



Saint Joseph High School

TO: Parents/Guardians
FROM: Mrs. Karen Barnes, Assistant Principal for Counseling Services
RE: Beginning of the School Year Responsibilities
DATE: August 2009

Welcome to the 2009-2010 school year. Hopefully, you had a restful vacation and are ready to meet the challenges of this new term. The beginning of the school year is busy and many housekeeping needs must be met. In an effort to keep you informed, the school has assembled all the necessary information for you in one packet. The entire Back to School Packet can be accessed on the school website at www.sj-jester.org. Included in the packet are the following items:

- Parent/Student Handbook
- Parent/Student Policies Agreement Form*
- Counseling Department Information
- Special Concerns Letter from Administration
- Emergency Disaster Letter
- Civil Unrest Release Information Form*
- Medication Administration Form* (if needed)
- Information on Fine Arts & Athletic Programs
- Carnival Information*
- Back to School Night Information
- Letter to Parents/Guardians of Seniors and Freshmen
- Senior/Junior Powder Puff Game Information
- Parent Education Evenings for Senior and Freshmen Parents/Guardians*
- Character Counts! Program at Saint Joseph High School

For your convenience all forms that must be signed and returned are attached. Your daughter is responsible to bring the signed form concerning Civil Unrest and the signed Parent/Student Policies Agreement Form to her section teacher on August 26th. If your daughter is a Senior, please sign the Parent Education Evening Form and have her return the slip to school on August 26th also. Your daughter will receive her Student Planner, which contains the Parent/Student Handbook, the Calendar, and a daily planner on August 19th in section. Please read and discuss the school regulations together and sign the attached agreement.

It is hoped that you find this packet to be of assistance to you and your daughter. Any family who wants a paper copy of the entire Back to School Packet, may ask for one in the Front Office. Thank you for your attention in all these important matters.



Saint Joseph High School

Saint Joseph High School Parent/Student Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the Saint Joseph High School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our daughter from the school or our Daughter may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

FATHER/GUARDIAN SIGNATURE

DATE

Daughter's Grade

MOTHER/GUARDIAN SIGNATURE

DATE

Daughter's Grade

STUDENT NAME (Please Print)

STUDENT SIGNATURE

Section

Please have your daughter return this signed form to her section teacher.
This form will be placed in the student's file.



Saint Joseph High School

To: Parents/Guardians/Students
From: Mrs. Karen Barnes, Assistant Principal for Counseling Services
Re: Counseling Department Information

The Counseling Department is an integral component of the total Saint Joseph High School educational program. The primary goal of the counseling program is to promote and enhance student learning. The Comprehensive Guidance Program at Saint Joseph High School serves all students grades nine through twelve using a proactive and preventative approach. It assists students in acquiring and using life-long learning skills in a developmental and systematic nature. The content for the counseling program focuses on three interrelated areas: Academic Development; Career Development; and Personal-Social-Spiritual Development.

The Comprehensive Guidance Program, under the direction of Mrs. Karen Barnes, the Assistant Principal for Counseling Services, is delivered by a credentialed school counselor, academic advisors, college career counselors, certificated teachers, spiritual ministers, and dean of students. The primary delivery methods are group presentations, individual planning, responsive services, and consultation. The Counseling Department follows and implements the National Standards for School Counseling Programs. These standards provide a framework that ensures that guidance programs are comprehensive in design and delivered in a systematic fashion for all students.

The Academic Counseling services are delivered by the Academic Advisors: Mrs. Margaret Butterfield, Ms. Patricia Ponczocha and Mrs. Elizabeth Salazar. Starting immediately at the beginning of the school year, each student will be alphabetically assigned to an Academic Advisor who will help the student with academic progress and planning.

The College Career Counselors are Mrs. Deborah Haley and Mrs. Jean Parkins. Each student will be assigned to a College Counselor who will guide the student in college and career planning throughout her high school journey.

The Discipline Program is directed by Mrs. Karen Castillo, Dean of Students. Mrs. Castillo will oversee discipline issues for all grade levels.

Students will be introduced to their Academic Advisors, College Career Counselors and the Dean of Students during Back to School Days, August 18 - August 19. The Counseling Department at Saint Joseph High School is committed to empowering each student to be the best she can be.



Saint Joseph High School

August 2009

Dear Parents/Guardians,

As a community committed to the holistic growth and success of all of our students, we ask that you address the following issues with your daughter(s).

Staff Privacy

It is never appropriate for a student to visit a staff member at home. The staff member's home is a boundary that must be respected. If a student knows where a staff member lives and does any vandalism (e.g., toilet paper, eggs, paint, etc.) to the staff member's home, violating the privacy boundary, that student(s) will receive appropriate discipline and possible expulsion. The student and her family will be fined a minimum of \$200 for clean up, and the proper authorities may be contacted.

Student Threats

All student threats (verbal, written, electronic or graphic) to inflict serious harm to self or others shall be taken seriously. Whoever hears or becomes aware of any threat made by a student (on or off-campus) should immediately report it to the principal or her delegate. The school will enlist the aid of the local police department in investigating and assessing all threats.

Unauthorized Student Internet Web Sites

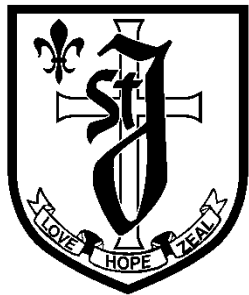
It is unacceptable to use the (Saint Joseph High School) name, initials, logo, or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet, or anywhere else, may result in serious disciplinary action including expulsion.

Vandalizing School Property

School vandalism is never a problem at SJHS. However, sometimes students in an effort to do something fun get carried away and damage school property (i.g., playful carving desks and/or using "wite out" to leave messages for their friends on lunch tables, lockers, etc.). If a student is found to be guilty of any vandalism to SJHS, the police will be summoned and a fine of at least \$500 will be assessed to her family for the labor involved in cleaning the damage. SJHS prides itself on a well-kept campus and it is essential to work together in order to keep it well-maintained.

Because it is important to us that your daughter's four years here are as nurturing as possible, your partnership in these efforts is invaluable. Thank you for your cooperation. God's blessings.

Sincerely,
Saint Joseph High School Administration



Saint Joseph High School

August 2009

Dear Parents/Guardians:

The faculty and staff of Saint Joseph High School work each year to prepare both our students and ourselves for emergency disaster situations. Throughout the year both fire and earthquake drills are held, and students and faculty are provided with time in section to review the school emergency plan.

A requirement of this plan is to prepare for the possibility of keeping and protecting your daughter(s) here at school, should it be necessary, for a period of up to 72 hours. To implement this plan, each student is required to purchase an earthquake kit during registration. These packs will be store by the school and are good for five year. Each student will receive her earthquake kit upon graduation from Saint Joseph High School.

If you daughter has special medication needs, it is requested that you provide the school with a 3 day supply of necessary medication. Please include this in a separate zip-lock bag. Label the bag with your daughter's name and grade and please enclose instructions for administering the medication. Please turn in all medication directly to the front office.

Our goal is to be prepared for emergencies and to ensure the safety of your daughter(s). We thank you, in advance, for your cooperation. May Saint Joseph continue to bless you and your family today and always.

Sincerely,

Mr. Edgar A. Ortega
Assistant Principal for Student Services/Operations



Saint Joseph High School

SJHS CIVIL UNREST RELEASE INFORMATION FORM

Student Name _____
(Last) (First) (MI)

City Released To _____

Grade: 9 10 11 12 Phone Number _____

In the event of civil emergency, and if it is safe, SJHS will acquiesce to your wishes in regard to the safe and timely dismissal of your daughter from our campus. However, local problems would override this release form and you or one of your designees will need to pick up your daughter. To facilitate this task, please check (✓) your preference below:

PLEASE CHECK THE OPTIONS WHICH YOU APPROVE FOR YOUR DAUGHTER:

- My daughter may drive herself home.
- My daughter may ride home in her carpool.
- My daughter may walk home.
- My daughter may ride the bus home.

IF YOU WISH YOUR DAUGHTER NOT TO DRIVE, WALK, CARPOOL OR RIDE THE BUS HOME, THEN PLEASE INDICATE IN ORDER OF PREFERENCE THE PEOPLE TO WHOM SHE CAN BE RELEASED WITHIN ONE HOUR OF DISMISSAL FROM SCHOOL.

	Name	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____

Remember not to call school because we need to keep our phone lines open.

I release Saint Joseph High School of all liability once my daughter has been dismissed from school in accordance with the options I indicated above.



Saint Joseph High School

TO: Parents/Guardians
FROM: Mrs. Karen Barnes, Assistant Principal for Counseling Services
RE: Medication Administration Policy

California Education Code 49423 states: Any pupil who is required to take, during the regular school day, medication prescribed by a physician, may be assisted by the school nurse or other designated school personnel if the school district has received (1) a written statement from such physician detailing the name of medicine, the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the physician's statement.

The following procedures must be followed when a parent requests that a student be permitted to take medication at school:

1. No medication can be administered to students without physician and parent consent. This includes over-the-counter drugs and prescription medications.
2. All medications for students are to be kept in the administrative office or the school health office. Students may not carry medication on their person or keep in their lockers unless specifically requested by the physician.
3. A Medication Consent form must be completed by the physician and signed by the pupil's parents or guardians for prescription or over-the-counter drugs. New forms must be completed each school year.
4. Medication must be delivered in the container dispensed by the pharmacy and the information on the label must coincide with the physician's order.
5. Persons administering the medication must record the date, time, and dosage on the student's medication record.
6. Student medications will be discarded the last day of school if parents have not retrieved them prior to that date.

Saint Joseph High School is in compliance with the education code. Students will not be given any medications (including over-the-counter drugs) without a Medication Consent form filed in the front office. Parents are requested to bring the Medical Consent form and the medication to the front office. No student is to bring the medication to school herself. Access to the information on the Medication Consent form is limited to the members of the administrative team and designated office personnel. Family privacy is honored and protected.

PARENT/GUARDIAN SIGNATURE

DATE



Saint Joseph High School

August 2009

Dear Parents, Guardians, and Supporters of Saint Joseph High School Athletics:

The Saint Joseph Athletic Department would like to cordially welcome parents of incoming freshman and parents of returning athletes. We look forward to having a successful season for Saint Joseph Athletics.

The athletic fee for this year remains unchanged at \$150.00 per athlete, per sport. Please note that some sports will require additional fees for uniforms and equipment. We are working diligently to keep the athletic fee as low as possible while still maintaining a high quality athletic program.

Saint Joseph High School does not receive funding from the Archdiocese. We rely solely on **fees, fundraising, and benefactors** to meet our program costs. We encourage you to attend as many activities as possible to lend support to all of our athletes. More information will follow from the coaches and the athletic administrative staff.

We also encourage and invite any student to try out for any sport that we offer, particularly the upcoming fall sports: cross-country, golf, tennis, and volleyball.

To find the upcoming schedules of our sports you may access them at www.highschoolsports.net

We look forward to an enjoyable and successful upcoming season. Here is an important date to remember:

September 1, 2009

Fall Sport Parent Night 7:00pm at the Flynn Center

Tryouts and Practices Dates for Fall 2009 Cross Country, Golf, Tennis and Volleyball

All students trying out for a fall sport need to have a current physical from a medical doctor on file and a health consent form. All physical and health consent forms can be found on the Saint Joseph web site under athletics. Here are the times and dates for the fall sport tryouts and practices:

Cross Country	August 6th practice begins from 5-7 at SJHS
Golf	August 24 – August 26 at 3:15 at the Lakewood Country Club
Tennis	August 24 – August 26 at 3:15 at the Lakewood Country Club
Volleyball	August 17 – August 19 at 3:00 at the Flynn Center

Saint Joseph High School Carnival

September 11, 12 and 13, 2009

If you have any questions, please call one of the following people.

- Carnival Chairperson: Julie Showalter (562) 217 - 7144
- Food Chairperson: Andrew Martinez (562) 869 - 1083
- Game Booth Chairperson: Betty Green (562) 619 - 0177
- Construction Chairperson: Larry LaRocco (562) 920 - 0027
- Finance Chairperson: Patty & Kit Kirby (714) 739 - 0463
- Permit Chairperson: Kevin McCormick (562) 857 - 9335

+++++ **Cut here and keep these numbers** +++++
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2009 CARNIVAL ADULT VOLUNTEER INFORMATION SHEET/SEPTEMBER 11, 12 AND 13, 2009

_____ Father's Last Name	_____ First Name	_____ Daughter's Name	_____ Grade
_____ Mother's Last Name	_____ First Name	_____ Daytime Phone #	_____ Evening Phone #
_____ Address			
_____ City	_____ State	_____ Zip	

____ **I would be willing to be a Chairperson, Co-Chairperson, Booth Captain or Booth Co-Captain. (Please circle one)**

Construction

Set- Up (Saturday and Monday through Thursday before event) _____ Clean – Up (Double hours for Monday) _____

Food

- ____ Chuck Wagon Booth
- ____ Pizza/ Drink Booth
- ____ Sweets
- ____ Filipino Booth
- ____ Mexican Booth
- ____ Funnel Cake Booth
- ____ Beer Garden
- ____ Coffee & Drink
- ____ Information Booth
- ____ Permits

Misc.

- __ Willing to make a donation – please call appropriate Chairperson
- __ Not interested in working Carnival 2009.

GAMES

- ____ Booth Preference
- _____
____ Grocery Bagging
(Thursday night before
Carnival)

Other

- ____ Parking
- ____ Security
- ____ Litter Control
- ____ First Aid
- ____ Prize Room
- ____ Finance Room



Parents/Guardians!

Come and see what school is like for your daughters.

**Sit in their classrooms; meet their teachers; and find out
what they are going to be doing in school this year.**

We would love to see you there!

Come join us on August 31, 2009

6:30 p.m. in MPB





Saint Joseph High School

Dear Freshman and Senior Parents/Guardians,

The week of August 31st – September 4th will be “Freshman Welcome Week.” All activities are planned with “fun” as the primary goal, and all activities are scheduled to take place on campus. One part of “Freshman Welcome Week” activities we have eliminated is kidnapping. In the past, seniors who have “kidnapped” their freshman sisters had them participate in embarrassing pranks, such as walking in to a McDonald’s in their pj’s and ordering Jack-in-the-Box food, or standing in their pj’s in front of St. John Bosco with a sign stating, I’m a Freshman. As a school, we are also guided by Archdiocesan policy and often the education code for the State of California. Each reads as follows:

No student may engage in hazing or commit any act that injures, degrades, or disgraces, or tends to injure, degrade or disgrace a fellow student or person attending the school.

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail; for not more than one year, or both. (E.C. 32051, Amend Stats. 1983, Ch. 1092.)

[H]azing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause bodily danger, physical harm, or personal degradation, or disgrace resulting in physical harm, or mental harm to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests of competitions. (E.C. 32050, Amended Stats. 1981, Ch.1022.)

Consequently, as a school, we cannot condone “kidnapping” as a part of “Welcome Week” activities. We want “Welcome Week” to be just that—a week of fun-filled events that promote a positive transition from elementary/middle school to high school. Furthermore, all of the “Welcome Week” activities are optional. Nothing is mandatory and harassment and humiliation is never tolerated. If we work together, I believe we can guarantee your daughter’s “Welcome Week” will be memorable. Thank you for your cooperation and support. If you have any questions, please call Mrs. Connell or Ms. Hermosura—senior class moderators, or Mrs. Madsen—Freshman class moderator.

Sincerely,
T. Mendoza, PhD
Principal



Saint Joseph High School

Dear Parents/Guardians of Juniors and Seniors,

There are two activities that we sponsor for these classes to attempt to (1) unify the classes and give them an opportunity to have fun and experience a sense of partnership with each other, and (2) give them the experience of coeducational education. The two activities are Powder Puff and Trading Places.

First, Powder Puff has been a long-standing tradition at SJHS since 1973. What started off as a simple Sunday afternoon game with family and friends has now grown to a large scale school community event. Because we never want our Powder Puff game to deteriorate into an aggressive, mean-spirited interchange between classes, the administration has placed some stopgaps that will insure the spirit of camaraderie for which the game was intended. Following are the new guidelines:

- 1) There will be only 10 days of practice for each team. We checked this out with several varsity football coaches, and they believe that 10 practices would be sufficient, as long as the teams warmed up before each practice. We found that the number of practices in the past only led to a lack of quality study time, and to an atmosphere that was overly competitive.
- 2) Practices will take place on alternating days on our field. Practice schedules are listed in the school calendar.
- 3) After the game, the teams will share pizza together and view a video of the game and a video of practices that led to this enjoyable event.
- 4) If the weather is prohibitive the night of the game, it will not be rescheduled for Bosco's stadium. Rather, it will be played on the SJHS field.

Second, Trading Places is a day when both schools send a number of students from both classes to experience coeducation. It is a very important day as each group discovers what school is like with boys and girls learning together, and for our girls to anticipate their future college coeducational situation. It is only one day, but it can be a day of valuable information in terms of the socialization process among mixed genders. As Trading Places approaches, we ask that you talk with your daughter(s) about the advantage of such an experience and about proper behavior while with the young men from St. John Bosco. Our hope is that they take advantage of this opportunity as a learning experience for their futures. Our world is made of women and men, and we believe that Trading Places is an ideal opportunity for our students to interact with each other in an appropriate and mature manner.

Thank you for your cooperation and assistance. We look forward to a truly memorable year.
Sincerely,

T. Mendoza, PhD
Principal



Saint Joseph High School

TO: Parents/Guardians of Senior Students
FROM: Mrs. Karen Barnes, Assistant Principal for Counseling Services
RE: Parent Education Evening

Senior year is very busy. Students are concerned about grades, college acceptances, and social/extracurricular events. Financial obligations increase, as does emotional stress. In an effort to help parents prepare for their daughters' senior year, a special Parent Education Evening is planned for September 21, 2009, from 7:00 p.m. to 8:30 p.m. in the MPB. This evening is for parents of Seniors only. The program provides parents the opportunity to meet with the following members of the school staff, concerning the issues identified below:

- Mrs. Debra Connell Senior Activities, Financial Obligations, Graduation
Ms. Kate Hermosura
Ms. Michelle Merchain
Mrs. Deborah Haley College Information, Application Deadlines, Testing, College Acceptances
Mrs. Jean Parkins
Mrs. Margaret Butterfield Academic Advising
Ms. Patricia Ponczocha
Mrs. Elizabeth Salazar
Mrs. Karen Castillo Discipline
Mrs. Karen Barnes Understanding adolescent developmental issues as applicable to seniors (stress, friendships, relationships with parents)

To encourage your participation in this evening, the school will give one hour of volunteer time per family. The staff is confident that you will benefit greatly by attending this program.

RSVP Parent Education Evening

Yes I/We will be attending the Parent Education Evening on September 21, 2009

No Thank you, this night is not convenient

Parent/Guardian Signature

Daughter's Name: Section Number:

(Please Print

Please have your daughter return this form to her section teacher on Wednesday, August 26, 2009.

Thank you.



Saint Joseph High School

TO: Parents/Guardians of Freshmen Students
FROM: Mrs. Karen Barnes, Assistant Principal for Counseling Services
RE: Parent Education Evening

The Counseling Staff at Saint Joseph High School will be hosting a Parent Education Evening on Monday, August 24, from 5:30 p.m. to 8:00 p.m. in the MPB. This evening is especially designed for the parents of Freshmen. It will begin with a dinner barbeque and social, followed by a general meeting. The program provides parents the opportunity to meet other parents, to meet the Administrative team, and to become acquainted with the programs and policies of Saint Joseph High School. In addition, the school counselor will offer parents information that may be helpful in understanding adolescent developmental issues, especially those areas that apply to Freshmen students.

To encourage your participation in this evening, the school will give one hour of volunteer time per family. The Counseling Department is confident that you will benefit greatly by attending this program.

RSVP Parent Education Evening

____ Yes I/We will be attending the Parent Education Evening on August 24, 2009

____ No Thank you, this night is not convenient

____ Please indicate the number of persons attending the dinner barbeque

Parent/Guardian Signature: _____

Daughter's Name: _____ Section Number: _____
(Please Print)

Please have your daughter return this form to her section teacher on Thursday, August 20. Thank you.

