



SAINT JOACHIM
Catholic School

2022-2023 PARENT RESOURCE GUIDE



2022-23 Year At A Glance

August		January	
22	8:00 AM Class Begin / Noon Dismissal	2	No School
23	Choice Lunch Begins	3	Classes Resume
24	5:00 PM Back to School Social	6	SJS Spirit Wear Day / Noon Dismissal
31	Charleston Gift Wrap Fundraiser Begins 7:00 PM Back to School Night (Parents Only)	9-13	STAR Reading Testing
		16	Martin Luther King, Jr. Day - No School
		17-20	STAR Math Testing
2	SJS Spirit Wear Day / Noon Dismissal	19	7:00 PM State of the School
5	Labor Day - No School	29	Catholic Schools Week Begins (Through 2/3)
12-16	STAR Reading Testing	10:00 AM	Mass Followed by Open House at 11:30 AM
19	No School - Diocesan Educator Formation	February	
19-23	STAR Math Testing	3	St. Blaise Feast Day – Blessing of the Throats Spirit Wear Day / Noon Dismissal
October		6	Grade 8 Graduation Pictures
3	8:30 AM School Pictures	10	6:30 PM JH Dance
7	SJS Spirit Wear Day / Noon Dismissal	14	St. Valentine's Day - Red & Pink Accessories
10	No School	17	No School
19	Gr. 4 Walkthrough California	20	President's Day - No School
27	5:30 PM Trunk or Treat	22	8:30 AM School Mass - Ash Wednesday
31	8:00 AM Halloween Parade	25	2023-24 PK, TK, K New Student Evaluations
November		March	
1	8:30 AM School Mass (All Saints Day)	1	2023-24 Gr. 1-8 New Student Evaluations
2-4	Grade 7 Science Camp	3	SJS Spirit Wear Day / Noon Dismissal
4	SJS Spirit Wear Day / Noon Dismissal	8-10	Grade 6 Science Camp
8	School Pictures Make-Ups	13-15	Grade 8 Science Camp
11	No School - Veterans Day	17	No School - Diocesan Educators Formation
14-17	Food Drive for the Less Fortunate	23	7:00 PM Gr. 2 Sacramental Parent Meeting
18	12:00 PM Dismissal / No Daycare Available	29	9: 45 AM Grade 2 First Reconciliation
21-25	Thanksgiving Vacation	April	
28	Classes Resume	5	11:00 AM Gr. 8 The Living Stations Noon Dismissal / No Daycare Available
28-30	Noon Dismissal 1:00 Parent/Teacher Conferences Begin	6	Holy Thursday - No School
December		7	Good Friday - No School
2	SJS Spirit Wear Day / Noon Dismissal 6:30 PM JH Dance	10-14	Easter Vacation
8	8:30 AM School Mass (Immaculate Conception Mass)	17	Classes Resume
15	7:00 PM Christmas Program	19	Grade 2 Sacrament Retreat
16	Green/Red/Christmas Sweater Wear	21	Crazy Hair, Hat, Sock Day
	12:00 PM Dismissal / No Daycare Available	28	Mother/Special Person & Son Bingo Night
19-29	Christmas Vacation		

Auction Night Date TBA

ALL DATES ARE SUBJECT TO CHANGE

May		June	
1-5	STAR Reading Testing	2	Summer Games
5	SJS Spirit Wear Dress / Noon Dismissal		
6	2:00 PM First Holy Communion Mass	5	Grade 8 Disneyland Trip 7:00 PM End of the Year Parent Meeting
8-12	STAR Math Testing		
12	Father/Special Person & Daughter Dance	8	12:00 PM Dismissal for Grades 7 & 8 ONLY 5:00 PM Graduation Dinner/Awards/Dance
16-20	Gr. 8 Washington DC Trip		
17	Grade 5 Walkthrough the Revolution	9	5:00 PM Graduation Mass and Ceremony
	Grade 6 Walkthrough the Ancient World	13	LAST DAY OF SCHOOL!
18	11:30 AM In-N-Out Burger Lunch		10:00 AM Dismissal / No Daycare Available
19	May Crowning - Time TBA		
22-26	Grade 8 Washington DC Trip		
29	Memorial Day - No School		

Live Calendars (NEW!)

You can access our upcoming events on our online calendar! You can access these on our website, our school app and your family portal. Any changes to important dates will always be reflected here. By scanning the bar codes below you can view them, as well as add them to your mobile device by clicking button at the bottom right of the screen.



Annual School Calendar



Athletics Calendar

If your child will be participating in the PAL Athletics League, you can see the practice and game schedule by scanning below.



2022-23 SUPPLY LIST

Transitional Kindergarten (Label items as indicated)

2 Package of Baby Wipes	2 Large Container of Disinfecting Wipes
3 8 oz. Bottle of Hand Sanitizer	1 Box Quart & 1 Box Gallon Ziploc Bags
1 Plastic Red Folder with Pockets (labeled)	2 Boxes Kleenex
1 Large School Size Backpack (no rolling wheels)	1 Ream of Colored Copy Paper
1 Ream of White Paper	4 Expo Dry Erase Markers
1 Kids Scissors	2 Paper Towel Rolls

Kindergarten (Label items as indicated)

2 Crayola Mini Twistables Crayons – 24 Count (Label)	1 Primary K-2 Journal - Top Half Blank, Bottom Half Primary Ruled Lines (Label)
1 Crayola Multicultural Crayons – 8 Count (Label)	Boys: 1 Ream of White Copy Paper
4 Expo Black Dry Erase Markers – Fine Tip	Girls: 1 Pack of Bright Colored Paper Assorted
1 Pink Eraser	1 Kids Headphones (Label)
6 Elmer's Glue Sticks - White	1 Plastic Pencil Box (Label Bottom)
1 Kids Scissors – Blunt Tip	1 Backpack – No Wheels
1 3-Prong Plastic Folders with Pockets - Blue	1 Hand Sanitizer with Pump
1 Plastic Folders with Pockets – Red	1 Canister Disinfecting Wipes
6 Dixon Ticonderoga #2 Pencils	

Grade 1 (Label items as indicated)

1 – 1" Clearview 3 Ring Binder (Label)	1 Primary K-2 Journal - Top Half Blank, Bottom Half Primary Ruled Lines (Label)
2 – 3 Prong Plastic Folders with Pockets 1 Red, 1 Blue (Label)	6 White Elmers Glue Sticks - Small
2 Pink Erasers	1 Kids Scissors (Label)
2 Kleenex Boxes	1 Box of 12 Dixon Ticonderoga #2 Pencils
3 Packs of Baby Wipes	1 Box of Colored Pencils (Label)
1 Personal Headphones (Label)	2 Canisters of Disinfecting Wipes
1 Pack of Thin Markers (Label)	2 Boxes of Crayons - 24 Count Max (Label)
1 Box Set 8 Watercolors – Prang or Crayola (Label)	1 Hand Sanitizer with Pump
1 Ream of White Copy Paper	1 Crayola Multicultural Crayons 8 Count (Label)
1 Pencil Box (Label)	

Order your child's supply box by scanning here:



Grade 2 (Do not label items)

10 Small Glue Sticks	1 Box of Thin Crayola Markers
24 Sharpened No. 2 Pencils - Plain, not decorative (No mechanicals – Dixon Ticonderoga preferred)	1 12" Ruler (includes cm/mm) Non-Flex
1 Box Set 8 Watercolors – Prang or Crayola	1 Book Bag / Backpack - No wheels
3 Large Erasers (Pink Pearl)	1 Ream of White Copy Paper
1 Scissors (Sharp)	1 Small Pencil Box
2 Boxes Kleenex (Additional boxes will be requested later in the year)	3 Composition Books (1 yellow, 1 green, 1 red))
2 Boxes of Crayons (24 maximum)	4 Plastic Folders (1 red, 1 yellow, 1 blue, 1 green)
1 Box/Pack Disinfecting Wipes	2 Cloth Book Covers (1 Large & 1 Small)
3 Red Pens	1 Pack Colored Copy Paper - Astrobrights
1 3-Pack Black Sharpies	1 Box Baby Wipes
1 Pack Dry Erase Thick Markers	1 3-Pack of Thin/Thick Highlighters

Grade 3 (Label items as indicated)

10 Small Glue Sticks	1 Box of Thin Crayola Markers (Label)
2 Boxes of 12 Sharpened No. 2 Pencils – Plain, not decorative (Dixon Ticonderoga)	1 12" Ruler (Includes CM/MM) Non-Flex (Label)
5 Kids (Thick) Paper Mate Mechanical Pencils + 2 Packs of Lead (Label)	1 Box Colored Pencils - 24 Max (Label)
3 Large Pink Pearl Erasers	1 Ream White Copy Paper
1 Scissors (Sharp, label)	1 Plastic Pencil Box
2 Boxes of Kleenex (Additional boxes may be requested later in the year)	3 Composition Books (Different color covers, label)
2 Boxes of Crayons (24 Max) – 1 Twistable, 1 Classic (Label)	4 Plastic Folders (1 red, 1 yellow, 1 blue, 1 green)
2 Box/Pack of Disinfecting Wipes (Lysol or Clorox)	1 Pack of White cardstock
3 Red Pens	1 Pack Colored Copy Paper – Astrobrights
1 Set of Earbuds (Small In-Ear, label)	1 Box Baby Wipes
2 Bottles Hand Sanitizer	1 Box Set 8 Watercolors – Prang or Crayola (Label)
2 Black Sharpies & 2 Black Thin Sharpies	1 Small Personal Handheld Pencil Sharpener (Label)
2 Yellow Highlighters	1 Bookbag/Backpack (NO WHEELS)
1 Pack Lined White Paper	2 4-pack Whiteboard Expo Markers
1 Box Ziploc bags	1 Pack Index Cards

Grade 4 (Label items as indicated)

24 Sharpened No. 2 Pencils Plain,	2 Pencil Erasers
1 Package 4 Dry Erase Markers & Eraser or Sock in a Sandwich Ziploc Bag	1 Roll Paper Towels
1 Sturdy Book Bag/Backpack – No wheels	6 Erasable Blue or Black Pens
1 Small Pencil Box (Label)	5 Composition Books (Preferably different colors)
1 Ream White Copy Paper	1 Ream Colored Copy Paper (Any color)
2 Yellow Highlighters	2 Packs 100 Index Cards (white & lined on one side)
1 Small Pair of Scissors (Label)	1 Set Colored Pencils (Twistables are preferred, label)
2 Ultra-Fine Point Black Sharpie Markers	2 Containers Clorox Wipes & Baby Wipes
2 Red or Green Pens for Correcting	1 Set of Crayola Markers (Label)
2 Large & 2 Small Book Covers	1 Accordion Folder with Tab Labels (Label)
1 Watercolor Paint Set (Label)	2 Large Glue Sticks
1 Box Kleenex	1 Protractor (Label)
1 12" Ruler (Includes metric measure, label)	2 Reams of Lined Loose Leaf Paper

Grade 5 (Label items)

1 Sturdy Book Bag/Pack Back – No wheels	1 Box of Baby Wipes
24 Sharpened No. 2 Pencils (Plain, not decorative)	4 Yellow Highlighters
6 Blue/Black Pens (MUST be Erasable)	1 Soft Pencil Case
3 Composition Books	1 Ream Lined Loose Leaf Paper
1 Pair Scissors	2 Kleenex Boxes
1 Box Crayons (24 Pack)	2 Paper Towel Rolls
1 Set Crayola Markers	1 Hand Sanitizer Bottle
1 Set Colored Pencils	Book Covers (2 jumbo & 2 regular size)
2 Large Glue Sticks	4 Sturdy Folders
One 12" Ruler (Includes metric measure)	2 Reams White Copy Paper
2 Red Pens for Correcting	8 Binder Dividers
3 4" Binders	

Grades 6, 7, 8 (Label items)

1 Fine Point Black Sharpie & 1 Extra Fine Sharpie	1 (12") Ruler with Metric (cm)
1 Protractor (Math)	1 Catholic Bible – New American Standard
1 Compass (Math)	1 Binder & 1 Packet of 3 Tabbed Dividers (Math, all grades)
1 Box of #2 Pencils with Erasers (Plus 2 jumbo erasers)	1 Composition Book for Science (9.75 x 7.5)
1 Box of Blue and/or Black Erasable Pens	3 College Ruled Spiral Notebooks for Language Arts (Lit./Writing/Vocab, <u>separate</u> notebooks, not 3-subject)
1 Box of Red Pens for Correcting (or other colors)	1 Ream Computer Paper (All grades)
1 Box of Crayons or Colored Pencils	2 Packets of 3-Hole College Ruled Paper (Loose-Leaf) (Reinforced holes preferred)
2 Kleenex Boxes for Homeroom Teachers	2 Packs Graph Paper (Math)
1 Small Pencil Sharpener (with shaving catcher)	2 Packs Small Post-It Notes 2"x2"
1 Pair of Scissors	2 Packs of Small Post-It Notes 2"x2"
2 Large Glue Sticks	2 Packs Sanitizing Wipes (Homeroom)
2 Paper Towels Rolls (Science & Homeroom)	1 Hand Sanitizer Bottle
1 Pack Index Cards	1 Pack Skinny Highlighters: Pink, blue, yellow, green, orange
1 Soft Pencil Bag	2 1-Subject Rule Books (History/Religion)
2 Rolls of Blue Painter's Tape	Wired Headphones (No AirPods)

Spanish Class Grades K - 8 (Label items)

Grades K-4

- 1 Scissors
- 1 Box of Wipes
- 3 Glue Sticks
- 1 Box of Crayons
- 1 Box of Colored Pencils
- 3 Black Expo Markers
- 1 Kleenex Box

Grade 5

- 2 Sheets Colored Tissue Paper
- 2 Magazines or Clothing Catalogs

Grades 6-8

- 1 Pack College Ruled Paper
- 2 Boxes #2 Pencils
- 1 Box Colored Pencils
- 1 Box Expo Markers

Music Class Grades 3 - 8 (Label items)

- | | |
|--------------------|----------|
| 1 Composition Book | 1 Pencil |
|--------------------|----------|



FACTS FAMILY ONLINE

We have now completed our transition to **FACTS ParentsWeb!** – a private and secure parents' portal that will allow parents to see financial and academic information specific to their children while protecting their children's information from others. From this portal you can see your child's grades and attendance, manage their medical information and emergency contacts and see other important updates regarding our school.

NEW: You can now manage your tuition payments as well as incidental bills through the **FINANCIAL** button on the homepage of the ParentsWeb portal!

Here's how to access our easy-to-use **ParentsWeb**:

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgt.com and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the school's **District Code: SJCS-CA**
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. Select the **Click to Create your ParentsWeb login** link.
- Type a **User Name**, **Password**, and **Confirm** the password.

User Name/Password successfully updated.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password"/>	<input type="button" value="Save User Name and/or Password"/>

- For questions regarding payments, please contact our front office.
- For questions regarding your online account, please contact FACTS at **1-866-412-4637**

FOR YOUR OWN RECORD

Username

Password

Service Hour Expectations

- ❖ 20 service hours required at the school annually or buy-out fee of \$400.00 in place of service hours.
- ❖ All Participatory Expectations are subject to change if the program is revised during the year or for the start of a new year.
- ❖ Every person is responsible for signing in and out when volunteering at every event. In the event that you are volunteering for a 'non-event' you are responsible for filling out a "service hour slip" at the front office.

Fundraising Commitment

- ❖ Each family is required to raise a minimum of \$500 for the year
- ❖ The Fundraising Commitment Fee can be offset by participating in the fundraising opportunities offered by our school. (To be announced)

Please read our weekly newsletter for fundraising and parent service opportunities as they become available.

Commitment Tracking

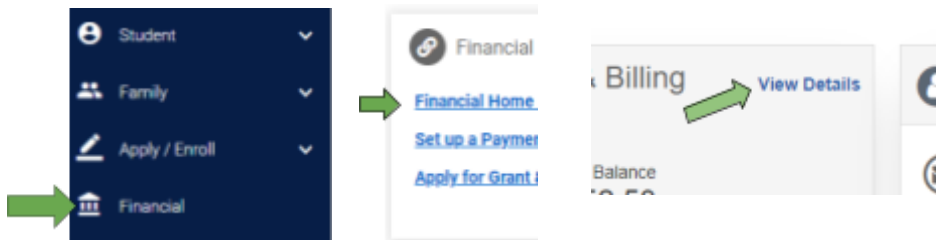
Service Hours served as well as Funds raised will only be logged and tracked by our school staff.

- ❖ **Service Hours:** Depending on the volunteer service performed, you can sign in with an event coordinator, or with a staff member to have your service credit confirmed.
- ❖ **Fundraising:** We will be tracking funds raised as it is submitted to our school office.

Commitment Billing

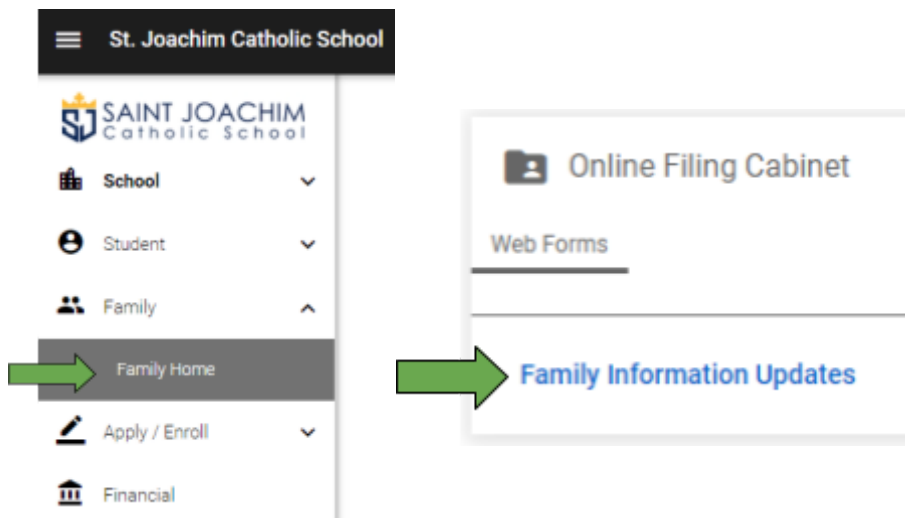
For families that have **not opted to buy out** of commitments at the beginning of the year, **commitments will be billed, but not due until May 26th, 2023**. Credits earned for these commitments will be applied towards your balance on a monthly basis throughout the year. On May 26th, 2023, only the remaining balance not covered by credits will be due. Surplus hours and fundraising credits will roll over from one cycle to another, but will reset at the end of each year.

To view current fundraising/hours balance log into your **FamilyPortal** (Updated once per month)



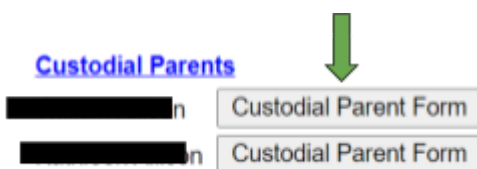
Family & Emergency Information

The FACTS Family portal will allow you to update any of your family information that we have in our records, including emergency and pick-up contacts, medical information, and the most up to date contact information. Helping us maintain this information current will allow us to better communicate important information with you, as well as better respond to emergency situations.



FAMILY DIRECTORY

A directory of our school families will be available under the **School** section of our family portal. If you and your family would like to opt out of being listed in our directory, please do so from the **Family Information Updates** form.



Parent Preferences:

Auto Email Gradebook Progress Report: ▼

Send updates on Offers

and Services: ☐ Yes ☒ No

Directory: Block Name: ☐ Yes ☒ No

Directory: Block Address: ☐ Yes ☒ No

Directory: Block Email: ☐ Yes ☒ No

Directory: Block Phone (Home): ☐ Yes ☒ No

Directory: Block Cell: ☐ Yes ☒ No

St. Joachim School Extended Care

St. Joachim's Extended Day offers a nurturing and caring environment that provides high quality before and after school care for our working parents from 7:00 a.m. to 6:00 p.m. We offer a program that assists students in completing their homework assignments and also includes supervised indoor/outdoor play. It is designed to meet the needs of children TK through 8th grade. The Extended Day Program is a privilege, not a right, and children must obey the rules, regulations and directions.



This service is available before and after regular school hours. Service is charged in 1 hour increments and begins once students are signed in, and ends when they are signed out or 7:00AM if in morning care. Flat rate options are available for students that will require the service more regularly. All extended care charges will be billed through FACTS at the end of each month due within 14 days.

Please provide your child with an after school snack if using our extended care service for that day

Plan	1 Child Rate	2 Child Rate	3 Child Rate	4 Child Rate
Morning Flat Rate	\$200	\$300	\$390	\$480
Afternoon Flat Rate	\$250	\$350	\$440	\$530
All Day Flat Rate	\$370	\$570	\$750	\$930
Drop-In	\$16/Hour Per Child			
LATE PICKUP RATE	\$5/Minute Per Child - Charged to all plan types starting at 6PM			
All students are enrolled in our Drop-In plan until registered in a Flat Rate Plan using our Extended Care Plan Change Form available through our school app or our front office				

- ❖ Children will be released only to persons listed in the emergency contacts listed in the **FACTS ParentWeb** portal in the event that Parent/ Guardians are unable to pick them up on any given day.
- ❖ The listed adults will be required to show proper identification at the time that child(ren) is(are) signed out of the program. At that point, St. Joachim School and the Extended School Extended Care Program staff relinquished all responsibility of participating child(ren).
- ❖ An **Extended Care Plan Change Form** must be completed and submitted to the front office prior to the 1st of the month for change to take effect.

Extended Care

Pick- Up and Drop Off Procedures

Due to the Coronavirus-Covid-19 –Pandemic the following Procedures Must Be Followed.

If your child/children are signed up for a monthly program and they will not be coming to Extended Day on their scheduled time you will need to call us and let us know. Temperatures will be taken when students arrive and will also be given hand sanitizer for cleaning their hands or they can wash them.

- ❖ **Check In/Out:** Parents will sign students In and Out at the Extended Care Gate. Students coming from school will be signed in by Extended Care Staff.
- ❖ **Pick Up:** Parents will need to give a pick up time to the Extended Day Center and Phone us on your arrival and we will bring your child/children to the gate to sign out. (Please note that we know there are times you might be later than your expected time. You just need to call us and let us know.) Pick- Up will be at the small black gate.
- ❖ **Pre-Authorized Pick-Up:** Only parents/Family or Friends that are listed on the students emergency card may be picked after school. If they are not listed they will not be released.
- ❖ **New Restroom Policy:** Parents may not use the Extended Care Restroom-
- ❖ **Sports and Activities off campus:** If students have any sport activities or classes after Extended Care they are not permitted to change clothes at the Extended Care center.
- ❖ **Sports Equipment:** Sport Equipment for afterschool off campus activities may not be brought to the Extended Care center.
- ❖ **Snacks and Supplies:** Must bring their own crayons-pencils-scissors-glue-tape. They should also bring an extra snack and all supplies must be kept in their own container or supply bag - And a book to read. For the safety of other students they may not share their snacks. We will still be offering snacks in the afternoon.
- ❖ **Backpacks:** Must be able to contain all of their supplies and jackets. All back packs must be closed and zipped up after taking things out. Students will need to bring a refillable bottle. They will be able to fill them.
- ❖ **Masks:** We will still be offering crafts and activities. Students will need to wear masks when indoors.

This is our procedure for now. Thank you for your cooperation during this time.

Ms. Debbie Barber

Extended Day Director

(949) 722-0164 Extended Care Center Phone

(949) 662-5594 Pick-Up Phone

SAFE ENVIRONMENT

Every school and parish in the Diocese of Orange has been mandated through the *Charter for the Protection of Children and Young People* to provide that “every volunteer and employee who works with children must receive safe environment training and go through the background screening (fingerprint) process”. According to California law, no employee or volunteer who has direct contact with children may be employed or volunteer until clearance of fingerprints has been verified. This clearance remains in effect during the time you have an association with St. Joachim School and/or another diocesan school in the Diocese of Orange.

In addition, you must complete a course online that reviews the warning signs and procedures that must be taken into account as part of the ***Charter for the Protection of Children and Young People***. Certification of when the course was completed must be provided to our front office for this course.

In order to complete the online training course:

- 1) Go to <https://orange.cmgconnect.org>
- 2) Create a new account by completing all the boxes under “Register for a New Account.” Be sure to select:
 - St. Joachim School - Costa Mesa (as your location)
 - **Volunteer** (as your role)
 - I participate as a/an:
 - ☒ **Safe Environment Training** (All volunteers must check this box)
 - ☒ **Volunteer** (Check this box only if you will be completing the separate “Driver Application”)
- 3) Click “Start Curriculum” **ONLY** for the course “**Safe Haven - It’s Up to You - Orange**”

Your main learning dashboard will show you all of the requirements and *optional* training curriculums. If you would like to apply to be an eligible driver, please pick up a driver application from the front office before completing the safe driving course.
- 4) Once training is completed, you can access your completion certificate by returning to the training dashboard and clicking ‘Download Certificate’. **Please email a copy of the certificate to Ms Davis.**

Please contact Ms. Davis for fingerprinting set up and for any questions or concerns.

Sherril Davis

School Secretary

sdavis@saintjoachimschool.org



Choicelunch works simply: fresh food delivered daily to your kids! Order using a simple online ordering system and mobile app designed for schools and parents who care deeply about food and nutrition, but don't have a lot of time to spend figuring out how to order lunch.



Visit www.choicelunch.com
or Call (855) 495-8624



REGISTER/SIGN UP

Getting started with Choicelunch is easy. Just register, set up your profile and you're ready to go.

CHOOSE LUNCHES

Browse our selection of up to 16 daily delicious entrée options during the school year, and up to 10 entrée options in the summer months. Order lunches days or weeks in advance, tailored to your child's tastes and nutritional needs.

MAKE THE FOOD

Choicelunch chefs get to work creating your lunches using healthy, fresh ingredients and kid-approved recipes.



DELIVER THE FOOD

The trucks are loaded up and sent on their way to your child's school for same-day delivery. We track them by satellites to make sure they get there on time.



CHOOSE YOUR SIDES

Kids get to choose between a great selection of healthy sides and drinks with their daily entrée.



YUM!

Happy, healthy kids = happy parents. Just repeat the process for added happiness!

Please Note: All lunches from home must be sent with students at morning drop off. NO LUNCH DROP OFF.

Standard Order Deadline:

Our full menu is available for ordering until noon 3-days in advance of the lunch service date.

This means the full menu will be available for ordering up until noon on Friday for lunch on Monday, Saturday at noon for lunch on Tuesday, and so on. We will still have last-minute ordering available up until 9 am the day before lunch service, but the late-ordering menu is limited with entrée availability on a first-come, first-served basis. All sides are available up until 9 am the day before lunch will be served.

Due to the first-come, first-served nature, and limited availability, ordering in advance of the standard ordering deadline at noon will yield a vastly better experience for your family.

NEW ORDERING DEADLINES

ORDER BY NOON	FOR DELIVERY ON
Friday	Monday
Saturday	Tuesday
Sunday	Wednesday
Monday	Thursday
Tuesday	Friday

PRO TIP: Order every Thursday evening for the entire week.



Cancellation Deadline:

To cancel any lunch for full credit you will need to cancel the lunch online before 9 am the day before. Credit will not be issued for lunches canceled after the 9 am day before the deadline.

*If you are on one of the Choicelunch meal plans and you cancel a lunch online, it can count towards one of your rollover credits. You will see the total amount of rollover credits on your next meal plan invoice.

Field Trip Cancellations:

Although we work with all of our schools to make sure that their calendar is updated with all school holidays, and minimum days, we do not know when an individual class will be taking a field trip. It is the parent’s responsibility to cancel this lunch within the cancellation deadline to receive credit for that lunch.

Sick Child Cancellation:

Sometimes unforeseen events happen and we understand children can get sick, and although we are very sympathetic to our families, by morning the lunches are packed and on their way to the schools.



Vicki Marsha Uniforms

5292 Production Drive
Huntington Beach, CA 92649
vickimarsha.com

(714) 895-6371 • contact@vickimarsha.com



SHOPPING OPTIONS

OUR STORE

Complete inventory twelve months of the year

vickimarsha.com

Fast, easy online shopping

Photographs of every item in a school catalogue

CUSTOMER SERVICE & ORDER DESK

Call VMU at (714) 895-6371

SCHOOL UNIFORM ROADSHOWS

On campus uniform visits

Contact school office for more information

REGULAR HOURS

Tuesday - Friday: 10:00 am - 5:00 pm

Saturdays: 10:00 am - 3:00 pm

Closed Sunday & Monday

EXTENDED BACK TO SCHOOL HOURS

Posted annually on our website.

We are closed most major holidays.

Call for additional information concerning holiday hours.

?AFTER HOURS QUESTIONS?

Email contact@vickimarsha.com

Monitored 7 days a week

No waiting until business hours

SHIPPING INFORMATION

- ◆ Shipping & Handling Fees:
Orders Under \$100: \$5
Orders Over \$100: Free
- ◆ Orders usually ship within 1-3 business days. *During Back to School delivery may take longer.*
- ◆ Customers are notified of partial shipments.

FOLLOW US ON SOCIAL MEDIA



[@vickimarshauniforms](https://www.instagram.com/vickimarshauniforms)

FORMS OF PAYMENT

Visa, MasterCard, American Express, Discover,
Debit, Cash, PayPal, Apple & Google Pay

RETURN & EXCHANGE POLICY

Vicki Marsha Uniforms stands by the quality of our uniforms.

Our garments are guaranteed against manufacturer's defect for 6 months.

We gladly accept the return of new merchandise, from our current uniform line, in the same condition as purchased. Items must be odor-free and have original tags.

We cannot accept any of the following:

- ◆ Washed or Worn Garments
- ◆ Altered or Hemmed Items
- ◆ Tailor-Made or Special Order Uniforms
- ◆ Outerwear with Monogramming or Emblems Attached
- ◆ Hair Accessories
- ◆ Socks not in the Original Packaging

Returns & Exchanges should be made within 6 months of purchase.

We value your business and appreciate our customer's respect for the necessity of our policies.

Revised: 9/16/2020

You can also order online! Visit
vickimarsha.com and click on **SHOP**

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 this 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 as well as local and wide area networks. Use of these devices during 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 technology is a privilege not a right. Violation of any of the provisions described in this document will result in disciplinary action.

The Diocese of Orange, Office of Faith Formation
ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS
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 or guardian shall sign an Acceptable Use Policy Agreement before gaining access to the St. 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

- a. No attempts to gain unauthorized access to accounts are permitted.
- b. Any type of vandalism or destruction is not permitted and will be strictly disciplined.
- c. 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.
- d. Users will not plagiarize any materials from the Internet or any other electronic sources.
- e. Users will not attempt to circumvent or bypass filtering systems and firewalls.

B. System Security and Personal Safety

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

C. Inappropriate Language

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

D. Inappropriate Use of System

- a. Use of programs or resources for non educational purposes is prohibited.
- b. Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited.
- c. Users will not engage in spamming or other illicit computer activities.

E. Social Media and Other Technologies

- a. The Diocese of Orange does not support or approve of the use of social media under the age required limits set by the social media terms of service.
- b. Facebook and other social media sites are not a school function. As the primary educators of their children, it is the parents' responsibility to monitor social media

and its correct use. Social media should be aligned with and reflect Catholic values in content created and posted by the individual user.

- c. Should an issue regarding posts, comments, or other social media interactions be brought to the "school name's" attention, the school may exercise its right to administer disciplinary action for those involved.

Limitation of Liability

The Diocese of Orange and St. 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 St. Joachim School specifically deny any responsibility for the accuracy or quality of information obtained through the Internet services. Further, the Diocese of Orange and St. 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 St. Joachim School network, web-based subscriptions and/or technology devices used by the students.

Violations/ Due Process

The Diocese of Orange and St. 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 St. Joachim School handbook and may include the following:

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

Search and Seizure

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

Accidental Damage, Loss/Theft of Device

St. Joachim School is not responsible for any accidental damage or loss/theft of school-owned devices once issued to individual students. Parents/Guardians are responsible for the cost of repair/replacement of the device resulting in accidental breakage or loss/theft.

- 1st Instance of Damage: 50% of the cost of repair/replacement of the device
- All additional Instances of Damage: 100% of the cost for repair/replacement
- Theft/Loss of Device: 100% of the cost for device replacement

The Diocese of Orange and St. Joachim School reserves the right to update and change the Acceptable Use Policy at any time. Your continued use of technology at St. Joachim School implies your consent to such changes.

St. Joachim Catholic School

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

Non-discriminatory policy

"Every person, as a child of God, regardless of race, condition or age has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin." (Catholic Schools Department of Education Administrative Handbook 4110)

STANDARDS FOR ALL SCHOOL WORKERS REGARDING INTERACTION WITH YOUTH

- (1) School workers must be aware of their own and others' vulnerability to appearance or perception of impropriety when working alone with youth. At all times, School workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities.
- (2) Except in an emergency or urgent circumstances involving the youth's safety, School workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).
- (3) School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent discretion and respect should be applied by School workers in order to avoid any appearance of impropriety.
- (4) Clergy and religious shall never permit a youth to stay overnight in their private accommodations or residence nor shall clergy or religious ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.
- (5) School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
(a) School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergency situations.
- (6) School workers are prohibited from taking youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.
- (7) School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed from precluding clergy and religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.
- (8) School workers will familiarize themselves with, and understand the contents of, the child abuse regulations and reporting requirements for the State of California and the diocese, and will comply with those mandates. School workers shall also complete, in a timely manner, any safe environment and/or youth protection training required of them.
- (9) School workers shall take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs. School workers shall take all necessary action to ensure that youth under their care or supervision do not have access to illegal drugs or alcohol. School workers may never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may, of course, partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.

www.rcbo.org/wp-content/uploads/Diocesan-Policy-for-Reporting-Abuse-10-2017-doc.pdf

www.rcbo.org/wp-content/uploads/Diocesan-Policy-for-Reporting-Abuse-SPAN-10-2017-doc.pdf

CAR LINE DROP-OFF AND DISMISSAL POLICY

To ensure the safety of our students and to reduce traffic incidents on residential streets, we are implementing and enforcing the drop off and pick-up procedures below.

Drivers are expected to show respect to staff/volunteers at all times. All parents and students need to follow the car line drop-off and pick-up procedures for the safety of everyone.

Drop-Off:

Students may arrive at Extended Care at 7 am or later. All students may arrive on campus between 7:45 and 8:00. There are four ways to enter campus; first, be dropped off at Extended Care; second, be dropped off via the drive-through line; third, enter through the front office; fourth, enter through the gate between Nevin Hall and Stoneman Hall. School begins promptly at 8 am. Students who arrive after 8 am must go to the office and receive a tardy slip. They will not be admitted to class without a tardy slip if they are late.

Walking/Biking Home

- Students must have permission on file to walk or bike home. Only students who live within a one mile radius of the school should be biking or walking home from school. If you live further than that and need your child to leave on foot or bike, please inform the office that your child has special permission to travel a greater distance than one mile. All addresses will be verified to ensure they meet the distance allowance..
- Bikers/Walkers will be escorted off campus by a teacher.
- Students going to Extended Care will be released from the pick-up area after all cars have gone through the carpool line.

Pick-Up / Drop-Off Car Line Directions

School dismisses at 3 pm. Students may leave school via the gate behind Nevin Hall, across from the Walnut St. Parking lot if their parents/guardians are waiting for them outside the gate. Parents/guardians must be present for students to be released from the school yard by a teacher. The carpool line begins on Esther Ave. off of Santa Ana. The gates open at 2:40 pm. Please do not arrive before that time in order to avoid traffic backing up on Santa Ana.

- With the exception of TK and Kindergarten, all students will go to the pick-up area after school. TK and Kindergarten will go to the pick-up area on Fridays along with the rest of the student body.
- Please put your name placard in the windshield area of your vehicle when going through the pick-up line.
- Once your vehicle is in the immediate pick-up area (i.e. circled around the students on the basketball courts), please park as close as possible to the car in front of you (about 5 feet), so that we can get as many cars as possible in the area at one time.
- When parked in the pick-up area, cars should not move until all students are seated safely inside their vehicle. If for some reason you don't get your child, pull into the parking lot on 20th St. We will make sure your child gets to you. Please do not stop short or block traffic while in the pick-up line.
- Students should enter the vehicle on the passenger side only. Students should not go around the cars to get in on the driver's side.
- If the gate on Esther St. is closed when you arrive, you can pick up your child at Extended Care.
- ★ Please do not block driveways on Esther St.



Faculty & Staff Directory

Mrs. Gilbert	lgilbert@saintjoachimschool.org	Principal
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TBD		Preschool
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Ms. Pena	apena@saintjoachimschool.org	Transitional Kindergarten
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Mrs. Cheng	echeng@saintjoachimschool.org	Kindergarten
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Mrs. Fry	mfry@saintjoachimschool.org	Grade 1
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Mrs. Hedderig	ehedderig@saintjoachimschool.org	Grade 2A
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Ms. Garza	ogarza@saintjoachimschool.org	Grade 2B
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Mrs. Moore	cmoore@saintjoachimschool.org	Grade 3
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Mr. Walencewicz	awalencewicz@saintjoachimschool.org	Grade 4
Mr. DuHadway	mduhadway@saintjoachimschool.org	

Mrs. Mani	jmani@saintjoachimschool.org	Grade 5
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Dr. Nolan	mnolan@saintjoachimschool.org	Grades 6-8 English/Language Arts
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Mrs. Smith	ssmith8@saintjoachimschool.org	Grades 6-8 History/Religion
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Mrs. Golden	mgolden@saintjoachimschool.org	Grades 6-8 Math
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Mr. Reyes	preyes@saintjoachimschool.org	Grades 6-8 Science
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TBD		Physical Education
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Mrs. Olague	spansih@saintjoachimschool.org	Spanish
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Ms. Geyer	mgeyer@saintjoachimschool.org	Makerspace/Technology
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Ms. Burnett	vburnett@saintjoachimschool.org	Literacy Center Curator
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Mr. Everson	aeverson@saintjoachimschool.org	Music
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Mrs. Vertiz	svertiz@saintjoachimschool.org	Counselor/Learning Support
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Mr. Hopkins	jhopkins@saintjoachimschool.org	Learning Support
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Fr. Mike Hanifin	fr.mike@stjccm.org	Pastor
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Fr. Miguel Carabez	fr.miguelangel@stjccm.org	Parochial Vicar
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Office

Mr. Pelayo	mpelayo@rcbo.org	FACTS/Tuition Manager
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Ms. Herrera	mherrera@saintjoachimschool.org	Admissions/Receptionist
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Ms. Davis	sdavis@saintjoachimschool.org	Administrative Assistant
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Office Hours
Monday - Friday
7:30am - 3:30pm

Office: (949) 574-7411
Daycare: (949) 722-0164

1964 Orange Ave,
Costa Mesa, CA 92627
saintjoachimschool.org