



A SCHOOL WITH A MISSION

FAMILY HANDBOOK  
NAZARETH SCHOOL

**Preschool – Grade Eight**

10728 San Diego Mission Road  
San Diego, CA 92108  
Phone: (619) 641-7987  
Fax: (619) 280-4652  
[www.nazarethschool.org](http://www.nazarethschool.org)

Accredited by  
The Western Association of Schools and Colleges  
The Western Catholic Education Association

Revised August 2024

**Please note: The most recent changes modified in this document are highlighted in yellow.**

Disclaimer: The policies outlined in this handbook represent a framework. This handbook is not exhaustive and should not be considered comprehensive of all Nazareth School policies. Statements in this handbook are subject to amendment at Nazareth School's discretion. Nazareth School will notify parents/guardians of significant changes when practical. Nazareth School reserves the right to make immediate changes to this handbook at its discretion.



## **NAZARETH SCHOOL PRAYER**

Lord Jesus,

You were once a child in the Holy Family of Nazareth.

We are gathered as a family at Nazareth School.

Bless San Diego, our city.

Preserve it from violence and hatred.

Bless our school and all who come here.

Guide and strengthen the teachers and all who work here.

Help us to be kind to one another and cheerful each day.

Fill us with your Holy Spirit, so that we may grow in your

love, and learn to love one another.

Amen

Holy Family of Nazareth  
Watch over us and protect us



# **NAZARETH SCHOOL: A SCHOOL WITH A MISSION**

## **Nazareth School Mission Statement**

Nazareth School, “A school with a Mission,” develops faith-filled learners who are guided by the Core Values of the Sisters of Nazareth, providing academic excellence rooted in Catholic tradition.

## **Congregation of the Sisters of Nazareth Mission Statement**

We, the Sisters of Nazareth, aim to share the love of God through our ministries of care and education and our openness to respond to the needs of the times.

*Whatsoever you do to the least of my people you do to me.* Words of Jesus Christ (Matthew 25:40)

## **Sisters of Nazareth Core Values**

<b>Respect (Matthew 25:40)</b>	<b>Hospitality (Matthew 25:37)</b>	<b>Love (1 Peter 1:22)</b>
<b>Justice (Matthew 5:6)</b>	<b>Compassion (Luke 6:36)</b>	<b>Patience (Matthew 5:5)</b>

## **Monthly Celebration of Core Values**

**Core Values of August- Respect, Hospitality, Love, Justice, Compassion, Patience**

**Core Value of September – Respect**

*As often as you did it to one of these... You did it to me.* Matthew 25:40

In living the “Nazareth Way” at Nazareth School, all things start with Respect – respect for all God’s creation. We respect all that is living – all of the children and adults who make up our school community, the beautiful fields and landscaping that are so important to the atmosphere of our school, the facility and all of the creations that allow us to grow together in a spiritual, academic and social setting. We respect the unique dignity of each person, holding each in high esteem and extending to each thoughtfulness, courtesy and care. We respect the learning environment found in our classrooms and in our gatherings.

**Core Value of October – Hospitality**

*I was a stranger and you welcomed me.* Matthew 25:37

In living the “Nazareth Way” at Nazareth School, we value a community that welcomes with warmth and friendliness all people. Our welcome is extended to those children and their families who are new to our school; it extends to all who visit and, in particular, to those who share their gifts and talents with us. Hospitality, however, extends beyond the welcome.

Henri Nouwen speaks of Hospitality as being the creation of a space where people are safe to be the person of God intends them to be (*Reaching Out*). Nazareth School is a place where all members of the community are encouraged to develop their God-given talents in a safe environment.

### **Core Value of November – Respect and Hospitality**

### **Core Value of December – Love**

*Let your love for each other be real and from the heart.* 1Peter 1:22

Among God's greatest gifts of love to us is that of His Son whose life teaches us how to love one another and whose death and resurrection provides us with God's promise of eternal life. At Nazareth School, December gives us the opportunity to practice that love as we prepare for the birth of Jesus. *Christmas at Nazareth*, both in the elementary and the preschool, and our annual Toy Drive, allow us to share love with our community and with those in need. Our morning assembly prayers and our classroom activities help us to share our love for one another in prayer and action. In living the "Nazareth Way," we practice the message of God's love by reaching out to others with unselfish concern as we promote their growth and well-being.

### **Core Value of January – Justice**

*Blessed are those who hunger and thirst for justice for they shall be satisfied.*  
Matthew 5:6

At Nazareth School, we understand that justice and fairness create a path to peace. As Pope Paul VI said, "If you want peace, work for justice." In our way, we work for peace within our relationships. We practice fairness for all on the playground and in our classrooms. We celebrate and recognize the peacemakers among us at a special liturgy during the month. At that liturgy, we also recognize the work of Dr. Martin Luther King, Jr. and his efforts to build a society in which equality among all people is practiced. As a school community, we pray for justice in a world, city, school and home that is filled with peace.

### **Core Value of February – Love and Justice**

### **Core Value of March – Compassion**

*Be compassionate as your heavenly Father is compassionate.* Luke 6:36

While our liturgical calendar changes every year, during part or all of March we celebrate the season of Lent. As we pray, engage in self-discipline and sacrifice, and reach out to others through the Spiritual and Corporal Works of Mercy, we practice compassion. In giving to others in the name of Jesus's suffering and death, and living the "Nazareth Way" we grow as persons who are committed to empathy, care and kindness – we become compassionate followers of Jesus.

### **Core Value of April – Patience**

*Blessed are the gentle for they shall possess the earth.* Matthew 5:5

In a world where we are frequently confronted with frustrations and waiting, the Core Value of Patience teaches us to practice moments of acceptance, pause and endurance. What is it that

we do when we are waiting – waiting in line, in traffic, at the drinking fountain, on the phone or internet? Our daily challenge is to use that time to become closer to God, to those around us, and to the beauty of the world. We need to consider as well, that our lives consist of a series of moments of waiting – waiting for our Eternal Life. At Nazareth School, learning about and practicing patience challenges us to live a life of waiting moments to become closer to God and one another.

**Core Value of May – Compassion and Patience**

**Core Value of July – Respect, Hospitality, Love, Justice, Compassion, Patience**

**Core Value of June – Respect, Hospitality, Love, Justice, Compassion and Patience**

## **Nazareth School Philosophy**

The Nazareth School faculty and staff work in partnership with parents, the primary educators of their children, to provide a quality Catholic education. God is the center of Nazareth School, and each child is a member of His family, created in His image. Students develop a strong relationship with God and grow in the rich traditions of the Catholic faith through prayer, sacramental celebration, and service to others. Gospel values are practiced daily. Nazareth School staff, students, parents, and religious are committed to building the bonds of community among themselves and the local/global society. Through a challenging academic curriculum relevant to the needs and abilities of the students, the children are prepared for higher education and responsible citizenship with moral integrity in an ever-changing world.

### **Policy of Non-Discrimination Policy by Schools**

Nazareth School of San Diego, Inc., located in the Diocese of San Diego, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Nazareth School of San Diego, Inc. does not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, Nazareth School of San Diego, Inc. does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

This policy is consistent with those of the Catholic Schools in the Diocese of San Diego.

Revised: 7/2024



**Schoolwide Learning Expectations  
Preschool-Grade 2  
Nazareth School students:**

are...

**Faith Filled:**

Go to church, say prayers, and follow Jesus

achieve...

**Academic Excellence:**

Answer questions, solve problems, and share their talents

**Integrate Technology:**

Make good choices when using technology

**Take Responsibility:**

Take responsibility for their actions

**Honor Core Values:**

Practice and model the Core Values of the Sisters of Nazareth



## **Schoolwide Learning Expectations Grades 3-8**

**Nazareth School students:**

are...

### **Faith Filled:**

Practice their faith through prayer, reflection, active participation in the Liturgy, and service to others

achieve...

### **Academic Excellence:**

Use creativity, critical thinking, and problem-solving skills to demonstrate competency in all subjects

### **Integrate Technology:**

Practice ethical use of technology to support learning

### **Take Responsibility:**

Take responsibility for their actions and understand there are consequences for all actions

### **Honor Core Values:**

Practice and model the Core Values of the Sisters of Nazareth

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## **PRESCHOOL**

### **WELCOME**

Welcome to Nazareth Preschool where we believe that children learn through play by engaging in different age appropriate activities. The first five years in your child's life are the most important ones for their development. We provide a safe, nurturing, loving and spiritual environment. We assure you that we will make this your child's best and most memorable preschool experience.

Nazareth Preschool is open to children ages three to five years old who are fully potty trained. Children must be three or four years old by September 1 to enroll. The preschool is licensed by the State of California Department of Social Services.

The preschool is operated on a non-discriminatory basis offering equal treatment and access to all children without regard to sex, age, disability, race, color and national and/or ethnic origin.

### **Parent Orientation**

All parents are required to attend Parent Orientation. Orientation takes place on the Saturday before school starts. It is scheduled to start at 9:00am.

### **Nazareth School Core Values**

Nazareth Preschool follows and puts into practice the six Core Values of the Sisters of Nazareth: respect, hospitality, love, justice, compassion, patience. Our Core Values are based on Scripture and the heritage and tradition of the Sisters of Nazareth. It is expected that all who are associated with the work of Nazareth demonstrate a commitment to these values.

### **PHILOSOPHY**

Nazareth Catholic Preschool's staff provides a safe, loving and nurturing environment for our students. Enriching our Catholic faith with simple and concrete experiences is an important part of our program. Through our faith-based curriculum, our students participate in daily prayer and community stewardship. Our students have the opportunity to learn and grow during both teacher managed / structured activities and organized play activities as well. Teachers stimulate academic growth by focusing on the whole child; spiritually, socially, emotionally, physically and culturally. We respect each child's potential and creativity as they continue their journey as life-long learners. At Nazareth Catholic Preschool we consider it a privilege to partner with parents in fostering each child's success as they become Disciples of Christ within the Church Family and community.

## **OUR CURRICULUM**

Curriculum is herein defined as the cumulative guided experiences of the child under the direction of the preschool. It embraces the development of the whole child.

Curriculum activities include: religion, art, math & science, language & literature, pre-reading, pre-writing, small & large motor skills, dramatic arts, music & movement, environmental studies and gardening which are taught at an age appropriate level.

## **Operating Hours**

Our Preschool Program starts in late August – June, hours of operation are Monday – Friday from 7:00am – 6:00pm. Tuition covers from 7:00am – 4:00pm. Nazareth Preschool offers aftercare from 4:00pm – 6:00pm. There is an additional fee and you will be billed separately. If you pick up your child after 6:00pm, without calling, there is a late fee assessed. Daycare and late fees will be billed on a monthly basis.

Some Fridays are minimum days, usually the first Friday of the month. Dismissal is at 11:55am. NO Aftercare is available.

## **Preschool Daily Schedule**

7:00-8:15 Children Arrive / Open Centers

8:15-12:00 Morning Activities for Sunflowers

8:15-12:00 Morning Activities for Buzzy Bees

9:00-9:30 Morning Snack for Sunflowers

9:00-9:30 Morning Snack for Buzzy Bees

12:00-12:30 Lunch for Sunflowers

12:00-12:30 Lunch for Buzzy Bees

12:45-2:45 Nap for Sunflowers (2:45-3:00 wake up time & wash up)

12:30-2:30 Nap for Buzzy Bees (2:30-2:45 wake up time & wash up)

3:00-4:00 PM Snack / Indoor Activities for Sunflowers

2:45-4:00 PM Snack / Indoor Activities for Buzzy Bees

4:00 – 6:00 Transition to Aftercare / Outside Play / Children Go Home

## **FINANCIAL POLICIES AND PROCEDURES**

### **TUITION PROCESS**

Tuition is figured on an annual basis. You have the option to pay your tuition in full by September 1 and receive a discount as stated in the tuition handout. You may choose to make two semester payments, the first is due by September 1 and the mid- January (see contract) and you will receive a discount as stated in the tuition agreement. You may also choose to have monthly tuition payments withdrawn from your bank account through the F.A.C.T.S. Management Program. There is an enrollment fee and you must enroll in the program. F.A.C.T.S. automatically withdraws the monthly tuition fee from your bank account on the 5<sup>th</sup> or 20<sup>th</sup> of each month. Fees for Registration, Materials, Diocesan, PTG Dues, Auction Fee, Annual Dinner Tickets and F.A.C.T.S must be paid annually and are due on your scheduled registration date. The Registration Fee, PTG Dues and Dinner Tickets are **non-refundable**. The Materials Fee and Diocesan Fee are refundable until the date stated on tuition agreement. **There is no reduction in tuition for vacations or absences.**

### **WITHDRAWAL OR TERMINATION**

If at any time your child is to be withdrawn from the preschool, you must give notice as soon as possible.

Nazareth Preschool reserves the right to terminate enrollment of any child for continued late pick up, failure to pay tuition, or when it is determined that we cannot meet the needs of the child.

### **ADDITIONAL POLICIES AND PROCEDURES**

Parents are informed of changes in the school policies and procedures throughout the school year. These notices may be sent in the child's file folder, e-mail, parent newsletter & family envelope posted on parent boards, doors or sign-in clip boards.

## **OPERATIONAL POLICIES AND PROCEDURES**

### **CHILD CUBBY AND FILE**

Each child is provided a cubby in their classroom. All belongings are kept in their cubby, including a change of clothes. Please label everything with your child's name. Each child will also have a file folder. Please check this file daily for information to parents.

### **SIGN-IN AND OUT POLICY**

It is required by the Department of Social Services that parents clearly write their **FULL LEGAL SIGNATURE** in and out every day. Please do not allow your children to sign or scribble on these sheets, as they are legal documents. Only authorized adults 18 or older are allowed to sign your child in and out. If someone other than the parent(s) will be picking up a child, we will ask for identification.

### **DISCIPLINE POLICY**

At Nazareth Preschool we try to instill in our students a respect for each other's rights. Children learn to play and cooperate with teachers and aides, as well as with peers. Learning to live and share together within our school community is an important part of integrating and developing social skills. Every effort will be made to inform you of your child's progress. However, if a child's behavior is unacceptable, she/he will be redirected to appropriate behavior or to problem solve. Teachers will teach problem solving by following these steps:

- Stop any hurtful actions of all children involved
- Acknowledge feelings of all children involved
- Listen and gather information from all children involved
- Re-state what happened
- Ask children for ideas to solve the problem

If a child's inappropriate behavior requires further intervention: the following steps will take place (These behaviors may include biting, hitting, kicking, or continually disrupting the program.)

- We will remove the child from the area where the inappropriate choices are being made. The child may be taken to the office. Communication with parents will take place by phone or an incident report.
- If the child causes continual injury to another child or staff member, or displays dangerous behavior, the parent will need to immediately pick-up his/her child from preschool within 1 hour of the initial phone call.
- If continuous discipline problems do arise, we will contact parents to schedule a conference. Parents will meet with director and child's teacher and discuss several behavior strategies that may help improve the child's behavior.
- If the steps above have been utilized and the behavior concerns have not been met, we reserve the right to discontinue preschool services.



For the safety of all the children and staff, Nazareth Preschool does reserve the right to immediately terminate a child's enrollment.

## **BULLYING**

Nazareth preschool takes all acts of bullying seriously. Our preschool staff works hard to promote positive behavior and relationships between all students. Acts of bullying are not tolerated. Reported acts of bullying are dealt with prudently, assuring the well-being of the student who reports the act.

- The Director will immediately contact the child's parent(s)
- Meet with the child's parent(s) to discuss the incident and refer to school counselor
- If the bullying continues, then the child will be suspended, expelled or terminated

### **Bullying**

Any unwanted aggressive behavior(s) by another individual or group of individuals who are not siblings that involves an observed or preserved power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted individuals including physical, psychological, social or educational harm. Common types of bullying include:

- Physical such as hitting kicking and tripping
- Verbal including name calling and teasing
- Relational/social such as spreading rumors and leaving/excluding individuals out of the group
- Damage of another individual's property
- Sexual harassment
- Hate violence
- Threats, harassment, and intimidation

### **Cyber Bullying**

The creation or transmitting originated on or off the school site by means of an electronic device including but not limited to, a message, text, sound, video, image, or post on a social network.

### **Report a Concern**

The Diocese of San Diego and Nazareth School is committed to providing a safe environment for all who worship, work, or participate in education and formation opportunities in our parishes and schools. **In order to ensure the safety of students, parents and our community, we ask all concerns are reported in a timely manner.** In compliance with the Charter for the Protection of Children and Young People, the topic of safe environments (NO, GO, TELL RULES – see below) will be introduced to your child in September in the following manner:

Your child's teacher will emphasize in class:

- That we are all created in God's image.

- Our bodies are special and sacred.
- Because our bodies are sacred
  - No one has the right to touch our bodies in a way that hurts us, makes us feel weird, uncomfortable, scared or worried.
  - No one has a right to touch the private parts of our bodies – the parts covered by a bathing suit – unless it is for health or safety reasons. Your body belongs to you.
  - No one has a right to ask us to keep a secret about our bodies from our parents or teachers
- If someone has touched us in a way that makes us feel weird, uncomfortable, scared or worried, we should use the NO-GO-TELL Rule (included on the following page).
- It is important to keep telling adults until someone you know listens and believes you and will take care of the situation.
- God helps by giving us the courage to say “NO,” by giving us strength to tell someone and by giving us information to protect ourselves.

*I am created in the image of God. God loves me, I am special.*

*God loves me and created me.*

*I am special.*

*There is no one in the world exactly like me.*

*Because God loves me and made me, God never wants anyone to hurt me.  
No one has the right to hurt me and I do not have the right to hurt anyone else.*

*If anyone touches my body in a way that makes me feel  
weird, or uncomfortable or worried or scared*

*If anyone tells me they will hurt me or a member of my family*

*If anyone asks me to keep secrets from my parents or teachers*

*I will use the*

*No—Go—Tell Rule.*

**NO**

**I will say words that mean no:**

**Stop it**

**Cut it out**

**Quit it**

**Don't do that to me**

**I will YELL if I am really scared**

**GO**

**I will get away from the person as soon as it is safe:**

**I will go to a room with other people**

**I will go home**

**I will go to another adult**

**I will try and call my parents**

**TELL**

**I will tell what happened to an adult  
that I trust:**

**My mom or dad**

**My grandparent**

**My teacher**

*I am created in the image of God. God loves me, I am special.*

## Ways to Report a Concern

- Contact/email a teacher directly
- Contact/email the Principal directly: [principal@nazarethschool.org](mailto:principal@nazarethschool.org)
- Contact/email the office directly: [office@nazarethschool.org](mailto:office@nazarethschool.org)
- **Report a Concern** Button on Nazareth School Website (upper right-hand corner)
  - Opportunity to Anonymously Report a concern directly to Nazareth School



## Incident Protocol Steps

All incidences of bullying, cyber bullying, and/or student conflict will not be ignored. The following steps will occur upon receiving a report.

- Behavior will be stopped immediately by a staff member or the Principal
- Reminder of the school expectations and rules will be discussed with those involved
- Students will be separated (if applicable)
- All involved will have a voice and be listened to without blame
- Reconciliation between students will be facilitated by staff member or the Principal
- Parents will be notified of the situation
- To create a positive resolution in order to facilitate healing
  - Letter of apology
  - Corrective action
  - Possible detention/suspension
  - Parent Meeting
  - Counseling

## **SUSPENSION AND TERMINATION**

The Director is responsible for issuing warnings and suspensions. Please remember to inform staff of any event or change of routine that might affect your child's behavior. The staff will inform parents of any changes in their child's behavior. It is up to the discretion of the Preschool Director to terminate care for the child if the child's or parent's needs are not being met.

The following continuous behaviors will result in immediate warnings as well as temporary or permanent suspensions.

- A child inflicting physical or emotional harm on others
- Derogatory or abusive language
- Destruction of property and equipment
- Theft of other people's belongings
- A child constantly disrupting the class and showing no attempt to listen or follow classroom rules.

Please remember that an immediate suspension is a serious decision. **Parents will be requested to pick up their child within 1 hour of the initial contact should their child engage in behavior that threatens the safety and well-being of the other children and staff.**

## **POTTY TRAINING POLICY**

All children must be potty trained when enrolled in our program. Nazareth Preschool reserves the right to suspend and / or terminate enrollment of a child who has continuous potty accidents.

## **NUTRITION: DAILY SNACK AND LUNCH**

Snack and Lunch: Two snacks are served daily; mid-morning and mid-afternoon.

Children bring their own lunch and a reusable water bottle. Parents may purchase a hot lunch through the hot lunch program in advance. There is a microwave in each classroom for items in lunches that need to be reheated. Please be sure to put an ice pack in your child's lunch to keep it fresh. Lunches must have foods from the basic food groups, i.e..... breads, pasta, grains, fruits & vegetables, milk, water or 100% juice. **NO sugary, chocolate, chewy, gummy snacks! Please make sure that if your child has any allergies to food, we are made aware of this immediately.**

## **COMMUNITY CARE LICENSING**

Our preschool is a licensed program through the State of California and follows Title 22 regulations. Licensing monitors all childcare facilities to ensure that they provide a safe and healthy environment for children who are in day care.

A Community Care Licensing representative may visit our preschool program anytime during our operational hours as well as may interview staff and children privately, if needed or when needed. This also applies to a Child Protective Services representative.

## **KINDERGARTEN READINESS ASSESMENT**

Every child in the Pre-K class who will be attending our Kindergarten Program here at Nazareth School must be assessed. There is a permission slip and a fee that must be turned in before a child can be assessed. The assessments takes place in late December and continue through early February. More information is provided after winter break.

## **REST TIME POLICY**

State Licensing requires a quiet rest time for all full day program. All children will have a quiet rest time during the early afternoon. The children are not required to sleep, but they may rest quietly. Each child needs to bring a nap bundle (Urban Infant / Tot Cot with elastic to stay in place on the cot). These may be purchased on Amazon. Nap bundles will be sent home weekly to be washed and are to be brought back the following week. NO sleeping bags.

## **PERSONAL BELONGINGS**

The preschool is not responsible for damage or lost articles. Items for sharing may be brought to school by your child on their assigned days. Please have your child's name marked on the items. Items that should not be brought to school include: toy guns, sharp toys, marbles, anything that can be a choking hazard or anything with violent or aggressive nature (super heroes, swords etc..). Inappropriate items will be kept in the director's office for the parent to pick up.

## **DRESS CODE FOR PRESCHOOLERS**

Children will be involved in both indoor and outdoor activities, they should be dressed comfortably. There are many choices of easy-to-wear preschool clothing. Self-help clothing, clothing they can manage with a minimum of help, make it easy for the child to be independent in his/her toileting and are less conducive to accidents. Tennis shoes or running type shoes are the safest shoes. Socks and shoes are worn at all times, including nap time. **Clogs, boots, flip flops are not permitted.** Sandals which protect the toe and heel are acceptable on warm days.

Parents must provide 2 sets of extra clothes. Include underwear, pants/shorts, top, shoes and socks. The child's name must be on all items.

### **BIRTHDAYS**

You may celebrate your child's birthday at school by sharing a special snack with classmates at morning or afternoon snack. **Please notify the teachers in advance.** We suggest that if you are providing food that it be nutritious (go-gurts, fresh fruit, muffins with no frosting, 100% juice). Cupcakes are only allowed for afternoon celebrations.

### **PARENT-TEACHER CONFERENCES**

We have two Parent-Teacher Conferences per school year: one in early October and one in late February. This is an opportunity for teachers and parents to discuss the specific needs and progress of each child.

## **HEALTH AND SAFETY**

### **State Health Requirements**

All the age appropriate immunization records must be completed **BEFORE** your child starts preschool. We also require a blood lead test. Your child's physician will need to complete a Physician's Report & Lead Blood Test Form, and these two forms must be turned in to the preschool office. If your child's immunization record is not complete, the Physician's Report and / or Lead Blood Test Form are not on file, the child's start date will be postponed until completed. All paperwork must be turned in before or by the first day of school.

### **SICK POLICY / COVID-19**

**We are currently following the most updated Childcare Guidance for Covid-19.**

Children who have any sort of communicable disease will not be allowed to attend preschool.

Please keep your child home if he/she is sick and presenting any of the following Covid-19 symptoms:

- Fever with or without chills
- Cough
- Nausea, Vomiting or diarrhea
- Nasal Congestion
- Runny Nose
- \* Fatigue
- \* Muscle or body aches
- \* Poor feeding or appetite
- \* Known close contact with a person confirmed to have Covid-19

- Sore Throat
- New loss of taste or smell

If your child presents any of the symptoms stated above during school time, we will have to send your child home. Please keep in mind that we continue to follow school protocols to keep the children and staff safe. We **MUST** continue to mitigate the spread during these difficult times. Please understand that we are following the CDC and state guidelines. Please do not become upset with us if your child is not accepted on a particular day for any of the above reasons. **If contacted, parents must pick up their child as soon as possible.** We have a responsibility to the other children, staff and parents. A sick child needs to be at home.

### **HEAD LICE**

Upon occasion there is a problem with lice in a preschool setting. If this should occur in your child's classroom we will let you know and ask for you to check your child's hair daily for any signs of lice or nits. If your child does have head lice, we will call you to pick up your child and you will be asked to provide treatment. Child may not return to school until they have been treated and no signs of nits/lice.

### **MEDICATION POLICY**

**We administer prescription medication only.** All prescribed medication must be in the original container. The prescription container must have the original prescription on it, state the child's name, dosage, times and current date (we will not administer any expired medication). You must fill out a Parent Consent For Administration of Medication and Medication Chart Form. This form is necessary for medication to be administered by our staff.

Please note, Nazareth Preschool employees will not administer over the counter medication(s).

### **EMERGENCY CONTACT INFORMATION**

Please remember to update your child's Emergency Card if you have moved or changed any of your information, most importantly phone numbers. It is important that we are able to make contact with a live person in the event of an emergency or injury involving your child.

### **Disaster Plan**

In the event of a disaster such as fire, earthquake or lockdown, the preschool staff and children will relocate in their designated areas. Parents will be contacted, with the phone



number they have provided on their child's Emergency Card, for pick up or updated details, if needed.

See section VIII for Parent Information

**Thank you for joining our family at Nazareth Preschool, where your child can enhance their spiritual and academic journeys in a loving, positive and nurturing atmosphere. Together we will help your child succeed and become productive citizens and Disciples of Christ.**

# **KINDERGARTEN-8TH GRADE**

## **SECTION I**

### **GOALS AND OBJECTIVES**

The following goals and objectives are set out as key areas of emphasis, which permeate the student's life at school:

#### **A. Religious Development**

The students, through their relationships within Nazareth School, shall experience Faith Community through participation in:

- the sacramental and liturgical life of the Church;
- the study of Sacred Scripture and Church tradition;
- the various forms of prayer and paraliturgical celebration;
- Christian service activities designed to raise the students' awareness of social justice;
- discussions and activities designed to promote a reverence for all aspects of Christian living.

#### **B. Academic Achievement**

The students will grow into an understanding of basic skills, both cognitive and affective, which provide a solid academic foundation. We seek to meet the challenge of educating students by:

- integrating textbook presentations with societal experiences in such a way as to promote moral awareness;
- developing critical thinking skills in students so they may be adequately prepared for subsequent levels of educational challenge;
- providing a variety of educational situations in whole class, small group, and individualized instruction programs in order that the academic learning style differences among students are respected and fostered;
- providing a variety of appropriate, community field trips designed to reinforce classroom presentations;
- fostering in families a positive attitude towards learning.

#### **C. Community Services**

The students will appreciate that Christian witness is a vital element of Christian life by being open to the needs of other persons and groups in the wider community.

These programs will:

- provide interaction with senior citizens;
- provide personal assistance to our brothers and sisters in mission programs;
- provide volunteer assistance to community organizations and area projects;

- foster civic responsibility and awareness of issues that affect the local community.

#### **D. Personal Development**

The students will recognize their uniqueness as loving children of God and develop a positive self-image morally, culturally, academically, and socially. This is accomplished by establishing a climate of acceptance that emphasizes:

- positive and respectful interaction with teachers, parents, and other students;
- participation in values clarification activities;
- acceptance and completion of assigned responsibilities.

#### **E. Social Development**

The students through active participation in school, parish, and local community shall recognize the need to interact with and be a part of a community. This is accomplished through:

- opportunities for one-to-one, small group, large group, peer, and adult relationships;
- participation in cross-age interaction;
- participation in opportunities to support and affirm those students involved in sacramental preparation and class retreats.

#### **F. Physical Development**

The students will appreciate that physical well being is rooted in positive attitudes and practices. These are accomplished through:

- a developmental, progressive, physical education program;
- the opportunity to participate in a variety of extra-curricular sports activities to foster a Christian spirit of competition and teamwork;
- a formal program which encourages personal health, fitness and nutrition practices
- activities designed to promote an awareness of specific local health concerns which utilize community health agencies and other professionals;

#### **G. Cultural Development**

The students will be given the opportunity to appreciate the cultural and traditional values of a variety of ethnic groups, thereby fostering an intellectual curiosity and respect for the customs and traditions of others. This will be accomplished through:

- interaction with professionals who represent a variety of multicultural backgrounds;
- multicultural programs, guest speakers, and field trips featuring music, art, drama, dance, food, literature and customs;
- planned curricular presentations and various student activities.

## **SECTION II**

### **ACADEMICS**

The school curriculum encompasses all the learning experiences (cognitive, affective, spiritual, and psychomotor) and is planned and directed under the leadership of the Principal to be compatible with the diocesan policy and the school's mission statement and philosophy. Curriculum standards are based on national and state standards and the Diocesan course content guidelines.

#### **The School Curriculum**

- gives witness to the message of Christ as revealed in His person, sacraments, scripture, community, doctrine, and the traditional heritage of the Catholic Church.
- develops within students the life-learning tools of communication, problem solving and decision making.
- encourages each student to develop his/her potential through responsibility and accountability to self, parents, faculty, staff, and peers.
- provides an informational framework that will prepare the students to live in the twenty-first century.
- affirms ethnic pride, appreciates cultural values, and allows diversity when applying the principles of peace and justice.
- integrates parent and community talent into the school program.

#### **Subjects Taught**

1. Religion
2. Reading (includes vocabulary, phonics, comprehension, literary analysis)
3. Language Arts (includes listening, speaking, writing skills, grammar)
4. Spelling
5. Handwriting
6. Mathematics/Algebra
7. Social Studies
8. Science
9. Art
10. Physical Education
11. Technology
12. Foreign Language

## **Catholic Prayers and Practices**

As this is a Catholic School, the greatest emphasis is placed on providing a Religious Education for all students. We ask God to bless our work. We, as a school community, recognize the importance of both formal and informal prayer. The following prayers and doctrine are required by the grade level indicated:

Kindergarten & Grade 1:	Sign of the Cross The Lord's Prayer Hail Mary Glory Be Grace Before Meals Grace After Meals Angel of God
Grade 2:	All of above, plus Morning Offering Act of Contrition Prayers of the Mass
Grade 3:	All of above, plus Come Holy Spirit Apostles Creed The Ten Commandments
Grade 4:	All of above, plus Prayer of St. Francis Memorare Angelus
Grade 5 & 6:	All of above, plus Acts of Faith, Hope, Charity Jesus Prayer Mysteries of the Rosary Prayer of Vocations Regina Coeli (during Easter season)
Grades 7 & 8	All of above, plus Precepts of the Church The Beatitudes Gifts and Fruits of the Holy Spirit Hail, Holy Queen Corporal and Spiritual Works of Mercy

These and other prayers as well as the practices of the faith may be found in the students' religion books.

## **Sign of the Cross**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

## **The Lord's Prayer**

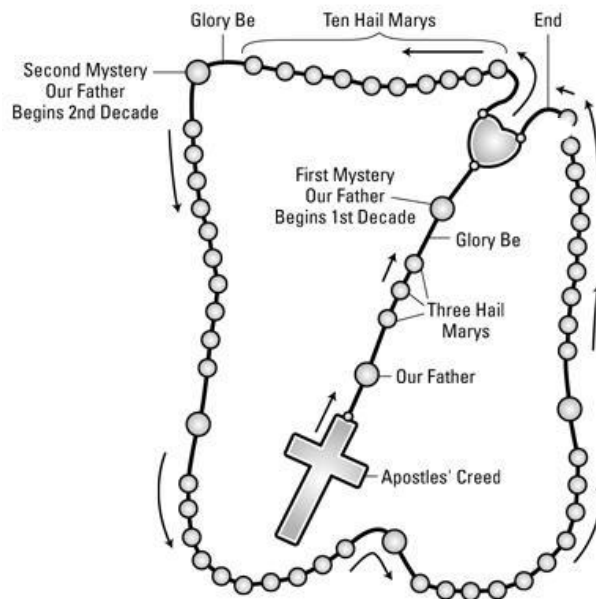
Our Father, Who art in Heaven, hallowed be Thy name. Thy Kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us and lead us not into temptation, but deliver us from evil. Amen

## **Hail Mary**

Hail Mary, full of grace, the Lord is with Thee. Blessed art Thou among women and blessed is the fruit of thy Womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

## **Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now and ever shall be, world without end. Amen.



## **Academic Honesty**

The value of honesty is implicit within the standards for Nazareth School students. Academic honesty includes doing one's own class/homework, not allowing others to copy, integrity in the testing situation, and the proper use and citation of book and electronic sources in research papers and projects. The penalty for academic dishonesty is no credit given and /or a disciplinary action.

## **Grading Policy**

The administration and faculty of Nazareth School are seeking to measure total student performance in class work, homework, evaluative testing performance, class participation, and, where appropriate, work on special projects. Therefore, written grades will be given so as to keep students and parents aware of performance. We encourage students to work to their God-given potential. Should a problem arise, it is recommended that parents first contact their child's teacher. If further assistance is needed, please contact the school office for an appointment with the Principal.

## **Grading Scale**

Nazareth School uses the following grading scale which has been recommended by the Diocese of San Diego's Office for Schools.

### **ACADEMIC GRADING SCALE: DIOCESE OF SAN DIEGO** **BEHAVIOR GRADE RUBRICS: NAZARETH SCHOOL**

#### **Diocese of San Diego Grading Scale Grades K – 1**

93 – 100% -- O  
90 -- 92% -- VG  
87 -- 89 % -- G +  
83 -- 86% -- G  
80 -- 82% -- G –  
77 -- 79% -- S +  
73 -- 76% -- S  
70 -- 72% -- S –  
67 -- 69% -- NI  
63 -- 66% -- NI  
60 -- 62% -- NI  
Below 59% -- U

#### **Diocese of San Diego Grading Scale Grades 2 – 8**

93 – 100% -- A  
90 -- 92% -- A –  
87 -- 89 % -- B +  
83 -- 86% -- B  
80 -- 82% -- B -  
77 -- 79% -- C +  
73 -- 76% -- C  
70 -- 72% -- C -  
67 -- 69% -- D +  
63 -- 66% -- D  
60 -- 62% -- D -  
Below 59% -- F

7 core subjects that make up the GPA in 6th-8th schools

- Religion
- Reading/Literature
- Language Arts
- Science
- Spelling/Vocabulary
- Mathematics
- Social Studies

**RESPONSIBLE BEHAVIOR EVALUATION RUBRIC  
NAZARETH SCHOOL**

**GRADES K – 3**

- Shows respect for teachers, adults on campus and other students
- Exhibits self-control, self-motivation and cooperation
- Listens and follows directions
- Refrains from joining in hurtful or prejudicial behavior
- Works in harmony with others
- Is a role model
- Accepts responsibility for his/her own actions
- Is polite and thoughtful
- Is able to make responsible behavior choices regardless of the situation
- Follows school, classroom and playground rules
- Receives no parent notifications for inappropriate behavior
- Keep hands, feet and objects to themselves

**O = Exemplary**

- Exhibits qualities listed above consistently

**VG = Commendable**

- Exhibits qualities listed above with infrequent reminders

**G = Some Evidence**

- Attempts the qualities listed above, but needs several reminders
- May engage in disruptive behavior, but responds to redirection

**S = Occasional Evidence**

- Attempts the qualities listed above, but needs repeated reminders
- May engage in disruptive behavior, but sometimes responds to redirection

**NI = Limited Evidence**

- Needs consistent reminders in any of the qualities listed above
- Engages in disruptive behavior and does not respond to redirection

**U = Minimal Evidence**

- Has unacceptable behavior in any of the qualities listed above and fails to show improvement



**RESPONSIBLE BEHAVIOR EVALUATION RUBRIC  
NAZARETH SCHOOL**

**GRADES 4 – 8**

- Shows respect for teachers, adults on campus and other students
- Exhibits self-control, self-motivation and cooperation
- Listens and follows directions
- Refrains from joining in hurtful or prejudicial behavior
- Works in harmony with others
- Is a role model
- Accepts responsibility for his/her own actions
- Is polite and thoughtful
- Is able to make responsible behavior choices regardless of the situation
- Follows school, classroom and playground rules
- Receives no parent notification for inappropriate behavior
- Keep hands, feet and objects to themselves

**A = Exemplary**

- Exhibits qualities listed above consistently

**A - = Commendable**

- Exhibits qualities listed above with infrequent reminders

**B = Some Evidence**

- Attempts the qualities listed above, but needs several reminders
- May engage in disruptive behavior, but responds to redirection

**C = Occasional Evidence**

- Attempts the qualities listed above, but needs repeated reminders
- May engage in disruptive behavior, but sometimes responds to redirection

**D = Limited Evidence**

- Needs consistent reminders in any of the qualities listed above
- Engages in disruptive behavior and does not respond to redirection

**F = Minimal Evidence**

- Has unacceptable behavior in any of the qualities listed above and fails to show improvement

Middle School Teachers will utilize the Nazareth School Behavior Log System for responsible behavior management and communication to both students and parents. See section VII: Student Conduct.

## **Homework Policy**

Homework prudently assigned and carefully executed is preparation for future academic success. We urge all parents to take an active interest in their child's homework. It is the responsibility of the student to write all homework assignments properly in his/her Homework Planner and to complete the assignments on time. Parents may be asked to sign the planner each day to ensure that the homework is completed. All students are expected to contact the teacher if problems arise, and parents are asked to monitor their child's efforts in this regard.

Concerns regarding homework must be immediately addressed to the teacher who assigned the homework. Homework assignments should be done neatly, carefully, and promptly. Teachers follow guidelines recommended by the Diocese of San Diego and State standards regarding time that should be devoted to daily homework. It is recognized, however, that the amount of time spent doing homework differs with each student's needs and ability.

If a student has consistent difficulty with homework or spends too much time in completing assignments, the teacher should be contacted.

Long-range research assignments should be carefully planned to allow sufficient time for their completion.

Detention may be given for incomplete or missing homework. In special circumstances, students may be given an extension for completing an assignment.

Parents of students in grades 6 – 8 please refer to the Middle School Behavior Log Information and Tiered Privilege System Policy distributed on the first day of school.

## **Progress Reports**

Progress reports are issued at the midpoint of every grading period. The report will enumerate Homework Consistency, Homework Quality, Class Participation, Academic Effort, IXL engagement, and requests for teacher/parent conferences.

## **Report Cards/Parent-Teacher Conferences**

At the end of each grading period report cards will be distributed. A formal parent-teacher conference will accompany the distribution of the first report card. At the end of any other quarter, parent and/or teachers may request a formal conference outside school hours. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, email or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher. **Report card envelopes are to be signed and returned to school within the week of receiving the report card.**

## **Gradelink and Grade Reporting**

Students' grades are recorded on Gradelink, a web-based program that allows parents to review their child's grades at any time. Teachers make every effort to update their students' scores in a timely manner, generally within a week or two of the assignment/test being submitted. Parents are encouraged to review their child's grades on a regular basis and to discuss with their child his/her progress in class.

## **Testing Program**

Results from the standardized testing programs in which Nazareth School students participate are used for diagnostic purposes and to assess academic growth during the course of the year. After analyzing test results, teachers are prepared to make adjustments within the class curriculum if they feel that it will help them better meet the needs of their students. Additionally, teachers may use the test scores as one point of reference when discussing the needs of individual students with parents.

Nazareth School administers the STAR Assessment (Renaissance Learning) adopted by the Diocesan Office of School. Grade K – Early Literacy Assessment (Fall, Winter and Spring), Math Assessment (Spring). Grade 1 – Early Literacy Assessment and Math (Fall, Winter and Spring). Grade 2 – Early Literacy, Reading and Math Assessments; Grades 3 – 8 – Reading (ELA) and Math. These tests are administered three times during the school year. Fall and Spring test results are sent home to parents and available upon request for Winter. In addition to this academic testing, the ACRE (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 in the third semester.

## **Extra Curricular Activities**

Students, if their grades permit, are encouraged to participate in extra-curricular programs. This will mean a G.P.A. of 2.0 and a conduct grade no lower than a "B" each quarter. No student may participate in any extra-curricular activity if they have a grade lower than a C- in any subject. Grade checks will be conducted by the activity moderator on a regular basis. Students deemed ineligible may not practice with or participate in the designated activities.

The Principal upon recommendation of any teacher may remove a student from extra-curricular participation, at any time, during the quarter based on lack of effort, poor test performance, lack of homework, persistent tardiness to class, or failure to demonstrate appropriate progress on long-term projects or assignments. A student, so removed, will become re-eligible within a responsible amount of time identified by teacher depending on student's performance improvement. At the discretion of the Administration, a student may be removed temporarily or permanently from participation based on conduct violations as identified in this Handbook. An outstanding bill may affect student's eligibility.

The following are Nazareth School's extra curricular activities:

1. Student Council: Grades 6-8
2. Drama: Grades 2-8
3. Choir: Grades 4 - 8
4. Sports:
  - Grades 5 - 8
  - Boys: Football, Basketball
  - Girls: Volleyball, Basketball
  - Grades K – 8
  - Soccer
  - Track and Field
5. Cheerleading: Grades 5 – 8
6. Other after school programs, such as Chess Club, Code-Fu Coding, Music Program, etc. depending on student interest and enrollment

After-School Programs begin at 3:00 p.m. and finish between 4:00 p.m. and 5:30 p.m. depending on the activity. Students are to be picked up immediately after the program and may not be left to loiter on the grounds. Any child not picked up by the time the activity ends MUST attend the Extended Care Program.

## **SECTION III**

### **ADMISSION PROCEDURES**

**The school is not responsible for anything that may happen as a result of false information given at the time of enrollment.**

#### **Admission Policy**

Nazareth School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational non-discrimination policies, admission policies, scholarship programs, or other school administered programs.

- Preference for admission will be given to active contributing families from any Catholic parish in the Diocese of San Diego.
- Baptismal certificate (if applicable), birth certificate, immunization records, and copies of the child's last report card must be presented prior to admission. The school office will request transcripts and health records from the child's previous school.
- Pre-testing may be done before admission.
- The Principal interviews prospective students and their parents.
- Conduct grades must be in accordance with our discipline policy.
- Parents agree to actively support the spiritual, academic, volunteer and fundraising programs of the school. It is of utmost importance that parents remember that their support of the school, especially in regards to prompt payment of tuition and a willingness to volunteer in school projects, is a prerequisite to re-registration and a condition for continued presence in school. The school may deny re-admission to any family delinquent in tuition or who has not met the volunteer hours requirement. In addition, failure to support the philosophy, objectives and policies of the school may also result in non-admission.
- All new students will be placed on academic and conduct probation for at least one quarter. Nazareth School is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement where necessary.

Parents' enrollment of their child(ren) at Nazareth School implies the following:

- Permission to participate in school activities.
- Use of all the play equipment and participation in all the activities of the school.
- Inclusion in evaluations connected with the school program
- Permission given to the school and/or the agent of the school to take whatever steps may be necessary to obtain and receive emergency medical care if warranted. These steps may include, but are not limited to, the following:
  1. attempt to contact a parent or guardian

2. attempt to contact the child's physician
3. attempt to contact the parent through persons listed on the emergency information form
4. If we cannot contact the parent or the child's physician, we will do any or all of the following:
  - (a) call another physician or paramedics
  - (b) call an ambulance
  - (c) have the child taken to an emergency hospital in the company of a staff member

Medical and emergency expenses will be borne by the child's family.

## **Health Requirements**

### **Immunization/Medical Records:**

Students entering our school for the first time must bring to the school office a copy of:

- (a) immunization record stamped by the doctor's office or clinic listing month, day and year when the following were received:

DPT or DT	4/5 doses
Polio	3/4 doses
HepB	3 doses
MMR	2 doses
Varicella	2 doses
Tdap	1 dose (Age 7 or older before admission to 7th grade)

- (b) complete physical examination by physician, or nurse practitioner, recorded on Health Department form provided by the school is needed for entry to First Grade.

State regulations demand that each Kindergarten student and any new student have a California Immunization Record on file. In some cases, the information required on this form might be repetitious to that of the School Health Record, but it is necessary to complete both. **Failure to provide the requested verification will result in suspension.**

Parents of students already attending Nazareth School are responsible for regular updating of their child(ren)'s school medical records. If the student has received any immunization during the summer, or there is any additional information that should be listed on the health card, please bring dated information to the office.

## **Special Health Needs**

Parents of students who have special health needs must report this information to the office and to the classroom teacher, and to the physical education teacher, if the condition may affect the student's participation in that class. **If conditions, such as allergies or asthma, have been diagnosed by a physician, the report should be**

**included in the student's file in the office.** Additionally, any physician-recommended treatments should be submitted to the office in writing.

## **Medication**

Any student on prescribed medication during school hours must bring the medication to the school office with a doctor's slip. Medication will be dispensed only from the office to ensure the protection and safety of all students. A note from the parent/guardian requesting that the medication be dispensed must accompany all medication. If medication has to be refrigerated, the parent must clearly mark it as such. Cough drops may be dispensed by the office if the parents provide written authorization. **Children may not keep any type of medication in their desks or on their person while they are at school including cough drops.**

## **Age Requirements**

Admission to Kindergarten will be determined by two factors:

- The student must be five years of age by September 1st of the academic year for which they seek admission.
- The student must demonstrate that he/she is developmentally ready; this will be determined through the school's readiness screening process.

A child who is six years of age by the start of the academic year for which they seek admission and who is deemed developmentally ready (determined by the results of readiness screening) may be admitted to 1st Grade.

## **Financial Responsibility**

At the time of registration:

- All tuition and fees uncollected from the previous year must be paid in full. No family will be allowed to re-register or will be allowed to be considered as re-registered if any tuition or fees are unpaid and delinquent on May 20. This means that the delinquent family would lose its preferred position on the school roster. If a family requests a waiver of this policy, the request must be submitted in writing to the Principal.
- No Eighth Graders will be awarded their graduation diploma if tuition and fees are not fully paid by May 20. In accord with Diocesan policy, a notice will be sent to the student's high school of choice recommending a denial of acceptance.
- When a family transfers with a balance owing, it is understood as a matter of contract, that families by their attendance at Nazareth School waive their right to the forwarding of transcripts to their next school which may have been granted under the Family Education Rights and Privacy Act, the California Education Code and any/or all of the legislation bearing on the transfer of such records. **This Handbook represents the understanding of both parent and school that attendance at the school viewed as assent to the terms and conditions stated in this document.**

## **TUITION PROCESS**

Tuition is figured on an annual basis. You have the option to pay your tuition in full by September 1 and receive a discount as stated in the tuition handout. You may choose to make two semester payments, the first is due by September 1 and the second mid-January you will receive a discount as stated in the tuition agreement. You may also choose to have monthly tuition payments withdrawn from your bank account through the F.A.C.T.S. Management Program. There is an enrollment fee and you must enroll in the program. F.A.C.T.S. automatically withdraws the monthly tuition fee from your bank account on the 5<sup>th</sup> or 20<sup>th</sup> of each month. Fees for Registration, Materials, Diocesan, PTG Dues, Auction Fee, Annual Dinner Tickets and F.A.C.T.S must be paid annually and are due on your scheduled registration date. The Registration Fee, PTG Dues and Dinner Tickets are **non-refundable**. The Materials Fee and Diocesan Fee are refundable until the date stated on tuition agreement. **There is no reduction in tuition for vacations or absences.**



## **SECTION IV**

### **OFFICE PROCEDURES**

The school office hours are between 7:45 a.m. and 4:00 p.m. on regular school days. On minimum days the office closes at 1:30 p.m.

If a parent wishes a conference with the school Principal, it is advisable to make an appointment in advance.

#### **School Hours**

School hours are 8:00 a.m. to 2:45 p.m. Students arriving before 7:50 a.m. must report to the “Extended Care Program.” **There is no supervision on the school grounds before 7:50 a.m.**

Students arriving at 7:55 a.m. are to report directly to their classrooms.

Unless attending “Extended Care Program” or other supervised activities, students must leave the campus immediately after dismissal. Any students not picked up by 3:00 p.m. must go to the Extended Care After-School Program and will be charged accordingly.

#### **Absences/Tardiness/Early Dismissal**

Families must realize the importance of consistent attendance at school. Students who are absent or tardy are held responsible for any work they may have missed.

**It is the parent’s responsibility to ensure that students arrive before 8:00 a.m.** Late arrivals/early dismissal interrupt the continuity of assembly, prayers, homeroom and/or class instruction for all students. Consistent, unexcused tardiness will result in disciplinary action. At the discretion of the Principal, persistent tardiness will result in dismissal from school. A child is considered tardy if he/she is not present in the classroom by 8:00 a.m. When a student is tardy, a tardy slip must be obtained from the office for admission to class.

Excessive absence or tardiness may result in (a) reduction in their responsible behavior grade (b) detention, (c) a reduction in grade (based on the fact that the student was not present at school during the course of a lesson or part of a lesson), (d) non-promotion to next grade level, or (e) discontinuation of enrollment. Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes total for any week may be reported as truant and thus reported to the County Attendance Officer by the Principal. The Principal may further inform the department of Public and Social Services if grounds exist for “neglect” by the parent.

If a child is absent from school, the parent or legal guardian must notify the office before 9:00 a.m.

## **Sick Policy**

Our highest priority is ensuring the health and safety of every member of our community. Nazareth School's Sick Policy is designed to minimize the spread of illness throughout our campus. Our goal is to provide a healthy environment with the understanding that everyone is committed to the same goal.

### **Student Illness:**

Children may be sent home if they have any of the specific symptoms listed below. In the event a child becomes ill and needs to be picked-up from school, a parent will be called and are expected to arrive within one hour (60 minutes) for pick-up. If the parent(s) cannot be reached, or have not arrived within an hour, another attempt will be made to reach the parent and then the emergency contact person will be called and asked to come for pick-up.

In addition, your child must be free of all these specified symptoms **(without medication)** for at least 24 hours before they may be admitted back into school.

A student will be dismissed from school for the following:

- Fever: a fever of 100.4 degrees or higher with the temperature taken in the ear
- Nasal Discharge: a heavy nasal discharge indicative of infection
- Common Cold: excessive coughing or colored drainage from the nose and/or earache
- Sore Throat
- Fatigue: feeling unusually tired
- Vomiting: vomiting within the previous 24-hour period
- Diarrhea: diarrhea within the previous 24-hour period
- Skin Illness: signs of skin rash or excessive irritation to the child
- Head Lice: there are eggs/nits on the scalp or in the hair
- Disease/Virus: symptoms of a certain virus and any other communicable disease within 2 days

Nazareth School is not equipped to accommodate the needs of a sick child. A child will be sent home if they are uncomfortable or unable to function in the classroom.

Nazareth School may not administer medication of any type (including over-the-counter medication), unless the parent can present a prescription for the medication and the container is labeled with the specific child's name, specific dosage instructions, and a current date. The original prescription label must be present on the actual medication. If the medication requires a specific skill or prior training to administer the medication, the school will not be able to administer or accommodate the prescription medication.

The following medication will not be administered by the school:

- Medication that is not prescribed (with appropriate documentation) by the child's doctor
- Cough drops/pop (unless parents bring them to the office)
- Eye drops (unless prescribed or parents authorize administering drops)
- Medicated ointments

- Pain reliever (unless parents authorize administering)

Please note: student may not keep any of the above in their possession (including cough drops/pops and inhalers). The school will not apply medicated ointments, including Neosporin for any cut or injury. If you have any questions regarding medication, please do not hesitate to ask a member of the front office.

If a child has been diagnosed as having a contagious disease, (e.g., Chicken Pox, Flu, Lice, Strep, Meningitis, Mumps, Conjunctivitis/Pink Eye, Pertussis/Whooping Cough), please notify the office immediately, so that precautions can be taken and notifications sent home. If a child has lice or conjunctivitis/Pink Eye, he/she must be treated for 24 hours and may return to school only if nit-free.

If your child is not well prior to the beginning of the school day, it is requested that the child stay home. A child with a fever or has vomited may not return to school until he/she has had a normal temperature without the assistance of fever-reducing medication for 24 hours.

Students who are absent from regular classes may not participate in after-school activities that day.

Parents/legal guardian are also required to monitor the student's health each day and him or her at home when experiencing a fever at or above 100.4, a cough, fatigue, and or any other physical symptoms that require observation, health isolation, or medical treatment.

**The school reserves the right to modify safety protocols in its sole discretion in accordance with applicable regulations or current guidelines.**

### **Long-Term Absence**

The school asks that parents plan extended trips during the vacation periods indicated on the school calendar. It is a significant burden for students to make-up assignments and projects when they have missed the teacher instruction and classroom discussions associated with learning.

In the case of long-term absences, parents must apply for permission from the Principal and notify all of their child's teachers at least two weeks prior to departure. At the discretion of the teacher and the Principal, advance assignments may be given, and all assignments, tests, etc. will have to be made upon the student's return. At the discretion of the Principal, summer school attendance may be required. If for any reason a student must leave school prior to the end of the academic year, pending approval by the Principal, an "incomplete" will be given for any affected subject areas. All work necessary to clear the "incomplete" from the transcript must be completed during summer school in order for grades to be entered for the fourth quarter and the year. Long-term absences make-up work will be required to be completed based on the time-line set by the principal and teacher.

## **Early Dismissal/Absence During School Hours**

Parents **must** come to the office personally and sign out their child if they wish their child to leave during school hours. This policy will ensure that only an authorized person may take a child from the premises. **Please do not go directly to the classroom; interruptions and distractions must be kept at a minimum.**

A child who returns to school the same day must sign in at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy.

## **Doctor/Dentist**

As a courtesy to the teachers, please give prior notice of any appointments. It is recommended that medical appointments be made for before or after school hours.

## **Telephone Use/Cell Phone Use**

Any student who needs to use the office telephone during the school day must have permission from the teacher and present a permission pass written by the teacher to the school secretary. Cell phone use (including any applications) is prohibited before, during and after school unless permission has been granted by the Principal. Any student caught using a cell phone on school grounds without permission will have his/her phone confiscated and sent to the office for parental retrieval.

## **School Visits**

All persons entering the school grounds must first go to the school office to obtain proper authorization to visit the school. **Please do not go directly to the classroom; interruptions and distractions must be kept at a minimum.**

## **Communications**

A monthly calendar of events and a weekly newsletter are issued via family envelope and school website. Communications are sent home through the oldest child in each family. A special envelope, sent home each Friday, is reserved for this purpose. Parents are requested to sign the envelope on the receipt of communication data and return the envelope to the school the following school day.

Parents may communicate with teachers through email and/or written notes. During the school year, teachers and members of the office staff will make a concerted effort to respond in a timely manner.

Please allow, however 24 hours for a response. During vacation periods, the response time will depend upon the teacher's availability.

## **Emergency Cards**

In the event of a medical emergency or illness, it is essential that the school have a file containing emergency care information for each student. Parents are notified immediately of serious injury or sudden illness occurring during school hours. For this reason parents must notify the school office when there is a change of phone number, email addresses or persons to be contacted when parents cannot be reached. It is understood that enrollment at Nazareth School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would be attached to such a decision in the event that the parents cannot be reached.

## **Student Records**

### **Access to Student Records**

The student's parents or legal guardians have the right to inspect their child's records in the presence of the Principal or a delegate. However, academic, emotional or behavioral records prepared by a counselor, therapist or educational consultant shall be inspected only in the presence of a person qualified to interpret the records.

### **Release of Student Records**

When a student transfers to another school, a copy of the student's transcript is transferred by Nazareth School upon proper request. These official transcripts are mailed directly to the receiving school, or uploaded to the transferring schools secured network.

## **SECTION V**

### **EMERGENCY PROCEDURES**

#### **Natural Disaster**

In the event of a natural disaster or fire, Nazareth School will ordinarily follow the direction of the San Diego Unified School District and the Diocese of San Diego as to procedures and the opening or closing of the school. Information will be posted on the school website, social media, and emailed via Gradelink. In some cases, communication may be sent via SMS text to parent's cell phone number during an emergency.

#### **Lockdown Procedures**

Lockdown procedures will be put into effect in the event of any activity on the campus that is determined to be suspicious or dangerous by the Principal and/or staff. Situations calling for a lock down may be but are not limited to:

- suspicious or dangerous activity in the surrounding area
- suspicious person(s) on campus
- injury, illness, or accident where police/medics are present on campus
- any abnormal occurrence that could upset children or cause them to impede the actions of professional personnel

All teachers will close blinds, lock the doors, and take an immediate silent roll call. Teachers will not leave the room or allow students to leave the room during lockdown. No unnecessary information is to be given to students or parents—any necessary information will be distributed by the Principal and/or office.

The teachers are aware that in the case of all emergency situations, they will be responsible for securing their classrooms and remaining until all children are picked up by a parent or guardian. Emergency cards and/or Extended Care release forms will be used for the release of students. Only those whose names are on the emergency cards will be permitted to sign out a child.

## SECTION VI

### **SCHOOL UNIFORM**

#### **Uniform Policy**

Proper conduct and appropriate dress reflect the virtues of modesty and self-respect and are essential to maintaining a positive atmosphere for learning. In questions regarding student dress and grooming, the principal makes the final decision as to what is considered proper or improper dress according to the Nazareth School Parent-Student Handbook. All children must be in regular uniform or the uniform option (walking shorts). The regular full uniform must be worn whenever there is an all-school Mass and on other such occasions called by the Principal. In an emergency situation when a child cannot be in uniform, an explanatory note must be sent to the teacher. A uniform infraction form or detention may be given to a student who is in violation of the uniform code. The homeroom teacher will designate what students are to wear on field trips.

#### **The Uniform**

Students (Grades K – 8) are required to wear the prescribed uniform obtainable at Dennis Manufacturing Company. **All garments must be clearly marked with student's name.** The students may wear either the white or blue Nazareth School logo polo shirt with the blue/ khaki pants/shorts, but may only wear the white polo with the blue khaki pants/shorts.

#### **Boys' Uniform**

- White or navy polo shirt (with Nazareth School logo) – must be tucked in
- Navy-blue or khaki uniform pants (no jeans, corduroys, cargo pants, etc.)
- Navy-blue or khaki uniform shorts
- Black belt (required for 3rd-8th grade)
- Solid White, Solid black or solid navy-blue socks – crew socks only, no low-cut.
- Core Value socks sold through the office may be worn
- All-black, All-white or black and white shoes\*
- Nazareth School sweater/vest\*\*
- Nazareth School P.E. sweatshirt\*\*

The following jewelry is acceptable:

- Watch – Digital/Analog only (no Smartwatch, Fitbit or similar type watch)
- Crucifix or religious medal
- 1 ring per hand
- No other jewelry- including no earrings, no bracelets, no anklets, etc.
- No bandanas, no scarves, no hair extensions, no dyed hair or highlights.**

#### **Girls' Uniform**

- White or navy polo shirt (Nazareth School logo) – must be tucked into skirts (Grades 6-8)
- Mayfair blue plaid jumper (Grades K - 5)
- Mayfair blue plaid skirt (Grades 6, 7, 8)
- (The hem must be within one inch of the top of the knee)

Navy-blue or khaki uniform shorts/pants  
Black belt (required for 3rd-8th grade)  
Solid White, Solid black or solid navy-blue socks – crew socks only, no low-cut.  
Core Value socks sold through the office may be worn  
All-black, All-white or black and white shoes\*  
Nazareth School sweater/vest\*\*  
Nazareth School P.E sweatshirt\*\*

The following jewelry is acceptable:

Watch – Digital/Analog only (no Smartwatch, Fitbit or similar type watch)  
Crucifix or religious medal  
Earrings (1/4" diameter or less) one per ear – no hoops or hanging earrings (safety issue)  
1 ring per hand  
School colored hair ribbons (navy, yellow, white or black), décor appropriate to school environment  
No other jewelry including bracelets, anklets, etc.

No bandanas, no scarves, no hair extensions, no dyed hair, no hair highlights

\* Shoes: A child's uniform shoes must be ALL black, ALL white, or black and white. This means NO colored stripes, or designs (example: checkered pattern, even if black and white). No heels or lifts permitted on shoes. No boots (No Dr. Martens, No Uggs), no high top shoes, no mid top shoes, no slip on shoes.

\*\* Outerwear: All students MUST have a uniform sweater or sweater vest. **This is not optional.** Students may choose to purchase a uniform fleece jacket—this is optional. Non-uniform jackets or non-uniform sweatshirts are not allowed at school.

## **Grooming**

The school considers this to be a matter of parental responsibility, and urges all parents to keep their children's hair well groomed. In exceptional cases, the Principal will inform parents as to the necessity of proper hairstyle. **Extreme fad haircuts are not acceptable at school.** No mohawk hairstyles. This shall include, but not be limited to shaved designs on parts of the scalp or hair, tinted, bleached, or dyed hair. Boys' hair must be cut above the ears, above the collar and above the eyebrows. Boys must be clean shaven.

Girls may wear only clear nail polish. No artificial nails may be worn. Nails should be kept short and neatly trimmed. No make-up may be worn at school.

No makeup (no foundation or tinted moisturizer, no blush, no mascara of any color, including clear, no eyebrow makeup, no eyeliner, no lipstick, no colored lip gloss etc).

Students are asked not to wear colognes, body sprays or perfumes to school as these may be distracting to others in the classroom or cause allergic reaction.

Students are not permitted to wear makeup or tattoos (even temporary tattoos).

Students are not permitted to mark-up, write and or paint their extremities.



## **Mass Day Uniform**

### **Boys Uniform**

White Polo shirt (Nazareth School logo)  
Blue or Khaki uniform pant (no jeans, corduroys, cargo pants, etc.,)  
Black belt (required for 3rd-8th grade)  
Nazareth School sweater/vest  
Black dress shoes, All-black, All-white or black and white shoes\*  
Solid White, Solid black or solid navy-blue socks – crew socks only, no low-cut.  
Core Value socks sold through the office may be worn

### **Girls Uniform**

White Polo shirt (Nazareth School logo)  
School jumper or skirt (skirt/jumper must be no more than 1" above the knee)  
Nazareth School sweater/vest  
Black dress shoes, All-black, All-white or black and white shoes\*  
Solid White, Solid black or solid navy-blue socks – crew socks only, no low-cut.  
Core Value socks sold through the office may be worn

## **Physical Education Uniform (boys and girls)**

Nazareth School Navy Blue basketball shorts with Nazareth emblem  
Nazareth School Grey t-shirts with Nazareth emblem or Jogathon shirt  
Neutral color athletic shoes encouraged – No neon colors, No light-up shoes, No shoes with wheels  
Athletic shoes only- No slip-on, No mid-tops, No high-tops  
Solid White, Solid black or solid navy-blue socks – crew socks only, no low-cut.  
Core Value socks sold through the office may be worn  
**NO** Yoga pants  
**NO** tights shorts or short shorts permitted

During the colder months, the Nazareth School solid navy blue sweatshirt and sweatpants may be worn only for P.E. class, NO yoga pants.

## **Cold Weather**

If the students need extra warmth, they may wear a solid white, solid navy blue or solid black long sleeve shirt underneath their school shirt plus their regular uniform sweater/vest, Nazareth School sweatshirt for P.E days or the Nazareth School fleece jacket.

The girls may wear solid white, solid navy-blue or solid black tights or leggings (must be worn under their jumper and skirt). No leggings as pants/bottoms, stretch pants, or sweatpants are permitted.

On very cold days, a heavy jacket may be worn to and from school and outside while playing. Only the uniform sweater, sweater vest, fleece jacket or sweatshirt may be worn in the classroom. Spirit shirts may be purchased at the office.

## **Spirit Days**

On designated Spirit Days, students may wear the Nazareth School Spirit Shirt and school-appropriate jeans - no rips, designs, tears, jeggings or skinny jeans allowed. Students will be required to call home and change if they are not in the appropriate spirit day clothing.

## **Non-Uniform Days**

On those specified non-uniform days the school uniform does not have to be worn. However, the following restrictions apply:

- No mid tops shoes, no high tops shoes, no boots (no rainboots, no Dr. Martens boots, No Ugg boots)
- No sandals, or flip flops
- No short shorts
- No mini skirts
- No tank tops
- No bare midriff
- No inappropriate writing or pictures on shirts
- No low cut or form fitting apparel
- No leggings/yoga attire worn as pants
- No tattoos or temporary tattoos
- No marking, writing and or painting on extremities

Students who, in the judgment of school personnel, are not dressed appropriately for school will be asked to call their parents for a change of clothing. Improperly dressed students will not be admitted to class.

## **Uniform Resale**

Nazareth School has a Lost-and-Found Bin and a Uniform Re-sale Program. A special committee chairperson organizes and runs these programs. Information can be obtained from the school office.

Students are asked not to wear colognes, body sprays or perfumes to school as these may be distracting to others in the classroom or cause allergic reaction.

Students are not permitted to wear makeup or tattoos (even temporary tattoos).

## **Book Bags**

All students must use a durable, protective bag for school and athletic materials. Rolling bags are acceptable. Students using a rolling bag must use the ramp upon entering and leaving the school. Bags must not be bumped up and down the stairs. Please label bags and all personal items.

## **SECTION VII**

### **STUDENT CONDUCT**

#### **Student Code**

The purpose of this Student Code is to maintain an environment in which Christian values can grow. Our behavioral expectations are grounded in the Gospel Core Values of the Sisters of Nazareth and the scripture references associated with them. In reviewing our choices of action, we reflect on three principles: Respect, Kindness and Safety. Further, the school recognizes that all students have the right to learn in a distraction-free environment.

A set of expectations for student conduct will be made known to both students and parents by individual teachers and will be presented on Back-to-School Night. Any questions needing clarification will be addressed by the homeroom teacher.

The Principal has the right to suspend or expel a student in the case of serious violation of school rules.

#### **School Rules**

- Students shall excel in Christian concern through kind, respectful behavior toward all. Courtesy and cordiality toward all is consistently expected of the students.
- Students shall conduct themselves reverently in church and at prayer.
- Students will observe all classroom regulations and conduct themselves in an orderly and respectful manner during all class activities.
- Students will approach their academic program seriously and cooperate with school personnel to achieve their optimal growth.
- Students will adhere to the established dress code and standards of grooming as stated in this handbook.
- Students will respect the property of others, and will be responsible for the protection and preservation of school property. All students are expected to keep the ground free of paper and other debris. Drinking fountains, water bottle filling stations and rest rooms will be left clean and orderly as a matter of courtesy to others.
- Students are required to walk in the hallways at all times. No running is permitted. Students are reminded to stay to the right of the hallway to allow passage in both directions.
- Students are expected to play in their assigned areas at all times. Grades K-3 will use the lower field. Grades 4-8 will use the upper field and/or the upper courts. Students must be supervised at all times by teachers, assistants, or parents.
- Correct use of play equipment is mandatory at all times.
- Students are not allowed in the classroom at any time unless the teacher or an adult is present.
- Chewing gum, sunflower seeds, and any candy with a stick attached are not acceptable in the classrooms or on school grounds at any time.
- Students may not eat snacks in the classroom. Only water is allowed in the classrooms (no juice, no water flavoring, no soda, no sports drinks, no milk, etc.)
- Reusable water bottles must have a sealed top. No cups, water bottles, etc. with a straw (ei. Stanleys and any likeness)

- Acrobatic/gymnastic activities are not allowed outside supervised Physical Education Class.
- Students are not permitted to bring skateboards, roller skates, inline skates, sneaker skates, hover boards or any other personal play equipment to the school grounds. Additionally, students may not bring any personal electronics to school.
- Bringing a cell phone to school is highly discouraged. If a parent feels it is necessary for his/her child to have a phone, during school time the phone must be turned off and kept in the student's book bag. If a teacher or adult sees or hears a student's cell phone before, during or after school, the phone will be sent to the office and the parent will be contacted to pick up phone from the Principal. Repeated incidences may result in additional consequences.
- At no time are students permitted to film, record or photograph any student, teacher, staff member while on school property or during any school event.
  - Inappropriate language or gestures, fighting, or "play-fighting" is not acceptable behavior at school or school-sponsored events. Tackle football, or any other contact sport, is not allowed.
  - Illegal drugs, guns, knives, matches, fire lighters and other dangerous objects are absolutely forbidden on the school grounds and at any school-sponsored activity.
  - Actions occurring off campus, including email, text, video, social media, etc., but related to the school or members of the school community may be dealt with as if they occurred at school.

## **Birthday Celebrations**

You may celebrate your child's birthday at school by sharing a special snack with classmates at morning or afternoon snack. Please notify the teachers in advance as we may have students with food allergies/sensitivities. We suggest that if you are providing food that it be nutritious (go-gurts, fresh fruit, muffins with no frosting, 100% juice). Food must be store bought. Cupcakes are only allowed for afternoon celebrations. Drop off treats to the office, do not take to the classroom. All special treats must be cleared by the homeroom teacher, no exceptions. Treats must be brought for all students in the class.

Invitations to birthday parties, etc. are not permitted to be distributed at school unless all students (or all boys or all girls) are invited. Distribution of birthday party invitations on the school campus is discouraged. Balloons of any kind are not permitted to be given to students or staff members.

## **Technology Acceptable Use Policy**

The following regulations and procedures provide Nazareth School students and their parents with information regarding the privileges and responsibilities for the use of various forms of technology and access of the Internet on and off campus.

The use of technology at Nazareth School has been established for educational purposes including classroom activities and educational research. Use of technology

has not been established as a public access forum for students, interpersonal communication by students, or for commercial use. Our goal is to proactively educate both parents and students about our standards of behavior in the use of technology and the Internet. Enlisting the support of students and parents, we hope to make the use of technology both rewarding and safe.

The Technology Acceptable Use Policy includes all forms of technology, including, but not limited to, computers, iPads, laptops, cameras, email, smart phones and chat. The technology equipment, services, and data stored on devices are the property of Nazareth School. While it is impossible to control all material on a public network, Nazareth School has taken reasonable precautions to restrict access to materials it considers harmful and to materials that do not support educational objectives.

Teachers and staff will instruct students in appropriate ways to access Internet resources. Teachers, in consultation with the administration, may occasionally allow students to make non-routine use of some Internet tools which are ordinarily restricted by this policy when such use would be in keeping with the school's curricular goals and objectives, and is under the direct supervision of the teacher.

**Student email and Google Apps in Education Applications:** Nazareth School will provide students in Grades K-8 with various education online accounts so that we may utilize an educational suite of applications to enhance teaching and learning. Google utilizes a concept known as "cloud computing" where services and storage are provided over the Internet. School expectations regarding the use of student email and Google Suite includes:

- Students will not share passwords or use anyone else's passwords
- Students will not impersonate another's identity
- Students will be ethical and respect the privacy of others
- Students will not harm or destroy data of another student or user
- Students understand that Nazareth School has the right to look at any data, email logs, or files that exist on the network without prior consent of the student
- Students must complete "Student Digital Citizenship Pledge" and all parents and students must complete, sign and return the Technology Use Contract before they receive/use their school supplied devices.

The use of Nazareth School technology is a revocable privilege for all users. Nazareth School equipment (laptops, iPads, desktops and portable storage devices), and all user accounts are the property of Nazareth School. Privacy rights do not apply to the use of the computer system or accounts, and the school reserves the right to monitor and access information maintained in the system and in users' accounts for the purpose of determining if a violation of this agreement has occurred. Prohibited uses include: Access, or attempts to access, download, or transmit any "harmful matter" in violation of any federal law, state law, or school policy.

This includes but is not limited to:

- Any information that violates or infringes upon the rights of any other person
- Any hate-motivated, fraudulent, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal language or material
- Any information or communication that encourages the illegal use of controlled substances, or promotes criminal behavior

- Any material that violates copyright laws (plagiarism)
- Vandalism, unauthorized access, “hacking” or tampering with hardware or software. This includes the introduction of “viruses,” “worms,” non-licensed or pirated software, or any software or hardware for the purpose of disrupting or damaging the school’s computer systems

## **Cell Phone Policy**

Students must keep cellular phones turned off and in their backpacks while on campus. **Apple Watches or similar “Smart” watches may not be worn during school hours. At no time may students attempt to access the Internet during the school day from their personal devices.** The school cannot control the manner in which students use technology off campus. However, there may be times when misuse of technology off campus may severely/adversely affect what happens in school. The school, in such situations, may find it necessary to inform families of those students involved in such use, and take additional actions in order to ensure the safety and well-being of members of the Nazareth School community. We hope to avoid such incidents through the support and cooperation of home and school. Parents are strongly encouraged to monitor and guide student use of on-line communication through email, chat, and other social media platforms.

- Bringing a cell phone to school is highly discouraged. If a parent feels it is necessary for his/her child to have a phone, during school time the phone must be turned off and kept in the student’s book bag. **If a teacher or adult sees or hears a student’s cell phone before, during or after school, the phone will be sent to the office and the parent will be contacted to pick up phone from the Principal. Repeated incidences may result in additional consequences.**
- **At no time are students permitted to film, record or photograph any student, teacher, and/or staff member while on school property or during any school event.**

**Students and parents should report threats of violence or harm in cyberspace to the school administration immediately.**

The administration will ultimately decide what constitutes appropriate use, and its decision is final. The administration will apply consequences as described in the Student and/or Parent Handbooks at any time deemed necessary. This includes but is not limited to discipline conferences, suspension, expulsion, and possible financial restitution.

## **SECTION VIII**

### **COUNSELING/BULLYING**

#### **Counseling**

Nazareth School offers school-based counselling to support the whole child and help your child have a successful educational experience. The counseling services are provided by Ms. Jeanne Mossuto a Licensed Marriage & Family Therapist (LMFT). She offers assessments, brief counseling, and is available to speak with parent/guardian regarding counseling recommendations. All counseling will be conducted on school grounds during scheduled counseling school hours.

You may refer your child(ren) to see the counselor free of charge. To begin the counseling process, it is required that the **Agreement For Professional Services & Informed Consent** and the **Nazareth School Counselor Intake and Referral Form** are completed and returned to the school.

If you have any questions or concerns about the counseling program or your child, please send a confidential email to [counselor@nazarethschool.org](mailto:counselor@nazarethschool.org). These services are only offered during the regular academic school year. In the fall, the counselor visits each of the classroom to describe the counselor's role and services. Children are informed that parental/guardian consent is required to provide counseling services.

**Confidentiality:** Your child's information and communication in counseling cannot be revealed without your written permission. If you wish for a mutual exchange of information with your child's teacher(s) and/or the Principal, please complete the Release of Information portion of the form located on the bottom of the Agreement For Professional Services & Informed Consent document. All communication with the counsellor will remain confidential, unless explicit written consent is given.

**California law does require, however, that any suspected child abuse or neglect be reported to authorities. Also, potential suicide, self-harm, or harm to others must be reported to ensure the safety of every individual and may result in breach of confidentiality.**

**AGREEMENT FOR PROFESSIONAL COUNSELING SERVICES & INFORMED CONSENT**

Your child has been referred to see the counselor provided by Nazareth School. There is no fee charged to you. Please read the following agreement and return it to the school office.

The counseling services will be provided by Jeanne Mossuto, L.M.F.T. Jeanne will provide assessments, brief counseling, when appropriate, and be available to speak with you with any recommendations. All counseling will be conducted on school grounds during Ms. Mossuto's scheduled hours with the school.

Confidentiality: Your child's and your communication in therapy cannot be revealed without your written permission. California law does require, however, that any suspected child abuse or neglect be reported to authorities. Also, potential suicide or harm to others must be reported to insure the safety of every individual and may result in breach of confidentiality.

Your signature indicates that you understand and accept these conditions and are willing for your child to be seen in counseling by Jeanne Mossuto, L.M.F.T.

Child \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Name of Mother (or Guardian) \_\_\_\_\_

Mother or Guardian Signature \_\_\_\_\_

Name of Father (or Guardian) \_\_\_\_\_

Father or Guardian Signature \_\_\_\_\_ f

**RELEASE OF INFORMATION**

If you would like your child's teacher informed of a general description of the situation in order to help your child in class, please read and sign the following.

I authorize Jeanne Mossuto, L.M.F.T. to engage in a mutual exchange of information regarding my child **with the following Nazareth School staff member.**

\_\_\_\_\_  
Staff Member (Teacher or Principal)

\_\_\_\_\_  
Staff Member (Teacher or Principal)

I do not want the information listed below discussed:

\_\_\_\_\_

This release is in effect until this date \_\_\_\_\_ Would you like a copy? Yes No

I agree to email and voice mail communications: Yes No



### Nazareth School Counselor Intake and Referral Form

Student's Name \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

#### General Background:

Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_

If applicable, is the non-custodial parent involved (if he/she does not reside in the home)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Amount of time spent with non-custodial parent?: \_\_\_\_\_ Divorced? \_\_\_\_\_ Yes \_\_\_\_\_ No

#### Who else lives in the home with the student?

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_ Gender: \_\_\_\_\_ Relationship \_\_\_\_\_

#### Student's Medical and Counseling History

Does the student have any health problems? \_\_\_\_\_

Is the student taking any medications (if yes, list the medication: \_\_\_\_\_

Reason the medication was prescribed?: \_\_\_\_\_

How does the medication affect behavior (sleep, appetite, mood, attention, hyperactivity,

Is the student currently receiving or have they received counseling services in the past?: \_\_\_\_\_ \ \_\_\_\_\_ If "yes", with whom?: \_\_\_\_\_ Current Counselor? \_\_\_\_\_

Are there any emotional concerns that run in the family (anxiety, depression, bi-polar, ADHD, etc.)?, Please list:

#### Student's Behavioral History

Does the student have any sleep concerns (nightmares, trouble falling or staying asleep, etc.)? \_\_\_\_\_

In your opinion, how is the student's school performance? \_\_\_\_\_

Does the student have any behavioral concerns in the home? \_\_\_\_\_

Does the student display any aggressive behaviors (type)? \_\_\_\_\_

Has the student experienced any traumatic events such as a death in the family, divorce, violence, traumatic accident, etc.?: \_\_\_\_\_

Rev.9/20

## **Bullying/Cyber Bullying**

### **Bullying**

Any unwanted aggressive behavior(s) by another individual or group of individuals who are not siblings that involves an observed or preserved power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted individuals including physical, psychological, social or educational harm. Common types of bullying include:

- Physical such as hitting kicking and tripping
- Verbal including name calling and teasing
- Relational/social such as spreading rumors and leaving/excluding individuals out of the group
- Damage of another individual's property
- Sexual harassment
- Hate violence
- Threats, harassment, and intimidation

### **Cyber Bullying**

The creation or transmitting originated on or off the school site by means of an electronic device including but not limited to, a message, text, sound, video, image, or post on a social network.

### **Report a Concern**

The Diocese of San Diego and Nazareth School is committed to providing a safe environment for all who worship, work, or participate in education and formation opportunities in our parishes and schools. **In order to ensure the safety of students, parents and our community, we ask all concerns are reported in a timely manner.** In compliance with the Charter for the Protection of Children and Young People, the topic of safe environments (NO, GO, TELL RULES – see below) will be introduced to your child in September in the following manner:

Your child's teacher will emphasize in class:

- That we are all created in God's image.
- Our bodies are special and sacred.
- Because our bodies are sacred
  - No one has the right to touch our bodies in a way that hurts us, makes us feel weird, uncomfortable, scared or worried.
  - No one has a right to touch the private parts of our bodies – the parts covered by a bathing suit – unless it is for health or safety reasons. Your body belongs to you.
  - No one has a right to ask us to keep a secret about our bodies from our parents or teachers

- If someone has touched us in a way that makes us feel weird, uncomfortable, scared or worried, we should use the NO-GO-TELL Rule (included on the following page).
- It is important to keep telling adults until someone you know listens and believes you and will take care of the situation.
- God helps by giving us the courage to say “NO,” by giving us strength to tell someone and by giving us information to protect ourselves.

*I am created in the image of God. God loves me, I am special.*

*God loves me and created me.*

*I am special.*

*There is no one in the world exactly like me.*

*Because God loves me and made me, God never wants anyone to hurt me.  
No one has the right to hurt me and I do not have the right to hurt anyone else.*

*If anyone touches my body in a way that makes me feel  
weird, or uncomfortable or worried or scared*

*If anyone tells me they will hurt me or a member of my family*

*If anyone asks me to keep secrets from my parents or teachers*

*I will use the*

*No—Go—Tell Rule.*

***NO***

*I will say words that mean no:*

*Stop it*

*Cut it out*

*Quit it*

*Don't do that to me*

*I will YELL if I am really scared*

***GO***

*I will get away from the person as soon as it is safe:*

*I will go to a room with other people*

*I will go home*

*I will go to another adult*

*I will try and call my parents*

***TELL***

*I will tell what happened to an adult  
that I trust:*

*My mom or dad*

*My grandparent*

*My teacher*

*I am created in the image of God. God loves me, I am special.*

*I am created in the image of God. God loves me, I am unique and special.*

*God loves me and created me.*

*I am unique and special.*

*There is no one in the world exactly like me.*

*Because God loves me and made me, God never wants anyone to hurt me.  
No one has the right to hurt me and I do not have the right to hurt anyone else.*

*If anyone touches the private parts of my body (those covered by my swimsuit)  
in a way that makes me feel weird, or uncomfortable or worried or scared*

*If anyone threatens me or tells me they will hurt me or a member of my family*

*If anyone asks me to keep secrets about my body from my parents or teachers*

*I will use the*

***No—Go—Tell Rule.***

***NO***

*I will say words that mean no:*

*Stop it*

*Cut it out*

*Leave me alone*

*Quit it*

*Don't do that to me*

*I will YELL if I am really scared*

***GO***

*I will get away from the person as soon as it is safe:*

*I will go to a room with other people*

*I will go home*

*I will go to another adult*

*I will try and call my parents*

***TELL***

*I will tell what happened to a trusted adult*

*My mom or dad*

*My grandparent*

*My teacher*

*I am created in the image of God. God loves me, I am unique and special.*

*I am created in the image of God. God loves me, I am unique and special.*

*I am created in the image of God. God loves me, I am unique and special.*

*I am created in the image of God. God loves me, I am unique and special.*

*God Loves me and Created me. I am Unique and Special.  
There is no one in the world exactly like me.*

*Because God loves me and made me, God never wants anyone to hurt me.  
No one has the right to hurt me and I do not have the right to hurt anyone else.*

*If anyone touches the private parts of my body in a way that makes me feel weird,  
or uncomfortable or worried or scared.*

*If anyone threatens me or tells me they will hurt me or a member of my family.*

*If classmates or anyone else asks me to do something that I know is wrong.*

*If internet contacts ask me for unusual information or to meet them somewhere.*

*I will use the*

**NO — GO — Tell Rule.**

**NO** I will say words that mean no:  
Stop it  
Cut it out  
Leave me alone  
Quit it  
Don't do that to me  
I will YELL if I am really scared

**GO** I will get away from the person as soon as it is safe:  
I will go to a room with other people  
I will go home  
I will go to another adult  
I will try and call my parents

**TELL** I will tell what happened to a trusted adult:  
My mom or dad  
My Grandparent  
My teacher

*I am created in the image of God. God loves me, I am unique and special.*

## Ways to Report a Concern

- Contact/email a teacher directly
- Contact/email the Principal directly: [principal@nazarethschool.org](mailto:principal@nazarethschool.org)
- Contact/email the office directly: [office@nazarethschool.org](mailto:office@nazarethschool.org)
- **Report a Concern** Button on Nazareth School Website (upper right-hand corner)
  - Opportunity to Anonymously Report a concern directly to Nazareth School



## Incident Protocol Steps

All incidences of bullying, cyber bullying, and/or student conflict will not be ignored. The following steps will occur upon receiving a report.

- Behavior will be stopped immediately by a staff member or the Principal
- Reminder of the school expectations and rules will be discussed with those involved
- Students will be separated (if applicable)
- All involved will have a voice and be listened to without blame
- Reconciliation between students will be facilitated by staff member or the Principal
- Parents will be notified of the situation
- To create a positive resolution in order to facilitate healing
  - Letter of apology
  - Corrective action
  - Possible detention/suspension
  - Parent Meeting
  - Counseling

## Student Digital Citizenship Pledge



### **Nazareth School Student Digital Citizenship Pledge**

#### **For the usage of all Technology Devices**

I will...

- Always handle the device carefully
- Make sure my hands are clean when using any devices
- Share the school's devices with my classmates
- Help my teacher when he/she has questions about a device
- Tell an adult immediately if I see something bad or inappropriate
- Use the device only for teacher-approved activities or assignment

I will never...

- I will never take screen shots or recordings of classmates or teachers during zoom meetings
- Take any device out of the classroom without permission from a teacher
- Have any food or drinks around the device
- Take or record photographs or video of anyone (students or adults) at school, without their knowledge and/or the permission of the teacher
- Post anything I have or recorded at school on **ANY** sites without the teachers' or parents' permission
- Register on **ANY** websites or create my own website without my teachers' or parents' permission
- Download or install **ANY** software or apps without permission from an adult

I understand that if I do NOT follow these rules, below are examples of consequences that may occur, depending on the severity of the infraction:

- Loss of technology for one class period, day or the remainder of the school year (duration to be determined by the teacher/principal)
- Visit to the Principal's office
- Suspended from school

I promise to follow these rules:

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





### TECHNOLOGY ACCEPTABLE USE CONTRACT

The following regulations and procedures provide Nazareth School students and their parents with information regarding the privileges and responsibilities for the use of various forms of technology and access of the Internet on and off campus including Chromebooks and iPads.

The use of technology at Nazareth School has been established for educational purposes including classroom activities and educational research. Use of technology has not been established as a public access forum for students, interpersonal communication by students, or for commercial use. Our goal is to proactively educate both parents and students about our standards of behavior in the use of technology and the Internet. Enlisting the support of students and parents, we hope to make the use of technology both rewarding and safe. While it is impossible to control all material on a public network, Nazareth School has taken reasonable precautions to restrict access to materials it considers harmful and to materials that do not support educational objectives.

Teachers and staff will instruct students in appropriate ways to access Internet resources. Student email and Google Apps in Education Applications: Nazareth School will provide students in Grades K-8 with various education online accounts so that we may utilize an educational suite of applications to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. School expectations regarding the use of student email and Google Apps include:

- Students will not share passwords or use anyone else's passwords
- Students will not impersonate another's identity
- Students will be ethical and respect the privacy of others
- Students will not harm or destroy data of another student or user
- Students understand that Nazareth School has the right to look at any data, email logs, or files that exist on the network without prior consent of the student

The use of Nazareth School technology is a revocable privilege for all users. Nazareth School equipment (laptops, iPads, desktops and portable storage devices), and all user accounts are the property of Nazareth School. Privacy rights do not apply to the use of the computer system or accounts, and the school reserves the right to monitor and access information maintained in the system and in users' accounts for the purpose of determining if a violation of this agreement has occurred. Prohibited uses include: Access, or attempts to access, download, or transmit any "harmful matter" in violation of any federal law, state law, or school policy. This includes but is not limited to:

- Any information that violates or infringes upon the rights of any other person
- Any hate-motivated, fraudulent, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal language or material
- Any information or communication that encourages the illegal use of controlled substances, or promotes criminal behavior
- Any material that violates copyright laws (plagiarism)
- Vandalism, unauthorized access, "hacking" or tampering with hardware or software. This includes the introduction of "viruses," "worms," non-licensed or pirated software, or any software or hardware for the purpose of disrupting or damaging the school's computer systems

The school cannot control the manner in which students use technology off campus. However, there may be times when misuse of technology off campus may severely/adversely affect what happens in school. The school, in such situations, may find it necessary to inform families of those students involved in such use, and take additional actions in order to ensure the safety and well-being of members of the Nazareth School community. We hope to avoid such incidents through the support and cooperation of home and school. **Parents are strongly encouraged to monitor and guide student use of on-line communication through email, chat and other social media platforms. Students and parents should report threats of violence or harm in cyberspace to the school administration immediately.** Students must keep cellular phones turned off and, in their backpacks, while on campus. **Apple Watches or similar "Smart" watches may not be worn during school hours. At no time may students attempt to access the Internet during the school day from their devices.** A.I and A.I generators are not permitted without permission from the Principal.

The administration will ultimately decide what constitutes appropriate use, and its decision is final. The administration will apply consequences as described in the Student and/or Parent Handbooks at any time deemed necessary. This includes but is not limited to discipline conferences, suspension, expulsion, and possible financial restitution.

**I will...**

- Always handle the device carefully
- ONLY use MY assigned Chromebook
- Visit only assigned programs/websites
- Make sure my hands are clean when using any devices
- Tell an adult immediately if I see something bad or inappropriate
- Use the device only for teacher-approved activities or class assignment
- Pay for the **FULL replacement cost** of a damaged, broken or lost device

**I will never...**

- Change settings on the device or programs I am using
- Take screen shots or recordings of classmates or teachers during zoom meetings
- Have any food or drinks around the device
- Take or record photographs or video of anyone (students or adults) at school, without their knowledge and/or the permission of the teacher
- Post anything I have or recorded at school on **ANY** sites without the teachers' or parents' permission
- Register on **ANY** websites or create my own website without my teachers' or parents' permission
- Download or install **ANY** software or apps without permission from Nazareth School

By signing this device contract, I, \_\_\_\_\_, agree to the above policies and procedures when using my Nazareth School device. If I violate these policies and procedures, I may lose my privileges to a device and lose access to Nazareth School technology. I promise to follow the Nazareth School core values of love, hospitality, respect, compassion, patience, and justice when using technology.

Students Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY!

Device # \_\_\_\_\_ Replacement # \_\_\_\_\_ Replacement# \_\_\_\_\_

## **Potential Disciplinary Measures**

- Remind students of the school expectations and rules
- Firm, kind, intervention in dealing with difficult behavior
- Restitution for damaged or lost property
- Behavior Log (4th-8th grade)
- Parent Conference
- Conference with Principal
- Letter of apology to impacted parties
- In-School Suspension
- Suspension
- Expulsion

## **Counseling/Suspension/Expulsion**

The following infractions are reasons for counseling, suspension and/or expulsion:

- Grounds of counseling, suspension and/or expulsion include any actions which are in direct conflict of the Gospel Core Values of the Sisters of Nazareth, including but not limited to:
- Bullying – verbal, physical, electronic (cyber) – in which students feel threatened or which contributes to personal character injury of anyone associated with Nazareth School
- Actions detrimental to the moral and spiritual welfare of another student
- Repeat disobedience
- Open and persistent defiance of the authority of the school personnel
- Repeated use of profanity or vulgarity
- Possession, using or selling of legal and illegal drugs (including controlled substances), narcotics, intoxicants, or other hallucinogenic drugs or substances, E-cigarettes , alcohol or tobacco
- Cutting, defacing or otherwise damaging in any way, any property, real or personal, belonging to the school, teachers and/or other students;
- Stealing
- Vandalism
- Habitual Truancy
- Assault or battery, or any threat of force or violence directed towards any school personnel or student
- The possession of knives, guns, explosive devices, weapons, or other dangerous objects
- Using or possessing liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance
- Disruption of school activities
- Defiance of school activities
- Repeated refusal to comply with the school uniform or personal appearance code
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Infliction of, or threatened physical injury to another person

Suspension is a very serious matter. All classwork must be made up. Students who are suspended from school will not be permitted to participate in any extracurricular activities during the period of the suspension. Parents should know that the school has only one recourse, expulsion, if the student or the family does not respond to the discipline imposed by the suspension.

The following will represent the consequences for inappropriate student behavior in class:

- 1<sup>st</sup> Offense: verbal warning
- 2<sup>nd</sup> Offense: behavioral log (4th-8th grade) and or notify parents via phone call or email
- 3<sup>rd</sup> Offense: may lead to detention
- 4<sup>th</sup> Offense: may lead to suspension or expulsion



### Nazareth School Behavior Log Information

**Purpose:** To track and monitor student behavior, and to help reinforce the importance of behavioral accountability and responsibility. To inform parents on a weekly basis as to their child's behavior and areas of concern with responsibility.

**Procedure:** The student or teacher will note in the Behavior Log as a written record of warnings due to the student not following either the school or classroom rules, being irresponsible with assignments, or not following directions. Every week Behavior Logs are collected and recorded by the teacher. The Behavior Logs are then returned and taken home for the parents to review and sign. The Behavior Log remains with the student, during the week.

**Grading:** The behavior grade for the week is based on the following scale:

A = No marks, (with parent signature) B = 1-2 marks C = 3-4 marks D = 5 or more marks

The weekly behavior grades will be averaged as the primary part of the final letter grade for Responsible Behavior on the student's quarterly progress and report card.

Each week's behavior grade is worth 25 points. If a parent does not sign for the week, the behavior grade for that week will reflect -4 points. For example, +21/25 points, B.

- Any **detention** will automatically receive a grade of a D for that week
  - Three signings in a day will be an automatic detention
  - Third tardy in a week will be an automatic detention
  - Second uniform citation within four weeks will be an automatic detention

**Signatures:** The teacher will write the letter for the behavior grade for each week. The parent will sign next to the week as verification that they are aware as to their child's weekly behavior grade. If the behavior log is not signed for more than two weeks the teacher will send an email reminder.

**Your signature is worth 4pts. of your child's Responsible Behavior grade each week please help your child earn those points. Please look for your child's grade in the Behavior Log and check Gradelink weekly.**

**Parent Signature**

**Student Signature**

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## Middle School Tiered Privilege System

### Tier 1

Students with acceptable grades (2.0 or better) and responsible behavior grade ("C" and above)

- All school privileges are granted

### Tier 2

- Students who have violated responsible behavior rules by obtaining x3 or more detentions in a single quarter based on the requirements listed in the behavior log
- Students with less than a 2.0 GPA at marking periods (progress notice or report cards)
- Students with "C-" and below in responsible behavior
- Students who have been suspended from school

***Students lose the following privileges for the eligibility period (quarter), until earned back through improved behavior:***

- Participation in Parochial League and after school enrichment programs
- Attendance at school events including, but not limited to, field trips, participation in class events, Turkey Trot, Field Day, 6th grade camp, dances, retreats, and Disneyland.

Offense	Methods to be released from Tier 2
<b>Detentions</b> (x3 in a quarter)	<ul style="list-style-type: none"> <li>• 4 weeks with no detentions</li> </ul>
<b>Poor Academics</b> Under a 2.0 GPA	<ul style="list-style-type: none"> <li>• Satisfactory grades (2.0 or higher) at the next marking period (progress notice/report card)</li> </ul>
<b>Poor Responsible Behavior</b> Less than a "C" in this graded category	<ul style="list-style-type: none"> <li>• Responsible behavior grade "C" or above at the next marking period (progress notice/report card)</li> </ul>

***We have read, discussed, and understand the Behavior Log expectations, directions, and responsibilities.***

**Parent Signature**

**Student Signature**

\_\_\_\_\_

\_\_\_\_\_

## **Middle School Academic Awards**

Nazareth School recognizes those students with exceptional achievements in academics and conduct. At the end of each quarter, students will be recognized for their academic scores in the core subjects of math, science, social studies, language arts, vocabulary/spelling, literature, and religion. Responsible behavior will also be recognized. Students receiving these awards will have met the following criteria:

**Principal's Honors: 4.0 GPA**  
**First Honors: 3.99-3.75 GPA**  
**Second Honors: 3.74-3.5 GPA**

The following criteria will disqualify a student from receiving the above awards.

- **C- or lower in any class**
- **B- or lower in Responsible Behavior**
- **2 or more detentions**

### **Citizenship Award**

No grades below a C in any subject or a B- in Responsible Behavior.

### **Christian Service Awards**

10 or more service hours in a quarter.

### **Academic Achievement Award (2nd- 4th quarter)**

In a subject, the student raised a whole letter grade from previous quarter.

There are special end of the year awards that eighth graders can receive based upon their spiritual, and academic leadership.

## **SECTION IX**

### **GENERAL INFORMATION**

#### **Extended Care Program**

The Extended Care Program will be in effect from 7:00 a.m. to 7:45 a.m. and from 3:00 p.m. to 6:00 p.m. On minimum days afternoon care will be from 12 noon to 6:00 p.m. Participating students must go directly to the extended care meeting area immediately upon arrival at school in the morning or immediately after school in the afternoon.

An hourly fee will be charged to cover the expenses of this program. Parents will be billed monthly. The previous month's bill must be paid by the 10<sup>th</sup> of the following month so that your child(ren) may participate in the Extended Care Program.

There are four days that the school does not offer afternoon care services; the last day of school and the half days before the extended vacations of Thanksgiving, Christmas, and Easter.

When a child is not picked up and signed out by 6:00 p.m., a \$5.00 fee will be charged for every 15-minute increment or any part thereof.

Homework Club is provided in the Middle School Math room from 3:00 p.m. to 4:00 p.m. Homework Club is part of the Extended Care Program and the hourly fee will apply. The study time provided in this program is not a guarantee that all homework will be completed. Parents must check their child's work nightly and realize that not every child will be able to finish his/her homework at school.

From 2:45 p.m- 3:15 p.m math assistance is available in the middle school math room. The student must notify their teacher prior to participating that day.

The parent who picks up the child in the afternoon is required by law to sign out the child. Children are not permitted to sign out either themselves or other siblings.

Behavior expectations will be identified at the beginning of the school year for students participating in the Extended Care Program. Failure to adhere to the expectations will result in loss of enrollment in this program.

The following will represent the consequences for inappropriate student behavior in daycare:

- 1<sup>st</sup> Offense: verbal warning
- 2<sup>nd</sup> Offense: ten minutes "time out"
- 3<sup>rd</sup> Offense: twenty minutes "time out" and notice to parents. Two such notices constitute grounds for a one-week suspension from the program
- Any further violation of extended care rules will constitute grounds for dismissal from the program

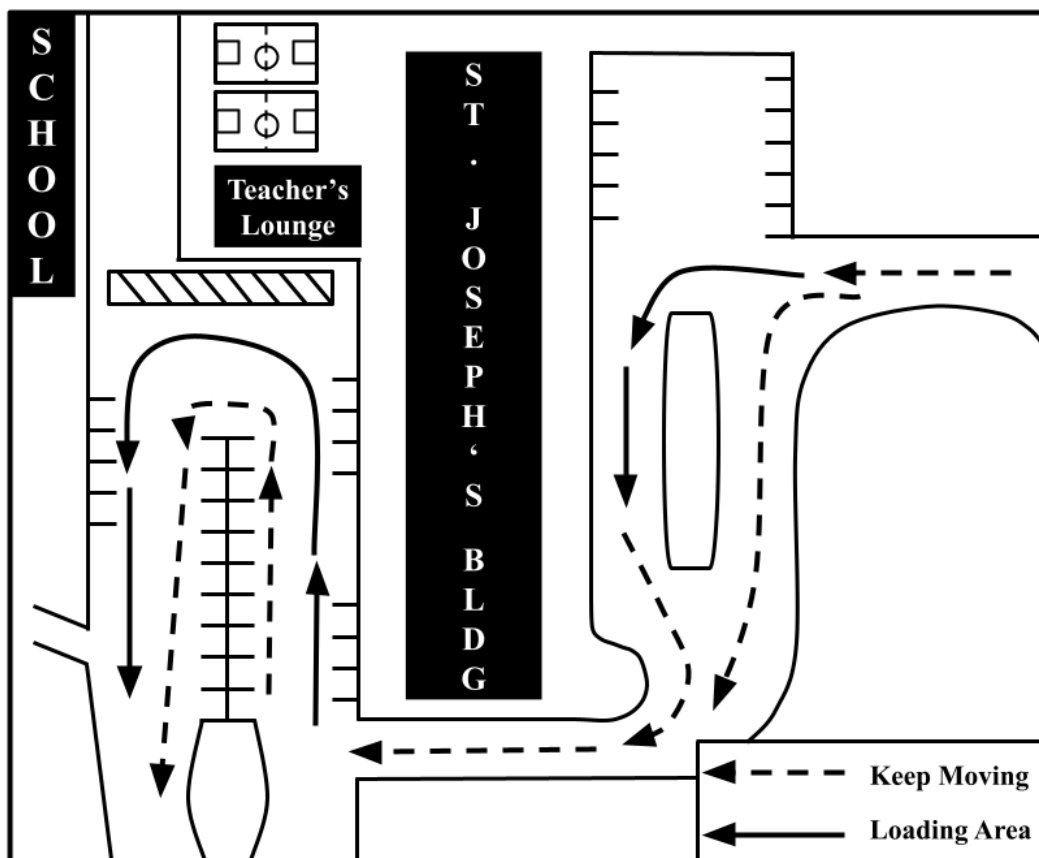


## Safety Regulations: Motor Vehicles

Parents must stay in the single line of cars and pick up their children from the designated area after school. The parking lot may not be used unless parents are on school business. Parents must not encourage students to leave the safe area to meet them; it is essential to student safety that they remain in safe, supervised areas. Students are required to wait in the designated pick-up areas. Extreme caution should be exercised, as children's lives must be protected at all costs. Parents should **drive very slowly** through the grounds. **Use of cell phones while driving on school grounds is strictly prohibited.** Vehicles parked in the fire lane are subject to towing.

Parents and children walking between the school and the St. Joseph building should use the walkway between the basketball courts and the staff room.

Parents, if you designate someone else to pick up your child(ren), please inform him/her about these safety regulations and contact the office to be placed in the daily pick-up list.



## **Safe Environment for All Students**

### **Live Scan and Volunteers**

**As part of the school's commitment to maintaining a safe environment for our children, all volunteers who work with the children at any capacity must be cleared CMG, a background check authorized through the DOJ and FBI along with the Safe Environment curriculum.** There is a fee for the background check – contact the school office for more information. If you have done a Live Scan with the San Diego Diocese you do not need to do the CMG background check but must still complete the Safe Environment curriculum. While information is cleared through the Diocesan Office for Schools, all matters are held in strictest confidence between the Director of Schools and the Principal. Any questions regarding CMG or Live Scan should be addressed by the Principal.

### **Diocesan Policy on the Protection of Our Children**

Nazareth School follows the guidelines established by the Diocese of San Diego and the Congregation of the Sisters of Nazareth in its efforts to maintain a safe environment for our children. Periodically during the school year, information is shared with both students and parents regarding issues of social and physical safety. Members of the Nazareth Faculty and Staff are mandated reporters whose concern is the well-being of the children entrusted in our care.

### **Field Trips**

Field trips are a privilege extended to students. They are intended to complement the classroom curriculum and provide an opportunity for students to participate in a learning environment beyond the classroom. Because the experience is a privilege, students who have not demonstrated responsible behavior in the classroom may be excluded from participation in the field trip.

Field trips are not intended to be a “family activity”. Many sites limit the number of adults attending the event, teachers may have to ask that only a limited number of adults accompany the class. Teachers will make every effort possible to allow as many parents who would like to participate in field trips to do so at least once during the school year. Parents are strongly discouraged from driving their child only to and from the field trip site.

A signed permission slip, expressing parental consent, is required for all field trips. This school form releases Nazareth School and/or any of its agents from any liability arising out of, or in any manner related to, any activities off the premises.

Parents transporting students must bring evidence of insurance and licensing to the office in order to comply with state law. Parents must also complete a background check, Safe Environment and Defensive driving training through CMG Connect. During the field trips, parents must be attentive to the children in their care and eliminate cell phone use for social conversations. During transportation, no videos will be allowed to be displayed without clearance from the administration. Parents are expected to drive directly to and from the site, without any unscheduled or unpermitted stops. Stop, side

trips, food treats are not permitted in the cars. No playing explicit music and/or non-G Rated movies are permitted in the cars.

Every parent who assists as a driver must have a valid driver's license, possess evidence of the legal minimum amount of insurance coverage and be cleared through the CMG background/live scan process, including the Defensive Driving curriculum. A copy of these documents must be on file in the school office. Use of seat belts and correct child seating is mandatory. Parents must transport students directly to and from the designated activity with no intermediate stops. Parents may not bring siblings on field trips.

### **Lost and Found**

All personal items should be clearly marked. Lost articles may be claimed after school from the lost-and-found container. Any article left for more than one month will be given to charity or Used Uniform Program.

### **Care of School Property**

Textbooks and library books and Chromebooks are the property of the school. Textbooks must be covered with non-adhesive material. Lost or damaged books must be reported and paid for by the student. This policy applies to any damage to school property such as Chromebook, furniture, fixtures, equipment and/or buildings.

We all want to be proud of the appearance of our school and its grounds; therefore we aim to keep the school clean and attractive.

### **Sports Awards Policy**

Nazareth School recognizes team members at the close of each sporting season. The coaches may make their presentations at a school-wide assembly in the Nazareth Auditorium. This will afford recognition by Principal, teachers, parents, and student body.

### **Library Policy**

The school library is open Monday through Friday, during school hours. The library contains thousands of up-to-date books, both fiction and non-fiction. Reading levels span from early readers to young adult. All students are allowed to check out one book at a time for one week and renew it up to three times. Students who have overdue books will not be allowed to borrow new books. Families will be charged for lost or damaged book and must be paid in full before final report cards will be sent home.

### **Hot Lunch**

A "Hot Lunch" program is available for purchase. A menu is sent home monthly in the family envelope. Lunches must be ordered and paid in advance. Hot lunches may not be purchased on a daily basis as lunch is pre-ordered. Parents, please know that if your child(ren) comes to school without a lunch, you will be called to bring a lunch. Hot lunches are only for students who have paid for them, a list is posted in every classroom.

## **Role of the Parent**

Parents have the primary responsibility for the education of their children. Specifically, this includes the responsibility:

- to establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based;
- to make a wise and informed choice of schools for their children, keeping in mind that each school has its own unique character, tone, and strengths;
- to be fully informed regarding all aspects of their children's developmental progress, and where needed, to take and/or support the appropriate remedial action; and,
- to make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.

Schools have the responsibility to guide, assist, support, and complement parents in their efforts to meet these responsibilities. Of particular importance is the school's obligation to assist parents in gaining the information and insight necessary to make informed judgments regarding the religious, moral and academic education of their children.

## **Parental Attitude and Cooperation**

Nazareth School stresses civility, respect, and courtesy in every aspect of its students' interactions with others. The same is expected of the parents of those students when interacting with school staff, personnel, or at school activities. Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of the parent. Nevertheless, it is recognized that a situation could arise in which the uncooperative, unprofessional, or destructive attitude of a parent might so diminish the effectiveness of the school in acting *in loco parentis* that continuation of the student or enrollment of a student in the school may be impossible.

Parents/guardians may respectfully express their concerns about the school operation, the school's various academic, co- and extracurricular programs, and the school's staff and personnel. However, they may not do so in a manner that is discourteous, uncivil, abusive, rumor-driven, disruptive, threatening, harassing, or hostile. This applies equally to all school settings and interactions including all communications with the school and at all school activities. In case this policy is violated, the decision of the Principal regarding the suitability for a student's continued enrollment or acceptance into the school will be final. Additionally, Nazareth School reserves the right, at its sole discretion, to end communication with, and restrict access to Nazareth School facilities to, a particular parent/guardian and communicate only with the other parent/guardian, or none at all.

## **Parent/Community Involvement**

Parents, teachers and students are members of the school community. With the help of parent volunteers and parent participation in school functions, all members of the school community will benefit. Each family is expected to be involved, contributing a total of thirty hours each year (fifteen for single parents). Parent involvement in service to the school helps the school financially; more importantly, it is a tangible statement to the children of the parents' value for the school and the education it provides.

The school's primary expectation is that parents will be active educators and participants in the religious formation of their children.

The school has additional practical expectations of the parents. Tuition and fees do not cover the costs of education at Nazareth School. The difference between our revenue from tuition and fees and the expenses for running the school is considerable. This difference is made up by community subsidy and fundraising. We ask our parents to take an active role in the preparation and execution of our fundraising activities.

The school provides many avenues of communication. It is the parent's responsibility to take advantage of these sources of information concerning the events and activities happening at Nazareth School.

## **Partnering with Parents/Channels of Communication**

Parents in choosing a Catholic education, parents commit themselves to partner with the school and parish to carry the message of Christ and sustain such values at home by word and constant example. Parents are expected to take the lead as primary teachers of their children in Christ and participate in the life of Nazareth School and your parish through gifts of time, talent, and treasure. The partnership between the parents, school and parish helps teach the "whole child" the foundations of the Catholic faith in an academically challenging environment. Families fulfill their role by worshipping on weekends and Holy Days of Obligation in a Catholic parish, or their respective churches if not Catholic.

## **Parents as Partners**

As partners in the educational process at Nazareth School, we ask parents to comply with the following guidelines by setting rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time (7:50 AM) and is picked up on time at the end of the day (2:45 PM)
- Is dressed according to the school dress code
- Completes assignments on time
- Eats breakfast and has a nutritional snack and lunch every day
- Actively participates in school activities such as Parent/Teacher Conferences and School Meetings
- Sees that the student pays for any damage to schoolbooks, Chromebooks, Ipads or property due to carelessness or neglect on the part of the student

- Call or email the school on the morning of a child's absence and send the child back to school with a written note when the student returns to school (Note goes to the homeroom teacher & the office)
- **Notify the school office of any changes of address, important phone numbers, and/or e-mail addresses including emergency contact information**
- Meet all financial obligations to the school in a timely manner
- Inform the school of any special situation regarding the student's well-being, safety, and health
- Complete and return promptly to the school any requested information
- Read school e-mails, Family Envelope, Newsletters, Principal's letter, notices, FACTS, and the school website on a regular basis
- Support the religious and educational goals of the school
- Attend weekend Mass and observe Holy Days of Obligation with your family
- Support and cooperate with the discipline policy of the school
- Treat teachers, faculty, and staff with respect and courtesy in discussing student problems
- Regularly check the online grading program Gradelink for the current status of your child(rens) progress.

### **Parent/Teacher Conferences**

Parent/Teacher conferences for all students in grades K-8 are scheduled in the Fall, and Preschool in the winter. Additionally, conferences may be requested by the teacher or by the parent when needed. If a parent wishes to schedule a conference with a teacher, they are asked to email the teacher directly. Please note that teachers have been provided with planning periods daily for purposes which include parent conferences.

### **PLEASE DO NOT TRY TO COMMUNICATE WITH THE TEACHER DURING ARRIVAL AND DISMISSAL TIMES OF THE SCHOOL DAY.**

These times are periods when the teachers are occupied with supervising the safety of children and planning for the school day. It is the intention of the school to keep in close touch with the parents and students alike. The Roman Catholic Church's principle of subsidiarity states that problems should be solved at the lowest level possible. With this in mind, a person should go directly to the one with whom they are having a problem before going to that person's superior.

### **Channels of Communication**

1. Contact the teacher regarding questions about instruction, discipline, learning materials, class work, or homework. The Principal will not discuss teacher-related situations with parents until the parent has contacted the teacher and attempted to resolve/discuss the problem.
2. Contact the Principal regarding questions about school procedures and day-to-day operations of the school, policies and long-range planning of the school
3. Any grievance that is not satisfied in one of the above procedures will be handled in accordance with the CEO of Nazareth House and the Sisters of Nazareth.

The teacher will never question your authority as a parent. Never, under any circumstances, question the authority of a teacher when your child is present. Parents cannot expect the school to be effective in communicating Christian values if these values are not lived at home. Children lose respect for their school and the faculty when

they listen to parents speak adversely or negatively about the school and the Congregation.

Nazareth School families are expected to live as mature Christians and to refrain from gossip in all of its forms. Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively. Any misunderstanding that arises should be presented to the teacher first, when it pertains to his/her class and then to the Principal.

### **Personal Information**

Sharing of faculty, staff, student or parent personal information is strictly prohibited by any Nazareth School Community Member. No personal information will be distributed by the office, unless granted permission by the Principal. Any abuse of Nazareth School personal information, may lead to disenrollment.

### **Parent-Teacher Group (PTG)**

The purpose of this organization is to bring about a closer relationship between the school and the home, and to give all of us the spiritual and material support, without which we could not function efficiently and effectively. More specifically, the role of the Parent-Teacher Group is:

- to foster and facilitate communication among families, between staff and families, with the Mission Parish and with members of the greater San Diego community;
- to enhance the physical, spiritual and social environment that our students enjoy;
- to support greater use of current technology throughout the school community; and
- to support the staff through gifts of appreciation.

The dues and services contributed help to keep our equipment, furnishings, and educational materials up-to-date. Meetings are held throughout the year. Each family should be represented at every PTG meeting. Active involvement in this organization will have its own rewards, and will demonstrate to the children that parents are vitally interested in them and the school. Check the school calendar and bulletins for these and other important dates.

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

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