



St. Justin School

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Student/Parent Handbook 2022-2023

Dear Students and Parents/Guardians:

Welcome to St. Justin School. Whether you have recently joined our community or have been with us for some time, we are excited to begin a new school year with you and your family. In order to support all members of our community, we are providing you with this Student-Parent Handbook to inform you of important school policies and procedures.

We ask that you begin the year by reading it thoroughly in order to understand these important policies. In the case of students who may not yet be able to read independently, we encourage parents and students to read the handbook together. Adherence to the provisions in the Student-Parent Handbook is considered to be a contract between the student, parents/guardians, and the School.

This document is not a comprehensive compilation of all school policies and procedures and does not cover all possible circumstances and exceptions that may arise. Please address any specific questions regarding the interpretation or applicability of school policies and procedures to the Principal. Please note, the Principal is the final recourse and reserves the right to amend this handbook. Parents will be notified of amendments.

Again, welcome to St. Justin School!

Maira Gutierrez-Folchi, Principal

Mission

St. Justin School provides a Christ-centered community that focuses on the needs of the whole child. Our School provides a quality Catholic education in a safe and nurturing environment, fostering the development of faith-filled individuals who are responsible and socially just citizens.

Philosophy

The foundation of St. Justin School is based on Gospel values as taught by the Catholic Church and exemplified by scholar, and defender of the faith, St. Justin. In partnership with our families, school staff, and parish community, students are challenged to fulfill their unique potential within an academic environment. St. Justin School welcomes and embraces the diversity of our student body. “Living our Faith” inspires our community to educate the whole child in a Christ-centered environment that fosters spiritual growth, lifelong learning, and service to the local and global community.

Student Learning Expectations

The St. Justin student is challenged to be:

A Child of Faith who:

- Lives Catholic teaching by actively participating in prayer, the sacraments, and the rituals of the Church.
- Makes decisions based on gospel values that include accepting responsibility and consequences for behavior.
- Is actively involved in school, parish, and community service.

A Lifelong Learner who:

- Reads, writes, calculates, and uses technology to research, evaluate, and communicate information.
- Thinks critically, logically, and analytically.
- Works cooperatively with others, is self-motivated, and shows an enthusiasm for learning.

A Responsible Citizen who:

- Exhibits compassion and justice towards others, and appreciates and respects the cultural diversity of our global community.
- Exemplifies “Living Our Faith” through attitude, behavior, and choices.

Table of Contents

[Academic Integrity Policy](#)

[Accreditation](#)

[Admission Policies](#)

[After School Program](#)

[Arrival/Dismissal Procedures](#)

[Attendance](#)

[Anti-Harassment and Anti-Bullying Policy](#)

[Verbal, Visual and Physical Harassment Defined and Prohibited](#)

[Bullying Defined and Prohibited](#)

[Protection against Retaliation and False Reporting](#)

[Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure](#)

[Child Custody](#)

[Communication](#)

[Confidentiality](#)

[Conflict Resolution](#)

[Daily Schedule Information](#)

[Discipline Code for Student Conduct](#)

[Dress Code](#)

[Drug and Alcohol Policies](#)

[Electronic Devices](#)

[Emergency/Crisis Information](#)

[Fire](#)

[Earthquake](#)

[Power outage](#)

[Intruder on campus \(shelter in place; lockdown\)](#)

[Bomb threat](#)

[Extended Care Program](#)

[Field Trips](#)

[Financial Policies](#)

[Enrollment Fees](#)

[Tuition](#)

[Fundraising Activities](#)

[Grading and Reporting](#)

[Homework](#)

[Immunizations](#)

[Mandated Reporters](#)

[Media/Public Relations](#)

[Medications](#)

[Money](#)

[Parents as Partners](#)

[Parent Contact with Students during the School Day](#)

[Re-registration](#)

[Release of Students \(during School day\)](#)

[Resources for Students and Families in Crisis](#)

[Student Information System](#)

[School Publications](#)

[School's Right to Amend](#)

[Visitor Policy](#)

[Volunteer/Vendor Requirements](#)

[Withdrawals and Transfers](#)

Academic Integrity Policy

Personal integrity is demonstrated by being honest and truthful in one's decisions and actions. Academic integrity is a significant component of personal integrity. It is important that students realize that each choice to copy, cheat or plagiarize not only violates the academic integrity policy but diminishes personal integrity and compromises relationships with fellow students, teachers and parents as well. Additionally, assessments are vital to measuring a student's growth and progress towards mastery. Academic dishonesty affects a teacher's ability to assess where students need support, extension, or formative feedback essential to learning.

Theft of academic material, cheating, copying, and plagiarism are violations of academic integrity. Additionally, inappropriate parental involvement in projects, assignments, and other assessments may be considered violations of academic integrity.

Academic dishonesty will be addressed as a disciplinary concern. Students who are found to have engaged in academic dishonesty will be required to provide evidence of their actual level of learning.

Academic Program

Core academic classes include English Language Arts, Mathematics, Reading, Religion, Science and Social Studies. Courses, grade level content, curriculum and instructional materials are aligned with [California Common Core State Standards](#). All religion courses are based in the Catechism of the Catholic Church and approved by the Bishop of the Diocese of San Jose.

Additional, co-curricular classes include PE, Art, Music, Spanish (6th-8th)

Accreditation

The School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Admission Policies

Roman Catholic Schools in the Diocese of San Jose base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Catholic Schools in the Diocese of San Jose, 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 and activities generally accorded or made available to students at the School. The Schools do not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarship and loan programs, and athletic and other School

administered programs.

This policy is subscribed to by all Catholic elementary Schools in the Diocese of San Jose, whether owned or operated by the parishes within the Diocese, the Department of Catholic Schools, or religious communities.

California law requires a child to be six years old on or before September 1 to be legally eligible for first grade (EC Section 48010). As such, students must be five years old on or before September 1 to be eligible for kindergarten and four years old on or before September 1 to be eligible for transitional kindergarten.

Visit www.stjustinschool.org to complete an Application or to Schedule a Tour Call (408) 248-1094

After School Activities

After School activities are available to parents. As long as a student is engaged in School sponsored programs or activities, the student is expected to follow School policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified by the parent. Program fees are expected to be paid in full upon being invoiced. Past due balances may result in your child not being allowed to participate in the program until their accounts are brought up to date.

Arrival/Dismissal Procedures

Arrival

- Gates for carline and entrance to gym open at 8:00 a.m. Any families needing to drop off before need to register for our extended care program.
- Families have the option to park and walk students into the gym and are welcome to join us for morning assembly, which begins at 8:10 a.m.
- It is important that all K-8 students and families enter through the side door of the gym by the parking lot gate because it is important to administration that we are able to greet all students by name in the morning and ensure that every day every child feels seen, known, and loved. Families with students in preschool and pre-k are welcome to walk through the gym too.
- We will ALL need to work together to safely balance carline and pedestrians. If you park, you must accompany your child to the crosswalk following the guidance of our 5th grade safety patrol.
- When inside the gym, classes will line up horizontally starting with Kinder in the front and 8th grade towards the back. Students are able to go to their classrooms first to drop off backpacks,

but need to return and be ready for assembly at 8:10 a.m.

- Staff members will be in the gym to help with supervision.
- Parents/Guardians are welcome to join us for assembly and to stand on the sides by the chairs. We ask that you say goodbye to your child before assembly starts as they will head straight to class after assembly.
- Cellphones and toys are not allowed while waiting in the gym for assembly to start.
- There is no morning assembly on Fridays because we go to Mass as a school. Mass starts at 8:30 a.m.
- Students arriving after morning assembly has ended need to enter through the front office and check in with Miss Julie.

Dismissal

- K-8 Teachers will bring their classes out to the blacktop area by the side of the gym at 3:00p.m.
- Our campus is open for parents/guardians to pick up or turn in paperwork to the front office, who have a scheduled meeting, or want to say hello to teachers if they are available.
- After 3:15 p.m, all students who are not picked up will be walked to extended care.
- Parents/Guardians picking up students from Extended Care will be assigned a fob to enter through side gate by the gym leading to the Room 17 to pick up their students. There will be signage to help guide you. A separate message will be sent to families registered with more information around how to enter the gates safely with an assigned fob.

Attendance

In the State of California, full-time education is compulsory from age six to age eighteen. Regular attendance is the responsibility of the child(ren)'s parent or guardian.

Excused Absence: A child is legally absent from School for the following reasons: illness, quarantine under the direction of a county or city health officer, for the purpose of having medical, dental, optometric, or chiropractic services rendered. All other absences are unexcused.

Lateness: A child should come to School even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up missed time. Students are considered tardy if they are not in line at the start of morning assembly by 8:10. All students should be at morning assembly.

When a child is late the parent should sign them into the office before the child goes to the classroom.

When a child is absent, parents are required to contact the School using the absence email: schooloffice@stjustinschool.org.

Family vacations are not to be planned for those days when School is in session. The School provides families with an annual calendar to ensure that does not happen. If it is necessary for a child to be dismissed during the School day, the parent or adult (must be 18 years of age or older) chosen by the

parent must come to the School office to sign out the child. The School should be informed ahead of time about such occurrences.

The State of California defines chronic absenteeism as missing 10% or more days in a school year. If a student is chronically absent, the Principal will meet with the student's parents/legal guardians to determine appropriate next steps to support student learning.

Anti-Harassment and Anti-Bullying Policy

St. Justin School School is committed to providing a safe school environment that respects Catholic values where all members of the community are treated with dignity and respect and that is free from harassment and bullying in any form. Harassment or bullying of any student by any other student, teacher, coach, staff member, or School volunteer is prohibited. Specifically, bullying or harassment on the basis of actual or perceived traits or characteristics: age, color, national origin, race, religion, physical or mental disability, medical condition, sex, sexual orientation, physical attributes, political party preference, political belief, socioeconomic status, or familial status is prohibited. The School is committed to responding promptly to all allegations of prohibited bullying or harassment, and further commits to taking all reasonable steps to eliminate any ongoing harassment.

No employee, volunteer or student shall engage in harassing behavior based on this list of traits or characteristics, or in bullying for any reason. Harassing conduct by students towards other students or towards School employees may result in corrective or disciplinary action, up to and including suspension or expulsion from the School. Harassment of students by employees will result in corrective or disciplinary action, up to termination of employment. This policy may be applied to both on-campus and off-campus conduct.

Harassment can take many forms, and may include verbal, written, physical, or visual conduct. What constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, or an innocent joke, may reasonably be viewed as harassment by another person. Therefore, students should consider how their words and actions might reasonably be viewed by other individuals. It is important to note that harassment can occur even if there is no intent to harm, or when the conduct is not directed at one individual.

Verbal, Visual and Physical Harassment Defined and Prohibited

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited, including:

1. Verbal conduct, including threats, epithets, derogatory comments or slurs, whether communicated verbally, in writing, electronically (such as email, instant message, text message, digital images, website postings - including social media) that intimidates, abuses or humiliates another based on an individual's protected characteristic, and that the reasonable person would also find to be intimidating, abusive, or humiliating;
2. Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures designed to intimidate, abuse or humiliate another based on protected characteristic;
3. Physical conduct, including intimidating conduct, touching a person or a person's property, hazing, assault, stalking, unwanted touching or blocking normal movement because of

- individual's protected characteristic;
4. Offensive and unwanted communication via electronic media of any type of images, words, or threats that are sexual, or related to a protected characteristic.

Bullying Defined and Prohibited

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber stalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods

Students should keep in mind that sending or receiving nude images may also be a criminal act, as it is against the law to possess, produce, or distribute obscene matter depicting children under 18 years of age.

Protection against Retaliation and False Reporting

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who: reports sexual misconduct, discrimination, harassment, or bullying; provides (or could provide) information during an investigation of such behavior; or witnesses or has reliable information about such behavior. Retaliation against any individual for reporting violations of the policy, or for participating in an investigation, will not be tolerated. Each retaliatory offense will be investigated and, if appropriate, sanctioned. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

An individual who knowingly files a false bullying or harassment complaint and a person who gives knowingly false statements in an investigation shall be subject to discipline by appropriate measures.

Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure

Any student who believes that he/she has been harassed, discriminated against, or subjected to retaliation or abusive conduct should immediately report their concerns to any School employee. When

a report is received, the School will review the complaint in a fair, timely, thorough and objective manner and will respond in a manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. In the case of anonymous reports, the School will take reasonable steps to address the reported conduct, but the School's ability to do so may be limited, depending on the nature of the information received.

If the complaint relates to an area where the School employee has a reasonable suspicion of child abuse or neglect, he/she must immediately file a mandatory report, and the information will be provided to Child Protective Services (CPS) or other outside agencies/parties per state law. The outside agency will then determine the appropriate course of action.

Whether or not a complaint is referred to an outside agency, any complaint alleging a potential violation of this policy will be referred directly to the Principal.

When the allegations, if true, might result in a suspension or expulsion, the School will investigate the allegations. All members of the School community are expected to cooperate fully with any investigation under the Anti-Harassment and Anti-Bullying policy. In conducting an investigation, the School will take the following steps:

- Notice to the accused student and his/her parents, including a basic overview of the allegations, the name of the victim/complainant (if necessary and appropriate), the date and location of the incident, and a reminder of School's prohibitions against retaliation;
- The opportunity for both parties to offer relevant evidence and to suggest relevant witnesses;
- An opportunity for the respondent to meaningfully respond to the allegations;
- A thorough and neutral review of the evidence gathered;
- Additional interviews of either party or any witness, if appropriate (i.e., should new facts come to light during the course of an investigation, there might be a second interview with either party);
- In the event there is a finding of responsibility, a determination of sanctions that are reasonably calculated to end the harassment and prevent its recurrence;
- Communication to all parties at the conclusion of the investigation process, with an overview of the process used and the rationale for the conclusion(s).

Upon completion of the review, the School will communicate its conclusion to both parties. If the School determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including student expulsion or employment termination. Appropriate action will also be taken to deter any such conduct in the future.

Camera Use and Video Policy

A parent and/or student may never take photographs or video while at School unless expressly authorized and permitted by a School employee for a co-curricular activity or academic class.

Child Custody

At the time of School entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the Principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing

with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

In cases of legal separation and/or divorce, California state law gives the custodial parent/guardian and non-custodial parent/guardian with visitation rights the right to access and examine student records. However, only the custodial parent/guardian may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent/guardian without visitation rights has no right of access to records of any kind.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

Code of Christian Conduct

Students can best receive a quality, morally based education if students, parents/guardians, and School officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the School may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the School, as determined by the School in its discretion. These principles include but are not limited to any policies or procedures set forth in the Student/Parent handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the School to assist the student in meeting the academic, moral, and behavioral expectations of the School.
- Students and parents/guardians may respectfully express their concerns about the School operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a School employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor.
- Any parent/guardian or other person could risk his or her child's continuation in School if he or she insults or abuses the Principal or any teacher in the presence of students, parents/guardians, or other School personnel while on School premises, public sidewalks, public streets, other public ways adjacent to School premises, or at some other place if the Principal or teacher is required to be there in connection with assigned School activities.

These expectations for students and parents/guardians include but are not limited to all School-sponsored programs and events (e.g., extended care, athletics, and field trips).

Note: these provisions do not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

The School reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

Communication

Parents are the child's first teachers and our partners in education. Therefore, regular communication between parents/guardians and the School is an essential part of a child's School experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

Teachers are expected to be reasonably available to parents throughout the School year in order to keep open the lines of communication in the best interest of the students. A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent who is refused such a meeting should notify the Principal.

Parent-teacher conferences will be scheduled each year in conjunction with trimester 1 report card distribution to provide an opportunity for in-depth discussion of student growth.

Parents should expect regular, transparent communication from both School leadership and classroom teachers in the form of email, the School communication system, and other reliable means of written communication. K-5 teachers send out weekly newsletters to provide curriculum updates and other important information about upcoming events. Middle school teachers send out monthly newsletters. Administration send out weekly newsletters on Fridays to provide updates about school and community events, academic updates, and other important information about procedures, guidelines, etc.

Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the School employee has the responsibility to share the information with the Principal.
- Under California Penal Code Section 11165.7, School employees are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (See section on Mandated Reporters).

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always, the sense of confidentiality should prevail.

Conflict Resolution

Conflicts may occur among students, parents/guardians, and School staff, and all parties are encouraged to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith in the spirit of the Gospels. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Addressing Complaints at the Local Level: Schools

First, the person bringing the complaint must try to resolve the complaint in good faith by discussing it with the people who are directly involved at the School.

Next, if the complaint is not resolved, the person bringing the complaint should follow the School's established chain of command to seek resolution (or if the Principal is the subject of the complaint, the pastor, where applicable).

After reviewing the facts and facilitating discussion of the problem, the Principal will respond to the person bringing the complaint.

Escalating Complaints to the Central Level: Department of Catholic Schools

If the complaint is not resolved at the local level, the complainant may request additional review in writing to the associate superintendent at the Department of Catholic Schools.

The associate superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to resolve the matter in keeping with the policies and/or regulations of the Diocese and School. If an agreed-upon outcome is not possible, the associate superintendent shall make a final and binding determination, and communicate that determination to all parties.

Daily Schedule Information

The following schedule will be observed by Grades Preschool- 8:

Preschool/Pre-K: Monday-Friday - 8:00 a.m. - 5:30 p.m.

K-8th Grade: Monday, Tuesday, Thursday, Friday - 8:00 a.m. - 3:00 p.m.

K-8th Grade: Wednesday - 8:00 a.m. - 12:30 p.m.

Before **7:30 AM** and after **5:30 PM** the School does not have staff available to watch out for problems on School grounds or to supervise children on School grounds. Students must not arrive on the School grounds prior to **7:30 AM** and parents must arrange pickup at dismissal times. From the hours of 7:30 AM and 6:00 PM, extended care programs are offered for \$250 per child monthly or \$15 an hour.

To avoid interruption during the School day, any messages, forgotten lunches, books, etc., must be taken to the office and not to the classrooms while School is in session. The School office will see to it that the child receives these items.

On Wednesday, classes will be dismissed at 12:30 PM in order to free teachers for professional development and collaboration.

Discipline Code for Student Conduct

The goal of discipline in a Catholic School is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the School builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects one's self, other persons and those in authority.

By enrolling a child in an elementary School in the Diocese of San Jose, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child. Additionally, parents and students understand that they are held responsible to the [DSJ Youth Code of Conduct](#).

Teachers support students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete School uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

School employees are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the Principal of the School immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this School. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The School employs a progressive discipline system for minor acts of misbehavior in order to encourage

students to change inappropriate behavior. School administrators and faculty will work in partnership with families to create support plans for students exhibiting inappropriate behavior, supporting whole-child growth and development. Plans may include (but are not limited to) more frequent meetings with students and parents, additional accountability measures, and qualified external professionals as necessary. Repeated violation of these rules and regulations may result in suspension from School or the non-re-registration of the child for the next School year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student may immediately be suspended for a period of one to five days, or as long as an investigation is active. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to School. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The School reserves the right to request an expulsion by the Department of Catholic Schools for such an offense.

In cases in which a child brings a weapon (or an item that may be used as a weapon) to School, the police are summoned, and then the parents are called. The School reserves the right to request expulsion by the Department of Catholic Schools for any serious offense.

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the Principal will notify the Department of Catholic Schools and call the parents. The Principal, in consultation with the Department of Catholic Schools, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral and/or expulsion.

It is the expectation of this School that student behavior is exemplary both on and off School grounds. A student always represents the entire School community. Therefore, the School reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of School grounds, within or beyond the vicinity of the School, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of School grounds, within or beyond the vicinity of the School, may result in a child's expulsion.

Dress Code

The School uniform confirms attendance at the School and is a symbol of unity within the School community. It minimizes distractions in the learning process. It is important that students take pride in

their appearance by wearing the complete uniform, always remembering that by wearing it, students are representing the School and student behavior should be a credit to both themselves and the School community.

Regular Full Uniform

Uniform twill pants

Regulation school shorts

White or gray polo shirt (logo optional)

Uniform white blouse

Uniform royal blue v-neck sweater with logo

Uniform royal blue sweatshirt, fleece jacket/pullover or school jacket with logo

Pleated skirt, skort, or jumper (May not be shorter than 3 inches above the knee.)

Functional Athletic Shoes

Class colored shirt (field trips, rallies)

PE Day Uniform

School PE Shirt (or jog-a-thon shirt)

School sweatpants

School PE shorts (cotton or mesh)

Functional Athletic Shoes

Shoe Policy

All shoes must be athletic style with ankle support. Velcro shoes are allowed. No flip flops, slippers, Crocs, Uggs, Heels, and light-up shoes are allowed.

Socks must be solid black, white, or gray (without any design, logo, or marking), must cover the ankle, and be visible above the top of the shoe. Solid black or white tights and knee highs, and black leggings are allowed. Leggings must be full length, reach the ankle, and covered by sock.

*8th grade is given the privilege to wear any color socks.

The following St. Justin School dress code rules apply to every student:

1. All uniform pieces need to be clean and free of tears and holes.
2. The school logo sweater, jacket, fleece pullover or sweatshirt are the allowed outwear.
3. Pants and shorts must fit around the waist and be worn at the waist level.
4. Hair should be clean, neat and out of the face. If coloring hair, it needs to be natural colors (ie no purple, blue, green, etc). No designs cut into hair. No facial hair for boys. Extensions and excessive adornment are not allowed.
3. Make-up, nail polish, acrylic nails, are not allowed.
4. Jewelry: One simple chain for necklace allowed. Due to safety, earrings must be smaller than a dime in size.
5. Electronics: No devices with ability to communicate are allowed (i.e. apple watches and cell

phones.)

*Scouts may wear their uniforms on meeting days.

*Student Council members and Student Ambassadors can wear their shirts as part of their daily uniform.

Please be sure that school sweaters, coats, sweatshirts, lunch boxes, and other personal property are marked with your child's full name and grade. Lost articles may be claimed in the Lost and Found.

Free Dress

Clothes should fit correctly and be appropriate for school. No tank tops, halter tops, strapless tops, or short shorts are allowed. Tops that are low cut, off the shoulder, midriff, or bare backed are not allowed. Sleeveless blouses must be at least 3 inches wide at the shoulders. In addition, no t-shirts and other clothing that display words, sayings, and characters not compatible with the gospel message are allowed. All jeans should be hole, tear, and rip free, and must fit around the waist.

Students may wear any color athletic shoes, flats, boots, and/or Uggs. Please note that sandals, flip-flops, shoes with lights and/or wheels are not allowed for safety reasons in any grade. Baseball caps and sun hats are allowed but must be taken off inside classrooms and during church and/or assemblies.

The appropriateness of free dress attire is subject to the discretion of the Principal.

St. Justin School does not discriminate based on race, religion, color, nationality, and/or ethnic origin, age, sex or disability in administration of education policies, scholarship and loan programs, and athletic and other school-administered programs.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Principal immediately;
- The Principal will verify the teacher's observation and will notify parents,
- If the student confirms suspicion or appears unstable, student should be brought to the attention of a medical professional
- If necessary, the Principal will call 911
- The police may be called if the student is in possession of an illegal substance,
- Parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the School Principal if the child is to continue in the School; and
- Any student who appears to be under the influence of alcohol or any drug, and appears at a

School function in questionable condition, will be barred from attending or participating in that School function, such as a ceremony, party, dance, or School outing.

- Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from the School.

Electronic Devices

Electronic devices may be dynamic tools in the 21st century School environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the School day and after School. (i.e., cell phones, iPads, iPhones, Smart Watches and other personal electronic devices). In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of School policy and/or a threat to the School community, the individual possessing the electronic device is obliged to grant the administration of the School access to the device and the information on the device to ensure compliance with policy and the safety of the School.

Inappropriate use of any electronic device may result in serious consequences as stated in the School's Technology Use Policy.

Emergency/Crisis Information

All actions taken shall be for the safety and well-being of both students and staff members. In the event of a major disaster, the School will not be dismissed and children will remain under the supervision of School authorities. Students are to be released only according to a predetermined plan and only to persons authorized by parents/guardians.

The following School emergency plans are outlined below:

Fire

Staff and students will evacuate the building and meet in their designated areas on the blacktop or parking lots near campus. Monthly drills are practiced.

Earthquake

Staff will direct students to take cover until the shaking stops. Administration will notify staff when it is clear so that they can evacuate the building to their designated areas on the black top or parking lots

near the school campus.

Power outage

In the event of a power outage we will do our best to notify parents via email through ParentSquare. The school phone system will not work without power. As long as the campus is safe, students will remain on campus for onsite learning.

Intruder on campus (shelter in place; lockdown)

The Santa Clara County Sheriff will be notified to handle the situation, exterior doors and gates will be locked. Students will shelter in place or barricade.

Bomb threat

In the case of a bomb threat, the Santa Clara County Sheriff will be notified. Parents will be notified via email through ParentSquare once it is possible. All students and staff will evacuate to Safeway Parking lot.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the School's instructional program. Field trips broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the Schools within the Diocese that out-of-state trips, trips to water parks, amusement parks, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor conduct or behavior.
- The Diocesan permission form, signed by the parent, is required before a child will be permitted to attend a field trip (see [Parent/Guardian Permission Form](#)). Verbal or faxed permission cannot be accepted.

Financial Policies

Enrollment Fees

The School assesses enrollment fees each School year and must be paid before any student can attend. The enrollment fee secures a child's seat in his/her classroom while also allowing School administrators and teachers to prepare for the School year in advance of tuition payments by families. The enrollment fee is non-refundable once paid. Should a family choose not to attend St. Justin School after completing enrollment or should a student attend for only a partial year, the fees cannot be refunded.

Tuition

Tuition is charged to support the learning environment of all children attending St. Justin School. Tuition supports the School's regular day-to-day operations and long-term sustainability.

St. Justin School offers 2 number of payment options:

- One installment - Due in July.
- 10 installments - Due on the 1st, 5th, or 15th

Families choose their preferred tuition payment plan when completing the Tuition Agreement in the tuition management system. All tuition payments are made through the tuition management system and are due on date of the month selected in the tuition agreement form.

A 2% discount is offered on tuition paid in full by July 1st. The one installment payment plan and discounted option must be chosen on the Tuition Agreement to take advantage of the discount. No grace period is offered on the one-month payment option.

A 7-day grace period is offered on tuition payments for all other payment options.

A late fee of \$35 is assessed by the tuition management system if the tuition payment is not made.

Tuition and fees are considered delinquent if charges are one month past due. A meeting with the Principal will be scheduled with any family whose account is delinquent with the goal of reaching alternative arrangements to prevent families from falling further behind. Should an account fall two month's delinquent, a meeting among the family, the Principal and the pastor will be scheduled.

If a family's financial obligations are not fulfilled at the time of Enrollment for the following School year and the family has not established and/or maintained a suitable payment schedule, student(s) will not be permitted to enroll for the next School year.

The School reserves the right to do any of the following with regard to the payment of past due

accounts for which no payment arrangements have been made:

- Deny a student enrollment for the following semester
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma

In addition to tuition, the St. Justin School charges incidental fees for the use of Extended Care, to participate in Athletics, and for other incidental and class fees that may surface during the School year. These fees will be added, as appropriate, to the next month's tuition invoice through the tuition billing system unless other prior arrangements have been made. Payment of these fees are due at the time of the tuition payment.

Community Building and Fundraising Activities

Fundraising activities provide an opportunity to create engagement among the St. Justin School families and the larger parish community. Fundraising activities also provide additional funding to the School to support School programming and tuition assistance.

St. Justin School Community and Fundraising activities include:

- Back to School Social (August)
- Move A Thon (October)
- Family Night (October)
- Believe in the Magic of St. Justin (December)
- Book Fair (Catholic Schools Week)
- Annual Tea (February)
- Father Daughter Dance (March)
- Mother Son Game Night (March)
- Annual Auction (April)
- St. Justin Feast Day Fun Day (June)

St. Justin Family Service Commitment

At St. Justin we know it takes a village to form our students, and we believe that parent participation in the community is essential to providing the best academic and spiritual formation.

We know that life is busy, and we are all doing the best we can to achieve our typical day to day tasks, so our hope is not to add more to your plate, but rather to provide you with opportunities to meet new families and strengthen already strong parent friendships, while also sharing your gifts and talents with the community.

In order to ensure that we are able to meet our community building and fundraising goals, each St. Justin family will commit to volunteering for three events per year. For each event there are

opportunities to help with set up, clean up, or other tasks before or during the event. Yearlong positions such as Room Parent or being an Event Chair satisfy your yearly Family Service Commitment.

With our deep belief in our hands-on approach as a community, we hope that many of you are able to complete the Family Service Commitment with your time. For those who would rather contribute to our community building and fundraising goals in a different way, we do have a buyout option of \$450 per event.

Grading and Reporting

Teachers are responsible for the evaluation of each student's progress through the continuum of skills or the sequence adopted by the School for each area of the curriculum. A variety of techniques and means should be utilized for demonstration of mastery or level of achievement. In order to achieve this, the following guidelines are expected for measuring, grading, and reporting student progress:

- Student behaviors (including, but not limited to, effort, participation, adherence to class rules) will be excluded as a factor in grade calculation.
- When evidence of learning is missing, teachers will work to obtain evidence of that student's learning. Teachers will not penalize students or use a lack of evidence as a factor in grade calculation.
- Academic dishonesty will be addressed as a disciplinary concern. Students who are found to have engaged in academic dishonesty will be required to provide evidence of their actual level of learning.
- To the greatest extent possible, student compliance (completing, submitting work on time, etc.) will be addressed outside the context of academic grades.
- Teachers must provide clear descriptions of mastery expectations for each activity, lesson, and unit of study; grades will be based on individual student's mastery of these objectives.
- Students will be allowed multiple opportunities to demonstrate mastery, including retakes and revisions of assessments.

In addition to ongoing, proactive, and transparent communication of student progress, the School has the obligation to report student progress to the parents of each child through a regular and established procedure at the end of each academic trimester.

Homework

Homework should be planned intentionally as part of the larger learning plan to support student mastery. Homework should be assigned:

- to reinforce and practice concepts and skills that have been presented in class;
- to foster the student's creativity and discipline through enrichment projects or research;
- to prepare students for a new concept;
- to train the student to work independently and to accept responsibility for completing a task.

Apart from make-up work and long-term assignments, homework should be limited over weekends or school vacations. Wherever students have several teachers, a cooperative faculty plan for assignments will be developed.

Immunizations

Students are required to have all vaccinations as required by the Department of Health before admission to and for continued attendance at the School. [Linked here is the most recent required immunization list for students in California](#). It is the responsibility of the parents and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

Families seeking a medical exemption to any of the immunization laws for students in California must follow [CDPH protocols and laws](#).

Mandated Reporters

California State Law, Article 2.5 of the Penal Code, provides reporting requirements for child abuse whether sexual abuse, physical non-accidental injury or neglect. School personnel will comply with those requirements promptly and exactly as required by law.

Media/Public Relations

School students may appear in School-produced media releases, School publications, other public media outlets, and any other School-related social media outlets as well as on the following:

Website: www.stjustinschool.org

Any such photograph and/or video recordings become the property of the School and may be used for educational, instructional or promotional purposes in broadcast and electronic media formats now existing or created in the future.

The School, as well as its representatives, agents, employees, administrators, managers, trustees, and directors, are released from any and all claims and demands related to publication, dissemination or use of a student's story or media image(s), including, but not limited to, any and all claims for invasion of privacy, royalties, infringement of a child's right of publicity, defamation, libel, false light and/or any

other personal and/or property rights. Such images/recordings are the sole property of the School and revocation of this release does not extend retroactively to images/recordings which have already been disseminated, but only to future use.

Parents who do not want their students to appear in such media must indicate this in the media release form shared with families annually.

The School must own and control all of its internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, School, or any related or affiliated ministry. Individuals or groups may not host any School website on their own domain or with a web hosting service that does not have a contract with the School itself. Those who violate this section will be asked to shut down their site or turn it over to the School.

Medications

The Diocese of San Jose strongly recommends that Schools do not administer medication to students unless absolutely necessary. If Schools must administer medication, students may only be administered medications that are prescribed for them personally by a licensed physician. Any medications they bring to School that are not prescribed for them will be confiscated and the student may be subject to appropriate discipline. The School shall not furnish medications. All medications administered at School shall be provided by the parents/guardians.

- The [Medication Authorization and Permission Form](#) must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at School must be in the original packaging or container and the original label and shall be stored in the School office, unless a student is required to carry the medication on his/her person.
- Generally, the student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at School. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at School in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, arrangements may be made to have the student's family or a trained staff member assist with testing. All medications must be kept in the School office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's

prescribed medication, the parents/guardians will have to come to School and personally administer that medication.

Money

Money that is brought to School for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name, grade, and amount. If a student does bring money to School, the money should be kept on the student's person and not left in the School bag, coat pocket, lunch box, or desk. The School cannot be, and is not, responsible for lost money.

Parents as Partners

Just as the parents look to the School to provide the facilities and the trained personnel that are essential to their child's proper development, so the School looks to the parents to assume active responsibilities that cannot be delegated to others.

No School can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the School, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in School celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the School's parent organization.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing School policies.
- explaining and reviewing periodically the School behavior code with their child. Parents should discuss School disciplinary episodes in relation to the School behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular School attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and

private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.

- arranging for a time and place for their child to complete homework assignments.
- working with the School in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and other School meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the School. Verbal abuse or physical harassment may result in your child being required to withdraw from the School immediately or not being allowed to re-register for the following year.

We seek to provide an atmosphere where all are welcome and ideas are exchanged with the intent to listen to and be heard by both sides. We seek to maintain a safe, harassment-free workplace for our students, faculty, and staff. We encourage positive communication and discourage volatile, hostile, or aggressive actions. Parents who engage in phone and email mass communications without the approval of the administration do not promote open dialogue nor show respect for our parents, teachers or administration. No meeting regarding School matters should be called by a parent or small group of parents without prior administrative approval.

Any individual who disrupts or threatens to disrupt School/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud, abusive, or offensive language or who has otherwise established a continued pattern of unauthorized entry on School property, will be directed to leave School property by the School's Principal or administrative designee. Should the individual persist, law enforcement officials will be called.

The School reserves the right to determine when a parent's actions fall short of meeting the mission and philosophy of the School. Failure to follow these principles will result in a verbal or written warning to parent/guardian. The School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action. This disciplinary action may include but is not limited to the suspension of parent/guardian's privilege to come on campus and/or participate in School activities. In more severe incidents, repeated conflicts or breaches of the code of conduct the administration may require parents/guardians to withdraw their child from the School with or without previous warning.

Parent Contact with Students during the School Day

It is our expectation that arrangements for transportation and other family business be handled outside of School. The School's office staff may not relay personal messages about transportation, appointments, etc. to students.

During the School day, students are not allowed to check their cell phones for text or voicemail messages. Therefore, parents must refrain from contacting their students during the School day via cell phone. If there is an emergency and a parent needs to contact their student, they may call the main office.

Parent Organizations

Parent organizations in elementary Schools are important: they promote parent/guardian support for the School program, increase mutual understanding between the School and parents/guardians, build a sense of School community, and assist in the financial support of the School.

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the School and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with diocesan policy that govern the structure and operation of such an organization

Re-Enrollment

If the Re-Enrollment Fee is not paid by the due date as outlined by the School, the School may not be able to guarantee a seat for your child for the upcoming School year.

Release of Students (during school day)

During the school day, the School will only dismiss a student into the direct custody of a parent/guardian or an adult (18 years or older) designated by the parent/guardian. When requesting to release a student, the parent/guardian or an adult designated by the parent/guardian must come to the School office to sign out the student.

In the event of a student illness during the school day, the parent/guardian or an adult designated by the parent/guardian must come to the School and take the child. If the parent/guardian cannot be contacted, the office staff will contact the name listed on the child's emergency contact record. Emergency records are completed annually and must be updated as necessary.

Resources for Students and Families in Crisis

[Santa Clara County Services for Children & Young Adults](#)

Other Resources:

Bill Wilson SOS Crisis Hotline

Crisis Hotline

Phone: (408) 278-2585

Community Solutions SOS Crisis Hotline Local

Hotline for Youth in Crisis

Phone: (408) 683-4118

Crisis Text Line

Support for Youth in Crisis

Phone: Text BAY to 741741

www.crisisextline.org

National Suicide Prevention Lifeline

Suicide Hotline

Phone: (800) 273-8255

Child and Adolescent Mobile Crisis

In-Home Crisis Response Team for Youth in Crisis

Phone: (408) 379-9085

Alum Rock Counseling and Mobile Crisis Service

Crisis Response Team to Respond In-Home for Youth in Crisis

Phone: (408) 294-0579

Short term Emergency Assessment and Stabilization
for Youth in Crisis

Phone: (408) 364-4083

American Foundation for Suicide Prevention *Suicide*

Prevention Info and Resources afsp.org

Psychology Today

Broad-based Info and Therapist Locator

www.psychologytoday.com

Santa Clara County Mental Health

Phone: (800) 704-0900

Santa Clara County Mental and Behavioral Health Resources

Mental Health Resources in Santa Clara County

santaclara.networkofcare.org/mh/services/category.aspx?cid=8247&targetgrp

National Health Council for Behavioral Health

www.thenationalcouncil.org

Student Information System

Schools are responsible for managing Student Information Systems (SIS) in order to ensure home to School-based collaboration. These tools allow parents and students access to a student's grades, homework assignments, and attendance record. Parents and students may access the site with a School issued username and password. Teachers are responsible for inputting students' grades and learning data into the SIS in a timely manner, and parents are responsible for monitoring their students' progress. Parents are encouraged to reach out to teachers and School administrators for clarification and understanding of student data received through the SIS.

School Publications

All student or parental publications are subject to review and approval by the School administration prior to publication. The Principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the School name. Parents, volunteers and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the School is the responsibility of the Principal.

School's Right to Amend

The School reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

Social Media and Digital Communications

St. Justin school students, with parental or guardian approval, may appear in school-produced media releases, school or diocesan publications, school or diocesan websites, and any other school or diocese social media outlets

Any such photograph and/or video recordings become the property of St. Justin school and the Diocese of San Jose and may be used for educational, instructional or promotional purposes in broadcast and electronic media formats now existing or created in the future.

St. Justin school and the Diocese of San Jose, as well as its representatives, agents, employees, administrators, managers, trustees, and directors, are released from any and all claims and demands related to publication, dissemination or use of a student's story, name, or likeness, including, but not limited to, any and all claims for invasion of privacy, royalties, infringement of a child's right of publicity, defamation, libel, false light and/or any other personal and/or property rights. Such images/recordings are the sole property of [school name] school and the Diocese of San Jose and revocation of this release does not extend retroactively to images/recordings which have already been disseminated, but only to future use.

Parents who do not want their students to appear in such media must indicate this in the media release form shared with families annually.

The school must own and control all internet presence including all social media profiles and websites. Each school social media profile should have a minimum of two administrators, who are adults and have successfully completed Safe Environment training to allow for continuous monitoring and updating of social media sites. At least one of the social media profile administrators must be an employee.

Schools are asked to use the hashtag #DSJCatholicSchools in all their social media posts.

Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry with school or diocesan logos. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school.

Standardized Testing

The School will administer Renaissance STAR testing as planned annually by the Department of Catholic Schools during the assigned testing windows. Individual test results will be given to students and their

parents and analyzed by teachers, administration, and the Department of Catholic Schools.

STAR data is used to inform instructional decisions and targeted learning support of students.

Visitor Policy

The School welcomes parent and community involvement and Schools are often centers for the surrounding community. However, it is the responsibility of the School to ensure that the environment is safe, secure, and conducive to learning. Schools are not considered open to the public, or a public forum. Instead, Schools are considered a “limited public forum” and may limit public access in accordance with reasonable regulations set by the School.

Visitors are encouraged to make an appointment with the School employee they would like to speak to in order to ensure accessibility and availability.

All campus visitors must report to main office, sign in, where name tag at all times, and sign out before leaving].

Volunteer/Vendor Requirements

Our School is fortunate to have community members willing and able to support our School through volunteer efforts and enrichment activities. All volunteers and vendors must comply with the [DSJ School Volunteer / Vendor Requirements](#) before serving in any elementary School in the Diocese of San Jose.

We require all adults affiliated in any way with the School to maintain appropriate adult-student relationships at all times, both on and off campus. All interactions between members of the School community should be based on mutual respect and trust, and should be consistent with the mission and values of the School. Every member of our community should expect an environment free of abuse, misconduct, and harassment, where appropriate employee-student boundaries are respected and maintained. This [code of conduct](#) applies to adults working with youth and minors.

Withdrawals and Transfers

A transfer request must be obtained from the school office. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former School. Schools may disclose a student’s cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child’s records. Parent/guardian signature is required for release of a student’s confidential file (i.e. special education records, psychological reports,

disciplinary records, anecdotal information, or reports by the School counselor).

Under California law, a private school cannot refuse to provide student records to a requesting elementary School or high School because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with School policy, the School may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

The School reserves the right to request the parent to withdraw his/her child from the School due to serious disciplinary issues.