

Saint Joachim Catholic School

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Pastor: Reverend Michael Hanifin

Principal: Sr. Kathleen Marie, CSJ

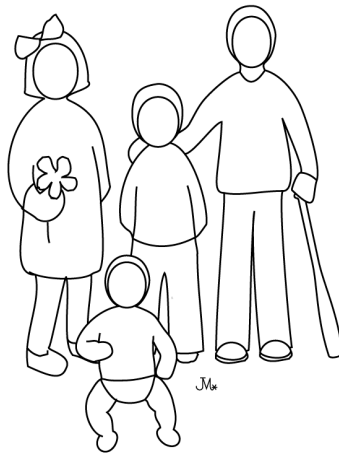
*Saint Joachim Catholic School is a part of the
Office of Faith Formation in the
Diocese of Orange.*



**ACCREDITED BY
WESTERN CATHOLIC EDUCATION ASSOCIATION
AND THE WESTERN ASSOCIATION OF SCHOOLS
AND COLLEGES**

A Parent's Prayer

O Father of humankind,
Who has given me these, my children,
and committed them to my charge to bring them up for You,
and to prepare them for life everlasting,
assist me with Your heavenly grace,
that I may be able to fulfill my sacred duty and stewardship.
Teach me both what to give and what to withhold,
when to reprove and when to praise.
Make me gentle, yet firm, considerate and watchful,
and deliver me equally from the weakness of indulgence
and the excess of severity.
Grant that both by word and example,
I may be careful to lead them in the way of wisdom and true piety.
So that at last I may, with them,
be admitted to the joys of our true home in heaven.
Amen.



Dear Parents,

Welcome to the **2016 - 2017** school year, an opportunity to **LIVE, LOVE and GROW** as God's family within our school and parish community. May our united efforts nurture our dreams for all that is best for "our" children, and may the decisions we make promote the spirit of Christ within each of us.

We, the administration and staff, pledge our assistance and support to you parents, the primary educators of y(our) children. In turn, we count on your support of school and classroom policies, as well as your participation in school and parish activities.

Acceptance at Saint Joachim Catholic School automatically binds families to the policies and regulations stated in this handbook. Please keep the handbook as a ready source of information. It is meant to acquaint you with procedures and policies so that parents and staff may work together in the best interest of y(our) children. We ask you to read it carefully and then review it with your children so they, too, will know their responsibilities as members of our school family.

When you have finished reading this handbook with your children, we ask that parents and children sign the form in the back and return it to the teacher of your oldest (or only) child.

Success happens when people work together and support one another in an atmosphere of mutual respect and love. It is important that we work together and support one another. If something is not clear to you, please speak with us. We welcome your comments and suggestions.

Let us strive to share a spirit of Christian unity — being tolerant with one another — always humble, gentle, patient, and giving generously of ourselves to build the "kingdom of God" in this corner of God's world. May the new year bring us many blessings.

Peace,

A handwritten signature in cursive script that reads "Sr. Kathleen Marie". The signature is written in black ink and is positioned above a horizontal line.

Sr. Kathleen Marie
Principal

This School is About Life

We believe
that every facet of life is important: spiritual,
physical, intellectual, and emotional.

We believe
that every child is unique
and valuable because his/her life comes from God.

We believe
that one of the purposes of life is to
improve the quality of life for all people everywhere.

We believe
that if we have helped a child to become more
human, less racist, more able to believe in the ultimate
value of life, more helpful, then we have prepared him/her for life.

We live and work
to bring all people into union with God
and with one another.

Sisters of St. Joseph of Orange

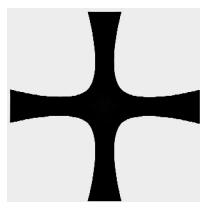


TABLE OF CONTENTS

2016-2017 Saint Joachim School Staff	7
Saint Joachim Parish and School Statements	8
Student Learning Expectations (PK-4)	9
Student Learning Expectations (5-8)	10
Non-Discriminatory Policy	11
Admissions Policy	11
Admission Priority Scale	11
Registration Fee	12
Tuition	12
Saint Joachim Scholarship Program	12
Code of Christian Conduct	13
Recommended Transfer Resulting from Parental Attitude	14
Grievance Process	14
Student Transfers	15
Academic Probation Policy	15
Responsible Behavior and Discipline	15
Student Responsibilities	16
Bullying	16
Personal Honor and Integrity	17
Classroom Rules	18
Expectations for Students	18
Disciplinary Action	18
Lack of Respect to Teachers, Staff, Yard Duty Supervisors	18
Disobedience	18
Disruption of Class	19
Destroying or Defacing School Property	19
Violation of Appropriate Social Behavior	19
Playground Safety Violations	19
Harassment	19
Responsible Behavior and Discipline Policy	20
Violation of Standards Form	21
Detentions	21
Daily Schedule	22
Attendance	23
Absence Policy	23
Tardiness	24
Leaving During the School Day	24
Backpacks	25
Books	25
Forgotten Lunches, Books, Homework, Etc.	25
Curriculum & Academics	25
Honor Roll	27
Student Learning Assessments (SLA's)	27
Progress Reports	27
Homework	28
Homework Requests	28

Eligibility for Extra-Curricular Activities	28
Promotion	29
Graduation	29
School Visitors	29
Counseling	30
Abuse or Child Neglect	30
Campus Security	30
Traffic Guidelines	31
Traveling To and From School	31
Religious/Spiritual Education/Formation	31
Service Learning and Spiritual Growth	32
Parent / Teacher Conferences	32
Educational Field Trips	32
Student Records	33
Family Envelopes	33
Custody and Release of Minors	33
Search and Seizure (Lockers, etc.)	34
Personal Property	34
Electronic Equipment	34
Class Parties	34
Birthday Parties	34
Dances	35
Telephone Calls	35
Animals on Campus	35
Lost and Found	35
Health and Safety	35
Immunizations	36
Medications	36
Hot Lunch Program	37
Lunches	37
Parent Volunteer/Safe Environment	38
School Uniforms	38
Personal Appearance for Boys and Girls	42
Guidelines for Dressing Out-of-Uniform	42
2016-2017 Parent Advisory Board	44
2016-2017 Parent Teacher Organization	44
Diocesan Network Use Policy	45
Carpool Traffic Pattern	48
Rainy Day Carpool Traffic Pattern	49
2016-2017 Diocesan Yearly Calendar	50
Handbook Agreement	51

SAINT JOACHIM CATHOLIC SCHOOL STAFF
2016 - 2017

PastorRev. Michael Hanifin
 Parochial Vicar.....Rev. Douglas Zavala
 Principal.....Sr. Kathleen Marie
 Grade Level Coordinator PK-4.....TBA
 Grade Level Coordinator 5-8.....Mrs. Michele Golden
 Pre-Kindergarten Teacher.....Mrs. Jeanmarie Rametta
 Kindergarten TeacherMs. Edeline Gacula
 Grade 1 Teacher.....Mrs. Taylor Gullo
 Grade 2 Teacher.....Ms. Amanda Dougher
 Grade 3 Teacher.....Mrs. Jacquelyn Woodworth
 Grade 4 Teacher.....Ms. Meredith Reese
 Grade 5 Teacher.....Ms. LaWanda Allen
 Grade 6 Teacher.....TBA
 Grade 6 Co-Teacher.....Mrs. Darlene Balkus
 Grade 7 Teacher.....Mrs. Michele Golden
 Grade 8 Teacher.....Ms. Sara Aguilar
 Physical Education.....Ms. Heather Burger
 Music Teacher.....Mr. Andrew Everson
 Librarian.....Mrs. Annie Mora
 Spanish.....Mrs. Andrea Coulson
 Learning/Resource/Enrichment.....Mrs. Carol Skaggs
 Secretary.....Ms. Sherril Davis
 Receptionist.....Mrs. Dana Dolkas
 Daycare Director.....Ms. Debbie Barber
 Accountant.....Mrs. Luchie Bowers
 HR/Safe Environment.....Mrs. Hillary McDonald
 Custodian.....Mr. Omar Martinez

Pre-Kindergarten Aide.....Ms. Erin Beirne
 Kindergarten.....Ms. Taryn McCartin
 Grade 1 Aide.....Mrs. Isabella Buonanoce

Grade 3 Aide.....TBA
 Grade 4 Aide.....Mrs. Kelli Nadeau
 Grades 5-8 Lang. Arts Asst.....Mrs. Jill Cavanaugh
 Grades 5-8 Math Asst.....Mr. Richard Balkus
 Daycare Aide.....Ms. Taryn McCartin

SAINT JOACHIM PARISH MISSION STATEMENT

We are a Christ-centered people, instructed by the Word of God and renewed by the sacraments. We are building a community of love, justice and peace by celebrating, serving and proclaiming the Gospel to the world.

SCHOOL MISSION AND PHILOSOPHY STATEMENT

As a ministry of the church, Saint Joachim Catholic School is a Catholic faith community which provides strong religious values that are integrated into all aspects of school life.

In collaboration with parents as primary educators, the school community endeavors to develop the whole child: mind and body, heart and soul.

Understanding that our students are the leaders of tomorrow, we foster an environment where students are challenged to think critically. They are encouraged to take responsibility for their continuing growth and learning and to adapt to ongoing technological change. Our goal is to prepare students to respectfully contribute to a culturally diverse, global society and to learn, live and love their faith, now and in the future.

SAINT JOACHIM CATHOLIC SCHOOL

Saint Joachim Catholic School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association.

The purpose of this handbook is to present the philosophy, organization and policies of Saint Joachim. The policy statements are necessarily general; the administration (Pastor and Principal) reserves the right to make specific applications as circumstances arise. Please read the handbook carefully and keep it for reference during the school year.

STUDENT LEARNING EXPECTATIONS

(Grades Pre-K – 4)

Students at Saint Joachim School are becoming:

1. Active Faith-filled Catholics who:

- Pray
- Learn about God, our Church, the Bible, Mary and the Saints
- Participate in Mass and worship activities
- Show kindness to others
- Ask for and give forgiveness
- Make good choices

2. Lifelong Learners who:

- Actively participate in our own learning
- Read for learning as well as for pleasure
- Follow directions and complete work on time
- Use and apply technology

3. Effective Communicators who:

- Speak and write clearly and correctly
- Present in front of a group
- Listen carefully
- Share with others

4. Good Global Citizens who:

- Learn about the world
- Learn about our country
- Resolve conflicts peacefully
- Take responsibilities for choices
- Take care of ourselves, others and all of God's creation
- Care about people everywhere

5. Careful Thinkers who:

- Review and improve our work
- Use information to make good choices
- Persevere in efforts to solve problems

STUDENT LEARNING EXPECTATIONS

(Grades 5 – 8)

Students at Saint Joachim School are becoming:

1. Active Faith-filled Catholics who:

- Pray
- Demonstrate an understanding of the Church's teachings, scripture, the Saints and Mary
- Participate actively in the Mass
- Demonstrate compassion to all
- Ask for and offer forgiveness
- Practice ethical and moral decision-making

2. Lifelong Learners who:

- Plan, meet goals, and set timelines in our own quest for knowledge
- Read for learning as well as for pleasure
- Apply research skills and use appropriate resources
- Use technology for learning, communication, and enjoyment
- Experience, appreciate and learn about the fine arts and literature

3. Effective Communicators who:

- Compose and express opinions and ideas both clearly and effectively
- Speak publicly with confidence and poise
- Demonstrate strong listening skills
- Work cooperatively with others

4. Globally Aware and Responsible Citizens who:

- Appreciate and understand similarities and differences among cultures
- Are knowledgeable of and actively participate in the democratic process
- Resolve conflicts peacefully
- Take responsibility for choices
- Take care of ourselves, others and all of God's creation
- Seek to understand current events and their impact

5. Independent Critical Thinkers who:

- Access one's strengths and areas for improvement
- Think analytically and synthesize information to form conclusions
- Understand the relationship between cause and effect
- Distinguish between fact and opinion to support a position
- Persevere in efforts to solve problems

NON-DISCRIMINATORY POLICY

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school or the participation in any school-sponsored program or activity, on the basis of race, color, sex, ethnic or national origin.

ADMISSIONS POLICY

Saint Joachim School uses California State law and Diocesan policy to determine the age for admitting children into the following grades:

GRADE	COMMENT
Pre-Kindergarten	4 years old as of September 1
Kindergarten	5 years old as of September 1
First	6 years old as of September 1

Applicants are evaluated for readiness in language, motor skills and overall development.

California State law requires the following documents to be on file in the office before a child can attend school:

- *Copies of Birth & Baptismal Certificates for all students.
- *Immunization Records
- *Report Cards from school of previous attendance (Grades 1-8)
- * Grades 2-8 applicants are evaluated in language arts and math.

ADMISSION PRIORITY SCALE

1. Siblings of students already in school
2. Registered parishioners
3. Catholics from surrounding parishes without a school
4. Catholics active in other parishes
5. Students who have been on our waiting list who meet the above conditions in priority order

Final acceptance is based on successful completion of an entrance evaluation. New students are on academic and behavior probation for one (1) year.

We are PARTNERS in the education and formation of your children. In this capacity, we ask that parents be involved in the following ways:

1. Family presence at weekly Mass
2. Support of school philosophy and mission
3. Contribute a positive influence on the school community
4. Maintain open and positive communication with the classroom teachers
5. Foster sound study habits at home
6. Participate in events and activities of the school and parish as able
7. Fulfill financial obligations

Meeting your financial obligations carries with it your commitment to:

1. Keep tuition payments current
2. Complete parent service hours or pay the fee of \$300
3. Fundraise for the school so the profit is \$400, or pay the \$400 fee
4. Meet SCRIP obligation of earning **\$100.00 profit for the school**

REGISTRATION FEE

A per-student \$275.00 non-refundable registration fee is required at the time of registration.

TUITION

Saint Joachim School has a partnership with FACTS Tuition Management Company. Families can make either ten (10) or eleven (11) monthly payments for tuition & fees. Those who do not enroll in the FACTS program make a one-time payment to the school for all fees and tuition. Each family is expected to live up to the signed Tuition Agreement on file in the school office.

Kindly refer to the Education Agreement for details about tuition, fees, and deadlines.

The school operates its budget during the months of August through June. All fees are non-refundable.

Parents who make one-time tuition payments do so for the months of August through May.

SAINT JOACHIM SCHOLARSHIP PROGRAM

It is our desire that every Catholic student has the opportunity to attend a Catholic school. If your family is experiencing financial difficulties, we urge you to apply for tuition assistance. St. Joachim has limited funds available for a Partial Scholarship Program to provide specific and limited financial aid to parent(s) who clearly demonstrate a need for such assistance.

Scholarship applications can be obtained from the school office and returned directly to PSAS (Private School Aid Service). Families may lose their scholarship if their account does not remain current.

Families who experience financial difficulties during the school year and feel the need for some form of tuition assistance, should contact the principal at their earliest convenience.

If your family is in a position and wishes to do so, we welcome your contributions to the Tuition Assistance Fund. We need support for tuition assistance compensation as our budget depends on this income.

CODE OF CHRISTIAN CONDUCT

PARENTAL SUPPORT—CODE OF CHRISTIAN CONDUCT COVERING STUDENTS, PARENTS/GUARDIANS (DIOCESAN HANDBOK 4186aA).

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child. It shall be an express condition of enrollment that the **students** behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school's discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the **parents/guardians of a student** shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school's discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel; however, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parents/guardians, and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come onto the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

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

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in "loco parentis" that continuation of the child in the school might be morally impossible.

GRIEVANCE PROCESS

As part of our educational partnership we encourage open communication between parents and our staff. There are times when the nature of the communication may be difficult, however. It is our policy that the following Diocesan process be followed:

- If the concern involves school personnel, the parents are to arrange a meeting to discuss their concerns. The results of that meeting are to be in writing with all parties signing. If a conference is held via telephone, school personnel are to write down the results of that conversation, including the time and date, and send a copy to the parents.
- If there is no resolution, the parents are to call the Principal and arrange a time for everyone to meet. The parents are to bring a copy of the notes/results of the first meeting. The expressed purpose of this meeting is to finalize the situation or to solve the problem. The results of this meeting are to be in writing with all parties signing, and copies distributed.
- If no solution is reached, the parents are to call the Pastor and arrange for a meeting with all parties present. Again, the expressed purpose of this meeting is to bring about a solution. The results of this meeting are to be in writing with all parties signing, and copies distributed.
- If no solution can be reached, the parents may write a letter to the Superintendent of Catholic Schools briefly stating the problem, and providing copies of all written documents. The Superintendent will review all

documentation and decide on a course of action after consultation with the Pastor and the Principal.

In such cases, we protect our right to interpret school rules and policies fairly, based on truth and justice, with the ultimate goal of providing an optimal learning environment for the well-being of all children.

STUDENT TRANSFERS

Per Diocesan policy, students clearly unable to profit from the school by reason of ability, serious emotional instability, or conspicuously uncooperative or destructive attitude of parents/guardians, will be asked to transfer when:

- The school has explored the means to meet the needs of the student
- There has been sufficient discussion with the parents/guardians concerning student behavior
- The parents/guardians of the student lack good will, good faith, and cooperation

The final decision is made by the Principal, who may consult with the Pastor.

ACADEMIC PROBATION POLICY

Any student receiving a **D** or an **F** in conduct on the SLA is automatically placed on probation for one quarter. The student must achieve at least a **C+** in conduct on the next report card in order to remain at the school.

The parent must check frequently with the teacher to see that the conditions of the probation are being met. Parents have an obligation to cooperate in a timely manner with the school's recommendation for outside tutoring or outside intervention to help the student. If the student is placed on probation twice during one year, that student will not be admitted into school the following year. Academic probation will commence on the first day of the quarter, and end on the last day of the same quarter.

*Note: Student Council Commissioners must maintain passing grades in all subjects and earn a **B-** or better in "study skills" and in "responsible behavior," or they will be removed from office.*

RESPONSIBLE BEHAVIOR AND DISCIPLINE

In order to implement a successful educational program, a strong disciplinary component is essential. Our goal is to promote personal responsibility, respect for others and to maintain a safe, orderly environment. Each student is expected to assume full responsibility for his or her actions. Our discipline policy seeks to promote students' moral development, self-discipline and growth toward becoming a mature follower of Christ. Christian respect and love of one another should guide all student interactions. It is expected that students address faculty and staff **politely** and **respectfully**. This same spirit

of courtesy and friendliness should be extended to fellow students in word and action. Since parents are the primary educators and formative guides of their children, we believe it is important that they be involved in addressing/solving discipline concerns as soon as they arise. Parents and teachers, working together, will bring about the best results in a timely manner. When in doubt or concerned about disciplinary or corrective actions, a parent should contact the teacher first; and then, if necessary, the principal.

STUDENT RESPONSIBILITIES

1. Behave in a respectful manner toward all: classmates, staff, volunteers, and visitors.
2. Respect all property: your own, other people's, and the school's.
3. Allow others to speak, be heard, and to learn.
4. Demonstrate empathy, honesty, and integrity.
5. Be responsible for supplies, textbooks, and assignments.
6. Be at the right place at the right time.
7. Help maintain a clean, orderly school.
8. Discourage negative behavior in others.
9. Wear the correct uniform.
10. Use the Internet properly and safely.

BULLYING

As followers of Christ we all share the responsibility to create a culture of **care, kindness and love toward others**...our daily lives call us to be grounded in love, compassion, forgiveness, reconciliation and justice. In witnessing these values, we set aside beliefs, behaviors and speech which marginalize or demeans others. In light of this, "bullying" is not to be a part of our school culture...one in which respect for others is taught and encouraged as a part of daily life. Bullying may be defined as intentional, repeated behavior by an individual or group that causes distress, hurt or undue pressure. It involves the abuse of power in relationships.

Bullying devalues isolates and frightens others. It affects a person's ability to achieve. In addition, it has lasting effects on those who engage in this type of behavior, those who are victims and the witnesses as well. Our staff will do their best to address any type of "bullying" behavior with a calm, problem-solving approach. Parents will be expected to participate in addressing the situation with their child. Our staff will be responsible to supervise students to watch for signs of this behavior and to stop it when it occurs. We will do our best to take parents' concerns seriously and look into all reported incidents. Consequences will be assigned based on the school/Diocesan discipline code. This policy alone will not stop "bullying" which is at times a part of life. We must strive to do our best to understand **why it happens** and then address the situation. It is our desire to try to **help students overcome their difficulties** in a secure and supportive environment where the dignity of each student is valued and respected. Educating and forming our children in ways to deal with **differences and conflicts** in a non-aggressive manner is part of this process. Parental support is essential to our success.

Bullying can be...

Verbal (name calling, teasing, put downs, sarcasm, insults, threats)

Physical (hitting, kicking, tripping, spitting)

Social (ignoring, excluding, leaving someone out on purpose or trying to get others not to play with someone)

Psychological (spreading rumors, malicious email/text messages, damaging another's possessions)

Examples of bullying behaviors:

- Cyber bullying
- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as making fun of someone's physical characteristics
- Spreading rumors about someone
- Intentionally excluding someone or trying to get others to exclude someone

Student behaviors that prevent bullying:

- Treat each other respectfully and refuse to let others be bullied
- Refuse to bully others
- Refuse to watch, laugh or join in when someone is being bullied
- Report bullying to an adult
- Include everyone in activities, especially students often left out

PERSONAL HONOR AND INTEGRITY

Our words and actions as parents and educators, as well as the environment we create around our young people, will influence them to make honorable decisions. Honor is a learned value, so we must strive to be people who follow the honorable path and, thus, promote a spirit of justice in our world.

Stealing, cheating or any other types of dishonesty toward oneself, other students or faculty are all forms of injustice. Involvement in such activities will result in significant consequences which could include suspension. These may include:

- Copying another student's work
- Letting someone copy one's own work
- Cheating on tests
- Purposely trying to deceive school faculty members (forgery)
- Using unauthorized material during tests and/or quizzes, etc.

CLASSROOM RULES

Each teacher establishes age-appropriate classroom rules, policies, and procedures. The teacher's classroom management plan is shared with parents at "Back-to-School Night".

EXPECTATIONS FOR STUDENTS

The school community of Saint Joachim sets high spiritual and academic standards for its students. We endeavor to provide a campus and classroom environment conducive to student learning and achievement.

Students are expected to show respect for all adults on campus which includes substitute teachers, yard duty volunteers, guests, instructional aides, etc.

Teaching students to accept responsibility for their behavior is the core of our discipline plan. All students are expected to be tolerant of other viewpoints. Students are not allowed to harass other students based on gender, racial background, physical characteristics, or disabilities.

Though it is impossible to list every behavior that will invoke disciplinary action, we make note of the following so that students are aware of expectations and have some idea of what types of behavior warrant disciplinary action.

DISCIPLINARY ACTION

The following guidelines are generalities for staff to monitor student behavior. Each situation that arises during school is impossible to define, and cannot be covered exactly. However, disciplinary action may be required for the following infractions:

LACK OF RESPECT TO TEACHERS, STAFF, YARD-DUTY SUPERVISORS

- Answering back to adults
- Refusing to accept correction
- Showing a negative attitude
- Open and persistent defiance of authority

DISOBEDIENCE

- Failure to follow instructions promptly and thoroughly
- Chewing gum
- Throwing anything in class
- Willful disregard of classroom or playground rules

DISRUPTION OF CLASS

- Talking out of turn
- Arguing
- Annoying others or any behavior perceived as disruptive by the teacher

DESTROYING OR DEFACING SCHOOL PROPERTY

Writing on or damaging desks, books, walls, or any school property. Any damage to school property, or the property of another student, must be repaired, replaced, or paid for by the parents of the child responsible for the damage.

VIOLATION OF APPROPRIATE SOCIAL BEHAVIOR

- Harassment of a racial, physical or gender-based nature
- Calling names, bullying, threatening, or harassing another student
- Profanity of any kind (verbally or by gestures)
- Being unkind, verbally or physically
- Failure to keep desk and materials in order
- Failure to cooperate with uniform or non-uniform dress regulations
- Inappropriate lunch table behavior: shouting; throwing food; lack of respect towards lunch supervisors; failure to clean eating area before leaving; failure to remain seated for the required time period at the lunch table.
- Using inappropriate language or innuendo regarding one's race or gender

PLAYGROUND SAFETY VIOLATIONS

- Playing ball or running before morning assembly or after school
- Riding bikes on the playground between the hours of 7:40 AM and 4:00 PM
- Riding a bike without a properly secured bike helmet
- Riding skateboards or roller blades on the playground
- Throwing/kicking a ball with excessive force
- Playing/squirting water in the restrooms
- Going into restricted campus areas
- Spitting

HARASSMENT

Definition

Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive or intimidating for ANY reason of an individual's race, creed, color, national origin, physical ability, gender or religion.

Harassment will NOT be allowed. This includes:

- Verbal harassment-slurs, derogatory comments, epithets, name-calling, belittling or degrading words
- Physical harassment-assault, touching, pinching or grabbing

- Visual harassment-derogatory drawings or gestures

Diocesan Policy against Harassment

The Diocese of Orange confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of everyone involved to conduct themselves in a manner that contributes to a positive, faith-filled school environment. Therefore, any form of harassment whether sexual, verbal, written, implied, suggested, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination for employees, expulsion for students and withdrawal for parents.

Student to Student Harassment

Students are to be respectful to one another at all times. Students may not verbally or physically abuse one another. This is a matter of extreme importance and will not be tolerated at Saint Joachim Catholic School. If a student is involved in verbal or physical abuse of another student, that student will be dealt with under the same disciplinary code as fighting, name calling, etc.

Abuse of Teachers

According to the California Education Code (#4091), anyone who insults or abuses a staff member in the presence of other school personnel or students at a place which is on school premises or a public sidewalk, street, or other public way adjacent to school premises, or at some other place the person is required to be at in connection with assigned school activities, is guilty of a misdemeanor. The local authorities will be called immediately.

Teacher to Student Harassment

No teacher has the right to verbally abuse, “put down” or make a student feel he/she has no importance or value as a person. This is a disciplinary matter and is to be brought to the attention of the principal.

RESPONSIBLE BEHAVIOR AND DISCIPLINE POLICY

Students are expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school. Every student will show consideration for teachers as well as for fellow students. The goal of the Catholic School is the creation of a Christian atmosphere. To accomplish this, each student must recognize not only his/her own worth, but his/her individual **responsibilities and obligations to others, and discharge them in accordance** with the school regulations.

Courtesy is more than mere manners. Courtesy embraces all of one’s conduct since it is Christianity in action. Courtesy is expected of our students at all times. Respect must be shown to all persons, at all times—priests, administrators, teachers, supervisors, staff guests, monitors, etc. Whenever an adult enters

the room, the students are expected to stand and greet the adult. Every teacher and adult has jurisdiction over all students of the school.

We emphasize the importance of self-discipline, the ability to make choices that approximate the actions of Christ and require control from within. In this way, students are held responsible for their actions. Self-discipline develops self-confidence and self-respect. Our goal is to help students think before they act so that they may learn from the choices they make as well as from the consequences that follow.

Discipline is an essential element of Christian development. The purpose of discipline is to develop, within students, an appreciation of the importance of responsibility and self-control based on Christian values and to build a sense of community.

VIOLATION OF STANDARDS FORM

The “Violation of Standards” form is simply a warning slip. That is, there is no penalty. However, if a student receives three (3) warning slips, a Wednesday after-school detention is assigned.

DETENTIONS

Detentions are generally served on a specified morning at 7:30 AM or on Wednesdays from 3:15 P.M. until 4:15 P.M. Parental agreement is not necessary for a student to serve detention. Parents will be notified if a student is given detention.

TYPE OF REPORT

Note from Teacher - This indicates a concern from the child’s teacher. Although it is not serious enough to warrant a “warning slip,” parents are required to respond and to cooperate with the recommendation of the teacher.

“Violation of Standards” Form - Serves as documentation for breaking school rules. Three of these (“warning slips”) will result in a detention for the student. All detentions are served either before or after school.

Referral - A detention is given for an infraction of school rules, with no warning needed. All detentions are served on a given morning at 7:30 AM or after school on Wednesday. The classroom teacher or the administration determines the length of time for the detention. **Failure to return a detention slip with a parent signature the next day will result in an additional day’s detention.**

Suspension - Suspensions can occur without prior detentions or referrals. A student suspension and its length is the sole discretion of the principal. A parent conference must be held before the student will be readmitted to school. At this time, a clear plan of action on the part of the student will be drawn up and agreed to by all. Some examples of immediate suspension include: truancy, fighting, swearing, defacing

property, sexual misconduct, cutting all/part of class, stealing or knowingly receiving stolen items, and possession of dangerous/illegal items.

Expulsion - Results from the following behavior: another suspension occurring during 45 day probation period; continued, willful disobedience to school personnel; assault or battery or any threat of force or violence directed toward school personnel, another student, or their property; use, sale, possession, or distribution of narcotics or alcohol on or off school premises or at school-sponsored activities (**Zero Tolerance Policy**); habitual truancy; smoking or using tobacco on or off school premises or at school sponsored activities; theft or deliberately damaging, in any way, property belonging to the school.

DAILY SCHEDULE

TIME	ACTIVITY
7:00 AM – 6:00 PM	Daycare provided
7:45 AM	Supervision provided
7:55 AM	First Bell, line-up PK – grades K-8
9:30 AM	Recess PK AM
9:40 – 10:00 AM	Recess Kindergarten
10:15—10:30 AM	Recess grades 1 - 4
10:35—10:55 AM	Recess grades 5 - 8
11:00 AM	Pre-K AM Dismissal
11:35 AM	Lunch Kindergarten
11:55 AM	Pre-K PM class starts
12:00—12:35 PM	Lunch grades 1 - 4
12:40—1:10 PM	Lunch grades 5 - 8
1:30 PM	Recess PK PM
1:30 PM	Kindergarten Dismissal
3:00 PM	Pre-K PM & Grades 1-8 Dismissal

Individual classroom schedules will be given out at Back to School Night.

Please do not send your child to school prior to 7:45 AM unless previous arrangements have been made with a teacher. Students who arrive on campus before 7:45 AM or who stay after 3:15 PM will be automatically sent to Extended Daycare for supervision, and parents will be billed accordingly.

ATTENDANCE

The habit of regular and faithful attendance is a prerequisite to successful school life. Students should be absent only in cases of illness or emergency. The State of California and the Diocese of Orange direct the school administration and staff to enforce, on a consistent basis, all school regulations relative to student attendance. These regulations require that all absences shall be verified via telephone by the parents or legal guardians of the absent student.

ABSENCE POLICY

If a child is absent from school for any reason, please call the school office (949.574.7411) before 8:00 AM to report the cause of the absence. **A written note verifying the reason for the absence must be sent to the teacher upon his/her return to school.**

Excused Absences

Excused absences are classified as an illness, a medical appointment, a required court appearance, or the death of an immediate family member. We encourage parents to make medical and dental appointments after school hours.

Unexcused Absences

Unexcused absences are classified as those taken with the permission of the parent, but not of the school such as family vacations, recreational events, and staying home to do homework. Parents are asked to make every effort to follow the school calendar when planning family vacations.

It is the responsibility of the student to make up all work from an excused absence within a reasonable amount of time. (One day is good for one day missed, two days is good for two days missed, etc). The deadlines for “missing” or “late” work are determined by the student’s teacher. Students in grades 4-8 are responsible to take the initiative in asking for the work they missed while absent from school. It is not the teacher’s responsibility to provide the assignments ahead of time.

Any student who misses fifteen (15) or more days of school during an academic trimester may receive a grade of Incomplete (INC) for each subject for the grading period.

A student who misses thirty (30) or more days during an academic year may be subject to retention in the current grade.

At no time is a student allowed to leave the school grounds while school is in session without the approval of the administration.

The school accepts no liability in cases of student absences or when students leave the school grounds in violation of this policy.

TARDINESS

Learning to be punctual is a very important part of a child's education. Regular and prompt attendance is essential to good performance in school. It also fosters the values of responsibility and self-reliance. It is difficult for children to successfully keep up with class work if attendance is irregular.

Excused Tardiness

Excused tardiness is defined as an illness, family emergency, unavoidable traffic delays, medical appointments, and an excuse note from office staff or another faculty member.

Unexcused Tardiness

Unexcused tardiness is defined to include oversleeping, arriving late with no parent note, not hearing the bell, and not being in class although on campus when the 7:55 A.M. bell rings. It is important that students be regular and punctual in attendance. Tardiness excludes a student from consideration for perfect attendance.

Consistent tardiness is detrimental to the goals of Catholic education. If problems persist, the principal will contact the parents or legal guardians to correct the problem. Possible consequences of repeated tardiness include, but are not limited to, sitting out at 1st recess, after school detention, grade reduction or notification to the local Truancy Office.

LEAVING DURING THE SCHOOL DAY

The following procedures should be followed if it is necessary for a student to leave school during the day:

- Parents should write a note requesting an early dismissal for a student who needs to leave school during the day. The note should indicate who will be picking up the child. Before the start of the school day, the student should bring the note to the receptionist who will issue an early dismissal slip.
- The person who is to pick up the child must report to the school office and sign the child out of school. Parents should not go to a classroom to pick up a student. No teacher may dismiss a child from class without first receiving an appropriate notice.
- Every student must be signed out in the office by a parent, legal guardian, or person who has been authorized by the parent/guardian before leaving the building with that person.
- **When returning to school after an appointment, the person who picked up the child must come in with the student and sign them back in.**

If a child is to be picked up at school during the lunch period, the person must sign the child out in the office and wait for the child to report to the office. Under no circumstances may an unauthorized adult who is not a staff member approach the lunch area. We ask that parents exercise caution in taking students out of school before dismissal.

BACKPACKS

The school reserves the right to search backpacks at any time.

BOOKS

It is important to take care of books as well as all other school property. To help protect books, they **MUST BE COVERED**. We ask that you NOT use contact paper on hard cover textbooks. Students will be asked to pay for damaged or lost books (this includes Library books).

FORGOTTEN LUNCHES, BOOKS, HOMEWORK, ETC.

Classroom interruptions must be kept to a minimum. Any forgotten articles brought to school should be left at the front desk of the office. Do not bring items to the classroom or playground. Do make sure to have your child's name and grade on the article. **In addition, do make sure that your child knows to always check the front office for forgotten items.**

CURRICULUM AND ACADEMICS

CORE CURRICULUM

In planning and developing curriculum, St. Joachim School utilizes a balanced approach of the California State Standards, the Diocesan Curriculum Guidelines, In-depth Studies and WASC accreditation criteria and reports.

Math, Language Arts (Reading, Writing, English, Spelling, and Vocabulary), Social Studies, Religion and Science are taught in all grades. Additional subjects Music, Art Masters, P.E. and Computers are also taught in all grades. The Library will be available for grades K – 8. Spanish will be taught in grades 5 – 8.

STAR TESTING

Beginning in Fall all Diocesan schools will be administering the STAR assessments in both reading and math. This is computer adapted and administered on –line. Each testing session is approximately 20 minutes in length. It will be given three times throughout the year. Parent reports are clear and will indicate student progress over each trimester.

GRADING SYSTEM

Pre-Kindergarten

Achievement Code

S = Successful

N = Needs Growth in this Area

Level 2 = The student consistently meets and exceeds grade level standards

Level 1 = See Individualized Learning Plan Supplement.
 No Mark Given = The student is meeting grade level standards for this area
Comment Code

+ = Indicates an area of strength
 √ = Indicates an area that requires improvement

Kindergarten

Achievement Code

O = Outstanding
 S = Successful
 N = Needs growth in this area
 Level 2 = Exceeds grade level expectations
 Level 1 = Adapted curriculum (students must have an individual learning plan or modification supplement)
 No level is identified if student is working on grade level curriculum.

Comment Code

+ = Area of strength
 √ = Needs improvement

GRADES 1 & 2

Achievement Code

O = Outstanding
 S = Satisfactory
 N = Needs growth in this area
 Level 2 = Exceeds grade level expectations
 Level 1 = Adapted curriculum (students must have an individual learning plan or modification supplement)
 No level is identified if student is working on grade level curriculum.

Comment Code

+ = Area of strength
 √ = Needs improvement

GRADES 3 – 8

Achievement Code

4.0	A	95-100	2.7	B-	80-82	1.5	D+	67-69
3.7	A-	90-94	2.5	C+	77-79	1.0	D	63-66
3.5	B+	87-89	2.0	C	73-76	0.7	D-	60-62
3.0	B	83-86	1.7	C-	70-72		F	59 and below

Level 2 = Exceeds grade level expectations
 Level 1 = Adapted curriculum (students must have an individual learning plan or modification supplement)

Comment Code

+ = Area of strength
 √ = Needs improvement

HONOR ROLL

Students in grades 5 - 8 have the opportunity to achieve recognition as a member of the Scholastic Honor Roll. Those eligible for this honor must meet the following criteria:

QUALIFICATIONS		
Highest Honor Roll	4.0 – 3.5 GPA	No grade below a B- on report card
Honor Roll	3.49 – 3.0 GPA	No grade below a C- on report card or a B- in conduct

STUDENT LEARNING ASSESSMENTS (SLAs)

Student Learning Assessments (**report cards**) are issued three times a year. These are designed to deal with curriculum and behavioral/social skills appropriate to specific grade levels. The following grading scale is in accordance with the Diocese of Orange for academic subjects.

The values of the respective grades on the SLA are as follows (Grades 3 – 8):

Grade	Explanation of Marks
A	The student produces markedly outstanding work, based on a consistently high level of knowledge, skills and understanding of level content, responsible behavior and work habits/study skills.
B	The student produces work that demonstrates a thorough mastery of the knowledge, skills and understanding of level content, responsible behavior and work habits/study skills.
C	The student produces work that demonstrates satisfactory knowledge, skills and understanding of level content, responsible behavior and work habits/study habits.
D	The student produces work that demonstrates limited knowledge, skills and understanding of level content, responsible behavior and work habits/study skills.
F	The student produces work that demonstrates unsatisfactory knowledge, skills and understanding of level content, responsible behavior and work habits/study skills.

PROGRESS REPORTS

St. Joachim uses the Sycamore Program. Sycamore reports will be sent to parents in the middle of each trimester. Parents are asked to review the report with their child. If a conference is desired, please make an appointment with your child's teacher to discuss

your concerns and what can be done to correct the situation.

HOMework

Homework is defined as academically related work and assignments given to students by classroom teachers to be completed beyond regular classroom instruction time. The purpose of homework is to provide students with the opportunity for meaningful practice, application, and extension of acquired knowledge.

Some of the types of assignments your child might be asked to work on at home include daily review such as: worksheets or studying vocabulary; independent reading of a textbook, article, or novel; completing work started in class, such as a science lab; long or short term projects; and studying for quizzes and tests. Regardless of its form, the administration and staff of Saint Joachim School feel homework is an important part of the instructional program which warrants clear communication between home and school.

Parents should be mindful of the fact that homework assignments are not always written. Research and reading assignments, as well as long-term projects, are also considered homework.

<i>RECOMMENDED GUIDELINES</i>	
Kindergarten	Approximately 15 minutes
Grades 1 & 2	Approximately 30 minutes
Grades 3 & 4	Approximately 60 minutes
Grades 5 & 6	Approximately 1 – 1.5 hours
Grades 7 & 8	Approximately 1.5 – 2 hours

HOMework REQUESTS

Requests from parents for classroom assignments due to absences should be made **before 10:00 AM** to the receptionist. Students are also expected to exercise responsibility in requesting and making up assignments missed due to any absence. Parents may also check **Teacher Web** or the teacher’s specified website on the internet for homework assignments.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Students participating in Student Council, Choir, after school athletics, or any other extra-curricular activity must maintain a “C” (2.0) average or above (with no F’s) and no lower than a “B-” in conduct. If the PROGRESS REPORT indicates lower achievement,

students will be suspended from the activity until he/she achieves the “C” (2.0 average) and the homeroom teacher talks with the principal.

The faculty shall maintain an ineligibility list to be monitored by the Administration and the Athletic Director. This list will be checked on Friday (or the last school day before a holiday) and eligibility will be determined. It is the responsibility of the students to maintain grades above a “C” average. Unsportsmanlike conduct or attitude on the field or court can also mandate suspension.

PROMOTION

Students who complete the work of a particular grade in the basic skills areas, and who are correspondingly mature, shall be promoted to the next grade. The principal reserves the right to make the final decision for student promotion. Retention is not considered a negative aspect of education, but rather it is a “gift of time”, providing an additional opportunity for student growth and success.

GRADUATION

Eighth grade students must complete all basic skills with a satisfactory grade point average in order to graduate. Eighth grade students may be given a certificate of completion or a certificate of attendance, rather than a diploma, at graduation if they have not met the requirements as determined by the faculty and administration. Only students receiving Diplomas of Graduation will receive recommendations to attend a Catholic High School.

SCHOOL VISITORS

St. Joachim School is a closed campus. Other than school personnel and authorized visitors, no one is allowed on the school campus at any time without the explicit permission of the principal. All visitors must report to the school office upon arrival. In the school office, visitors must sign the visitor’s book and wear a visitor’s badge at all times while on campus. Parents/guardians who are working in the classroom, on the playground, or anywhere else on the school campus are considered visitors to the campus.

When it is necessary for parents or visitors to enter the school during the day all are requested to enter at the front office - reception area. Certain areas of the school are limited to faculty & staff only - **Faculty Lounge, Staff Workroom, and area behind the reception desk**. Parents and visitors are not to go to the classrooms during the day. We thank you all for respecting this directive.

COUNSELING

School Counselor

Saint Joachim School, in conjunction with Outreach Concern, offers a counseling program wherein a professional is assigned to be our school counselor for the year.

The program's primary emphasis is on individual counseling for students in need. The program is also designed to provide consultation and support to parents, teachers, administrators, and adjunct staff. The counseling program will serve as a personal component of the school. This program will provide enhanced communication between all persons of the school network with the ultimate goal of maintaining a healthy educational environment for the Saint Joachim community.

Parents are encouraged to take advantage of these services when they feel their child needs temporary, ongoing, or preventive help in dealing with the emotional stresses of the school year. All personal communications will be considered confidential. The counselor may see any child through self, teacher, parent, or administrative referral. If a child is to be seen on an ongoing basis, parents will be notified. Families are NOT charged any additional fee for their involvement in this program if counseling sessions are limited in number and held at school.

ABUSE OR CHILD NEGLECT

In accordance with Diocesan policy and California law, school staff is obliged, under penalty of fine and jail term, to report reasonable suspicion of physical abuse, emotional deprivation, neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which is the standard procedure in most other legal matters.

CAMPUS SECURITY

In any disaster, or during the regular school day, the campus is secured. That means that no student will be allowed to leave the campus unless the student is properly signed out. Any person authorized to pick up a student must follow the instructions of the person in authority. Each child must be signed out by a parent or legal guardian. You cannot authorize the release of your child via telephone. Students will be kept at school until they are signed out.

TRAFFIC GUIDELINES

Please see the map provided in the back of the handbook for driving patterns.

Please follow the directives given below:

- Do not **park** in the lot off 20th Street during **morning drop off** or at **dismissal**.
- Use the parking spaces on Walnut Street **only** if you are going to park and come onto campus.
- Once you have picked up your children, leave the parking lot immediately so that another parent may park in that space. Watch out for little children who are walking in this area.

TRAVELING TO AND FROM SCHOOL

Students who **walk, take the city bus or ride to and/or from school on bicycles must have a note on file in the office** indicating permission from their parents/guardians to walk or ride to and/ or from school. This must be sent prior to or on the first day of each school year.

Supervision is provided on campus at 7:45 AM. Students are not to be on the grounds before that time. Students must walk their bicycles once they have reached the fence/gate on 20th Street or the fence/gate entering the school playground from Walnut Street. Motorized scooters or razors are not allowed. At dismissal, students may not leave the school grounds unescorted. Students who walk or ride their bike home must be escorted off the grounds by a teacher or staff member.

RELIGIOUS/SPIRITUAL EDUCATION/FORMATION

Religious education at St. Joachim has a three-fold objective:

- to facilitate the spiritual development of the student and to nurture the student's personal relationship with Christ
- to build community and Christian service awareness
- to develop enlightened Catholics through the academic knowledge of the faith

The time scheduled for the teaching of religion is of primary importance in the school's daily schedule. Liturgical and paraliturgical services, private and communal prayer are intrinsic parts of religious formation. The students are introduced to the practice of Christian service. Even in the very early grades children are instilled with a sense of mission and concern for others.

Religion is taught in every grade to all student and is based on a Scriptural approach to Catholic doctrine. Students have an opportunity for daily prayer in the classroom and at school Masses. Students in grades 3 – 8 receive preparation for the Sacrament of Reconciliation during Advent and Lent.

Children in the second grade receive their First Holy Communion as well as the Sacrament of Reconciliation if they have fulfilled all requirements. Parents must attend the required meetings held prior to the reception of these Sacraments.

Report card grades for religion are given for the academic knowledge or subject matter. No attempt is made to assess or reduce spiritual growth to a grade.

Christian Family Life Education is a process of ongoing education from first grade through high school in the Diocese of Orange. Its objective is to develop students' appreciation of life in all its forms as God's greatest gift to humanity and to strengthen positive attitudes towards it. This area of curriculum is integrated into Religion and Science. The Family Life Program is used in grades K – 8 to achieve these goals.

SERVICE LEARNING AND SPIRITUAL GROWTH

In keeping with our Catholic faith to “preach the Gospel at all times, using words if necessary,” throughout the year each class in our school provides a service learning project to benefit our parish, the greater community, or for a global mission.

In addition to Service Learning, students in grades 6 - 8 perform service hours individually: Each student is expected to turn in their “verification” form to the homeroom teacher no later than May 15th. This ensures accuracy and verifies completion of required service hours.

Service Hours:

Grade 6 = 10 Hours

Grade 7 = 15 Hours

Grade 8 = 20 Hours

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences are held once a year in the Fall (mandatory) to discuss the progress of the student.

Parent/Teacher conferences are important because they establish a line of communication between parent and school. Conferences also provide more specific information than what is provided by a Student Learning Assessment (report card).

Parent/Teacher contact should by no means be limited to only the Fall formal conference time. Parents and teachers may request a conference at any time during the school year. Conferences with the Principal or teacher may be arranged by calling the school office for an appointment or sending an email or a note of request directly to the teacher.

EDUCATIONAL FIELD TRIPS

Field trips enhance the educational program by exposing students to resources in the community which cannot be brought into the classroom. We encourage field trips as a part of our instructional program, as long as they have some clear educational and/or cultural value.

All students participating in field trips must return a completed permission form prior to the day of the field trip. Any student who does not turn in the required form will not be permitted to participate in the field trip.

Payment for overnight field trips will be due according to the plan laid out by the classroom teacher. Any payments sent in after the due date must be paid in cash or money order.

If you are driving for a field trip you must attach a copy of your valid driver's license and current insurance to the permission form and return it to the teacher within 48 hours of your receipt of the form. The driver must carry liability insurance and a valid CA driver's license, as required by state law. Copies of proof-of-insurance and a valid CA driver's license must be given to the school office. This is a key element since the insurance carried by the driver will typically be used before the Diocesan insurance comes into play. This must be repeated for each field trip. The teacher may cancel the field trip if not enough drivers have volunteered. A permission slip is required for each field trip. Field trips exceeding \$15 may involve a fund-raising event. Parents are not permitted to bring other siblings on field trips. Students are **not** allowed to travel in the front passenger seat of any vehicle with an air-bag on the passenger side.

- Drivers and chaperones must have a fingerprint clearance from the Diocese and must have completed safe environment training on-line.
- Drivers should be over 25 years of age.
- Each occupant is required to use a seatbelt.
- No one may ride in the bed of a pick-up truck.
- When driving on a field trip, you must go directly to the field trip destination and then directly back to school.

Participation in all school-sponsored field trips is a privilege, not a right. Participation is contingent on appropriate behavior. The administration or faculty may restrict a student's participation, especially if doing so is in the best interest of other students.

STUDENT RECORDS

Saint Joachim will not permit access or release of school records to unauthorized persons without the written consent of the custodial parents or legal guardian. Such authorization must be in writing, signed and dated by the person giving consent. It should identify specific records to be released, reasons for release, and the name of the party to whom the records will be released. ***Forty-eight hour notice is required for access to files.***

FAMILY ENVELOPES

Important items relating to school business will be sent home in the family envelope every **Wednesday** with the oldest (or only) child in the family. Envelopes are to be signed and returned on **Thursday morning**. You may also check the website **www.stjoachimparishschool.com** for updated information.

Printed information to be included in the envelope should be sent to the school office by Tuesday at 10:00 AM – no exceptions. All items should have the previous approval of the principal.

CUSTODY AND RELEASE OF MINORS

No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized in writing by a parent or legal guardian.

SEARCH AND SEIZURE

The Administration may search a student's locker (i.e., cubbie), book bag, desk, person, or other belongings when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is in violation of, the law or school rules (Diocese of Orange Administrative Manual, Section #4660 & #4670). Each homeroom teacher writes a locker policy for the students assigned in their homeroom. Parents are informed that this will vary from teacher to teacher. **Students are to keep their locker combination confidential.** This is NOT to be shared with other students. Students are not permitted to decorate lockers with stickers, tape, or material. The principal reserves the right to remove or discard any item. Students would be well served if they fashioned their lockers with academic and organizational items. No pictures are allowed.

PERSONAL PROPERTY

Saint Joachim is not responsible for lost or stolen items. All students are expected to label their belongings and supplies. Student lockers and cubbies are the property of the parish, not of the student.

ELECTRONIC EQUIPMENT

Students may not bring electronic devices of any type to school. This includes, but is not limited to, electronic games, pagers, radios, walkmans, lasers, iPods, & CD players. **Cell phones may not be used during the school day.** Items that are taken from students will be held in the office for parent or legal guardian pick-up.

CLASS PARTIES

With permission from the principal, there are three class parties per year:

- Halloween
- Christmas
- Saint Valentine's Day

Class parties are held during the last thirty (30) minutes of the day. There are no parties during Lent. Halloween costumes may be worn to school on Halloween. Any costume that is gorey, gross, gruesome, evil or associated with violence of any kind is **NOT** allowed. Plastic or "look alike" guns, knives, or other weapons are **NOT** allowed, even as part of a costume.

BIRTHDAY PARTIES

Your child's birthday is very important. The administration recommends that parents donate a book to the school library to help celebrate. The school does not allow distribution of invitations, nor are students allowed to have bouquets of flowers,

balloons, or other gifts delivered to school for any occasion. Parents are expected to follow the guidelines of the teacher. Each teacher is authorized by the principal to develop a birthday plan. Parents are informed that this may vary from class to class.

DANCES

Three (3) dances per year are afforded junior high students in grades 7 & 8. Students are expected to follow the school's Code of Conduct and non-uniform guidelines at the dances. Students who have three (3) detentions in one marking period will NOT be allowed to attend the dance.

TELEPHONE CALLS

Students and parents are not to use the school phone for personal reasons. The school phone may only be used by school personnel for school business. In an emergency, students may use the office phone at the reception desk or in the secretary's office with prior permission from the teacher. In addition, students are not allowed to use cell phones to contact parents for personal reasons such as forgotten homework, P.E. uniforms, supplies, projects, lunch, etc.

ANIMALS ON CAMPUS

Animals are **not** permitted on school/parish grounds. Leave your pets at home when dropping off and picking up students.

LOST AND FOUND

Personal property must be labeled with the child's name and grade. This includes sweaters, sweatshirts, lunch bags and boxes, book bags, etc. Personal items found on campus will be placed into Lost and Found. After one week, unclaimed items will be recycled via our exchange program or given to charity. Small items such as glasses, keys, watches, etc., should be turned into the school office.

HEALTH AND SAFETY

Health Records

State law requires that, before any student is admitted to school, an immunization record must be presented to the school by the parents or legal guardians. All students are required by law to have on file a record of physical examination within the 18 months prior to beginning first grade. Physical examinations are required for entrance into Pre-Kindergarten. Students entering Kindergarten must show proof of chicken pox immunization, or a note from the student's physician, indicating the date the child had chicken pox.

IMMUNIZATIONS

California State law requires that each child in school be current with their immunizations to be admitted into school. These records, with the date and type of immunization, must be on file in the office by the first day of school.

Grade 7 students must receive the three-dose Hepatitis B series and a second dose of MMR before the first day of school.

Pertussis– TDAP “Whooping Cough”

SCHOOL LAW

ALL STUDENTS ENTERING 7^t Grade for the 2015-2016 SCHOOL YEAR IN CALIFORNIA MUST BE IMMUNIZED WITH PERTUSSIS (WHOOPING COUGH VACCINE BOOSTER CALLED TDAP). PLEASE BRING OR MAIL PROOF OF VACCINE TO THE SCHOOL OFFICE BY AUGUST 28th. YOUR CHILD WILL NOT BE ADMITTED TO ST. JOACHIM SCHOOL WITHOUT A VACCINE. THANK YOU FOR YOUR COOPERATION.

MEDICATIONS

According to California State law, school personnel may not administer medication. According to the California Education Code, “any pupil who is required to take medication prescribed by a physician during the school day, may be assisted by the school nurse or other designated school personnel if the school district has received 1) a written statement from such physician detailing the name of the medication, the method, amount, and time schedule by which the medication is to be taken, 2) and a written statement from the parent or legal guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the physician’s statement.”

Procedure for Students with Medication

- No medication can be taken by students without physician and parent/guardian consent. This includes over-the-counter as well as prescription medications.
- All medications for students are to be kept locked in the school office.
- A “Medication Consent” form must be completed by the physician and signed by the student’s parents/guardians. **New forms must be completed each year.**
- Medication must be delivered to the school in the container dispensed by the pharmacy, and the information on the label must coincide with the physician’s order.
- Persons assisting a student with his/her medication must record the date, time, and dosage on the student’s medication record.
- It is the parents’ responsibility to bring the medication in with the proper form at the beginning of the school year and to pick up medication at the close of the school year.

- Medications may not be left in the school office during the summer. Parents should also keep an ample supply necessary in the event of an emergency.

Should a student become ill or injured, every effort will be made to contact parents or legal guardians. If parents or guardians cannot be reached, the school will make every effort to contact people listed on the child's emergency card. A medication consent form may be picked up in the school office.

Health Screening

Vision and hearing screenings are conducted each year. Boys in eighth grade and girls in seventh grade will receive scoliosis testing.

Emergency Cards

It is the responsibility of the parents to inform the school of any changes in emergency information. Please keep the form current, as school personnel cannot release a student to anyone whose name does not appear on the form.

Safety drills are held regularly throughout the year. Parents are asked to become familiar with our disaster preparedness plan so they will know their roles and responsibilities in the event of a disaster.

In the event of a major disaster, school will not be dismissed and children will remain under the supervision of school authorities until it is deemed safe to dismiss students.

HOT LUNCH PROGRAM

St. Joachim School has contracted with **Choicelunch** to provide meals for our students. By using their on-line programs you may conveniently select lunches from a wide daily selection of delicious, healthy meals. Hot and cold lunches are available 5 days a week. All lunches include a main course, fruit or vegetable, snack item and a drink. Purchases for "drink only" are also available. Orders are placed on-line through Choicelunch as families see fit. To sign up and establish an account simply go to www.choicelunch.com. The registration code is **Joachim**.

LUNCHES

Lunches brought by parents must be left at the reception desk in the school office. Make sure your child's lunch is labeled with their **name and grade**. ***Be sure to remind your child in the morning to pick up their lunch in the front office.***

PARENT VOLUNTEER/SAFE ENVIRONMENT

Any parent or family member wishing to volunteer in any capacity at St. Joachim Catholic School must be Live-Scanned (fingerprinted) through the Diocese of Orange and complete a Safe Environment course (on-line). If you are not fingerprinted, you cannot volunteer at the school. This includes yard duty, classroom help, parties, field trips, sports, hot lunch, etc. Please call the school office for information about fingerprinting. In addition, you must take the Safe Environment course on-line at www.shieldthevulnerable.com. Just follow the directions and once you have completed the course, a Certificate of Completion will be issued at the end of the training. The certificate must be brought to the school office as proof of training. These two requirements are mandated by the Diocese of Orange.

SCHOOL UNIFORMS

Saint Joachim Catholic School believes that a student's appearance has an impact on his/her attitude and behavior. The dress code is also helpful for developing a sense of modesty and appropriateness. The school uniform represents appropriate attire at a Catholic elementary school. The administration has a duty to enforce against fads or fashions that do not promote Catholic values. Respect for the school community is manifested through an attitude of "dressing up" rather than "dressing down" for school. Attending a Catholic school is a privilege, and students are expected to conform to the school dress code. Saint Joachim School has two (2) uniform providers:

Vicki Marsha Uniforms

5292 Production Drive
Huntington Beach, CA 92649
714.895.6371

Lands' End

800.469.2222
2 Lands' End Lane
Dodgeville, WI 53595
School order number #900030040
Lands' End offer 3% back to the school

Parents who prefer Lands' End clothing are strongly encouraged to make their purchases with SCRIP.

Dress Code

The primary purpose of our school uniform code is to assure that the students of Saint Joachim be neat, clean, and well-groomed for all school activities. This code will be strictly enforced. Students are expected to be in full uniform at all times, except on

designated non-uniform days. Parents are responsible to see that their children are dressed in accordance with this code from the first day of school to the last. Students who come to school without proper attention to personal cleanliness, grooming or neatness of dress may be sent to the office to call their parents so they may come with the appropriate attire.

GIRLS (Grades PK – 4)

- Navy/Green/Red Plaid Shorts or Jumper (Bib style, choice of pleats all around or 2 pleats in front only). The shorts or jumper may not be shorter than **2 inches above the knee**.
- Navy blue twill long pants.
- White round collar blouse, short or long sleeved.
- Navy blue or black bike “modesty” shorts to be worn under jumpers. Shorts may not be longer than the bottom hem. *These shorts allow for modesty while playing and moving about as well as for P.E. class.*
- Socks: Solid white or Navy Blue crew (**two inches above the ankle**) or knee high socks. No logos, stripes, or other decorations permitted. No peds.
- Navy blue or white opaque tights optional in cold weather
- White long sleeve turtlenecks may NOT be worn alone, but only as a layer under the blouse.
- A navy sweater in either crew, V-neck or cardigan style may be purchased at Vicki Marsha. A navy sweater vest and navy windbreakers from Vicki Marsha are allowed in Pre-K – 8. **Sweater vest is required for all Choir members.**

GIRLS (Grades 5—8)

- Navy/Green/Red Plaid 2-pleat style skirt.
- The skirt may not be shorter than **2 inches above the knee**.
- Navy blue twill long pants.
- White midy blouse with sailor collar.
- Navy blue or black bike “modesty” shorts are to be worn under skirts. Shorts may not be longer than the bottom hem. *These shorts allow for modesty while playing and moving about.*

- Socks: Solid white or Navy Blue crew socks (**two inches above the ankle**) or knee highs; No logos, stripes, or other decorations permitted. White or navy blue knee socks are acceptable. No peds.
- A solid color Navy blue or white opaque tights optional in cold weather
- White long sleeve turtlenecks may NOT be worn alone, but only as a layer under the blouse.
- On Fridays, grade 8 girls are allowed to wear the navy blue Aloha shirt with school logo.
- A navy sweater in either crew, v-neck or cardigan style may be purchased at Vicki Marsha. A navy sweater vest and navy windbreakers from Vicki Marsha are allowed in Pre-K – 8. **Sweater vest is required for all Choir members.**

BOYS (Grades PK – 8)

- Navy blue twill pants or corduroy pants or shorts
- A brown, black, or navy blue belt with a small buckle is required. *Not needed for P-K & K*
- Socks: Solid white or navy blue crew socks, **two inches above ankle**; No logos, stripes, or other decorations permitted. No peds.
- White polo shirt with school logo; Shirts **must** be tucked in.
- On Fridays, grade 8 boys are allowed to wear the navy blue Aloha shirt with school logo.
- Shirts are **always** to be tucked in. Pants and shorts must be worn at the natural waist line, appropriately sized and with a belt at all times. Pants and shorts may **not** be worn in the “baggy” fashion.

LITURGY & MASS ATTIRE *All other uniform regulations apply for Mass attendance.*

- Girls in grades 1—4 wear the jumper and the round-collared shirt.
- Girls in grade 5—8 wear the skirt, “sailor” collared shirt & plaid school tie.
- Boys in grade 1—4 wear navy blue pants & white polo shirt tucked in with school logo. No tie is required.
- Boys in grades 5—8 wear navy blue pants, white dress shirt tucked in, pants belted and plaid school tie. Shorts may NOT be worn to Mass.

All students must wear the formal dress uniform for Mass and for other liturgical functions (May Crowning, etc.)

PHYSICAL EDUCATION UNIFORM

(Boys and girls in grades K—8 have the same P.E. uniform)

- Powder blue P.E. top with navy blue school logo; No other shirt is acceptable for P.E.
- Navy blue P.E. shorts; No other type of short is acceptable.
- Shoes: See school “shoe policy.”
- Socks: No change from day-to-day uniform expectations.
- Navy blue sweatpants are optional for cold weather.
- The P.E. uniform may NOT be worn to Mass, liturgies, or other prayer services.

Students in grades K—4 may wear the P.E. uniform to school when they have P.E. as a subject. It will serve as their uniform for the day.

NOTE: Students in grades 5 – 8 will change for P.E.

Uniforms must be washed, cleaned and IRONED on a weekly basis. Shoes are to be clean and in good condition at all times.

SHOES

Shoes must be very basic and solid black, navy or white only. Tennis shoes are highly recommended for everyday use. Saddle oxfords and Mary Jane’s are also acceptable. Shoes are required to be tied or buckled (velcro) properly at all times.

No slip-ons, zippers, or high-top shoes. No fad shoes allowed. They are not to be a distraction. Shoelaces must be white, blue or black. Sandals, hiking boots, boots, platforms, open-toe or backless shoes are not permitted. Rubber-soled shoes are highly recommended.

Tennis shoes are required for P.E. days.

SWEATSHIRTS, SWEATERS & JACKETS (Boys & Girls Grades PK – 8)

- A navy crew neck sweatshirt with the school logo may be worn. **No other sweatshirts may be worn.**
- A navy sweater with the school logo in either a **crew, v-neck, or cardigan** style may be purchased from Vicki Marsha and may be worn and is required for Choir members.
- A navy sweater vest with the school logo may be worn.
- Only school uniform jackets may be worn. However, on rainy days students may wear any kind of rain gear, jackets, or raincoats over their regular uniform.
- Sports sweatshirts, science camp sweatshirts, and or uniforms of any other kind may only be worn during school hours with the PRINCIPAL’S approval. Students may change into sports outfits for pep rallies and games.

PERSONAL APPEARANCE FOR BOYS AND GIRLS

HAIRSTYLES

Boys: Hair must be worn above the collar, above the ears and eyebrows, and be neatly combed. Extreme or faddish styles and unnatural hair colors are not permitted. Buzzed or **shaved portions** of the head (sides, top, back) are not allowed. Hair is to be moderate. No party glitter is allowed in the hair.

Girls: Extreme hairstyles and unnatural hair color are not permitted. Students whose hair color changes during the school year will be subject to disciplinary action and resulting consequences.

No party glitter is allowed in the hair.

TATTOOS, PIERCINGS & MAKEUP

Boys: No earrings or other body ornaments. Tattoos, either real or fake, are not permitted.

Girls: Small stud earrings may be worn but for safety reasons, no hoops or dangling earrings are allowed. Only one earring, placed in the ear lobe, may be worn. Eye shadow, mascara, lipstick, body glitter, and eyeliner may NOT be worn. Make-up of any kind is not allowed at school. Clear nail polish (no sparkle) is allowed. False nails and French manicure are not allowed. Plain chapstick is allowed.

JEWELRY

Boys: Jewelry should be limited to a wristwatch and a religious necklace.

Girls: Jewelry should be limited to wristwatches, a religious necklace or small charm, and/or stud earrings.

GUIDELINES FOR DRESSING OUT-OF-UNIFORM

Students must remember that they are dressing for school, not play. If a student is dressed inappropriately, the parents will be notified via telephone and requested to bring appropriate attire to school. Failure to follow the dress code will result in disciplinary action. The school holds “non-uniform” days in high regard, and students are expected to recognize the privilege as such by dressing appropriately when not wearing the school uniform.

ACCEPTABLE CLOTHING & ATTIRE

Acceptable attire for students on “non-uniform” days would be clothing appropriate for Mass. Parents are expected to guide their students to wear neat, clean, and acceptable clothing such as:

- Slacks (khaki or Capri pants) or shorts
- Collared shirts and blouses that cover the shoulders.
- Skirts and dresses (that are not shorter than three inches above the knee)
- School shoes
- Socks, tights or nylons must be worn

THE FOLLOWING ARE NOT ACCEPTABLE:

- Tight or revealing clothing and jeans

- Clothing suggestive of or including inappropriate slogans, pictures, symbols and/or language
- Miniskirts, spandex skirts/shorts/pants
- Sagging styles, oversized shirts or baggy pants
- No sandals of any kind; no backless shoes.
- No short-shorts, tank tops, spaghetti straps, spandex, crop tops, scarves, hats, or baseball caps

In all instances, the principal reserves the right to regulate unbecoming fads or fashions that reflect negatively on the school or on God's love for each human being.

PARENT ADVISORY BOARD 2015 - 2016

The mission of the St. Joachim Catholic School Board is to support excellence in Catholic education. The board aims to support the school through sound fiscal planning, to review and to help formulate school policy, to act as a liaison body with local/state officials, to assist with long range planning and development and to facilitate a supportive and cohesive relationship with the parish community.

- Pastor.....Rev. Michael Hanifin
- Principal.....Sr. Kathleen Marie
- Board Member.....Mr. Steve Hanle
- Board Member.....Mrs. Erin Kennedy
- Board Member.....Dr. Werhner Ovalle
- Board Member.....Mr. Christopher Burton
- Board Member.....Mr. Brad Haney
- Board Member.....William Fritzsche
- PTO Co-President.....Mrs. Elizabeth Reed
- PTO CO-President.....Mrs. Julie Deck

PARENT TEACHER ORGANIZATION (PTO) 2016 - 2017

Our parent/teacher organization was established to promote goodwill between parents, administration, and the faculty. The PTO promotes a broader appreciation of Catholic education by enlisting the spiritual, educational, and social resources of home and school to provide the very best education for St. Joachim students. The PTO coordinates, administers, and oversees school-related fundraising efforts and events.

- Co-President.....Mrs. Elizabeth Reed
- Co-President.....Mrs. Julie Deck
- Vice President.....Mrs. Laura Roy
- Secretary.....Mrs. Lynn Oravetz
- Finance.....Mrs. Maria Fong



Diocese of Orange, Office of Faith Formation ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS

All

Network Users

Purpose

The Diocese of Orange Catholic Schools provides a network and an Internet connection to:

- ◇ support the Mission of the Catholic Church
- ◇ promote educational excellence
- ◇ promote resource sharing
- ◇ promote innovative instruction
- ◇ promote communication
- ◇ prepare students to live and work in the 21st century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and Internet connections for instruction, professional development, training, research and communications related to curriculum.

Students are authorized to use the network only for educational learning, research and communication.

The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, tape drives, firmware, servers, desktop and laptop computers, handheld media devices, school Websites, the Internet and local and wide area networks. Use of these devices during school and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. Joachim School and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities including parishes, parents, stakeholders, students and the community at large. The technology system also provides the capability to communicate globally especially for educational global project based learning.

Access to St. Joachim School's technology is a privilege not a right. Violation of any of the provisions described in this document will result in disciplinary action.

STUDENT ACCEPTABLE POLICY

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In

general, this requires efficient, ethical and legal utilization of network resources. Use of all school technology items and systems must be consistent with the educational objectives and mission of the Diocese of Orange.

Each student and parent or guardian shall sign an Acceptable Use Policy Agreement before gaining access to the Saint Joachim School network system. Any student who fails to comply with the terms or this policy or the regulations developed by the Diocese of Orange may lose system privileges. Students may also be subject to disciplinary measures including appropriate legal action for violation of this policy or implementing regulations.

A. Illegal Activities

1. No attempts to gain unauthorized access to accounts are permitted.
2. Any type of vandalism or destruction is not permitted and will be strictly disciplined.
3. Transmission of any material in violation of local, state or federal law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
4. Users will not plagiarize any materials from the Internet or any other electronic sources.
5. Users will not attempt to circumvent or bypass filtering systems.

B. System Security and Personal Safety

1. Network accounts may only be used by the assigned authorized users.
2. Passwords are to be kept private and not shared.
3. Users will immediately notify the teacher or technology coordinator in charge if they have identified a possible security problem or received any messages that are inappropriate, offensive or make them feel uncomfortable.
4. Personal information such as addresses, phone numbers, and financial information shall not be included in network communications.

C. Inappropriate Language

1. Students will conduct themselves in a manner that is appropriate and properly represents Saint Joachim School while using any technology device and the Internet.
2. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is expressly forbidden.
3. Information will not be posted that, if acted upon, could cause damage or disruption to the learning environment or violate the teaching of the Catholic Church.
4. Users will not harass or otherwise engage in personal attacks.
5. Users will not participate in any form of cyber bullying.

D. Inappropriate Use of System

1. Use of MUDS (Multi User Dungeons), SL (Second Life) and IRC's (Internet Relay Chats) is prohibited.
2. Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited.
3. Users will not engage in spamming or other illicit computer activities.

Limitation of Liability

The Diocese of Orange and Saint Joachim School make no warranties of any kind, whether express or implied, for the service provided. The Diocese and School will not be responsible for any damages suffered while on the network and the Internet. These damages may include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. The Diocese of Orange and Saint Joachim School specifically deny any responsibility for the accuracy or quality of information obtained through the Internet services. Further, the Diocese of Orange and Saint Joachim School are not responsible for any unauthorized charge or fee resulting from use of the school's technology system.

Rights of Privacy

Students have no right of privacy and should have no expectation of privacy in materials sent, received or stored in the Saint Joachim School network, web-based subscriptions and/or technology devices used by the students.

Violations/ Due Process

The Diocese of Orange and Saint Joachim School will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the school's network or any other school technology device. In the event that there is an allegation that a student has violated the Acceptable Use Policy, the student will be presented with the charges and provided an opportunity to present an explanation before further disciplinary actions are taken.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Disciplinary actions are in accordance with the Saint Joachim School handbook and may include the following:

- Removal from the network
- Suspension/Expulsion
- Law enforcement involvement

Search and Seizure

An individual search may be conducted when there is reasonable suspicion that the user has violated the law, or broken school handbook policies. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct as per the Acceptable Use Policy.

Glossary

Harassment – Persistently acting in a manner that distresses or annoys another person.

Plagiarize - To take the ideas or writings of others and presenting them as if they were original to the user.

Spamming – Sending an annoying or unnecessary message to a large number of people.

Vandalism- Any attempt to harm or destroy data of another user, agency or network including uploading, downloading or creating computer viruses.

THIS POLICY MAY BE AMENDED AT ANY TIME.

Saint Joachim Catholic School
1964 Orange Avenue
Costa Mesa, CA 92627

HANDBOOK AGREEMENT 2016 - 2017

We have read and understand the importance of our continuous support of the school and its goals. We will cooperate with the administration and staff to ensure that our children will benefit from the programs at Saint Catholic Joachim School.

We agree that our signatures below indicate our willingness to cooperate to fulfill these obligations.

Family Name (please print) _____

Signature of Father (or Guardian)

Date

Signature of Mother (or Guardian)

Date

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

AFTER READING, PLEASE SIGN AND RETURN TO YOUR OLDEST CHILD'S TEACHER WITHIN ONE WEEK.

Comments and/or suggestions: