

Miscellaneous Information

Bookstore

The bookstore is open daily Monday - Thursday at lunch time. It is located at the far end of the building across from the Library.

Early Departure

If for any reason a student must leave school early on any given day, he/she must bring in a note prior to the start of the school day. **Failure to do so will result in a detention.** He/She must check out with the attendance clerk before leaving the campus. Any student who leaves without securing an "early dismissal" form before school or without signing out at the time of departure will be considered truant. When a student returns, he/she must check back in with the attendance clerk.

Emergency Information

Emergency information cards must be on file for each student. It is the responsibility of the parent/s and student to see that these records are kept up to date. All students must have their emergency information on file before the first day of school. **If this information is not on file, your student will not be allowed to attend class.** Please contact the office immediately if there is any change in the emergency information, such as phone number, address, email or change of employment.

Field Trips

Field trips are privileges; no student has an absolute right to a field trip. A student may be denied participation if he/she fails to meet academic or behavioral requirements. A permission slip is needed for each field trip. A student may not attend a field trip unless his/her permission slip is returned completed and signed by the due date. Permission via fax will be accepted. Phone calls home for permission are not permitted.

Insurance

The Diocese of San Jose has adopted an insurance policy, which serves as a secondary policy for every student enrolled in the school. This is included in the registration fee.

Medication

In order to maintain better control of medications, any student who needs to take or use medication must bring it to the office, along with the permission form signed by a parent or guardian and doctor. On the permission form, please state the type of medication, times it should be taken, and the dosage recommended. The school is not allowed to dispense any other medications unless listed on the medical form.

Offices

The offices of the Principal, Assistant Principal, Academic Services Liaison, Registrar/Attendance Secretary and Office Manager are housed in the Main Office. The