



Saint Joachim Catholic School

1964 Orange Avenue
Costa Mesa, CA, 92627
949-574-7411

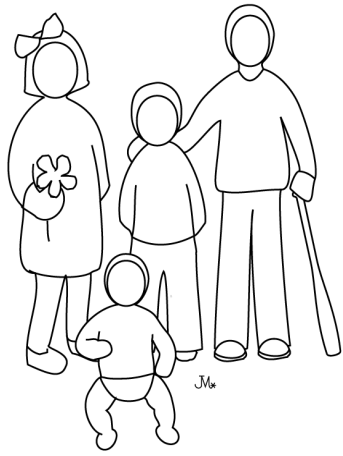
www.saintjoachimschool.org

Pastor Fr. Michael Hanifin
Principal Mrs. Lisa Gilbert, M.A., M.Ed.



SJCS is a part of the Diocese of Orange Catholic Schools and accredited by Western Catholic Education Association and the Western Association of Schools and Colleges.

The purpose of this handbook is to present the philosophy, organization, and policies of SJCS. 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.



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.

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.

Dear Parents and Guardians,

Welcome to the 2022-2023 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 their 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 to 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 Saint Joachim Catholic 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

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

TABLE OF CONTENTS

SJCS Mission, Philosophy, Student Learning Expectations	5
Faculty & Staff	6
Admissions	7
Attendance	7
Birthdays	9
Bullying & Harassment	9
Campus Safety & Security	10
Child Abuse or Neglect	10
Code of Christian Conduct	10
Communication	12
Custody & Release of Students	13
Dress Code	13
Emergency Procedures	16
Family Obligations	16
Field Trips	16
Financial Policy	17
Health	17
Lunch Program	18
Non-Discriminatory Policy	18
Searches & Seizures	19
Student Academics	19
Student Discipline & Responsible Behavior	21
Student Records	22
Transportation	22
Withdrawal of Students	23
Diocesan Network Use Policy	24
SJCS Handbook Agreement	27

MISSION

Saint Joachim Catholic School integrates strong Catholic values into all aspects of school life, and collaborates with parents to educate and develop the whole child; mind and body, heart and soul.

PHILOSOPHY

Saint Joachim Catholic School prepares leaders who contribute to a culturally diverse, global society. We teach all students to love learning and live their faith. We foster an environment where students are challenged to think critically and encouraged to take responsibility for their academic, spiritual, and social growth.

STUDENT LEARNING EXPECTATIONS

By the time your child graduates from Saint Joachim Catholic School, we would expect them to have developed the following schoolwide learning expectations:

1. Active Faith-filled Catholic who

- a. prays and builds a personal relationship with God
- b. demonstrates understanding of the Catholic faith
- c. practices the teachings of Catholic social justice

2. Lifelong Learner who

- a. takes initiative, exhibits self-control, and perseveres
- b. utilizes problem solving and critical thinking skills
- c. demonstrates responsible and ethical use of technology
- d. appreciates the arts

3. Effective Communicator who

- a. speaks and writes clearly
- b. demonstrates active listening and participation skills
- c. collaborates and cooperates with others

4. Responsible Global Citizen who

- a. respects all of God's creation
- b. takes responsibility for one's actions and resolves conflicts peacefully
- c. develops global awareness of issues and respect for diversity
- d. shares their God-given talents

FACULTY AND STAFF

Pastor	Fr. Michael Hanifin
Parochial Vicar	Fr. Miguel Carabez
Principal	Lisa Gilbert
Pre-K	TBA
Transitional Kindergarten	Alexa Pena
Kindergarten	Edeline Cheng
Grade 1A	Megan Fry
Grade 2A	Elena Hedderig
Grade 2B	Olivia Garza
Grade 3	Christine Moore
Grade 4/Athletic Director	Alan Walencewicz Matthew DuHadway
Grade 5	Jennifer Mani
Grades 6-8 English Language Arts	Mary Nolan
Grades 6-8 History/Religion	Stephanie Smith
Grades 6-8 Math	Michele Golden
Grades 6-8 Science	Phillip Reyes
Literacy Center Curator	Victoria Burnett
Music	Andrew Everson
P.E.	TBA
Spanish	Mireya Olague
Technology/MakerSpace	Morgan Geyer
Counselor/Learning Support	Stephanie Vertiz
Learning Support	Jeff Hopkins
Administrative Assistant	Sherril Davis
Receptionist	Mayra Herrera
Daycare Director	Debbie Barber
Account Manager	Matthew Pelayo
Custodian	Omar Martinez

ADMISSIONS

Any student is welcome to apply for admission to SJCS. All applicants will be assessed for school or grade level readiness. Upon acceptance, parents must provide the student's birth certificate, Baptismal certificate (if applicable), and immunization record. All admitted students must be up to date on immunizations. Students transferring in from another school must provide copies of previous report cards.

- Pre-K applicants must be three years of age by September 1.
- Transitional Kindergarten applicants must be four years of age by September 1.
- Kindergarten applicants must be five years of age by September 1.

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

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

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 or email by the parents or legal guardians of the absent student.

Daily Schedule

Students are expected to be at school by 7:55 AM. Classes begin promptly at 8 AM. Students who arrive after 8 AM are considered tardy and must go to the front office upon arrival. Pre-K, Transitional Kindergarten and Kindergarten dismiss at 1:30 PM. All other grades dismiss at 3 PM. Individual classroom schedules will be given out at *Back-to-School Night*.

Students who arrive on campus before 7:45 AM or who stay after 3:15 PM will automatically be sent to Extended Daycare for supervision and parents will be billed accordingly.

Absences

Absences must be reported before 8:15 AM. If a student is absent from school for any reason, please call/email the front office or submit an absence report on the school app. Please state the specific reason (i.e. doctor's appointment, sick) for the absence. The use of the word "personal" is not sufficient reason to excuse an absence.

- Excused absences are classified as an illness, a medical appointment, or the death of an immediate family member. We encourage parents to make medical and dental appointments after school hours.
- Unexcused absences are classified 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. **Teachers will not provide work ahead of time. Students with unexcused absences will not be allowed to make up missed quizzes or tests.**

If a student is absent due to illness for two or more days, a doctor's note will be required upon return to school.

Any student who misses **10 or more days** of school during an academic trimester **may** receive a grade of Incomplete (I) for each subject. A student who misses **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, they generally may not participate in any extracurricular activities held on the same day.

Tardiness

Students who arrive after 8 AM are considered tardy and must go to the front office upon arrival.

- Excused tardiness is defined as an illness, family emergency, unavoidable traffic delays, medical appointments, or an excuse note from office staff or another faculty member. Parents must call or email the school to report tardiness.
- Unexcused tardiness is defined as oversleeping, arriving late with no parent note, not hearing the bell, or not in class by 8 AM.

If tardiness persists, the principal will contact the parents or legal guardians to correct the problem. Consequences of repeated tardiness may include sitting out part of recess or after school detention. Students who are consistently tardy may not be able to make up missed work.

Leaving During the School Day

The person who is to pick up the student must report to the front office and sign the student out of school. Under no circumstances will a student be released to an unauthorized person, who is not on the emergency contact list. Parents/guardians should not go to the classroom to pick up a student. Students will not be called to the office until the parent/guardian has arrived and signed them out. **When returning to school after an appointment, the student must be escorted to the front office and signed back in by a parent or guardian**

BIRTHDAYS

Birthday treats must be individually wrapped. **The school does not allow distribution of invitations**, nor are students allowed to have flower bouquets, balloons, or other gifts delivered to school for any occasion.

BULLYING & HARASSMENT

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and deliberately excluding someone from a group or activity. If a student is feeling intimidated or threatened in any way, **they are encouraged to tell a teacher immediately**. The parents of a student who has engaged in bullying behaviors will be contacted. Consequences will be applied as deemed appropriate to the situation.

Harassment

SJCS adheres to the diocesan policy as follows:

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.

Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any classroom and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor. (EDC 44810)

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. (EDC 44811)

CAMPUS SAFETY & SECURITY

SJCS is a secured, closed campus. The front door and gates are locked at all times. 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 front office upon arrival.** Visitors must sign the visitor's book and wear a visitor's badge at all times while on campus.

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.

Parent/Guardian Volunteers

Any parent/guardian wishing to volunteer at SJCS must be fingerprinted (LiveScan) through the Diocese of Orange and complete a Safe Environment course online. Please call/email the school for more information.

CHILD ABUSE OR NEGLECT

In accordance with diocesan policy and California law, school staff is legally obligated to report reasonable suspicion of physical abuse, emotional deprivation, neglect, inadequate supervision, or sexual abuse and exploitation. They are not legally required to notify the parents about making a report.

CODE OF CHRISTIAN CONDUCT

According to the diocesan policy, 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 principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

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

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school. Disrespect in manner, tone, written or verbal communication will not be tolerated.
- 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, untruthful, 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 student 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 diminish

the effectiveness of the school and in acting in “loco parentis”, the continuation of the student in the school might be morally impossible.

COMMUNICATION

A weekly newsletter and all communications will be sent **via email** using the email addresses provided for us at registration. It is the responsibility of all parents/guardians to read all communication sent out by the school.

Grievance Process

SJCS encourages open communication between parents and staff. There may be times when the nature of the communication may be difficult. It is our policy that the following diocesan process be followed:

1. If the concern involves school personnel, 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.
2. If no resolution is reached, 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.
3. If still no resolution is reached with the principal, 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.
4. If still no resolution is reached after consultation with the pastor and the principal, 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, SJCS protects the 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 students.

Usage of school phones

Students are not permitted to call parents during the school day for personal reasons such as forgotten items (i.e. homework, books, clothing). Students and parents should make arrangements prior to the school day regarding after school activities. Therefore, no phone calls should be made at school.

CUSTODY & RELEASE OF STUDENTS

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.

DRESS CODE

Students are expected to follow the school dress code and come to school clean and neatly dressed. Clothing items with holes or rips are not allowed. If dressed inappropriately, students will be sent to the school office and parents/guardians will be notified to bring appropriate attire to school. Consequences will be applied for failure to follow dress code.

SJCS has one uniform provider:

Vicki Marsha Uniforms

5292 Production Drive
Huntington Beach, CA, 92649
714-895-6371

Boys Uniforms (Daily Wear)

Dress Shirts	SJ oxford
Polo Shirts	SJ classic mesh - white, (note: green or yellow for 2022-23 only) SJ Aloha mesh (Grade 8, only on Fridays)
Pants	Flat front - navy Pull on - navy (Pre-K, TK, and K only)
Shorts	Flat front - navy Pull on - navy (Pre-K, TK, and K only)
Socks	Crew - solid white or navy only
Belts	With buckle - navy or black only (not required for Pre-K, TK, or K)

Shirts must *a/ways* be tucked in and pants/shorts must be worn at the natural waistline. Belts are required with loops (except for Pre-K, TK, and K).

Girls Uniforms (Daily Wear)

Blouses	<u>TK-5</u> : SJ round collar <u>6-8</u> : SJ oxford blouse or midddy with sailor collar
Polo Shirts	<u>TK-5</u> : SJ mesh - white <u>6-8</u> : SJ mesh - white, (note: green or yellow for 2022-23 only) SJ Aloha mesh (Grade 8, only on Fridays)
Jumpers (TK-5)	Bib top with 2-pleat skirt - plaid 83
Skirts (6-8)	2-pleat - plaid 83
Modesty Shorts	Navy (<i>must</i> be worn under jumpers and skirts)
Socks	Cable knee hi, flat knee hi, or crew - solid white or navy only
Tights	Opaque white or navy only

Jumpers and skirts must be at mid-knee length. White, long sleeve turtlenecks may be worn only as a layer under a blouse or shirt.

Required Mass Uniforms

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

Boys (1-8)	SJ oxford shirt, striped tie, navy pants with belt, SJ V-neck pullover or sweater vest
Girls (1-5)	SJ round collar blouse, plaid jumper, navy SJ cardigan (ties not allowed)
Girls (6-8)	SJ oxford with crossover tie or midddy blouse with midddy tie, plaid skirt, SJ cardigan or V-neck pullover

Required PE Uniform

SJ dri-fit or cotton (if dri-fit is too big) shirt and mesh shorts. SJ fleece sweatpants, track pants, or track jacket may be worn on cold PE days only. All other uniform regulations apply. No short shorts for girls.

Outerwear

Sweatshirts	SJ crew neck
Sweaters	<u>Boys</u> : SJ V-neck pullover or vest <u>Girls (TK-5)</u> : SJ cardigan <u>Girls (6-8)</u> : SJ cardigan or V-neck pullover
Jackets	SJ hooded or polar fleece On rainy days, students may wear any kind of rain gear, jackets, or raincoats over their regular uniform when outside.

Spirit Wear

SJCS spirit shirts can be worn on the first Friday of every month with jeans or uniform bottoms. Jeans may not have rips or holes.

Shoes

All shoes and shoelaces must be black, navy, or white only. Tennis shoes and rubber-soled shoes are required. Saddle oxfords and Mary Janes are also acceptable. The following types of shoes are not permitted: slip-ons, zippers, high-tops, sandals, boots of any style, platforms, open-toe, or backless shoes.

Accessories

Watches, religious jewelry, and/or stud earrings (for girls) are permitted. Only one earring per ear lobe. Smartwatches and other digital devices or trackers are not permitted.

Hair

Boys: Hair is to be neatly styled and kept moderate (above the collar, ears, and eyebrows). Buzzed or shaved portions of the head (sides, top, back) are not allowed. Extreme styles, unnatural hair colors, and party glitter are not permitted.

Girls: Hair accessories (headbands, bows, scrunchies, etc.) should be basic navy blue, red, white, green, or school plaid to complement the school uniform. Extreme hair accessories (unicorn headbands, cat ears, etc.), extreme hairstyles, unnatural hair colors, and party glitter are not permitted. Hair extensions are not allowed.

Consequences will be applied to students whose hair color changes during the school year.

Makeup, Piercings, & Tattoos

Nail polish, false nails, body glitter, and makeup of any kind is not allowed with the exception of plain Chapstick. Other piercings, body ornaments, tattoos (real or fake) are not permitted. Lip plumpers or fillers are not allowed. Lash extensions are not allowed.

Free Dress Guidelines

SJCS holds “Free Dress” days in high regard and students are expected to recognize the privilege by dressing appropriately when not wearing the school uniform. In all instances, the principal reserves the right to regulate styles that reflect negatively on the school or on the dignity of each human being.

Unacceptable “Free Dress” Attire

- Tight or revealing clothing
- Clothing with inappropriate slogans, pictures, symbols, and/or language
- Leggings
- Shorts or skirts shorter than knee length
- Sagging styles, oversized shirts, or baggy pants
- Sandals of any kind, backless shoes
- No spaghetti straps
- Hats or baseball caps

EMERGENCY PROCEDURES

Fire, earthquake, and lockdown drills are held regularly throughout the year. **It is the responsibility of the parents/guardians to inform the school of any changes in emergency information.** Please keep information current, as school personnel cannot release a student to anyone whose name does not appear on the emergency contact form. In the event of a major disaster, students will remain under the supervision of school authorities until it is deemed safe to dismiss students.

FAMILY OBLIGATIONS

Fundraising

Each family is required to fundraise \$500 per school year. Families may “buy out” their fundraising obligations by paying the required amount. Remaining balances will be billed at the end of the school year.

Service Hours

Each family is required to do 20 hours of service per year. Each service hour is equivalent to a value of \$20. Hours not worked will be billed at the end of the school year. **Adults who have contact with students on campus or field trips must have completed fingerprinting (LiveScan) and *Safe Environment* training.**

FIELD TRIPS

Participation in field trips is contingent on appropriate student behavior and SJCS reserves the right to restrict a student's participation. Signed permission forms and payment must be turned into the school or students will not be able to participate. Drivers and chaperones must have a fingerprint clearance (LiveScan) from the diocese and *Safe Environment* training completed. Parents are not permitted to bring infants or other siblings on field trips.

Drivers for field trips should be over the age of 25 and must carry liability insurance and a valid CA driver's license, as required by state law. A copy of the valid driver's license and current insurance must be turned in to the school office (this must be repeated for each field trip). When driving on a field trip, you must go directly to the field trip destination and then directly back to school. Students may not ride in the front passenger seat of any airbag equipped vehicle. Each occupant is required to wear a seatbelt.

FINANCIAL POLICY

Meeting your financial obligations carries with it your commitment to:

1. Keep tuition and all payments current.
2. Complete parent service hours (20) or pay the \$400 fee.
3. Meet the fundraising obligation of \$500.

Each family is required to set up a FACTS Family Portal account. Tuition and other incidental payments are made through FACTS.

Tuition Assistance

SJCS is able to provide financial assistance to registered school families who demonstrate need. Tuition assistance applications are available online through FACTS. Families who experience financial difficulties at any point during the school year may contact the principal.

Tuition Assistance Donations

We welcome and accept contributions towards our tuition assistance fund.

Delinquent Tuition

- A \$35 fee will be charged for returned checks.
- If financial obligations are delinquent for more than two months, a conference will be requested and a payment plan will be put in place.
- If payments are not forthcoming, a family may be asked to withdraw from SJCS and collection activity will be initiated.

HEALTH

Health/Immunization Records

State law requires that current immunization records must be submitted to the school prior to admittance. A health examination form must be completed and submitted up to 18 months prior to entry into first grade or within 90 days thereafter.

Health Screening

Vision and hearing screenings are conducted each year. Grade 7 girls and Grade 8 boys will receive scoliosis testing.

Illness & Injury

Every effort will be made to contact parents/guardians if a student becomes ill or injured. If parents/guardians cannot be reached, those listed on the student's emergency contact form will be contacted.

Medication

If medication, prescribed or over-the-counter, must be taken while at school, written notes must be submitted by the parent/guardian **and** by the student's doctor or other health care provider, who is licensed to practice in California. SJCS personnel are not allowed to dispense medication. A student who must take medication must be able to take it him/her self while an SJCS employee witnesses. If the child is not able to take medication independently, a parent/guardian must come to the school to administer the medication.

A note must be provided to the school for any child who needs to take medication. New, updated notes must be provided at the beginning of each school year **and** whenever there is any change in the medicine, instructions, or doctor. Each medicine must be in a separate container labeled by a pharmacist licensed in the United States.

Parents/guardians must supply and submit the medicine to school. The container must list the student's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take. All discontinued, outdated, and/or unused medicine must be picked up before the end of the school year.

Mental Health

Students experiencing emotional distress may be referred to the school counselor or another mental health professional. Authorities will be contacted if a student is a danger to self or others.

LUNCH PROGRAM

SJCS has contracted with **Choice Lunch** to provide meals. To sign up, go to www.choicelunch.com and use the registration code **Joachim**. Emergency lunches are not provided.

NON-DISCRIMINATORY POLICY

SJCS 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.

SEARCHES & SEIZURES

The school reserves the right to search a student's personal property when there are reasonable grounds for suspecting that the student has violated, or is in violation of, the law or school rules. Any unauthorized items found may be seized.

STUDENT ACADEMICS

Academic Probation Policy

Any student receiving an **F** on their report card will be placed on academic probation for the next trimester. The student must achieve at least a **C** in the affected subject on the next report card. Academic probation will commence on the first day of the trimester and end on the last day of the same trimester.

Parents are expected to cooperate with all school recommendations. Students who are placed on academic probation more than once during the course of a school year, may not be eligible for promotion to the next grade.

Conferences

Formal parent/teacher conferences are held at the end of the first trimester when report cards are distributed. A conference may be called at any time as needed by the teacher or parent/guardian. For conferences with the principal, please contact the school office.

Eligibility for Extracurricular Activities

Students participating in any extracurricular activities must maintain a **C** (2.0) average or higher (with no **F**s) and a **B-** or higher in responsible behavior/personal success skills. Students will not be able to participate in any activities until required achievements are met and return is approved by the principal.

Grading System

TK & Kindergarten

S = Satisfactory

Grades 3-8

A 95-100 4.0

C- 70-72 1.7

E = Emerging	A-	90-94	3.7	D+	67-69	1.5
	B+	87-89	3.5	D	63-66	1.0
<u>Grades 1 & 2</u>	B	83-86	3.0	D-	60-62	0.7
O = Outstanding	B-	80-82	2.7	F	59 and below	
S = Satisfactory	C+	77-79	2.5			
E = Emerging	C	73-76	2.0			

Grades 6-8 students have the opportunity to achieve honor roll by meeting the following criteria:

- First Honors
 - 3.5-4.0 GPA in core academic subjects
 - No grade below a B+ in any subject
- Second Honors
 - 3.0-3.49 GPA in core academic subjects
 - No grade below a B in any subject

Graduation

Grade 8 students must pass all courses in order to graduate. Grade 8 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.

Homework

The purpose of homework is to provide students with the opportunity for meaningful practice, application, and extension of acquired knowledge beyond regular classroom instruction time. Students are expected to be responsible for knowing and turning in their assignments by the due date.

Learning Support

Learning support is offered to students who need remediation or have documented learning challenges. On occasion, learning support may be offered as enrichment for academically advanced students, as determined by test scores and in consultation with the teacher, parents/guardians, and principal.

Progress Reports/Report Cards

Progress reports are available online midway through each trimester. Report cards are sent home at the end of each trimester. Report cards must be signed and returned to the teacher in a timely manner.

Promotion

Students will be promoted if grade level expectations are met. A student who misses **30 or more days** during an academic year may be subject to retention in the current grade. The principal reserves the right to make the final decision for student promotion.

Religious & Spiritual Formation

The teaching of the Catholic faith is of primary importance in the school's daily schedule and is taught in all grade levels. SJCS participates in service projects to benefit our local and global community. In addition to school wide service projects, students in Grade 6-8 are to participate in additional service hours individually. Service hour requirements are as follows: Grade 6 - 10 hours, Grade 7 - 15 hours, Grade 8 - 20 hours.

Tutoring

Current grade teachers may offer to provide additional assistance (not for profit) before, during, or after school at their own discretion. SJCS does not endorse any particular tutoring agency or individual tutors. If an outside tutor is used, SJCS requests that the tutor communicates with the classroom teacher(s) to ensure that the student's learning needs are being adequately addressed.

STUDENT DISCIPLINE & RESPONSIBLE BEHAVIOR

Classroom Rules

SJCS practices positive discipline. Each teacher creates a classroom management plan consistent with the school's philosophy. Students will be recognized for positive, appropriate behavior whenever possible. When students do not meet behavior expectations, consequences will be applied as deemed appropriate to the situation.

Disciplinary Referral

Detention

Students who consistently disregard classroom and/or school expectations, even after consequences have been applied, may earn a detention. Detentions are served on a given day after school. Parents will be notified if a student is to serve detention.

Suspension

Suspensions can be given without prior detentions. Some examples of suspension include, but are not limited to: truancy, physical or verbal aggression, defacing or destroying property, stealing. The length and terms of the suspension are at the sole discretion of the school disciplinary committee. A parent conference must be held before the student may return to school. Students who have been suspended will be placed on a probation period.

Expulsion

Expulsions can result from another suspension occurring during a probation period; any threat of force or violence; use, sale, possession, or distribution of drugs, alcohol, or weapons on school premises or at school-sponsored activities; habitual truancy.

Electronic Equipment

Students may not bring electronic devices to school such as electronic games, laptops, tablets, iPads, etc. Students in Grades 6-8 may bring their cellphones to school, but must turn them in during the school day. They will be returned to the students at the end of the day. Items that are taken from students will be held in the school office for parent/guardian pickup.

Lockers

Grades 6-8 students will be assigned a locker. Students are to keep their locker locked at all times and keep their locker combination confidential. The school is not responsible for items lost or stolen from the locker and reserves the right to search the locker if there is a reasonable suspicion.

Personal Honor & Integrity

SJCS supports academic honesty and promotes a learning environment that values every student's right and responsibility to learn and their teachers' right to teach. Specific types of academic dishonesty include, but are not limited to: unauthorized collaboration, cheating on assessments, theft, alteration of materials, transfer/use of unauthorized material, fabrication, plagiarism, and digital citizenship violations. Acts of academic dishonesty will be subjected to consequences as deemed appropriate to the situation.

Personal Property

All students are expected to label their personal belongings. SJCS is not responsible for lost or stolen items. Items found on campus will be placed in the Lost and Found bin.

STUDENT RECORDS

SJCS will not allow access or release of school records to unauthorized persons without the written consent of the parent/legal guardian. Such authorization must specify which records to be released, reason for release, and the name of the party to whom the records will be released.

TRANSPORTATION

Students who **walk or ride bicycles must have a note on file in the school 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. Students must walk

their bicycles once they have reached campus. At dismissal, students who walk or ride their bicycles home must be escorted off the grounds by a teacher or staff member.

Traffic Guidelines

Please see map provided by the school for current driving patterns and 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.

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 on student withdrawal from the school will be determined by the principal.

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 Saint Joachim Catholic 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 Saint Joachim Catholic 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 Catholic School network system. Any student who fails to comply with the terms or this policy or the regulations developed by the Diocese of Orange may lose system privileges. Students may also be subject to disciplinary measures including appropriate legal action for violation of this policy or implementing regulations.

A. Illegal Activities

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

B. System Security and Personal Safety

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

C. Inappropriate Language

1. Students will conduct themselves in a manner that is appropriate and properly represents Saint Joachim Catholic 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 Catholic 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 Catholic 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 Catholic 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 Catholic School network, web-based subscriptions and/or technology devices used by the students.

Violations/ Due Process

The Diocese of Orange and Saint Joachim Catholic 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 Catholic 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
HANDBOOK AGREEMENT 2022-2023

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 this handbook with your child(ren), please sign and return it to the teacher of your oldest (or only) child.