

Saint Joachim Catholic School

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Pastor: Reverend Michael Hanifin

Principal: Mrs. Lisa Gilbert, M.A., M. Ed

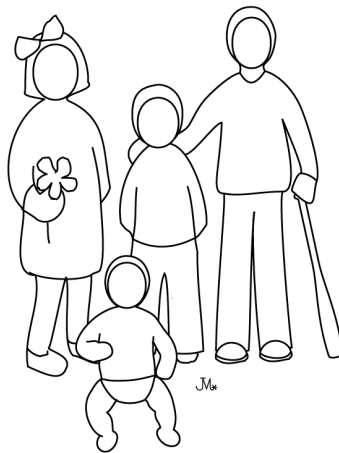
*Saint Joachim Catholic School is a part of the
Office of Faith Formation in the
Diocese of Orange.*



**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 and Guardians,

Welcome to the 2020-2021 academic year! It is with much anticipation that I am looking forward to partnering with you in your child's education. In the pages to come you will find pertinent information to aid in setting your child up for success during this school year and beyond.

In choosing a Catholic education for your child, you have made a sound investment into his/her future. Catholic schools strive to teach the whole child; mind, body, and spirit. Students in Catholic schools are exposed to academic excellence while being immersed in a faith-filled environment. They have the opportunity to realize God's presence in their lives through their relationships with teachers, staff, and one another.

We, the administration and staff, pledge our assistance and support to you, parents/guardians, the primary educators of your 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 students. 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 community.

As the principal of St. Joachim School, mine is an open-door policy. Please do not hesitate to reach out to me at any time should you have questions and/or concerns for any reason. I speak on behalf of the faculty and staff when I say that we want to partner with you to ensure your child has a positive learning experience this year. For this to occur, collaboration is key, as is transparent communication. We welcome your feedback and ideas to create the best learning environment possible.

In the spirit of Christian love, I pray for a joyful and productive academic year for all.

Blessings and Peace,

Mrs. Lisa Gilbert
Principal

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.

A SCHOOL BLESSING

God, bless this school and all who dwell within it.

May the strength of its walls make the children safe; keeping peace within and trouble without.

May all who stay and visit here be friends.

May kindness and harmony be the essence of our school community.

May this be a place where the laughter of children is heard, and all present will be treated with loving respect.

Let this be a place of peace, offering refuge from chaos and doubt.

May the orderliness manifested here be a model for the larger world.

May beauty reign here, and may it renew us by its silence and perfection.

May all students who enter this sheltered place, experience the freedom, calm and safety necessary to learn, play and explore.

May all of our celebrations be feasts of creativity and companionship.

Bless this school and all its rooms.

May angels guard its corners, and may gifts fall among those present, as snow falling upon a field.

Let those within this school give and receive compassion, and may the happiness of childhood fill our students to overflowing.

Amen.

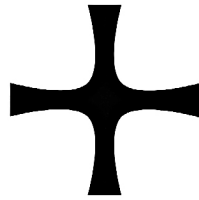


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SAINT JOACHIM CATHOLIC SCHOOL STAFF
2020 - 2021

PastorRev. Michael Hanifin
Principal.....Mrs. Lisa Gilbert
Transitional Kindergarten Teacher.....Mrs. Jeanmarie Rametta
Kindergarten TeacherMrs. Edeline Cheng
Grade 1 Teacher.....Ms. Megan Hayes
Grade 2 Teacher.....Ms. Carolyn Faber
Grade 3 Teacher..... Mrs. Christine Moore
Grade 4 Teacher.....Mr. Alan Walencewicz
Grade 5 Teacher.....Ms. Julia Ray
Middle School STEM.....Ms. Katherine Mendenall
Middle School History and Religion.....Mr. Dominic Micco
Middle School Language Arts.....Mrs. Jill Cavanaugh
Middle School Math.....Mrs. Michele Golden
Physical Education.....Mr. Andy Otto
Music Teacher.....Mr. Andrew Everson
Technology..... Mrs. Christina Texel
Librarian.....Mrs. Annie Mora
Spanish.....Mrs. Martha Olague
Learning SupportMr. Jeff Hopkins
Secretary.....Ms. Sherril Davis
Receptionist.....Ms. Mayra Herrera
Daycare Director.....Ms. Debbie Barber
Account Manager.....Mrs. Luchie Bowers
Custodian.....Mr. Omar Martinez

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 reasonability 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

St. Joachim School does not discriminate on any basis. We believe that every person, as a child of God, regardless of race, gender, religion, disability, 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, religion, gender, disability, age, ethnic or national origin.

ADMISSIONS POLICY

Any student is welcome to apply for admission to St. Joachim School. All applicants will be assessed for school or grade level readiness. Upon acceptance, parents must provide student Birth Certificate, Baptismal Certificate (if applicable), and Immunization Records. All admitted students must be up to date with immunizations. Students transferring in from another school must provide copies of previous report cards.

**Transitional Kindergarten applicants must be four years of age by September 1st
Kindergarten applicants must be five years of age by September 1st**

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

1. Support of school philosophy and mission
2. Contribute positively to the school community
3. Maintain open and positive communication with teachers and staff
4. Foster sound study habits at home
5. Participate in school events and activities
6. Fulfill all financial obligations

Meeting your financial obligations carries with it your commitment to:

1. Keep tuition payments current
2. Complete parent service hours (40) or pay the fee of \$400
3. Fundraise for the school so the profit is \$500, or pay the \$500 fee
4. Meet SCRIP obligation of earning **\$100.00 profit** for the school or pay \$200.00 fee

TUITION 2020 - 2021

Each family is required to have a signed Tuition Agreement on file in the school office. All Tuition Agreements must be honored.

Registration Fee	\$325.00 per student (Non-refundable)
Tuition Fee	\$6,700.00 per student
Student Fee	\$275.00 per student (Insurance, Technology, Testing, Consumables)
Family Fee	\$350.00 per family (Diocesan Assessment)

St. Joachim School has a partnership with FACTS Tuition Management Company. Families may make ten (10) or eleven (11) monthly payments for tuition fees. One, two, or three-time payments may be made directly to the school with special arrangements with the Principal. All other payments are to be made through FACTS.

TUITION ASSISTANCE

It is our belief that every student who desires a Catholic education has the opportunity to attend a Catholic School. If your family is experiencing financial difficulties, you may apply for tuition assistance. St. Joachim School is able to provide specific and limited financial assistance to families who clearly demonstrate a need for assistance.

Tuition assistance applications are available on-line or may be obtained from the school office and returned to FACTS.

Families who experience financial difficulties at any point during the school year may contact the Principal to inquire about financial assistance as needed.

TUITION ASSISTANCE DONATIONS

We welcome and accept contributions towards our Tuition Assistance Fund from families who desire to contribute in this manner.

FAMILY OBLIGATIONS

FUNDRAISING

Each family is required to fundraise \$500.00 in profit for the 2019-2020 school year. There are several fundraising opportunities: Gift Wrap and Candy Sale, Auction, Golf Ball Drop, Golf Tournament. Families may purchase items on teacher wish lists for fundraising credit.

- ❖ Please note that any items purchased off of teacher wish lists must be for educational purposes only which would benefit the class as a whole. Proof of purchase in the form of an official receipt is required in order to receive fundraising credit.
- ❖ Families may pay \$500.00 outright, do family fundraising, or family may fundraise & pay remaining balance.

SERVICE HOURS

Anyone who volunteers at school must have fingerprint clearance by the Diocese of Orange. **Adults must have completed “Safe Environment Training”. This program is offered on-line. (See Ms. Davis for more information).**

Each family is required to give 40 hours of service per year. Extended family may help you work off up to 20 of these mandatory hours (they too must be fingerprinted). ***Hours not worked will billed in June.***

Service Hours Opportunities: Science camps (# of hours TBD), Driving both ways to games (1 hour), Baking (2 hours) Purchasing baked items (1 hour per \$10 purchase), etc.

DELINQUENT TUITION

- ❖ Checks are to be made to St. Joachim School. A fee of \$25 will be charged for dishonored checks for non-sufficient funds.
- ❖ Tuition and fees (library, daycare, lost/damaged books) for graduating students must be paid in full before a student receives his/her graduation gown.
- ❖ Graduating students may not receive diplomas in the case of outstanding financial obligation. Diplomas and SLA (Report Card) will be sent when all obligations are met.
- ❖ If tuition is delinquent for more than 2 months a conference will be requested and a payment plan put in place.
- ❖ If payments are not forthcoming, one may be asked to withdrawn from St. Joachim School.

CODE OF CHRISTIAN CONDUCT

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

The students’ interest in receiving a quality, morally based education can best 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 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 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.

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 all involved parties 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 resolve the conflict. The results of this meeting are to be in writing with all parties signing and copies distributed.
- If no resolution 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 resolution. The results of this meeting are to be in writing with all parties signing, and copies distributed.

- If no resolution 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.

WITHDRAWAL OF STUDENTS

Per Diocesan policy, students clearly unable to benefit from the school due to physical or intellectual ability, emotional disturbance, unsafe or acting-out behavior, a repeated pattern of bullying, or conspicuously uncooperative or destructive attitude of parents/guardians will be asked to withdraw from the school when:

- The school has explored and exhausted all means to meet the needs of the student
- There have been multiple discussions between school officials and parents/guardians with no corrective action
- The parents/guardians of the student lack good will, good faith, and cooperation

The final decision to ask a student to withdraw from the school will be determined by the Principal, who may consult with the Pastor.

ACADEMIC PROBATION POLICY

Any student receiving a **D** or an **F** on his/her report card is automatically placed on probation for one trimester. The student must achieve at least a **C** in the affected subject on the next report card. Parents/guardians must check frequently with the teacher to see that the conditions of the probation are being met. Academic probation will commence on the first day of the trimester, and end on the last day of the same trimester.

Parents have an obligation to cooperate in a timely manner with the school's recommendation for outside tutoring or intervention to help the student. If a student is placed on probation twice during one year, the Principal will determine whether that student will be admitted into school the following year.

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

RESPONSIBLE BEHAVIOR AND DISCIPLINE

We believe that positive acknowledgement for appropriate behavior should be emphasized at all times. We encourage students to develop healthy self-esteem by emphasizing positive discipline through reflection of one's words and actions. Our goal is to help students to think

before they act, so that they may learn from the choices they make as well as from the consequences that follow. By working collaboratively with parents, we believe we can have a positive impact on the social-emotional development of students.

At times, certain behaviors may require consequences. We ask that parents/guardians support us in our efforts to teach children that their actions have consequences. If parents/guardians have questions or concerns about a particular disciplinary action, we ask that they contact the teacher immediately to obtain clarity on the situation. If clarity is not readily obtained, parents/guardians may contact the principal for further clarification.

STUDENT RESPONSIBILITIES

1. Behave in a respectful manner toward all: self, 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. Adhere to school dress code.
10. Practice good digital citizenship

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 marginalizes or demeans others. In light of this, "bullying" is not part of our school culture. At St. Joachim School, we strive to promote respect for others in all our interactions. 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. School personnel are responsible for supervising students to watch for signs of bullying behavior and to intervene when it occurs. Parents are expected to participate in addressing bullying behavior with their child. We take prevention of bullying behavior seriously. We pledge to investigate all reported incidents. Consequences will be assigned based on the school/Diocesan discipline code. This policy alone will not stop bullying which permeates society. We must strive to do our best to understand why it happens and then address the situation. Our goal is 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 an integral 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; i.e. 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 type 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. Dishonest behavior includes, but is not limited to:

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

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 Saint Joachim School community 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 behaviors warrant disciplinary action.

DISCIPLINARY ACTION

The following guidelines are generalities for staff to monitor student behavior. Each situation which 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
- Throwing anything in class
- Willful disregard of classroom or playground rules

DISRUPTION OF CLASS

- Talking out of turn
- Arguing with teacher or classmates
- 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, skateboards, or roller blades on school grounds
- Throwing/kicking a ball with excessive force
- Playing/squirting water in the restrooms
- Going into restricted campus areas
- Spitting, hitting, physical altercations of any kind

HARASSMENT

Harassment in the school environment occurs when an individual is subjected to treatment which is hostile, offensive or intimidating for ANY reason, including, but not limited to comment on an individual's race, creed, color, national origin, physical ability, gender, age, or religion.

The faculty and staff of St. Joachim School do not tolerate harassment of any kind or for any reason. This includes, but is not limited to:

- 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 have 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.

DETENTIONS

Detentions are generally served 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

An E-mail from Teacher - This indicates a concern from the child's teacher. Although it is not serious enough to warrant a detention parents are required to respond and to cooperate with the recommendation of the teacher.

DISCIPLINARY REFERRAL

Referral - A detention is given for an infraction of school rules, with no warning needed. 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 may result in an additional day's detention.**

Suspension - A letter or phone call home will be used to indicate a suspension from school. Suspensions can occur without prior detention or referrals. A school suspension and its length are the sole discretion of the Principal. Students may be suspended from school for a period of 1 – 5 days depending upon the seriousness of the infraction. A parent conference must be held before the student will be re-admitted 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 or aggressive behavior, defacing property, severe misconduct, cutting class, stealing and possession of dangerous illegal items). Suspension will lower the student's responsibility grade. Generally, students will serve detention in-school or at home. All missed class work must be completed.

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.

Reasons for Suspension/Expulsion

The following offenses committed by students while under the jurisdiction of the school are grounds for suspension/expulsion:

- Actions gravely detrimental to the moral or spiritual welfare of the students.
- Continued willful disobedience.
- Use, sale, or possession of narcotics.
- Use, sale, possession, or distribution of alcohol on or near school premises.
- Willful cutting, defacing or otherwise injuring in any way any property, real or personal belonging to the school.
- Habitual truancy.

- Assault or battery, or any threat of force or violence directed towards any school personnel or student, or their property.
- Theft.
- Possession of harmful weapons or materials that can be used as weapons.

DAILY SCHEDULE

The first bell rings at 7:55 AM. Morning announcements commence at 8 AM. Before school care is Provided from 7 AM until 7:45 Am . Students may be dropped off from 7:45-8 AM. Students are considered tardy after 7:55 AM. There is no playground supervision until 7:45 AM. Students arriving before that time must check into daycare. Kindergarten and TK dismiss at 1:30 PM. All other grades dismiss at # PM.

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 on-time attendance is necessary for the utmost academic success. 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**), send an email to the office, or submit an absence report on the school App. Please state the reason for the absence. Absences must be reported before 8:15 AM. **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 **ten (10)** 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.

If a student is absent, he/she generally may not participate in any extra-curricular activities held on the same day.

TARDINESS

Learning to be punctual is a very important part of a child's education. Regular and prompt attendance is essential for 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.

Administrative Handbook "Excessive absences or tardies, even if necessary and excused may be grounds for decreased credit or disciplinary action". An excessive tardy is 6 per trimester. Parents will be contacted following a 6th tardy to rectify this problem.

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 part of 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 or email the front office 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/guardians 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** at all times. 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 Spanish, Music, Art, P.E. and Computers are also taught. The Library will be available for grades K – 8.

RESOURCE SUPPORT

Teachers routinely differentiate instruction to support learning for the diverse learners in their classrooms. The Learning Support teacher works with students both in and out of the classroom to support student learning. The primary purpose of the Learning Support Center is to support students with documented learning exceptions. In addition, this teacher provides teachers with resources, training and assistance to ensure all students learn at their diverse ability levels.

STAR TESTING

All Diocesan schools will be administering the STAR assessments in both reading and math. This is computer adapted and is administered online. Each testing session is approximately 20 minutes in length. The Diocese of Orange mandates that STAR testing be administered three times throughout the year. Classroom teachers may test students in-between the designated testing periods to measure student progress and to inform instruction. Following each designated testing period, reports will be sent home to parents which indicate student progress over each trimester.

GRADING SYSTEM

Pre-Kindergarten

Achievement Code

G = Good Progress

W = Working on Skill

O = Objective Developing

N/A = Not Applicable

Kindergarten

Achievement Code

S = Satisfactory

E = Emerging

Level 1 working at a lower level on grade level standards

Comment Code

+ = Area of strength

N = Needs improvement

GRADES 1 & 2

Achievement Code

O = Outstanding

S = Satisfactory

E = Emerging

Level 2 = Exceeds grade level expectations

Level 1 working at a lower level on grade level standards

Comment Code

+ = Area of strength

N = 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 individualized learning plan or modification supplement)

Comment Code

+ = Area of strength

√ = Needs improvement

No mark given – Grade level standards are met

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 School will issue progress reports for students 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: math problems, 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.

Realizing that students have a need for quality time with family and that many students engage in after school sports and extra-curricular activities, we are providing some study hall time each week in grades 5 – 8. This will allow students to work on homework assignments at school.

<i>RECOMMENDED GUIDELINES</i>	
Kindergarten	Approximately 15 minutes
Grades 1 & 2	Approximately 20-30 minutes
Grades 3 & 4	Approximately 30-40 minutes
Grades 5 & 6	Approximately 50-60 minutes

HOMWORK REQUESTS

Requests from parents for classroom assignments due to same-day 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 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 grade 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 from participation.

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.** 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

required 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 asked not** to go to the classrooms during the day. We thank you all for respecting this directive.

CAMPUS SECURITY

In any disaster, or during the regular school day, the campus is secured. This 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. Students will be kept at school until they are signed out to a person listed on the school emergency form.

CAMPUS SECURITY ENTRANCE

During school hours, the front door will be locked. Parents and visitors may gain access by ringing the buzzer to the right of the doors, using the intercom or face recognition vis the camera will allow entrance. This does not mean that parents are no longer allowed on campus, it merely improves security for students and faculty. It also allows us the opportunity to control unwanted visitors and just who is allowed to enter the school.

EMERGENCY PROCEDURES

Disaster Plans

In the event of a disaster, the faculty is prepared to care for the students. During a disaster period all children will remain at the school under the teachers' guidance until his/her parent(s) or legal guardian arrives to care for his/her child(ren).

Fire Drill

- California law requires that fire drills are to be conducted during the school year. Every child must abide by the following fire drill regulations:
- All students shall stop work immediately at the sound of the fire alarm.
- On leaving the school building, the walking speed should be subordinate to control and order. There should be no talking, running or pushing.
- Students are not to take books or other personal belongings out of the classroom.
- The first child to reach any door should open it.
- Students in bathrooms or otherwise out of their rooms should join the nearest lines exiting the building.
- Once out of the building, students should proceed to assigned places on the grounds or sidewalks, away from the building.

Earthquake or Emergency Drop Drills

The earthquake or Emergency Drop drill does not always involve a school-wide signal. At the command from a teacher "DROP" the students shall:

- Get under a desk or table.
- Drop to his/her knees with his back to the window.
- Clasp hands firmly behind the neck, close eyes tightly.
- Stay in shelter until further instructions are given which would depend upon circumstances and the extent of damage done to the building.

An emergency drop drill shall be held at least twice during the year. On occasions the administration will command a school-wide “drop” drill and an earthquake drill.

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.

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 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 students 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,” 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

REPORT CARD CONFERENCES

Conferences are held once a year coinciding with the first report card of the year to discuss student progress and adaptation to the new grade. Attendance at report card conferences is mandatory for all parents/guardians.

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

Parent/guardian and teacher contact should by no means be limited to only the fall formal conference time. Parents/guardians 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.

Generally, parent volunteers need to take the bus with the class. Refer to teachers for rules.

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. Most often, classed use bus transportation for field trips.

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 School 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 COMMUNICATION

Weekly Newsletter and all communications will be sent via email using the email addresses provided for us at registration. If you need a paper copy, please let the office know.

Printed information to be included in the newsletter 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, cubby, 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 School 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 school, 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, laptops, tablets, or iPad. **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 dress 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. You are asked to 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 LAWALL STUDENTS ENTERING 7^t Grade for the 2015-2016 SCHOOL YEAR IN CALIFORNIA MUST BE IMMUNIZED WITH PERTUSSIS (WHOOPIING 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." (It's always wise to inform your child's teacher of medication they are taking).

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'/guardians' 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**. Emergency lunches are not provided. Cereal may be available.

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. Fads or fashions that do not promote Catholic values are not allowed. 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 one uniform provider:

Vicki Marsha Uniforms

5292 Production Drive
Huntington Beach, CA 92649
714.895.6371

DRESS CODE

The primary purpose of our school uniform code is to assure that the students of Saint Joachim School 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/guardians 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 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.
- White, yellow, or green polo shirt on non-Mass days.
- 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.
- 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 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, yellow, or green polo shirt with school logo; Shirts **must** be tucked in.
- 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)

- Blue P.E. top with 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 on days they have P.E. It will serve as their uniform for the day.

NOTE: Students in grades 6 – 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.
- A navy sweater vest with the school logo may be worn, and is required for Choir members.
- 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

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. No nail polish. 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/guardians 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 the dignity of each human being.

PARENT ADVISORY BOARD

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.

PARENT TEACHER ORGANIZATION (PTO)

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.



The 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 USE 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/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 of 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 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 2020 - 2021

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 CHILD'S TEACHER WITHIN ONE WEEK.

Comments and/or suggestions: