need you, we need each other. There is so much that can be accomplished when we give generously of our time, treasure and talent!

## **SCHOOL SONG**



To Saint John of the Cross let us in song our happy voices raise. Each voice and heart is true, as we together sing to you our praise. Saint John of the Cross with your memory we'll never part. Saint John of the Cross always outstanding, we will forever keep you in our hearts. Our school is the fount of our learning. Where salvation of souls is our goal. Where knowledge of God is imparted to the students of Saint John's school. Our minds are filled with understanding. Our spirits are filled with strength. Our faith is increased and

our conscience makes us soldiers of Christ's for life's reign. To Saint John of the Cross let us in song our happy voices raise. Each voice and heart is true, as we together sing to you our praise. Saint John of the Cross with your memory we'll never part. Saint John of the Cross always outstanding, we will forever keep you in our hearts.

### SCHOOL PRAYER



Spirit of Truth, God and Father of all. Enlighten my mind so that I may gain a deeper knowledge of You and Your creation. Oh Holy Spirit fountain of wisdom and knowledge keep my attention from wandering so that I may focus on my studying. Help me to do my work completely and neatly that I may imitate Your perfection. Our Lady of Mercy keep me from distracting others so that they too may learn God's ways. Guide me so that I may assist others who may need my help. Loving Eucharistic-Jesus, stay with me and be my model as I study, play and pray each day. Amen

### BUILDING TOGETHER PRAYER



Lord, we thank You for all You have given to us. We thank You for the gift of life and for the gift of our children. Guide us with Your wisdom and love as we strive to provide for their religious and academic education. May You inspire us to respond generously as a parish family as we build our school and our parish facilities, for with You all things are possible. We ask this through Christ our Lord. AMEN.

## SAINT JOHN OF THE CROSS CATHOLIC SCHOOL

### School Handbook Policy Agreement Form

\_\_\_\_\_ *The family agrees to abide by the policies*  
(Family Name)

*and activities of Saint John of the Cross Catholic School for the 2010 – 2011 school year.*

*Student Signature*  
1. \_\_\_\_\_  
2. \_\_\_\_\_

*Grade and Date*  
\_\_\_\_\_  
\_\_\_\_\_

3.

4.

5.

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**Parent / Guardian Signature**

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**Date**

THIS FORM MUST BE SIGNED BY STUDENT (S) AND PARENT / GUARDIANS AND RETURNED TO SCHOOL THE FIRST WEEK OF SCHOOL.

*The Pastor and / or the Principal reserve and retain the right to amend, alter, delete or modify any of the provisions of this handbook at any time for just cause.*