



A SCHOOL WITH A MISSION

FAMILY HANDBOOK
NAZARETH SCHOOL

Kindergarten – Grade Eight

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

Accredited by

The Western Association of Schools and Colleges

The Western Catholic Education Association

Revised January 2021

TABLE OF CONTENTS

School Prayer	5
<u>Section I: A School with a Mission</u>	6
Nazareth School Mission Statement	6
Sisters of Nazareth Mission Statement	6
Sisters of Nazareth Core Value	6
Nazareth School Philosophy	7
Schoolwide Learning Expectations	8
Notice of Non-Discrimination Policy	8
Goals and Objectives	9
Religious Development	9
Academic Achievement	9
Community Services	9
Personal Development	10
Social Development	10
Physical Development	10
Cultural Development	10
<u>Section II: Academics</u>	11
The School Curriculum	11
Subjects Taught	11
Prayer Observances	12
Academic Honesty	14
Grading Policy	14
Grading Scale	14
Homework Policy	15
Report Cards/Parent-Teacher Conferences	15
Gradelink and Grade Reporting	15
Testing Program	16
Extracurricular Activities	16
<u>Section III: Admissions Procedures</u>	18
Admission Policy	18
Health Requirements	19
Immunization/Medical Records	19
Special Health Needs	19
Medication	20
Age Requirements	20
Financial Responsibility	20
<u>Section IV: Office Procedures</u>	21
School Hours	21
Absences/Tardiness	21
Long Term Absence	22
Absence During School Hours	22
Doctor/Dentist Appointments	22
Telephone Use	23
School Visits	23

Communications	23
Emergency Cards	23
Student Records: Access and Release of Records	27
<u>Section V: Emergency Procedures</u>	25
Natural Disaster	25
Lockdown Procedures	25
<u>Section VI: School Uniform</u>	26
Policy	26
The Uniform	26
Mass Day Uniform	27
Physical Education Uniform	27
Cold Weather Days	27
Spirit Daysr	28
Non-Uniform Days	28
Uniform Resale	28
Grooming	28
Book Bags	29
<u>Section VII: Student Conduct</u>	30
Student Code	30
School Rules	30
Technology Policy	31
Student Digital Citizenship Pledge	32
Approved Disciplinary Measures	35
Suspension/Expulsion	35
<u>Section VIII: General Information</u>	36
Extended Care Program	36
Safety Regulations: Motor Vehicles	37
Safe Environment for All Students	38
Live Scan / CMG and Volunteers	38
Field Trips	38
Lost and Found	39
Care of School Property	39
Sports Awards	39
Library Policy	39
Hot Lunch	39
Role of the Parent	40
Parent-Teacher Group (PTG)	40
Parent/Community Involvement	41
Family Presence Weekly Mass	41



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



SECTION I

NAZARETH SCHOOL: A SCHOOL WITH A MISSION

Nazareth School Mission Statement

It is the mission of Nazareth School to teach and guide students from various backgrounds in their spiritual, academic, physical and social development. As a Catholic institution, Nazareth School community members integrate the charism and core values of the Sisters of Nazareth into the educational experience. It is the school's aim to nurture mind, body and spirit in an atmosphere of mutual respect and trust in God and to contribute to the larger community through service, worship and spreading the Gospel message.

Congregation of the Sisters of Nazareth Mission Statement

We, the Sisters of Nazareth, founded by Victoire Larmenier, inspired by the spirit of the Gospel, are committed to the mission entrusted to us by the Church. Together with the people of God, we aim to present the love of Christ to all, especially the poor, through the ministry of care and education. We value and respect the dignity of each human being based on the words of Christ: "You did it to me" (Matt. 25:40)

Sisters of Nazareth Core Values

Respect (Matt. 25:40)

Hospitality (Matt. 25:37)

Love (1 Peter 1:22)

Justice (Matt. 5:6)

Compassion (Luke 6:36)

Patience (Matt. 5:5)

Monthly Celebration of Core Values

Core Value of September – Respect

As often as you did it to one of these... You did it to me. Matt. 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. Matt. 25:37

In living the "Nazareth Way" at Nazareth School, we value a community that welcomes with warmth and friendliness all people. Out 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 you 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 be 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. Matt 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. Matt. 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 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 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 is committed to building a bond of community among students, faculty, parents, religious and clergy. Students embrace and celebrate social and cultural diversity. Through a challenging academic curriculum relevant to the needs and abilities of the students, the children are prepared for higher education, to assume responsible citizenship and to practice moral integrity in an ever-changing world.

NAZARETH SCHOOL SCHOOLWIDE LEARNING EXPECTATIONS

Nazareth School students are:

Faithful Catholic Christians who:

- Apply religious knowledge to life situations and make moral choices based on Scripture and Church teachings
- Practice their faith through prayer, reflection, and active participation in the Liturgy and service to others
- Practice and model the Core Values of the Sisters of Nazareth

Active, Lifelong Learners who:

- Use creativity, critical thinking and problem solving skills to demonstrate competency in all subjects
- Give their best effort and take responsibility for their own learning
- Share their talents
- Practice the ethical use of technology to support learning

Effective communicators who:

- Are active listeners who respect others' feelings, thought and ideas
- Use oral and written communication skills with confidence and competence
- Work well individually and as members of a group

Globally-aware citizens who:

- Demonstrate an active responsibility for the environment
- Respect and celebrate cultural and religious diversity
- Practice social responsibility by responding to the needs of the local and global communities
- Take responsibility for their actions and know that choices have consequences

Revised: 05/2016

Notice of Non-Discrimination Policy

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 in the diocese. 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, handicap, 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: 10/2020

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; and
- 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;
- participation in the Family Life Program and the Child / Adolescent Safety Program

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, 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 (includes Family Life Program)
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. Computer
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

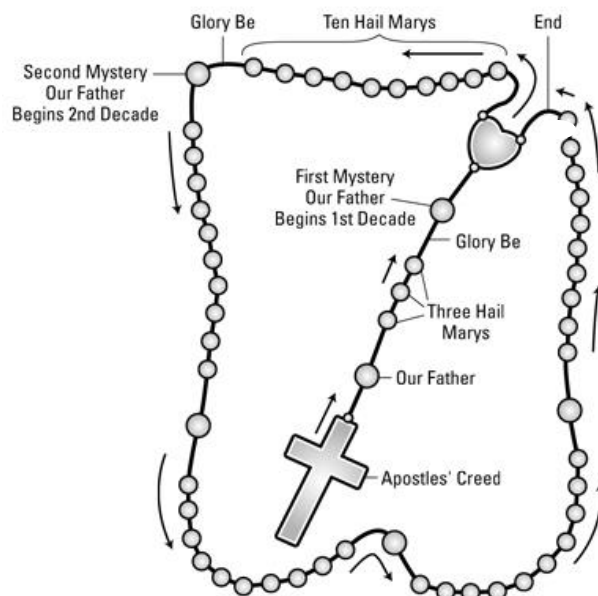
Our Father, Who art in Heaven, hallowed be Thy name. Thy Kingdom come, thy will be done on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us and lead us not into temptation, but deliver us from evil. Amen

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.

Grades K through 1

O	Outstanding
VG	Very Good
G+	Good and Improving
G	Good
S+	Satisfactory and Improving
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

Grades 2 through 8

A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	59 and below
NE	Not Evaluated
INC	Incomplete

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 relative to 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 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 Contract distributed on the first day of school.

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 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. In addition to this academic testing, the ACRE (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 in the second 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 4 -8
2. Drama
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 Mad Science, Chess Club, Music Program, etc. depending on student interest and enrollment

After-School Programs begin at 3:00 p.m. and finish between 4:30 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, 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 a child's teacher 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.

Age Requirements

Admission to Kindergarten will be determined by two factors:

- The student must be five years of age by the start 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 the 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.

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 7:45 a.m. must report to the “Extended Care Program.” **There is no supervision on the school grounds before 7:45 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

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 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) non-promotion to next grade level, (b) 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), or (c) 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.

When a student returns to school after an absence, a written excuse stating the reason for the child’s absence must be presented to the teacher (State of CA Education Code). If a child is absent from school, the parent or legal guardian must notify the office before 9:00 a.m.

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, 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 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.

Long-Term Absence

The school asks that parents plan extended trips during the vacation periods indicate 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 up 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.

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. It is now required by law that students have a note from the doctor's office when returning to school; otherwise the child is not legally excused.

Telephone Use/Cell Phone Use

Any student who needs to use the 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. 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.

Communications

A monthly calendar of events and a weekly newsletter are issued via family envelope and eblast. 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.

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.

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

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 detention may be given to a student who is in violation of the uniform code and who does not have a note from a parent. 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 polo shirt with the blue khaki pants/shorts, but may only wear the white 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
- White, black or navy-blue socks – crew socks, no low-cut
- Nazareth School sweater/vest
- All-black shoes*
- Nazareth School 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

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
- White, black or navy-blue socks – crew socks, no low-cut
- Nazareth School sweater/vest
- All-black shoes*
- Nazareth School 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, décor appropriate to school environment

* Shoes: A child's uniform shoes must be ALL (100%) black. This means NO colored stripes, designs, or white canvas. Heels on shoes should not be higher than one and one-half inches.

** Outerwear: All students MUST have a uniform sweatshirt. This is not optional. Students may choose to purchase a uniform jacket—this is optional. No other jackets or sweatshirts are allowed at school.

Mass Day Uniform

Boys Uniform

White Polo shirt (Nazareth School logo)

Blue or Khaki uniform pant (no jeans, corduroys, cargo pants, etc.)

Nazareth School sweater/vest

Black dress shoes (no tennis/athletic shoe, unless it is your scheduled PE day)

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 (no tennis/athletic shoe, unless it is your scheduled PE day)

Physical Education Uniform (boys and girls)

Nazareth School Navy Blue shorts with Nazareth emblem

Nazareth School Grey t-shirts with Nazareth emblem or Jogathon shirt

Neutral color athletic shoes – No neon colors

NO Yoga pants

During the colder months, the Nazareth School 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 white long sleeve shirt underneath their school shirt plus their regular uniform sweater/vest, Nazareth School sweatshirt or the Nazareth School fleece jacket.

The girls may wear white, navy-blue or black tights. No leggings, 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 or sweatshirt may be worn in the classroom.

Spirit Days

On designated Spirit Days, students may wear the Nazareth School Spirit Shirt and school-appropriate jeans - no rips, 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 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

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 PTG special committee chairperson organizes and runs these programs. Information can be obtained from the school office.

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 be acceptable at school.** 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.

Students are asked not to wear colognes or perfumes to school as these may be distracting to others in the classroom.

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 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. 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 volleyball 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.
- 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 electronic 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. Repeated incidences may result in the loss of the phone.
- 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.
- Invitations to birthday parties, etc. are not permitted to be distributed at school unless all students 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.
- 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.

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 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

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.** 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.

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.

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: _____

Approved Disciplinary Measures

- Insistence on desirable conduct
- Firm, kind, intervention in dealing with difficult behavior
- Restitution for damaged or lost property
- Behavior Log (Jr. High)
- Detention
- Parent Conference
- Conference with Principal
- In-School Suspension
- Suspension
- Expulsion

Suspension/Expulsion

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

- 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 the students
- Repeated disobedience
- Open and persistent defiance of the authority of the school personnel
- Repeated use of profanity or vulgarity
- Use, sale, or possession of tobacco or e-cigarettes
- Possessing, using, or selling of illegal drugs, narcotics, or other hallucinogenic drugs or substances
- Cutting, defacing, or otherwise damaging in any way, any property, real or personal, belonging to the school, teachers, and other students
- Stealing
- Vandalism
- 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

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.

SECTION VIII

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 10th 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.

Study Hall is provided in the Library from 3:00 p.m. to 4:00 p.m. Study Hall 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.

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:

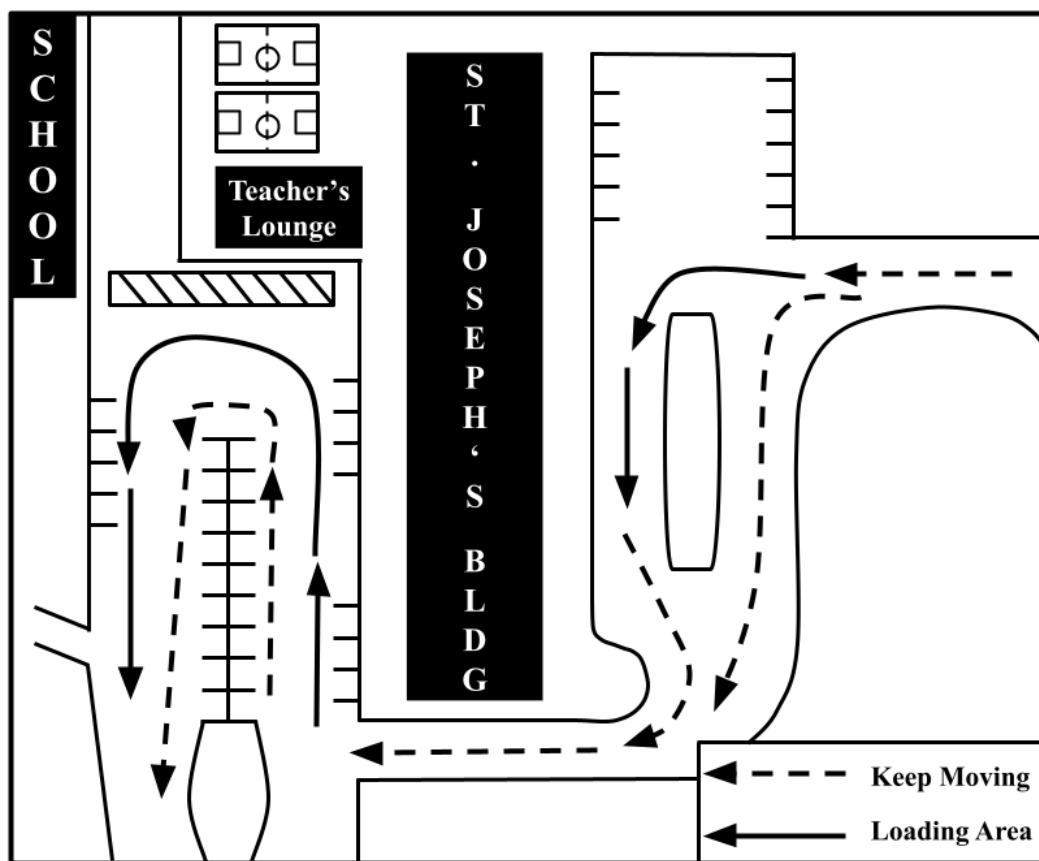
- 1st Offense: verbal warning
- 2nd Offense: ten minutes "time out"
- 3rd Offense: twenty minutes "time out" and notice to parents. Two such notices constitute grounds for a one-week suspension from the program
- Any further violation of extended care rules will constitute grounds for dismissal from 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 areas at the carport or in front of St. Joseph Building. 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.



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 in an unsupervised 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 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. 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. 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.

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.

Care of School Property

Textbooks and library books 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 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 will 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.

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.

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.

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.