

# FAMILY HANDBOOK

## NAZARETH SCHOOL

Kindergarten – Grade Eight

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Accredited by

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## **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, aim to share the love of God through our ministries of care and education and our openness to respond to the needs of the times.

Whatsoever you do to the least of my people you do to me.  
Matt. 25:40

#### **Sisters of Nazareth Core Values**

**Respect (Matt. 25:40)**

**Hospitality (Matt. 25:35)**

**Love (1 Peter 1:22)**

**Justice (Proverbs 10:7)**

**Compassion (Luke 6:36) Patience (Matt. 5:4)**

#### **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, 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, thoughts 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 in administration of educational policies, admissions 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.  
(California Catholic Conference, March 1994)

## **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 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 Service**

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, and sportsmanship;
- 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 diocesan Safe Environment education 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 diocesan recommendations and the school's mission statement and philosophy. Curriculum standards are based on national and state common core standards.

#### **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 academic framework that will prepare the students to live in the twenty-first century.
- affirms ethnic pride, appreciates cultural values, and promotes diversity.
- 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. Spanish
10. Art
11. Physical Education
12. Computer

## **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 for 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 and planners.

## **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 disciplinary action.

## **Grading Policy**

The administration and faculty of Nazareth School seek 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 the 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 completed 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 allowing 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 a 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 for Schools. Grades K – Early Literacy Assessment (Fall, Winter and Spring), Math Assessment (Winter and Spring only). Grade 1 takes the Early Literacy assessment and Math (Fall, Winter and Spring). Grade 2 takes Early Literacy, Reading, and Math assessments; Grades 3-8 take assessments in Reading (ELA) and Math. These assessments are administered three times during the school year. In addition to this academic testing, the ACRE (Assessment of Children/Youth 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. Students must earn a G.P.A. of 2.0 and a conduct grade no lower than a “B” each quarter. Grade checks will be conducted by the principal and/or activity moderator on a regular basis. Students deemed ineligible may not practice with or participate in the designated activities.

The Principal upon the 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 reasonable amount of time identified by the 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 a student’s eligibility.

The following are Nazareth School’s extra curricular activities:

1. Student Council: Grades 6-8
2. Drama: Grades 2-8
3. Choir: Grades 4-8
4. Sports:
  - Grades 5-8
  - Boys: Football, Basketball, and Soccer
  - Girls: Volleyball, Softball, Basketball, and Soccer
  - Grades K-8
  - Track and Field
5. Cheerleading: Grades 5-8
6. Mileage Club: Grades K-8
7. Robotics: Grades 5-8
8. Other after school programs, such as Mad Science, Schoolhouse Chess, etc. depending on student interest and enrollment

Students are to be picked up immediately after the activity ends 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 Principal 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 of 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	1 dose
Tdap	1 dose (Age 7 or older before admission to 7 <sup>th</sup> 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 September 1 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 September 1 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 Grade One.

## **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. 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 is 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 7:55 a.m. to 2:45 p.m. Students arriving before 7:55 a.m. must report to the "Extended Care Program."

Students may wait on the Courtyard with their parents for the 7:55 bell. **The school does not provide supervision on the Courtyard prior to the beginning of school.**

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 must go to the Extended Care After-School Program.

#### 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. If a child is tardy twice in one week he/she will receive a detention.

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, Lice, Strep), 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 indicated on the school calendar. It is a significant burden for students to make-up assignments and projects when they have missed the teacher instruction and classroom discussions associated with learning.

In the case of long-term absences, parents must request 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 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**

Any student who needs to use the telephone during the school day must have permission from the teacher and 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. 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 remove the contents, sign the envelope, and return it to school the following school day.

Occasionally, e-blasts are sent from the school office to inform families about school events.

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, 48 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 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 generally 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 disseminated in an email blast.

#### **Lockdown Procedures**

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

- 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

Teachers will not leave the room or allow any student to leave the room during the lockdown. No unnecessary information is to be given to students or parents—any necessary information will be distributed by the 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.

**Boys' Uniform**

White or navy polo shirt (with school logo) – must be tucked in

\*Only White polo on Mass Days

Navy-blue or khaki uniform pants (no jeans, corduroys, cargo pants, etc.)

Navy-blue or khaki uniform shorts (optional)

Black belt

White, black or navy-blue socks – crew socks, no low-cut

All-black shoes\*

School sweater/vest

The following jewelry is acceptable:

Watch – Digital/Analog only (no Smartwatch, no Fitbit)

Crucifix or religious medal

one ring per hand

**Girls' Uniform**

White or navy polo shirt (with school logo) – must be tucked into skirts (Grades 6-8)

\*Only White polo on Mass Days

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 pants (no jeans, corduroys, cargo pants, etc.)

Navy-blue or khaki uniform shorts (optional)

White, black or navy-blue socks – crew socks, no low-cut

All-black shoes\*

School sweater/vest

The following jewelry is acceptable:

Watch - Digital/Analog only (no Smartwatch, no Fitbit)

Crucifix or religious medal

earrings (1/4" diameter or less) one per ear – no hoops or hanging earrings (safety issue)

one ring per hand

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 sweater/vest. This is not optional. Students may choose to purchase a uniform jacket—this is optional.

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

Blue shorts with Nazareth emblem

P.E. T-shirts with Nazareth emblem or Jogathon shirt

Athletic shoes – White, Black, Grey, Navy Blue – no Neon colors

During the colder months, the Nazareth School navy-blue sweatshirt and sweatpants may be worn only for P.E. class.

### **Spirit Days**

On designated Spirit Days, students may wear the Nazareth School Spirit Shirt and school-appropriate jeans. The Nazareth School Athletic Sweatshirt may also be worn on these days only.

### **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.

The girls may wear white, navy-blue or black tights. No leggings 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/vest or uniform fleece jacket may be worn in the classroom.

### **Non-Uniform Days**

On specified non-uniform days, 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 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. Disciplinary consequences may ensue.

## **Uniform Resale**

Nazareth School has a Lost-and-Found Bin and a Uniform Re-sale Program, which a PTG special committee chairperson organizes and runs. 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. The Principal and teachers will inform parents as to the necessity of proper hairstyle. Extreme fad haircuts are not acceptable at school. This shall include, but not be limited to, shaved designs, and tinted, bleached, or dyed hair. Boys' hair must be cut above the ears and above the collar. 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, perfumes or strongly-scented hair products to school as these may cause allergic reactions 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 are requested to 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 expectations 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 and restrooms will be left clean and orderly as a matter of courtesy to others.
- Chewing gum, seeds/nuts in shells, and any candy with a stick attached are not acceptable in the classrooms or on school grounds at any time.
- Students must respect and maintain each other's personal space. P.D.A. (Public Displays of Affection) of any kind are inappropriate at school or school-sponsored activities.
- Actions occurring off campus, including email, text, video, etc. but related to the school or members of the school community, may be dealt with as if they occurred at school.

- Students are not allowed in any school room at any time unless the teacher or a staff member is present.
- Students are required to walk quietly 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 will be supervised at all times by teachers, assistants, or parents.
- 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.
- Correct use of play equipment is mandatory at all times.
- Gymnastic activities are not permitted except during supervised Physical Education Class or Cheerleading.
- 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 backpack. 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 have further consequences.
- Distribution of party invitations on the school campus is discouraged. Invitations to parties, etc. should not be distributed at school unless all students are invited.
- Students are not permitted to bring skateboards, roller skates, inline skates, sneaker skates, hover boards, or any personal play equipment to school grounds. Additionally, students may not bring any personal electronic devices to school.
- Illegal drugs, guns, knives, matches, fire igniters and other dangerous objects are absolutely forbidden on the school grounds and at any school-sponsored activity.  
Consequence: Expulsion

### **Approved Disciplinary Measures**

- Insistence on desirable conduct
- Firm, respectful, intervention in dealing with difficult behavior
- Restitution for damaged or lost property
- Demerits (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 physical, 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
- Cutting, defacing, or otherwise damaging in any way, any property, real or personal, belonging to the school, teachers, and other students
- Repeated refusal to comply with the school uniform or personal appearance code
- Stealing
- Assault or battery, or any threat of force or violence directed towards any school personnel or student
- Truancy
- Use, sale, or possession of tobacco or e-cigarettes
- Possessing, using, or selling of illegal drugs, narcotics, or other hallucinogenic drugs or substances
- 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. A suspension affects the student's behavior grade and will affect admission to High School. 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 is in effect from 7:00 a.m. to 7:55 a.m. and from 2:45 p.m. to 6:00 p.m. On minimum days afternoon care is 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 is charged to cover the expenses of this program. Parents are billed monthly. The previous month's bill must be paid by the 10<sup>th</sup> of the following month so that your child(ren) may participate in the Extended Care Program.

Afternoon Extended Care is not provided on the minimum days preceding the extended vacations of Thanksgiving, Christmas, Easter, and the last day of school.

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 2:45 to 4:00. Because Study Hall is part of the extended care program, the hourly fee applies. 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:

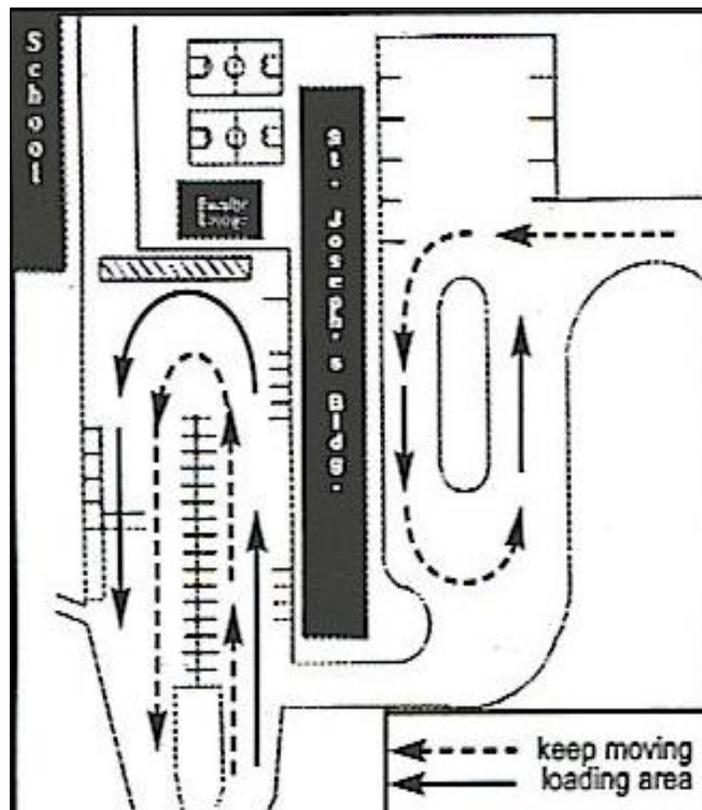
- 1<sup>st</sup> Offense: verbal warning
- 2<sup>nd</sup> Offense: ten minutes "time out" or "walking the field"
- 3<sup>rd</sup> Offense: twenty minutes "time out" and notice to parents. Two such notices constitute grounds for a one-week suspension from the program.
- Any further violation of extended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

## Safety Regulations: Motor Vehicles

Parents must stay in the single line of cars and pick up their children from the designated area after school. The parking lot may not be used unless parents are on school business. Parents must not encourage students to leave the safe area to meet them; it is essential to their safety that students 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 5 mph. through the grounds. Adult supervisors and student safety patrol are to be respected and obeyed at all times. **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/CMG 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 by CMG, a background check authorized through the Department of Justice and the Federal Bureau of Investigation. There is a fee for the background check – see the office for more information. If you have been live scanned with the San Diego Diocese, you do not have to complete a background check through the CMG site. All other volunteer requirements through CMG must be completed prior to volunteering though. 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 with the Principal.

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

Nazareth School follows the approved 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 or out of the classroom may be excluded from participation in the field trip.

Field trips are not intended to be a “family activity.” Because 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 year. Parents are strongly discouraged from driving only their child 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. 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 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. During the field trip, parents must be attentive to the children in their care and eliminate cell phone use for social conversations.

## **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 season. The coaches will make their presentations at a school-wide assembly in the Nazareth Auditorium.

## **Library Policy**

The school library is open from 10:30 a.m. to 4:00 p.m. Monday through Thursday, and from 10:30 a.m. to 3:00 p.m. on Friday. 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. Students will be held responsible for overdue, lost or damaged books. Lost or damaged books must be replaced with the exact same book. Overdue books must be paid in full before final report cards can 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 for in advance. Hot lunches may not be purchased on a daily basis. Parents, please know that if your child(ren) comes to school without a lunch, you will be called to bring him/her a lunch. Hot lunches are only for students who have paid for them.

## **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 and positive relationship with the school and its staff members.

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 show support and appreciation for the staff.

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.