Student/Parent Handbook

2026-2027

St. Justin School

Diocese of San Jose
2655 Homestead Rd.
Santa Clara, CA 95051
Phone: (408) 248-1094
Website: www.stjustinschool.org

Administrators

Pastor: Father Generoso Geronimo — generoso.geronimo@dsj.org
Principal: Mrs. Sabbatini — nicole.sabbatini@dsj.org
Dean of Students: Ms. Such — carole.such@dsj.org
Dean of Academics: Ms. Martinez — michelle.martinez@dsj.org
Superintendent: Pamela Lyons

Other Contacts

Office Manager: Ms. Dionne — dionne.stuhr@dsj.org
School Secretary: Ms. Julie — julie.ybarradominguez@dsj.org
Director of Enrollment & Marketing: Ms. Repetti — alyssa.repetti@dsj.org

Student/Parent Handbook [2026-2027]

Welcome to a new school year at St Justin School! I am delighted to extend a warm greeting to all of our returning families and a special welcome to those who are joining our community for the first time. At St Justin School, we are committed to nurturing the hearts, minds, and spirits of our students through faith-filled education rooted in the teachings of Jesus Christ.

This Student/Parent Handbook is intended to serve as a guide for the year ahead, outlining the policies, expectations, and values that shape life in our school community. It is a reflection of our shared commitment to providing a safe, respectful, and academically rich environment where every child is supported and challenged to grow in faith, knowledge, and service.

Our Catholic identity is at the heart of everything we do. Daily prayer, regular participation in the sacraments, and a curriculum infused with Gospel values help our students build a strong moral foundation and a deep sense of compassion and responsibility. We believe that a strong partnership between home and school is essential for the success of our mission. Your support, involvement, and open communication with our faculty and staff are vital to creating a vibrant learning environment.

Please take time to review this handbook carefully with your child. Familiarity with the information provided will help ensure a smooth and successful school year. Should you have any questions, concerns, or suggestions, know that my door is always open. Together, let us walk in faith and strive to make this school year a joyful and enriching journey for all.

Students will be given a deadline by which they and their parents must read the Student/Parent Handbook and sign the Student/Parent Policies Agreement Form. **The Student/Parent Policies Agreement Form must be signed and returned to your child's homeroom teacher by Friday, August 21st.**

In Christ's Peace,
Mrs. Sabbatini
Principal
St. Justin School

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General School Information

History

- **1951: St. Justin Parish Founded**
  Monsignor Ronald Mentasti founded St. Justin Parish in 1951 with a full parish campus in mind. The first church was actually a stable on the corner of Scott Boulevard and Homestead Road where masses were held every Sunday.
- **1955: The first church building on the present site was erected**
  The remaining parish buildings were completed in 1956.
- **1958: Archbishop Mitty granted permission for the building of a school**
  Monsignor Mentasti began classes under the direction of the Dominican Missionary Sisters from Natal, South Africa. The school was formally dedicated on October 17, 1959, in a ceremony officiated by his Excellency, the Most Revered Merlin Gulfoyle.
- **1965: St. Justin School operated with eight full grades for the first time**
  St. Justin School held its first graduation in June 1966.
- **2019: St. Justin School celebrated its 60th Anniversary**
- **2026: St Justin Parish will celebrate its 75th Anniversary**

School Foundational Documents

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. This year, we adopted the school theme - “Come, Follow Christ - A call to act, trust and transform”. With this

theme, we imagined Jesus looking at each of us personally, offering a life-changing invitation to be His disciple, His friend, and to follow Him wholeheartedly. This is not just a historical call but a present and urgent one for each of us at St. Justin today. We chose the theme "Come, Follow Christ" for our school year because it embodies the essence of our journey as a Catholic school community. Every moment of our lives is an opportunity to walk with Christ, to embody kindness and love as Jesus did. This year, we aim to grow our community by welcoming more students, families, and parishioners to St. Justin.

St. Justin School Student Learning Expectations

Respectful Hearts, Responsible Choices, Resilient Faith

At St. Justin School, students are challenged to live the values of our Catholic faith by being **Respectful, Responsible, and Resilient** in all they do.

❤️ Respectful Hearts

A St. Justin Student:

- Treats others with kindness, compassion, and dignity as children of God.
- Demonstrates Christ-like behavior through words, actions, and relationships.
- Appreciates and respects the diversity, gifts, and perspectives of others.
- Honors God through active participation in prayer, liturgy, the sacraments, and school faith experiences.
- Builds a welcoming community by showing empathy, courtesy, and service to others.

⭐ Responsible Choices

A St. Justin Student:

- Makes decisions guided by Gospel values and Catholic teachings.
- Takes ownership of their actions, accepts responsibility, and learns from mistakes.
- Demonstrates integrity, honesty, and good citizenship in school, parish, and community settings.

- Reads, writes, calculates, communicates, and uses technology responsibly to support learning.
- Works collaboratively with others while being self-motivated and accountable for personal growth.

✝️ Resilient Faith

A St. Justin Student:

- Trusts in God and perseveres through challenges with courage and hope.
- Thinks critically, creatively, and independently to solve problems and overcome obstacles.
- Embraces lifelong learning with curiosity, determination, and a growth mindset.
- Uses their God-given talents to serve others and make a positive difference in the world.
- Lives the call to "Love One Another as I Have Loved You" through faith-filled actions, perseverance, and service.

Accreditation

The School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). The School was last accredited 2022 and will be renewing 2028.

Code of 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 in private. 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 school employee 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.

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 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.

School Personnel

Shannon Barela	Pre-School Director	shannon.barela@dsj.org
Rachael Francis	Pre-School Aide	rachael.francis@dsj.org
Vanessa Salgado	Pre-K Teacher	vanessa.salgado@dsj.org
Laureen Garcia	Pre-K Aide	laureen.garcia@dsj.org
Rebecca Valdez	Pre-K Aide	rebecca.k.valdez@dsj.org
Kristi Vuica	Kindergarten Teacher	kristi.vuica@dsj.org
Michelle Martinez	First Grade Teacher	michelle.martinez@dsj.org
Stefanie Jatta	Kindergarten and First Grade Aide	stefanie.jatta@dsj.org
Jenny Love	Second Grade Teacher	catherine.love@dsj.org
Caitlin Velazquez	Third Grade Teacher	caitlin.velazquez@dsj.org
Mari Ling	Second and Third Grade Aide	mari.ling@dsj.org
Tim Farnham	Fourth Grade Teacher	timothy.farnham@dsj.org
Ryan Meyers	Fifth Grade Teacher	ryan.meyers@dsj.org

Jamie Arreola	Sixth Grade Teacher	jamie.arreola@dsj.org
Matthew Abely	Seventh Grade Teacher	matthew.abely@dsj.org
Carole Such	Eighth Grade Teacher	carole.such@dsj.org
George Santich	Advanced Math	george.santich@dsj.org
Sharon Roldan	Athletic Coordinator	sharon.roldan@dsj.org
Tania Garcia	PE Rhythm & Moves	
Tara Hookano	Art and STEM Teacher	tara.hookano@dsj.org
Leah Borrino	Music Teacher	
Madeline Lee	School Therapist	
Linda Burgos	Spanish Teacher	
Joandra Gutierrez	After School Extended Care	joandra.gutierrez@dsj.org

Daily Schedule Information

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

Preschool/Pre-K: Monday-Friday - 7:50 a.m. - 12:15, or 3:00 or 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 supervise 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 5:30 PM, extended care programs are offered for $400 monthly fee/cost $20.

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. Parents and students must refrain from

ordering lunch through DoorDash/UberEats as this is a safety concern for us to open the front door for unknown individuals who deliver food. Also, no fast food is permitted on campus. Students need to be responsible and bring their lunches to school every morning.

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

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 as well as on the following:

Website: www.stjustinschool.org
Facebook: @stjustinschool
Instagram: @stjustinschool

Website: www.dsj.org
Facebook: @DioceseSanJose
Instagram: @DioceseSanJose
Twitter: @DioceseSanJose

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 St Justin 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.

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.

Money

Money that is brought to School for a specific purpose (class trip, book fair, 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.

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.

Uniforms are purchased from Merry Mart Uniforms – 33 Washington St. Santa Clara. (408) 296-0423.

St. Justin has an Outgrown Uniform Store for all to drop off gently used uniforms and browse lightly used uniforms for their child.

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

- All uniform pieces need to be clean and free of tears and holes.
- The school logo sweater, jacket, fleece pullover, or sweatshirt is the allowed outerwear.
- All uniform clothing must be labeled with the student's first and last name.
- Pants and shorts must fit around the waist and be worn at the waist level.
- Shirts must be properly sized. Skirts may not be excessively long below the knee.
- 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.
- **Make-up, nail polish, acrylic nails, fake eyelashes, etc., are not allowed.**
- Due to safety, earrings must be a stud. No hanging or hoop earrings.
- No Watches, no bracelets, no necklaces - safety issue and distraction
- No tattoos and no fake tattoos or body piercings are allowed.
- Undergarments/garments may not be visible. This includes athletic garments
- **Electronics: No devices with the ability to communicate are allowed on campus (i.e., Apple/Fitbit watches and cell phones).**

Regular Full Uniform

- Shirts
    - Gray Logo Polo Shirt | PS - 8th Grade
    - White Polo Shirt | PS - 1st Grade
    - St Justin Class Spirit Shirts | For all Field Trips, Rallies, Field Days, and every Friday
- Pants, Skirts, and Shorts
    - Uniform Twill Pants
    - Uniform School Shorts
    - Pleated skirt, skirt, or jumper (May not be worn shorter than 3 inches above the knee.)
- Outer Wear
    - Uniform royal blue V-neck sweater with logo (should be worn to Mass)
    - Uniform royal blue sweatshirt, fleece jacket/pullover, or school jacket with logo
- Shoes
    - Closed Toed Athletic Shoes

Pants, Shorts, and Skirts

- Navy blue twill pants or uniform walking shorts, hemmed to proper

length, for all grades.
- Pants should be properly hemmed and long enough to reach the shoe.
- Shorts must be worn at or above the knee, but long enough to reach the student's fingertips.
- Shorts and pants must fit properly and must be worn at the waist, not on the hips.
- Pants or shorts may not be excessively tight.
- Uniform walking shorts are allowed all year.
- No leggings may be worn underneath shorts.

Skirts

- Skirts may not be worn more than **three inches** above the back knee line.
- Rolling the waistband to create a shortened length is unacceptable.
- Skirts may not be excessively long below the knee.
- Navy blue or black bike shorts must be worn under jumpers and skirts
- Black leggings may be worn in colder months underneath the jumper or the skirt.

PE Day Uniform (K-8)

- School PE Shirt
- 2026- 2027 Fun Run T-shirt
- All old St. Justin shirts have been retired (summer camp, fun run, move-a-thon, and old spirit shirts) are not eligible for PE uniform days
- School sweatpants
- School PE shorts (cotton or mesh)
- Closed Toed Athletic Shoes
- No leggings or long sleeve shirts under your PE T-shirt or PE shorts

Shoes

- All shoes must be closed toe athletic style with ankle support.
- Velcro shoes are allowed.
- No flip flops, slippers, Crocs, Uggs, heels, and light-up shoes are allowed.
- Boat shoes, boots, or "Mary Jane" style strap shoes are not allowed
- Shoes that are deemed "distracting" will not be allowed.
- Shoes may not have wheels, lights, glitter, sparkles, or characters
- PS - Kindergarten must wear athletic shoes with Velcro straps (no tie laces).

Socks

- **Socks must be solid white or black only** (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 be covered by socks. (No oversized

leggings are allowed). You must wear them under the skirt, skirt, or jumper.

Scouts

Boys and girls must wear the proper Scout Uniform on meeting days. No “casual wear” allowed. Uniform shoes only

Scouts must wear the proper Scout Uniform on meeting days. No “casual wear” allowed. Uniform shoes only

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Student Council

Student Council members and Student Ambassadors can wear their shirts as part of their daily uniform on meeting days.

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 Days

- Clothes should fit correctly and be appropriate for school.
- No tank tops, halter tops, crop 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.
    - 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.
- Pants must be hemmed to the appropriate length.
- **Pajama Bottoms are not permitted.**
- Students may wear any colored athletic shoes.
- Flats, boots, Uggs, slippers, 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.
- Skirts & dresses must follow the guidelines for appropriate length no shorter than 3 inches above the mid-knee.

Free Dress days are a privilege given to students. No student is ever required to wear free dress. The St. Justin uniform is always acceptable. When students are not in compliance with the free dress guidelines. Parents will be notified and may be asked to bring appropriate clothing to school. The student may also lose future free dress opportunities for the remainder of the year.

Halloween

- Costumes must be school appropriate. **(Refer to the free dress guidelines)**
- Inflatable costumes allowed to be worn only during the parade.
- Costumes may not represent any culture in a demeaning or disrespectful manner.
- Costume masks will only be worn at the parade.
- Excessively scary, gory or inappropriate costumes are not allowed.
- Large costume accessories that cannot be stored in the classroom are not allowed.
- No props representing knives, guns, or other weapons allowed
- Students may wear costume-related makeup and nail polish. All costume accessories must be removed by the next school day.
- Students may color their hair as long as the color is temporary. Any dyed hair must be returned to a natural color by the next school day. Wigs are allowed.
- Students who choose to not wear a costume must wear their uniform. This is not a "free dress" day.
- Questionable costumes may be brought into the administration for pre-approval.

When students are not in compliance with the uniform directives. Parents will be notified and may be asked to bring appropriate clothing to school. **Uniform Violations are reflected in the student's Life Long Learning Skills grade.**

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

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 or recording is not permitted at any meeting or mediation of the complaint. 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. *Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted.*

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.

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.

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.

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.

Catholic Identity

Introduction

At St. Justin School, our charism is inspired by the witness of **St. Justin Martyr**, an early Christian philosopher, teacher, and defender of the faith. St. Justin sought truth with courage, shared the Gospel with conviction, and remained faithful to Christ even in the face of adversity. His example calls us to grow as disciples who seek wisdom, live our faith, and serve others with love.

Guided by our Catholic faith, we are committed to forming students who lead with **Respectful Hearts, Responsible Choices, and Resilient Faith**. We strive to create a community where every child is known, valued, and challenged to become the person God created them to be.

As a school family, we encourage our students to develop respectful hearts that reflect Christ's love and compassion, make responsible choices rooted in Gospel values, and nurture a resilient faith that helps them persevere through challenges with hope and trust in God.

Through prayer, academic excellence, service, and leadership, St. Justin students are inspired to follow Jesus, grow in wisdom and virtue, and courageously share God's love in their families, parish, community, and the world. In the spirit of St. Justin Martyr, we seek truth, live faith, and serve others as joyful witnesses of Christ.

Faith Formation

At St. Justin School, faith formation is at the heart of our mission. Rooted in Catholic tradition and inspired by the example of St. Justin Martyr, we help students develop a personal relationship with Jesus Christ through prayer, worship, religious education, service, and daily faith-filled experiences.

Students participate in daily prayer, weekly school Masses, liturgical celebrations, sacramental preparation, and service opportunities that encourage them to live the Gospel. Guided by the Diocese of San Jose religion curriculum, faith is integrated across all subject areas and woven into the life of our school community.

Through our motto, **Respectful Hearts, Responsible Choices, Resilient Faith**, we strive to form students who grow in faith, lead with compassion, make responsible decisions, and serve others as disciples of Christ.

Sacraments

At St. Justin School, students are provided opportunities to deepen their relationship with Christ through participation in the sacramental life of the Church. Students attend weekly school Masses and prayer services throughout the year. In partnership with St. Justin Parish, preparation for the Sacraments of First Reconciliation and First Holy Communion is offered for eligible students and families. Sacramental preparation encourages students to grow in faith, prayer, and understanding of the Catholic tradition.

Service Opportunities

Service is an important part of living our Catholic faith and putting Gospel values into action. Students are encouraged to participate in age-appropriate service projects that support our school, parish, and local community. Throughout the year, classes engage in service activities such as food drives, outreach projects, and charitable collections. Families are also invited to participate in volunteer opportunities that strengthen our school community and support student learning.

Retreats

St. Justin School provides faith-filled retreat experiences that support students' spiritual growth and strengthen their relationship with God. Retreat opportunities are offered at various grade levels and may include prayer, reflection, community-building activities, and service experiences. These retreats help students deepen their understanding of their faith, build meaningful relationships, and grow as disciples of Christ.

Admission & Attendance

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. Our 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 (E.C. 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.

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's absence is excused for the following reasons: illness; quarantine; medical, dental, optometric, or chiropractic appointments; attendance at a funeral; court appearance; or visiting with immediate family members on active military duty. All other absences are unexcused. The teacher of the class from which a pupil is absent shall determine which tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments missed during the absence. Missed assignments will not be provided in advance and will be made available to the pupil upon their return to campus.

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.

When a child is absent, parents are required to contact the School by 8 am please 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. *The School will keep on file a record of the recommendation made to the parents/guardians.*

Truancy

Under California law, a student is considered truant when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration will contact the parents/guardians. If the student is absent three times in a school year without a valid excuse and all resources at the school level have been exhausted, the student may be considered a habitual truant and is subject to dismissal. The school principal will notify the local Child Welfare and Attendance authorities.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school will notify the local police department, Child Protective Services, or both of those agencies.

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
Parent-teacher conferences will be scheduled each year *in the Fall* 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.

The school office, teachers and administration will answer emails and/or phone calls between 8am - 3pm, during scheduled school days. Email is the best way to contact your child's teacher or the administration. Please allow 24-48-hours response time. Parents should not expect emails to be answered on days off, before 7:30 am or after 4 pm on workdays.

Monday Principal Newsletter / Weekend Teacher Newsletter

- Every Monday (Tuesday if there is a holiday on Monday) the Principal message goes out.
    - Parents should review this bulletin for information on all that is happening at school.
- The weekly bulletin includes the schedule for the week, and information on upcoming events. Announcements are posted each week in the ParentSquare to remind parents of upcoming events and schedules.
- All homeroom teachers will send out a teacher newsletter every weekend with pictures, notes, upcoming events, and what the students are learning for the week.

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 or other electronic devices for text or voicemail messages. Therefore, parents must refrain from contacting their students during the School day via cell phone or other electronic devices. Students must also refrain from contacting their parents via personal cell phone or other electronic devices. If there is an emergency and a parent needs to contact their student they may call the main office. If a student needs to contact their parents, they may follow school procedures to call via the main office.

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.

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 the main office, sign in, wear a name tag at all times, and sign out before leaving.

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 blacktop 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 Parent Square. The school phone system will not work without power. As long as the campus is safe, students will remain on campus for on-site 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 the Safeway Parking lot.

Arrival/Dismissal Procedures

Arrival

- **Extended Care (7:30–7:50 AM):**
  - Families must park and walk students to Room 17 using the *back gate only*. Ring the bell to be buzzed in. The front door remains closed until 8:00 AM.

- **General Drop-Off (7:50–8:00 AM):**
  - Gates open at 7:50 AM. If not using Extended Care, please wait outside the gym doors with your child until that time.
  - When driving on campus, please enter through the far-right near the library and exit through the left near the gym.
  - You may park and walk your child into the gym and are welcome to stay for morning assembly at 8:00 AM.
    - Students may drop off backpacks in their classrooms but must return to the gym for assembly.

Tardy Policy

All Teachers K-8th are recording tardies at 8 am during morning assembly.

- Students arriving after 8:00 AM are marked tardy and must be signed in at the front office.
- You need to park and walk your child into the office.
- Do not park in handicap spaces or fire lanes - violators will be fined.

Gym Entry

- All PS–8 students and families should enter through the side gym door near the parking lot to be greeted by staff and start the day with a warm welcome.
- Preschool and Pre-K families should also enter through the gym between 7:50–8:00 AM. After 8:00 AM, entry will be through the front office. Families are welcome to stay in the gym for morning assembly before checking children into Preschool or Pre-K.
- *Safety Notes*
    - Always use crosswalks when walking from the parking lot.
    - Follow directions from our 5th-grade safety patrol.
    - Do not park in handicap spaces or fire lanes - violators will be fined.
    - No toys or cell phones are allowed on campus at any time. Cell phones are collected during the school day, extended care, and sports.

Dismissal (3:00 PM):

- Teachers will escort students to the blacktop area beside the gym for parent pickup.
- Students with a walking-home pass will check out at the back gate with a staff member.
- For the safety of all students, the campus will remain closed during dismissal. However, families may still access the front office, attend scheduled meetings, or have brief teacher check-ins. Please check in at the main office and sign in before walking around campus.
- At 3:10 PM, any students who have not been picked up will be taken to Extended Care (Room 17).

Extended Care Pickup (3:10 - 5:30):

- Ring the back side doorbell to be buzzed in, then walk past the bathrooms to Room 17 for pickup.

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.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the legal interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult their own legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

Extended Care Program

Extended Care is offered for Kinder through 8th graders from 7:30-7:50 AM and 3:00-5:30 PM, Early Dismissal days, 12:30-5:30 PM**.** Students may be signed up for the entire year as full time or part time. Extended care fees are billed monthly with tuition through TADS.

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.
- All chaperones and any vendors who both provide the trip and have contact with minors must follow diocesan safe environment policies, including fingerprinting requirements and background checks. No chaperone should ever be alone with a minor who is not his or her own child.
- All diocesan transportation policies must be followed for all field trips.

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.

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.

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.

Withdrawals and Transfers

A transfer request must be obtained from the school office. All books must be returned, and all bills must be paid.

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.

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
Facebook: @stjustinschool
Instagram: @stjustinschool

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. Parents complete the release as part of

(re)enrollment 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.

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.

Photos and/or videos taken at School, that include students, faculty/staff members, may not be posted on social media sites or shared without permission.

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.

Academics

Academic Program

The curriculum at diocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The bishop and diocese are committed to providing strong academic

experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings.

The curriculum must be consistent with the philosophy of the school, educational policies of the diocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program. The curriculum in elementary schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Core academic classes include Religion, English Language Arts, Mathematics, Science and Social Studies. Courses, grade level content, curriculum and instructional materials are aligned with California Common Core State Standards and California Content 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 (K-8), Art (K-8), Music (K-8), Spanish (K-8), and STEM (K-8).

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.

As developmentally appropriate, 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.

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 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 may be allowed multiple opportunities to demonstrate mastery within the School's discretion.
- 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.

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.

Co-Curricular Activities

After School Activities

After School activities are available to parents and open to students who attend the School unless otherwise indicated. 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.

Sports

- Boys and Girls Volleyball
- Boys and Girls Soccer
- Boys and Girls Basketball
- Boys and Girls Flag Football

Co-Curricular Activities

- Gardening Project - weekly Wednesdays
- Yearbook Team - weekly Wednesdays
- Student Council - weekly Thursdays
- Helping Hands - monthly Friday

Tuition and Fees

Enrollment Fees

St Justin 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.

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.

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 3 number of payment options:

- One installment - Due in July 1, 2026
- 10 installments - Paid monthly July 2026 - May 2027 | Tuition is not collected in February
- 11 installments - Paid monthly June 2026 - May 2027 | Tuition is not collected in February

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 5th or 20th of the month.

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 $50 is assessed by the tuition management system on the (7) day of the month 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 months 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) may 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 trimester
- 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.

Fundraising and Community Building 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.

Parent Service Hours

Parent/Family engagement is critical to the success of our school and parish. The best schools are those where parents serve and are committed to the community. All families are required to complete a minimum of 20 hours between **June 1, 2026, and May 15, 2027** of direct support to St. Justin School. There will be a charge of $100 per hour that a family does not fulfill.

St. Justin School Fundraising activities include:

- Back to School Social - August 17th
- Back to School Night - August 25th
- Welcome BBQ - September 11th
- Art and Wine Festival Parking lot - September 19th & 20th
- Fun Run - October 2nd
- St Justin Parish 75th Anniversary - October
- Pancake Breakfast - November 15th
- Christmas Singing Show - December 4th
- Class Novenas & Pantry Drive - December 1st - 17th
- Mid-Year Updates - January 12th
- Open House - January 23rd
- Book Fair - January 23rd - 29th
- Middle School Dance - February 5th
- Father Daughter Dance - February 6th

- Basketball Tournament - March 1st - 6th
- St Patrick's Dinner - March 13th
- Stations of the Cross lead by 8th graders - March 25th
- Grandparents Day - April 16th
- Annual Auction - April 24th
- Talent Show - May 7th
- Mothers and Father Day Celebrations - May 7th
- St. Justin Feast Day Fun Day - June
- Dining for Dollars- Monthly
- Raise Right Script - Monthly

Discipline

Philosophy

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.

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 students are held responsible to the DSJ Youth Code of Conduct.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

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.

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.

Disapproved Disciplinary Measures

The following disciplinary measures are disapproved:

- All corporal punishment, including shaking and slapping
- Language that belittles or ridicules a student, his or her parents/guardians, or his or her family background
- Using religious exercises as punitive measures. Encouraging contemplation or similar spiritual practices as a means of reflection is acceptable
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

Detention

No student shall be required to remain in the classroom during an entire recess or lunchtime as a disciplinary measure. This does not constitute "detention."

Detention before or after school hours is considered an appropriate means of discipline.

The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference. Under no circumstances shall a student be detained at school without the knowledge of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

Behavior Agreements and Probation

A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when the student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to suspension and/or expulsion or withdrawal.

The probationary status of the student and the terms of the probation must be clearly documented in writing and signed by the parents/guardians.

If a school decides to place a student on disciplinary probation, it must ensure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.).

Suspension

Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending a student. This list is not comprehensive, but can be interpreted as a guide to the severity of certain behaviors that warrant suspension. The suspended student shall be responsible for all academic assignments while on suspension.

No student shall be suspended from school for more than 5 days, unless there is an ongoing school investigation or a police investigation of a possible crime, in which case the student may be suspended during the entire investigation.

The school must give notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference.

The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and school can cooperatively encourage the student to improve his or her behavior. The suspended student may be present at the conference.

In no case will a teacher on his or her own authority suspend a student.

Expulsion

Reasons for Expulsion

Reasons for expulsion include but are not limited to the following offenses:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking, possession of tobacco, vaping or possession of vaping devices
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

In all cases, the school must seek approval from the Department of Catholic Schools for expulsion. Except in cases involving grave offenses, the school must take the following steps to expel a student:

- Prior to conversations about expulsion, the school must seek approval from the Department of Catholic Schools.
- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's behavior. The pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.

- If the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will provide an academic record reflective of the student's academic progress accomplished up to the moment of expulsion.

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. 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 use of AI, 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.

Student Anti-Harassment and Anti-Bullying Policy

The School is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The School will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential manner that is appropriate to the claim.

Credible acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment and Bullying

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards.

Examples of harassing or bullying conduct, which can occur once or habitually, include:

- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person
- Unwanted physical touching, contact, or assault
- Deliberate impeding or blocking of another's movement
- Intimidating interference with normal work or movement
- Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos
- Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature

Bullying typically consists of repeated and/or direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

Read about cyberbullying on StopBullying.gov .

Responsibilities of the School and Students

The school must:

- Establish a policy, provide staff development training, and provide age-appropriate information to students that is designed to create a school environment free from intimidation, harassment, and bullying
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement

- Remain watchful for conditions that create or may lead to a hostile, offensive school environment
- Investigate complaints about conduct that may violate this policy and take appropriate action as warranted

All students must:

- Conduct themselves in a manner that contributes to a positive school environment that conforms to Catholic values
- Avoid any activity that may be considered intimidating, harassing, bullying, or hazing
- If possible, inform the person(s) engaging in conduct that is considered a violation of this policy that the conduct is offensive and unwelcome
- Report all incidents that may be considered intimidating, harassing, bullying, or hazing to the principal or teacher

Reporting

The school expects students, parents/guardians, and school staff to immediately report incidents of harassment or bullying to the school principal or designee. The school has established procedures for reporting incidents of harassment or bullying anonymously, and with assurance of protection against retaliation.

Students, school staff, and parents/guardians are able to make reports of harassment or bullying to school administrators through face to face communication or written communications.

Each complaint of harassment or bullying will be promptly investigated by the principal or designee. This policy applies to incidents occurring on school grounds, during a school-sponsored event, or while traveling to and from school or a school-sponsored activity. This policy also applies to acts or communication initiated outside of the school environment if the incident creates the potential for a disruption on the school campus.

Responding

Confirmed incidents of harassment or bullying will result in one or more of the following interventions implemented by the school:

- Provide support and protection from additional harassment, bullying or retaliation for the target of the situation.
- Apply disciplinary action to the offender(s) up to and including suspension and/or recommended expulsion of students participating in an act of harassment or bullying.
- The school may notify the local law enforcement agency if deemed necessary.

- Assist the offender in building an awareness of the consequences of his/her behavior, and in developing strategies to engage in more positive actions.
- Educate the bystanders involved in the incident to respond when witnessing or becoming aware of harassment and bullying.
- Communicate with the parents of the individuals involved to develop a plan to prevent future incidents.

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.

Electronics Policies

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.

St Justin School Technology Agreement

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=8

Student/Parent Policies Agreement Form

(Please print except where signatures are required)

Our family has received or accessed online and read the St. Justin Student/Parent 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 notify us of any amendments, 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 child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities and obligations under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our responsibilities and obligations according to the requirements of the Handbook.

Parent/Guardian's Signature (1) _____ Date _____

Parent/Guardian's Signature (2)_____ Date _____

Print student names and grades:

Student's Name _____ Grade _____

Student Signature _____

Please return this signed form to the School Office by Friday, August 21st