



Saint Joachim Catholic School

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Pastor Fr. Robert Capone
Principal Ms. Kelly Botto



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 LETTER FROM THE PRINCIPAL

Dear St. Joachim Catholic School Families,

As a member of the St. Joachim Catholic School Community, you join with other families, the administration, the faculty, and the staff in carrying out the redemptive work of Jesus Christ in our school community.

As a member of the school community, you share a commitment to live and reflect the core values that flow from our mission of educating and developing the whole child - mind and body, heart and soul.

As we approach the new academic year, **I am pleased to present to you the updated edition of the St. Joachim Parent-Student Handbook for the upcoming 2023-24 school year.** This handbook serves as a comprehensive guide to our school's policies, procedures, and expectations, and I encourage every member of our school community to carefully review its contents.

Our Parent-Student Handbook reflects the values and principles that form the foundation of St. Joachim's Catholic educational mission. **It outlines our commitment to providing a nurturing and academically rigorous environment where students can flourish spiritually, intellectually, and socially.**

Please take the time to carefully review the contents of this handbook with your child. It is crucial that both parents and students understand and adhere to our policies and expectations. The handbook is designed to foster a collaborative partnership between the school and our families, enabling us to work together effectively for the benefit of our students' holistic growth and success.

We believe that the St. Joachim Parent-Student Handbook is a valuable resource that will contribute to a positive and enriching school experience for your child. If you have any questions or require clarification on any of the information provided, please do not hesitate to contact our school office. We are here to assist you in any way we can.

Thank you for entrusting us with the education and development of your child. We look forward to another remarkable academic year filled with learning, growth, and achievements.

May God's blessings be upon you and your family.

Yours sincerely,

Ms. Kelly Botto
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.

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Administration

Pastor

Principal

Senior Leadership

Assistant Principal

Preschool Director

Upper Grade Coordinator

Business Manager

Front Office Staff

Administrative Assistant

Receptionist/Front Office

Faculty

Pre-School

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Kindergarten

Grade 1

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TK Aide

K/3 Aide

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Extended Care

Extended Care Director

Extended Care Aide

Extended Care Aide

Staff

Literacy Center Curator

Music

P.E.

Spanish

Technology/MakerSpace

Counselor/Learning Support

Learning Support Director

Custodian

Fr. Robert Capone

Kelly Botto

Edeline Cheng

Christina Sinclair

Jeff Hopkins

Matthew Pelayo

Sherril Davis

Mayra Herrera

Jennifer Luna

Alexa Pena

Edeline Cheng

Megan Fry

Cristina Coppola

Maddy Coles

Christine Moore

Tamara Copeland

Ana Roca

Jennifer Mani

Jeff Hopkins

Matthew DuHadway

Michele Golden

Alan Walencewicz

Veronica Herrera

Richard Mercado

Isabella Buonanoce

Petra Garcia

Debbie Barber

TBD

TBD

Victoria Burnett

Andrew Everson

Luke Jacobsen

Mireya Olague

Morgan Geyer

Stephanie Vertiz

Marisol Garcia

Omar Martinez

GUIDING PRINCIPLES

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

Catholic Identity

St. Joachim Catholic School strives to be a place where we encounter the living Jesus Christ – not just the values that He taught, but the person that He is. Catholic identity is integral to every aspect of our school and not simply an addition or supplement. Our Catholic identity is expressed in the daily experiences and interaction of families, students, faculty, staff, and administrators. It permeates the spirit and climate of our school. It is through daily prayer, prayer services, school liturgies, the sacraments, the integration of scripture, morals, and values in academic studies, social interaction, and service to others that St. Joachim Catholic School expresses our identity and reflects Jesus' message of love.

Code of Christian Conduct

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by St. Joachim School in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of St. Joachim School.

It shall be an expressed 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 St. Joachim School in its 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 Christian, academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel; however, they may not do so in a manner that is discourteous, scandalous, profane, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events such as extended care, athletics, field study trips, and extra and co-curricular activities.

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 students and/or parent/guardian 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 on 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.

ADMISSIONS

"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."

School Student Non-Discrimination Policy

St. Joachim Catholic School does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school administered programs, although certain athletic leagues and other programs may limit participation and some Diocese schools operate as single-sex schools.

While St. Joachim Catholic School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Admissions Requirements

Any student is welcome to apply for admission to SJCS. All applicants will be assessed for school or grade level readiness.

- Pre-K applicants must be 3 years of age by September 1.
- Transitional Kindergarten applicants must be 4 years of age by September 1.
- Kindergarten applicants must be 5 years of age by September 1.
- It is recommended that a child who is six years of age on or before September 1st may be admitted into First Grade. The Principal may determine that a child who is 6 years of age after the September 1st cut-off date, if they have successfully completed a year of Kindergarten and is assessed to be ready for First Grade.

Admissions Acceptance Priority

In the event that space in a classroom becomes limited the following priority will be followed:

1. Active members of St. Joachim parish. "Active member" means that the family worships in the parish and contributes its time, talent and financial resources to support the parish.
2. Catholics from another parish, provided active participation in their parish can be validated.
3. Families who already have children in our school.
4. St. Joachim School Alumni
5. Catholic families
6. Non-Catholic families

Probational Acceptance

Where there is a question, students may be admitted on an extended probationary basis with dates and criteria of evaluation clearly established in writing. Where possible, the criteria of evaluation will be established in consultation with the appropriate Teacher.

Parents/guardians are to be aware of the terms of the probationary admission and must be willing to cooperate with the decisions of the school. These terms are to be signed by all involved.

Documents for Admissions

- Birth Certificate
- Baptism, First Reconciliation & First Communion certificates (if applicable)
- Proof of immunizations (according to California State Law)
- Copy of last report card and/or entrance exam

Parent Obligations

- Appearance at Open House
- Support of the school standards and policies as set forth in the Parent/Student Handbook
- Financial support of the school by prompt payment of tuition and fees. (Families who are 90-days delinquent in tuition and/or fees may be asked to withdraw)
- Service hours completion

Tuition and Fees, Tuition Payment Options

Tuition is an annual fee. Annual tuition rates and acknowledgements can be found in the Financial Disclosure Agreement given to parents at the time of re-enrollment or registration.

All families are required to have an agreement set up through FACTS Tuition Management Co. for processing payment of incidental fees incurred during the school year. (In addition, FACTS Tuition Management Co. charges families directly an annual facilitation fee).

The following tuition payment options are available:

- One payment by check or cash for the annual cost of tuition paid in full, directly to St. Joachim School on or before the 1st day of school.
- One payment by Credit Card paid in full. Credit card payment requires an agreement with FACTS TuitionManagement Co.
- Monthly ACH (debit) payments via FACTS Tuition Management Co. (10 months) - Due August 20 – May 20 or August 5 – May 5 ACH (debit)

Tuition payments will **not** be accepted in the School Office.

Tuition Policies

- Families are responsible for late payment charges for all delinquent payments
- Families are responsible for all insufficient fund charges for returned checks or lack of funds for automatic debit
- Families are responsible for all FACTS fees
- If financial obligations are delinquent for more than two months, a conference will be requested and a payment plan will be put in place.
- Families with accounts delinquent for 90 days or more may but are not limited to:
 - Student(s) will be sent home until accounts are brought current
 - Student(s) will be asked to withdraw from school

- St. Joachim Catholic School reserves the right to deny readmission to any family delinquent in the payment of any tuition, fees, and fines or who has not met the service/safety requirements.
- Graduating Grade 8 students may not receive diplomas in the case of any outstanding financial or service/safety obligation and will receive SLAs/diplomas when all financial obligations are met in full.
- Families that opt not to return to St. Joachim will receive SLAs when all financial obligations are met in full.

Tuition Confidentiality

Families may only discuss financial issues of concern, with the business manager of the school or principal, rather than other parents. These matters are confidential and should not be discussed with others unless there is written consent by St. Joachim School or the Roman Catholic Diocese of Orange.

Family Fundraising Commitment

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.

Preschool Families are exempt from the Family Fundraising Commitment.

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.

Service Hour FAQ:

- Service hours are not tax deductible.
- Service hours are credited only for service performed specifically for the school. However, the school may approve of volunteer opportunities within the parish to be credited to families.
- Families are required to receive approval for service in advance, and log their service hours in the FACTS SIS database as they are performed
- Service hours are credited to the school year in which they are performed (July 1 through June 30).
- All unfulfilled service hours will be billed at the rate of \$20 per hour.
- Students graduating or transferring to another school will have SLAs held until all financial obligations are paid in full, including any unfulfilled service hours.

Volunteering

Parents as partners are a vital part of Catholic Education. Volunteering is one way to fulfill the Service Hour obligation. Contact the school office for volunteering opportunities.

To volunteer on campus or on field trips, the following must be completed:

- Fingerprinting. Forms are available in the school office.

- Safe Environment Class. Classes may be completed online, and the certificate of completion must be turned in.
- In the interest of student safety, do not bring younger siblings when you assist in the yard-duty program.
- Personal cell phone use is also prohibited while you are monitoring student safety.

Volunteer Attire

We request that parent volunteers on campus serve as role models, wearing modest attire that corresponds to the standards that we expect of our students as outlined in the relaxed dress guidelines under the Student Dress Code. This includes appropriate Mass attire.

The principal, vice principals, or pastor reserve the right to ask a volunteer to leave if their attire conflicts with the corresponding guidelines listed under our Non-Uniform Dress Code policy for students.

Parents, or any persons, who volunteer in the school, or visit for any reason, are required to sign in and wear a visitor's badge. Volunteers must be in compliance with our volunteering requirements.

Tuition Assistance

Limited tuition assistance is available for qualifying families. Application and supporting family financial information must be provided through the financial area of your FACTS Family Portal. Families can apply for tuition assistance through the application portal during the registration process.

FACTS Tuition Management Co. recommends all awards. Applications are reviewed by a financial aid committee consisting of School Administration and The Diocesan Shared Services Office. Call the school's Business Manager, with questions relating to financial aid.

Note: St. Joachim Catholic School parents are NOT part of the review or award process. All applications are kept confidential.

School Fees

- Registration Fee - Applies to all new and returning students, due as part of the enrollment packet submission.
- Curriculum Fee - Covers the expenses for Diocesan Assessment, Student Insurance, Technology, and Consumables. Drafted in full within the first 2 installment plan payments.
- Family Fee - Charged per family. Included in the Tuition Payment Plan. Drafted in full within the first 2 installment plan payments.
- First Communion Fee - Grade 2 and age-eligible transfer students payable through FACTS.
- Sports Fees - Involvement in after-school sports is optional and available to Grades 4-8; additional fees apply.
- 8th Grade Graduation - Covers expenses related to graduation activities, ceremony, and items. Payable through FACTS.

For amounts and details related to School Fees, please see the Financial Disclosure Agreement.

Field Trip Fees

Determined by Individual classrooms during the school year; additional fees apply. No refunds or credits on field trips for non-attendance.

Outdoor Education Programs are offered for students in Grades 5-8. Fees cover the cost of attendance of the program and bus transportation. Refunds or credits for non-attendance are made at the discretion of the principal. Reimbursement/credits will not be issued for students asked to leave the Outdoor Education Program early due to behavior.

St. Joachim Catholic School uses WorldStrides Educational Travel Company for the 8th Grade Washington DC trip. Families must contract with and pay WorldStrides directly to attend the trip. St. Joachim School is not responsible for costs or refunds related to the Washington DC trip.

School Device Costs

St. Joachim Catholic School is committed to providing high quality educational technology devices to all students.

Saint Joachim Catholic School agrees to loan the following:

- Chromebook (Lenovo / Asus / Samsung) and Power Supply
- GumDrop Cover/case (Chromebooks only) and/or accessories

Students who act in bad faith to damage, steal, misplace or purposely not return the equipment and/or accessories will be liable and/or the Parent/Guardian of the student will be liable to Saint Joachim Catholic School for a fine or the reasonable market value of the equipment and/or accessories as of the date of loss.

In the event the asset is not returned, Student and Parent/Guardian understand that Saint Joachim Catholic School shall report the device missing, and will be responsible for the replacement of the device.

Student Withdrawals: How it Pertains to Tuition and Fees

When a student terminates his/her attendance at St. Joachim Catholic School, all unpaid tuition, fees and other school charges become immediately due and payable before the student's records are forwarded to the new school. Tuition is not refundable for any month where a student has attended school for any day of that month.

Actions/Attitudes of Parents, Guardian or Others

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian or other family member who upbraids insults or abuses the pastor, principal, teacher or any employee of the school risks the continuation of their child in the school.

Any parent/guardian, or other person who insults or abuses the pastor, principal, teacher or any employee in the presence of other school personnel, students or parents and at a place which is on school or church premises or public sidewalks, streets, or other public ways adjacent to the school or church premises or at some other place if the principal, teacher or employee is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

Recommended Transfer Due to Parental Attitudes

Under normal circumstances, a pupil 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. Therefore, this type of parental attitude could place the continuation of the student enrolled at St. Joachim Catholic School in jeopardy. In such a case, it is imperative that the opinion of the principal regarding practical impossibility be sustained from a pastoral viewpoint by the pastor/administrator of the parish. The regulations governing recommending transfer would then be applicable.

Parents are the key link in the effectiveness of the St. Joachim Catholic School program. Jesus Christ is the model for all behaviors. Parents are expected to participate in the Sacramental life of the church, to support school/parish policies, to speak positively about the administration, teachers, other parents, and students. And to avoid promoting gossip and rumors and to bring grievances to the proper people involved. Procedures for formal grievances may be sought through the principal.

ACADEMICS

St. Joachim Catholic School offers a curriculum based on the California State Standards/Common Core Standards which provides students the opportunity for growth in the following subject areas: Religion, Science, Math, Language Arts (Literature, Reading, Spelling, Handwriting, English), Social Studies, Spanish, Physical Education.

The total curriculum is coordinated TK through Grade 8. Teachers evaluate and review curriculum areas according to Diocese guidelines and participate in the WASC/WCEA accreditation process.

Enrichment

Weekly Mass
Makerspace K-5
Technology K-5
Sports Programs
Field Trips
Student Government
Educational Assemblies
Christian Stewardship
Afterschool opportunities

Grading Key

TK & Kindergarten

S = Satisfactory

E = Emerging

Grades 1 & 2

O = Outstanding

S = Satisfactory

E = Emerging

Grades 3-8

A 95-100 C- 70-72

A- 90-94 D+ 67-69

B+ 87-89 D 63-66

B 83-86 D- 60-62

B- 80-82 F 59 and below

C+ 77-79

C 73-76

Level 2 Exceeds Grade Level Standards

Level 1 Adapted/Modified Curriculum – See ILP

Report Cards and Progress Reports

Report Cards are issued three (3) times a year at the end of each trimester. The factors considered in grading are class participation, satisfactory completion of class and homework assignments, and achievement skills in oral and written tests and projects.

Progress Reports will be sent to the parents of students with a C- or below midway through each trimester. A student may not be entitled to receive a report card for a trimester in which a student has had 19 or more days absent from school (or approximately 33% of the trimester).

Student Learning Assessments (SLA)

Student Learning Assessments (SLAs) are the tools through which teachers provide students and their parents with an evaluation of student progress and performance in academic subjects and behavior that help determine student success.

The SLAs are issued three times per school year in Grades TK-8. The Family Portal (FACTS parent portal) allows parents to monitor student progress in Grades 3-8 by visiting the password-protected website.

Student/Parent/Teacher Conferences

Parents are expected to attend the fall conference. Additional conferences are scheduled as needed. Parents are encouraged to conference with teachers throughout the school year for any reason. Parents must formally communicate concerns with the teacher with a phone call, email, or meeting prior to contacting the school administration to express concerns. For nonroutine matters, parents must schedule an after-school appointment with the teacher to ensure adequate time to resolve concerns.

Academic Probation

Students with a grade point average of less than a 2.0 GPA will be considered on academic probation. For the purpose of determining academic probation, the following academic subjects are averaged: Religion, Reading/Literature, Math, English Language Arts, Social Studies, Spanish, and Science.

Students who do not meet grade-level academic standards may be placed on academic probation as determined by the school administration. Academic deficiency is defined as a grade average below a C- (70%) in any academic subject. Academic probation status will remain in place and is reevaluated on the next progress reporting date. Any student receiving an F in Responsible Behavior on his/her SLA is automatically placed on conduct probation for one trimester. The following trimester, the student must make positive progress toward behavior goals determined in partnership with the administration, parents, and teachers.

The probation period is one trimester. During that time, students may not participate in extracurricular student activities. Parents and the student will meet with the classroom teacher(s) to discuss the terms of the academic probation contract. A student who is placed on academic probation for two consecutive trimesters may be asked to withdraw from school and or may be denied enrollment the following school year.

All students new to the school are on academic probation for the first 90 school days of attendance. They may try out for fall extracurricular activities, providing academic and conduct reports from their former school are satisfactory.

Promotion/Retention

The decision to retain a student is based on the overall welfare of the student, developmental readiness, and emotional/social factors. If the teacher determines that there is a possibility of retention or transfer for academic or behavioral reasons, the teacher will inform the principal and parents. A decision, in collaboration with the DLS team and administration, will be made to recommend remedial help,

counseling, and/or testing by the public school district. It is the responsibility of both the parents and teacher to discuss the child's progress throughout the year. After consideration of input from both the parents and the teacher, the principal will make the final decision. In the case of a pupil with significant learning or behavioral problems, it may be necessary to recognize that St. Joachim Catholic School is not equipped to meet the student's needs, and therefore, a transfer will be necessary. In all cases, the principal will make the final decision.

School Devices

St. Joachim Catholic School is committed to providing high quality educational technology devices to all students. Grades K-5 will be provided with access to a device on a daily basis. These devices will be loaned to students for use at school only. While Grades 6-8 will be loaned devices to students for use at school and home only. Like a book, Chromebooks will be checked-out to students via our library circulation system. Individual barcodes, asset tags and serial numbers are associated with each device loaned to a student. However, to avoid confusion and theft we will only provide this information upon a written request from a parent/guardian.

Refer to the Chromebook Loan agreement for further rules and regulations.

Textbooks

Student textbooks are the property of the school and are to be cared for. All textbooks must be covered and free of unnecessary markings. Students who act in bad faith to damage, steal, misplace or purposely not return the textbooks will be liable and/or the Parent/Guardian of the student will be liable to Saint Joachim Catholic School.

Practice Work

Daily take-home practice work is valuable for concept reinforcement, academic discipline, and the development of study skills. It is the student's responsibility to schedule time to complete daily practice work, gather necessary materials, and complete assignments

Time spent on practice work should be approximately 10 minutes per grade beginning in Grade 1. For example, a Grade 3 student can expect 30 minutes of practice work per night; Grade 6 students can expect 60 minutes per night.

Practice work or schoolwork missed through absence should be completed and turned in to the teacher within two days of the absence to receive credit.

Late assignment grading policies vary between classes. Contact your child's teacher for their late assignment grading policy.

Cheating Policy

Teachers will impress upon their students that they have a moral responsibility to themselves and each other not to cheat. Plagiarism (taking ideas, writings, etc. from someone else and passing them off as one's

own) and homework copying are to be placed in the same category as test cheating. The use of Artificial Intelligence (AI) programs such as ChatGPT, etc., are considered cheating unless required by and explicitly outlined within the assignment directions.

Teachers will provide a classroom environment that is not conducive to cheating. Cheating is not ignored; action will be taken that will be reflected in a lower grade. If a student is caught cheating, the teacher will take the following steps:

1. Call the parents
2. Document the incident
3. Give a grade of "0" for the test or assignment.

Chronic cheating may result in serious disciplinary action including but not limited to suspension and withdrawal

Tutoring

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend St. Joachim and be paid for such tutoring by the parents.
- St. Joachim may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises, and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Diocese Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Honors Requirements

For the purpose of determining honor roll eligibility, the following academic subjects are averaged on the GPA reflected on the SLA: Religion, Reading/Literature, Math, English Language Arts, Social Studies, Spanish and Science. A student with a grade below a B- (80%) in any core subject is not eligible for Honor Roll.

A Student must have a B- (80%) or better in behavior and overall work habits and no lower than a B- (80%) in Physical Education and other Extracurricular classes to be eligible for an award.

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

Principal's Honors

- 4.0 GPA in core academic subjects

First Honors

- 3.7 - 3.9 GPA in core academic subjects

Second Honors

- 3.2 - 3.69 GPA in core academic subjects

The GPA reflected on the SLA will be used to determine Honor Roll Eligibility. There is no rounding when calculating Honor Roll GPA.

Students receiving Ds or Fs in any subject will not be eligible even if their average grade percentage meets the honor roll minimum requirement.

8th Grade Graduation Awards

Valedictorian: Student with the highest GPA average of 7th & 8th Grade years

Salduictorian: Student with the 2nd highest GPA average of the 7th & 8th Grade years

Speeches: Valedictorian, Saldictorian, & Student Council President

Cords:

- Blue & Gold: Student Council
- White: Principal's Honors (cumulative GPA on report card)
- Gold: First Honors (cumulative GPA on report card)
- Silver: Second Honors (cumulative GPA on report card)

Additional pins and cords will be awarded for individual subject awards and extracurricular activities.

Learning Support (LS)

Although St. Joachim Catholic School strives to be inclusive, the school has limited access to resources providing special day classes. In an effort to provide support for students who demonstrate a need for diversified learning the school does offer the following:

- Differentiated classroom instruction
- Push in and pull-out support for students with Individualized Learning Plans (ILP)
- Help in navigating academic testing available through the public school system.
- Limited classroom accommodations and curriculum modifications.

Participation in Learning Support includes but is not limited to:

- Parents commit to meeting with a Learning Support teacher, classroom teacher, and Vice Principal at least once a year.
- Student has IEP with accommodations the school can adequately meet
- Classroom teacher recommends that a student is evaluated for LS due to below grade level
- LS identifies a need for evaluation through assessment data

Attendance Policies

Procedures Regarding Absences

Current home and work phone numbers must be provided in FACTS, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents are out of town, it is the parent's responsibility to inform the school as to who will assume guardianship (responsibility for the student).

Students are not released to strangers or to callers without written parental consent from the school or Extended Day.

If a student is absent, they generally may not participate in any extracurricular activities held on the same day.

Excused Absences

Excused absences are illness, medical appointments, required court appearances, educational testing, and death of an immediate relative. Absences exceeding 3 consecutive days require a doctor's note to be considered excused.

Shadowing at local high schools is reserved for Grade 8 students and will count as an excused absence, with a maximum of one shadow day per high school.

Please note that absences will be reflected in a student's overall attendance record, even when excused. Therefore, scheduling dental or medical appointments after school or during vacation periods, whenever possible, helps to avoid disruption to your child's learning.

Unexcused Absences

Unexcused absences are anything other than what is listed in the Excused Absence section.

Excessive Absences

Any student who misses 19 or more days of school during any academic trimester may receive a grade of incomplete for each subject on his/her SLA for that grading period. Any student who misses 30 or more days of school during any school year may be subject to retention in his/ her current grade. Excessive absences or tardiness may result in a conference with the administration to discuss the continuance of the child attending St. Joachim.

Make Up Work

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.) Make up work must be completed in the timeframe provided by the teacher. Make up work not returned by the designated date may not receive credit. The deadlines for "missing" or "late" work are determined by the student's teacher. Missed lessons due to any absences will not be retaught during class time.

Students in Grades 4-8 are responsible to take the initiative in asking for the work they missed while absent from school. It is the student's responsibility to obtain work and to schedule make-up tests according to the teacher's availability, before or after school. Parents of students in Grades K-1 are responsible for contacting the teacher to determine makeup work due to an absence.

Teachers are not required to provide work in advance for any absence, nor are they required to provide opportunities in class for makeup work or tests. Books and assignments for absent students may be picked up at dismissal time from the front office, when the teacher(s) are notified in a timely manner and are able to gather materials.

Students with unexcused absences may not be allowed to make up missed quizzes or tests. A truant student cannot make up missed homework, class work or tests.

Notification of Absences

Absences must be reported before 8:15am. 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.

Attendance Office Phone: 949-574-7411

Attendance Email: mherrera@saintjoachimschool.org

All absences, regardless of reason, must be cleared with a note, phone call, or by completing the form provided in the emailed/text notification that your child is absent from school. The Attendance Office will only accept notes from parents, doctors, or dentists to clear absences.

For your convenience, the Attendance Office uses an answering machine during busy times or off hours.

Include the following information in written notices and or voice messages left on the Attendance line.

- Full name of the student
- Grade
- Teacher
- Date(s) of absence
- Anticipated number of days absent
- Specific reason for absence (i.e.: fever, headache, etc.)
- Parent/guardian signature (e-signature on form)
- Parent/guardian contact phone number

COVID-19 Protocols

All parents are responsible to monitor their student(s) health to ensure they are free of ALL the COVID-19 symptoms listed below:

COVID-19 CHECKLIST

Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

Symptom Response

- If a student has any symptoms, they are to stay home.
- Regardless of vaccination status, a student should isolate when they have COVID-19. Students should also isolate if they are sick and suspect that they have COVID-19 regardless of the COVID-19 test status
- Positive test: stay home and follow the full isolation recommendations by the CDC.
- Negative test: return to school, no isolation necessary
- Non-symptomatic positive test: end isolation after 5 days, wear a mask for an additional 5 days.
- Symptomatic positive test: isolation can end after the 5th day if the student is fever free for 24 hours without fever-reducing medication and symptoms are improving. Students must wear a mask, while on school grounds, for an additional 5 days.
- Students exposed to COVID-19 should wear a mask and test on day 6. If the COVID test is negative, the student should continue to wear a mask for 4 more days. If the COVID test is positive students should isolate immediately and follow the CDC guidelines.
- Students experiencing any symptoms at school will be sent to the health room and the parent will be called to retrieve their student.

Promptly report confirmed COVID-19 cases to the school office.

Sick Child at School Protocol

In an effort to minimize absences, we ask that you do not bring your child to school if he/she is not feeling well. Parents/guardians may be called to pick up their child due to illness during the school day. Children sent home due to illness may not participate in try-outs or afterschool sports on the day they were sent home. Parents are not allowed to go directly to the classroom or Health Room to pick up the child.

Middle of the Day Absences

When a student arrives at school after 10:00am for Grades TK-K or 11:00am for Grades 1-8, the time is recorded as a half day absent. If he/she leaves any time after lunch it is recorded as a half-day absence

Leaving School Grounds

Parents sign their students out in the front office. Students returning to campus sign in at the front office.

No person under the age of 18 may pick up a student unless the following provisions are in place:

- Parents provide a written letter giving permission for the sibling or other person under 18 to pick up the student. Submit the letter to the Front Office and the Extended Day Office (if applicable).
- Provide a copy of the dated and signed letter, which is required for any provisional driver to carry, that explains the necessity, the date when driving, the date the necessity will end, and name of the insured. This requirement is mandated by the DMV.
- The sibling or other person under 18 must be listed as an individual authorized for pick-up in the school's FACTS SIS database.

In case of extreme emergency, written permission may be emailed to Sherril Davis at sdavis@saintjoachimschool.org. Emails received must come from the parent/guardian emails on file in FACTS.

Students may not leave the campus at the end of the school day and before the start of school-sponsored activity (sports/cheerleader/academic sessions) unless accompanied by an adult authorized by the school or parent/guardian. The school accepts no liability in cases of student absence or when students leave the premises if the stated policy is violated.

Tardy Policy

Students who arrive after 8:00am 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 8:00am.

If tardiness persists, the principal will contact the parents or legal guardians to correct the problem. Students who are consistently tardy may not be able to make up missed work.

Please note: Any student who is tardy in excess of 30 minutes daily for four or more days in one school year is considered truant and can be reported to the Attendance Office of the local public school district. Significant instances of tardiness may result in the student being asked to withdraw from the school.

Truancy

Truancy is defined as a student absence without prior knowledge or approval of a parent, or leaving school, or being out of bounds at school at any time while it is in session, or during extended care without the administration's approval. The administration will determine the consequences, which could include suspension or dismissal.

Student Activities

Extracurricular Activities

Decathlon, Altar Servers, Choir, Student Government, Afterschool Sports and Robotics/Coding, etc.

Any student who wishes to participate in an extracurricular activity must meet and maintain school academic and responsible citizenship eligibility requirements. Classroom teachers, moderators, and coaches are responsible for determining and monitoring eligibility.

Students in Grades 5 through 8 may participate in afterschool sports programs. Grade 5-6 students are considered the B team while Grade 7-8 students are considered the A team. Track and Field is the only

exception to this rule. Grade 1-8 students may participate in the one-day Track and Field event hosted by PAL.

Maintaining Eligibility

Students must maintain a 2.0 average, with no Ds or Fs, and a 73% average in Responsible Citizen and Personal Learning Skills in order to participate in school-sponsored co-curricular activities. The average is composed of the following academic subjects: Religion, Language Arts (Reading/Literature, English and Spelling), Math, Science, Social Studies, P.E., Art, and Spanish (when applicable).

Students who fall below the above eligibility criteria at the mid-term Progress Report or third trimester SLA lose eligibility to participate in team sports.

*Student Council Eligibility: At least a 3.0 GPA and a Responsible Citizen grade of B- (80%) or better when applying for candidacy and to remain in office if elected.

Academic Decathlon Team

The Academic Decathlon is a competition comprised of ten events for students who meet specified criteria in Grades 6-8. The events test individual knowledge of Current Events, English, Fine Art, Literature, Mathematics, Religion, Science, and Social Studies. Participating students will be asked to pay a minimal fee.

Altar Servers

Parish altar servers begin formation in Grade 4. Their commitment offers the privilege of serving at Sunday Masses. Students in Grades 6-8 earn service hours for altar serving. Ask the front office for details.

Choir

Students in Grades 3-8 are eligible to participate in choir. Practices are typically held before school. The choir performs at four Sunday Masses during the school year and at the Christmas and Spring concerts; additional opportunities may arise. Students in Grades 6-8 earn service hours for altar serving.

Student Council Eligibility

The Student Council is composed of students in Grades 6-8. Student Council is an elected position. Students run for office in May. Ask the Student Council Advisor for campaigning regulations and details.

Students in Grades 3-8 and all teachers vote in Student Council Elections. In cases of a tie, the ballot of the outgoing Student Council President will be used to determine a winner. Parents and students must respect the results of the schoolwide election. Failure to respect the election results may result in a student's disqualification from Student Council.

Tryout/Game Day Participation

To be eligible to try out or play in a game for afterschool sports teams, the student must be present in school for a minimum of four hours and also must comply with attendance, academic, and conduct expectations up to and including the day of tryouts/game.

8th Grade Graduation

Students must maintain a passing (C- 70%) grade in English Language Arts and Mathematics to graduate. Students who do not qualify for graduation due to academics, behavior incidents or parent financial and service obligations to the school (such as tuition, and fees) run the risk of not participating in any graduation activities.

Library

Students begin checking out books in Grade TK and the books become the student's responsibility to keep track of and handle with care. Books are on loan for two weeks and can be renewed for an additional two weeks.

If a book is lost or damaged, the book must be paid for and a replacement fee will be charged based on the original amount that was paid when the library acquired the title.

Parents are not allowed to check out books from the school library.

Discipline

General Behavior

Real love is demanding. I would fail in my mission if I did not clearly tell you so.

*For it was Jesus – our Jesus Himself – who said,
“You are my friends if you do what I command you” (Jn 15:14).*

*Love demands effort and a personal commitment to the will of God.
It means discipline and sacrifice, but it also means joy and human fulfillment.”
(Pope John Paul’s address at Boston, October 1979)*

Discipline in the Catholic school is an essential aspect of Christian development. It is an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To educate students to an appreciation of the importance of developing Christian values, responsibility and self-control.
- To help build a sense of community.
- To provide a classroom situation conducive to learning.

At St. Joachim Catholic School, we seek to educate and develop the whole child, providing them with the spiritual, social and behavioral habits and norms so they can achieve their God-given potential. All students should conduct themselves as ladies and gentlemen. This refers to their actions toward each other, to their language, to their dress, and to their manners. Attention is called to behavior on the playground, in the lavatories, in the corridors and hallways, in the area outside the school, in the library, in the Makerspace room, in school offices, and of course in the classrooms. In each instance in which an employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student in his/her ability to discipline him/herself.

Maintenance of Effective Discipline

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond school hours.

Effective discipline is maintained when there is:

- Constant encouragement of acceptable conduct in and outside of the classroom
- Reasonable quiet and order in the walkways
- Firm but fair treatment of all students
- Positive correction of behavior
- Consistent follow through

Student Behavior Expectations

The usual rules of common politeness are to be observed in dealing with administration, faculty, staff, and other students. Behavior that disrupts or in any way hampers class progress is unacceptable.

Classroom Behavior

- Enter the classroom and be seated promptly
- Students may not engage in any activity which prevents the teacher from teaching or another student from learning
- Students may not complete unfinished assignments during class time unless the teacher so advises
- Eating and drinking, except for water, is not allowed in the classroom without permission
- No gum chewing
- Cell phones must be turned off and given to the teacher to be stored upon their arrival to class.
- All uniform regulations will be enforced
- No disrespect, foul language or violent behavior will be tolerated
- Students are responsible for the good condition desks and of the classroom. Students are expected to treat all property with respect.
- Vandalism and graffiti will not be tolerated
- The school's policy on cheating will be consistently enforced at all times
- Articles on or near the teacher's desk are not to be touched or removed without permission
- Lockers, backpacks, and cubbies are subject to search by the teacher and administration

Recess/Lunch Behavior

- Students are expected to conduct themselves in a responsible and respectful manner in the lunch area and on the playground.
- Students are expected to eat their lunch within the first 10-15 minutes of the lunch period. Trading and sharing of food is discouraged.
- Students are responsible to keep their areas clean after eating.
- Students must be respectful to lunch/recess supervisors at all times.
- Students must treat their peers with respect at all times.
- Students must respect the regulations for the safe use of playground equipment, such as standing on slides or swings and the use of the basketball hoops.
- During play time, students may not play dangerous/aggressive games, i.e., wrestling, karate kicks, and tackle football.

A lunch area supervisor will take the following actions if he/she should encounter a student who is disruptive, disrespectful, or not following directions:

- Remove the student from a particular "play" area.
- Take other outside privileges away from the student.
- Move the student to a new lunch table.
- Isolate the student and make him/her sit out of "play-time" on the playground or outside facilities.
- Exclude the student from the lunchroom by sending him/her to the office.
- Follow the Discipline Rubric

Levels of Disciplinary Action

Each teacher creates a classroom management plan consistent with the school's philosophy and expectations for behavior. Students will be recognized for positive, appropriate behavior whenever possible.

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The principal, vice principals, and pastor reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.

Classroom discipline expectations and consequences are given at the start of the school year by the classroom teacher. When students do not meet behavior expectations, consequences will be applied as deemed appropriate to the situation.

Disciplinary Infractions

Disciplinary Infractions include but are not limited to:

- Disregard for classroom rules and/or school policies
- Violation of dress code policy
- Habitual tardies
- Lying
- Cheating/Plagiarism
- Insubordination
- Possession of morally offensive material
- Inappropriate public displays of affection
- Lack of respectful and dignified conduct at religious services
- Use of profanity or vulgarity
- Any other action not listed above considered sufficiently serious by the administration

There are 4 levels of infractions outlined on the Behavior Rubrics:

Level 1 - Minor/Non-Aggressive Behaviors

Level 2 - Non-Christian/Disrespect/Aggressive Behaviors

Level 3 - Non-Christian/Disrespect/Aggressive Behaviors

Level 4 - Severe Physical Contact/Intimidation/Harassment

Discipline Rubric

The Behavior Rubrics do not replace individual teacher's classroom management plans. It is meant to provide a framework for how behaviors will be addressed when the need arises to move beyond the classroom management plan. The goal is to help students learn from their mistakes and make positive decisions moving forward.

[K-2 Behavior Rubric](#)

[3-8 Behavior Rubric](#)

The administration reserves the right to make decisions on student behavior outside of the Behavior Rubric.

Disciplinary Probation

Disciplinary Probation is an action plan developed with the intention to more formally address repeated or severe behavioral issues. A student may be restricted from participating in school activities and privileges this includes but is not limited to field trips, school events, and activities. The principal, vice principals, and/or pastor determine the extent to which the probated student may participate in any school activity or privilege. Students may be restricted from holding and/or participating in Student Council, sports, and from any clubs and/or activities, normally for one to four weeks. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are completed.

Violation of disciplinary probation may lead to further disciplinary consequences including but not limited to withdrawal or expulsion.

Causes for disciplinary probation include but are not limited to the following:

- Truancy or "ditching"
- Excessive school policy infractions and/or repeated offenses, even of a less serious nature
- Harassment
- Any other action not listed above considered sufficiently serious by the principal, vice principal and/or pastor

Suspension

- Tuition and fees in arrears for two or more months
- Any of the reasons listed for expulsion with mitigating circumstances are adequate causes for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference and will be noted on FACTS.
- The principal, vice principals, and/or pastor shall schedule a conference with the suspended student's

parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference

- In no case will a teacher on his or her own authority suspend a student
- Any other action not listed above considered sufficiently serious by the principal, vice principals, and/or pastor.

Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral or spiritual welfare of the students.
- Continued willful disobedience.
- Use, sale or possession of narcotics.
- Use, sale, possession or distribution of any alcohol, for beverage purposes on or near school premises.
- Willful cutting, defacing or otherwise injuring in any way any property, real or personal, belonging to the school.
- Habitual truancy.
- Assault or battery, or any threat of force or violence directed towards any school personnel or student, or their property.
- Theft.
- Possession of harmful weapons or materials that can be used as weapons.
- Tuition and fees delinquent for 90 days or more

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is an immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provide a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the

principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

- When an immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall the expulsion of an eighth-grade student who has been in the school one or more years be allowed.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Reporting of Expulsions

- All expulsions, even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours.
- The attendance office of the local public school district shall be notified immediately of expulsions.
- A copy of the Cumulative Student Record should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Safety Procedures And Policies

Campus Safety & Security

SJCS is a secured, closed campus. The front door and gates are locked at all times. The school campus is monitored by secure video feed. All visitors must report to the front office upon arrival. In general, visitors are not permitted on the school campus unless a scheduled community event is planned.

Volunteers must sign the visitor's book and wear a visitor's badge at all times while on campus. Volunteers must be in compliance with our volunteering requirements.

Animals are not permitted on school/parish grounds. You are asked to leave your pets at home when dropping off and picking up students.

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. The school is not legally required to notify the parents about making a report.

Harassment, Bullying and Hazing Policy

St. Joachim is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including the dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, disciplinary action may include suspension or dismissal.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

Verbal Harassment

- Derogatory comments and jokes; threatening words spoken to another person
- Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos Note: Visual Harassment can be communicated in person, on hard copy, or electronically (including on social media)

Physical Harassment

- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movement, any intimidating interference with normal work or movement

Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyberbullying

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include, but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites.
- Using someone else's username to spread rumors or lies about another person.

Hazing

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

NOTE: Substantiated inappropriate conduct such as harassment, bullying or hazing outside the school environment may also serve as grounds for consequences, as students of St. Joachim Catholic School are expected to conform to Christian principles both on and off campus

Harassment/Bullying Complaint Procedure

Students, parents, employees, or volunteers who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If a student, parent, employee, or volunteer is unable to address their concerns directly with the person, they should direct their complaint to parents, teacher, school counselor, or principal. The designee receiving the complaint will follow the school disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and diocesan requirements. Any investigation will be conducted in a confidential manner.

The following is helpful when reporting Harassment, Bullying, or Hazing

- A log of occurrences citing date, time, and witnesses
- Screenshots or video of cyber-related incidents
- Voice/Text messages

Grievance Process

There are times when misunderstandings occur between parents and school personnel, or times when a procedure or a policy needs clarification. The following are the steps for addressing concerns:

- If the concern involves school personnel, the parents are to arrange a meeting to discuss their concerns. The results of that meeting are to be in writing with all parties signing. If there is no resolution, the parents are to call the principal or vice principal and arrange a time for everyone to meet. The parents should provide a copy of the results of the first meeting. The express purpose of this meeting is to bring about a resolution. Again, notes should be taken, with all parties present signing and copies distributed.
- If no resolution is reached, the parents are to call the Pastor and arrange for a meeting with all parties present. The purpose of this meeting is to resolve the situation. The results of this meeting are to be in writing with all parties signing, and copies distributed.
- If no resolution can be reached, the parents are to write a letter to the Superintendent of Catholic Schools, briefly stating the problem and providing copies of all written documents from the meetings held. The Superintendent will review all documentation and decide on a course of action after consultation with the Pastor and Principal.
- In such disputes, we protect our right to interpret school rules and guidelines fairly, based on truth and justice. The goal is the child's well-being and a provision of an optimal learning environment.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, vice principals, teacher, or any staff member. The principal or vice principals will notify the appropriate authorities including, but not limited to, police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the appropriate authorities arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat towards the safety of others and/or the school will be suspended until the investigation by the police and school has been completed.

The decision to readmit a student who has made a threat will be made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified, and these actions may result in suspension or removal of a student from school.

In cases of self-harm, the school will keep the student under direct supervision while the parents are notified and next steps are taken. The school will work with the parents and appropriate health/psychological personnel to develop a plan for the child's mental well being.

School Searches

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Every student is subject to the Diocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral. In the event that any items belonging to a student are confiscated, the school official should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

School Lockers

Lockers are the property of the school and their use is a privilege granted to the student by the school (and a privilege which can be revoked at any time, either for an individual or for an entire class). It is the proper function of school authorities to inspect lockers at their own discretion. Students may not change lockers or use another student's locker without expressed permission of the administration. Lockers must always be neat and in a usable condition. Stickers and decals are not permitted on or in the lockers. Students are held responsible for all damages and defacing of their assigned lockers. No unauthorized locks are permitted on school lockers.

Students receive the following guidelines when they receive their lockers and must adhere to these guidelines at all times:

All junior high students will be issued a locker and a combination lock. Lockers are issued to students as a convenience by the school. Lockers are subject to inspection at any time. It is very important for parents to realize that the lockers are attached to the outside structure of the hall and are vulnerable, especially outside the school day hours and on weekends. Because of their location, we are sorry that

the school cannot be responsible for damaged or stolen property contained in these lockers. When books are issued, they become the responsibility of the students and parents. We encourage students to take books home on weekends and particularly over long holidays.

Locker Rules

- a. The locker is for student use only.
- b. Stickers, contact paper, paint, wallpaper, deodorizing stick-ums, etc. are not permitted in lockers
- c. Sharing lockers is not permitted.
- d. Sharing combinations is not permitted.
- e. Items not allowed on campus are not permitted in lockers
- f. All students are responsible for items left in lockers over weekends and holidays.
- g. Decorating the exterior of any locker is not permitted except for decorating for birthdays.
- h. Loitering is not allowed in the locker area.
- i. Access to lockers is permitted before school, at morning recess, and after school.

Confiscation of Student Property

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way which distracts from the learning process. Student property may also be confiscated if it contains graffiti, stickers, drawings, pictures, etc. that reflect a morality in conflict with the Catholic philosophy of the school. Parents must make arrangements to pick up confiscated items from the principal. Students are responsible for replacing any confiscated class materials at their own expense.

Student Picture Taking/Video Recording

For the privacy and protection of all children, pictures or video recordings may only be taken at a school campus with students present with the permission/authorization of the school administration. Certain school events may also be restricted at the discretion of the administration.

All parents/guardians must complete the school publication release form included in the enrollment packet on FACTS. Parents are given the option NOT to allow the use of their child's photo (however, this prohibition is all-inclusive, including the yearbook, etc.)

Representing the School to the Media

The rector is responsible for representing the school to the media and parents/guardians or students agree not to represent the school to the media in their capacity as members of the school community or in any other official capacity without his prior knowledge and consent. No parent/guardian or student may at anytime speak to the media about controversial issues regarding the school, its students or its internal affairs. This policy is designed to protect the school and individuals in the school from litigation as well as ensuring the privacy and confidentiality of persons involved in controversial issues.

Student Insurance

The Student Accident Insurance Program is available for all students while attending school or school-sponsored activities, while being transported to and from school or a school-sponsored activity. Upon a student injury, the school will provide the family with a claim form that outlines and details the process for filing a claim through the school's insurance.

Expectations on School Grounds/Morning Arrival/Lunch/Dismissal

Parking & Drop Off

Parents must park in the Walnut street parking lot or on Orange Ave. **The Walnut Street parking lot is for PARKING only.** For everyone's safety, student drop off or pick up is not permitted in the Walnut Street Parking lot or on Orange Ave. Parents must walk their child on to campus should they utilize the Walnut Street Parking Lot. Do not park in the 20th street parking lot for arrival or dismissal.

Parents must utilize the carline for all drop offs and pickups.

Morning Arrival

- Student arrival begins at 7:45am. Students dropped off between 7:00-7:45am must go to the Daycare Building where they will be checked-in to Extended Care. Students may not be dropped off earlier than 7:00am
- Students must be escorted by an adult in any areas where cars may be moving.
- Student cell phones are to be turned off and stowed upon arrival on campus. Cell phone use after arrival and before leaving campus is prohibited.
- Bicycles/skateboards/scooters/rollerblades need to enter through the "walkers" gate by the Walnut Street parking lot.
- Play areas are off limits to all during arrival.
- School begins promptly at 8:00am
- Preschool parents must sign their child in at the classroom.

Lunch

Students must sit at the lunch tables while eating. Students must remain at the tables for 15 minutes at lunchtime. Yard duty will inform students when they can leave the tables. Parents may not pass lunches to their children through the gate - all lunches delivered must be through the school office.

Dismissal and Afterschool Procedures

PS-K Dismissal

- Dismissal Begins at 1:30pm
- Parents must pick up their child from the courtyard area in front of the school office.

Grades 1-8 Dismissal

- Student dismissal begins at 3:00pm for Grades 1-8
- Parking: Parents park and pick up students from the gates next to the school office or Nevin Hall. Parents must park in the Walnut street parking lot or on Orange Ave.

- Carline: Parents may enter the carline at the gate off of Westminster Ave. Gates will open approximately 5-10 minutes before the end of the school day. Parents will carefully and slowly drive on to the campus forming a horseshoe around the basketball courts. Once stopped, cars are to be placed in park until their child is released to walk to their vehicle. Students are not permitted to get into their vehicle while cars are still moving.
- Walkers, bicycle riders, and those participating in afterschool activities such as sports are to remain in their class until 3:00pm. At that time, they may proceed to the designated release area.
 - “Walkers” & “Bikers” are those students who walk or bike to another destination off campus
 - “Walker” students may not be picked up by cars waiting on or near Orange Ave.
- Students are not permitted to loiter on the school sidewalk or grass areas while waiting for parents to pick them up.
- At approximately 3:10-3:15pm, students will be checked into Daycare.

Emergency/Disaster Procedures

In the event of an emergency/disaster, the faculty of St. Joachim Catholic School is prepared to care for the students. Detailed procedures in the event of an emergency/disaster are part of the professional development for all faculty and staff. Please understand that at all times, all children will be properly supervised. Children will remain at school under our supervision until his/her parent or designated person arrives and signs the child’s emergency card. Emergency data is on file in the school office. It is very important that parents cooperate with the school in this regard.

Very important: Please inform the school office in writing of any changes to the emergency forms and update emergency contact information on FACTS. It is the responsibility of the parents/guardians to inform the school of any changes in emergency information.

In the event of an emergency/disaster, parents will be notified of the procedures for picking up your child through email communication via FACTS. The school will follow the guidance of local law and fire authorities for student pick up. Parents are NOT to come to the school campus during an emergency until permitted. This is for everyone’s safety.

In the event of a power outage, remain calm; your children are safe with us. Please do not call, the school phone lines run on electricity. In the event of a power outage, we will contact you via cell phone. Also, please do not come to the school during a power outage. This will only add to the confusion and added traffic will create a safety hazard for you. Students will be released at normal dismissal time unless otherwise determined by the administration.

Before and Afterschool Care

Before School Care is provided for Preschool-8th Grade from 7:00-7:45am. Afterschool care is available Monday through Thursday from 3:00-6:00pm and Friday from 1:45-6:00pm for a fee. Afterschool care is provided to PS, TK, & K from 1:45-6:00pm. Please contact the school office for extended care rates. Children left unattended on school grounds after 3:00pm will be brought to Extended Day Center and parents will be billed for Extended Day service.

Dress Code

Philosophy

A dress code is preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. St. Joachim considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness, and commonly accepted norms of good taste. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance is also widely recognized by educators in both private and public schools as a means of providing a safer learning environment.

General Guidelines

- A good rule of thumb in any doubtful situation is: “avoid all extremes.”
- All clothing will be clean, neat, modest and in good taste.
- Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
- All students out of uniform are in violation of the code.
- The principal and vice principal reserve the right to request a student to change attire.
- Students in violation of the dress code may be held in the office until parents are notified.
- Parent notes will not excuse appearance/dress code violations.
- The administration is the final interpreter of the dress code.
- Admission to school or class may be denied because of dress code violations.
- Any alteration of the uniform is grounds for disciplinary action.
- The principal, vice principals and/or pastor reserves the right to regulate against unbecoming fads or fashions.

Approved Uniform Provider

Vicki Marsha Uniform Company
5292 Production Drive
Huntington Beach, CA 92649 714-895-6371
<https://vickimarsha.com/store/forms.php>

Acceptable uniform items are items purchased through Vicki Marsha. Uniform items not purchased through Vicki Marsha are considered out-of-uniform attire and may result in a student being sent home to change or a parent bringing the approved uniform to school.

Preschool

- Girls: Peter Pan Dress with School Logo worn with modesty shorts
- Boys: Classic Mesh Polo with school logo worn with Lil’ Kids Pull-On Pants or Shorts
- Students may also wear St. Joachim Uniform Sweater, Sweatshirts, or Jackets
- Shoes must be velcro tennis shoes

Girls Uniform (Daily Wear):

Blouses	TK-5: SJ round collar 6-8: SJ oxford blouse or midy with sailor collar
Polo Shirts	TK-5: SJ mesh - white 6-8: SJ mesh - white, green, or yellow SJ Aloha mesh (Grade 8, only on Fridays) <i>DiFit Polos will be available for purchase once mesh fabric polos run out.</i>
Jumpers (TK-5)	Bib top with 2-pleat skirt - plaid 83
Skirts (6-8)	2-pleat - plaid 83 <ul style="list-style-type: none"> ● No rolling skirts or skorts at the waist. ● No skirts or skorts above the knee.
Modesty Shorts	Navy (must 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.

Boys Uniform TK-8th Grade

Dress Shirts	SJ oxford
Polo Shirts	SJ classic mesh - white, green, or yellow SJ Aloha mesh (Grade 8, only on Fridays) <i>DiFit Polos will be available for purchase once mesh fabric polos run out.</i>
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 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).

Mass Uniform Dress

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

Boys (TK-8)	SJ oxford shirt, striped tie, navy pants with belt, SJ V-neck pullover or sweater vest
Girls (TK-5)	SJ round collar blouse, plaid jumper, navy SJ cardigan (ties not allowed)
Girls (6-8)	SJ oxford with crossover tie or middie blouse with middie 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 including volleyball-style shorts with the SJS logo.

Outerwear

Sweatshirts	SJ crew neck
Sweaters	Boys: SJ V-neck pullover or vest Girls (TK-5): SJ cardigan Girls (6-8): SJ cardigan or V-neck pullover
Jackets	SJ hooded, polar fleece, or track jacket with school logo On rainy days, students may wear any kind of rain gear, jackets, or raincoats over their regular uniform when outside. When inside the classroom, students are expected to adhere to the general uniform policies for sweatshirts & sweaters.

General Dress Code Policies

- **Belts** are required for grades 1-8 and must be solid black, brown, or navy blue.
- **Shoes** Predominantly solid white, black or navy athletic shoes with properly tied black or white laces or Velcro fasteners. Girls may also wear black non-canvas dress shoes (oxfords, Mary Janes, black & white saddle shoes) on non-PE days. Boys may also wear black non-canvas dress oxford shoes with laces or Velcro closures ; shoes must be fastened securely to the feet. Slip-ons okay.
- **Socks and Tights:** Socks must be solid white crew or knee socks; logos are not permitted. Tights must be solid color navy, black or white tights (no leggings or tights with patterns) may be worn during cold weather.
- **Outerwear** such as sweatshirts, fleece, and rain jackets must be purchased through Vicki Marsha and have the school logo.
- **Masks** are an optional accessory unless otherwise stated. Masking mandates will be followed when deemed necessary by the Department of Catholic Schools and the OC Health Department.

Non-Uniform Dress

Casual Dress Days

Canvas and tennis shoes, sweatshirts, sweat jackets, appropriate length shorts, jeans, clean and neat shirts with appropriate logos, wording, etc. and other denim clothing are allowed. Leggings must be worn with a dress or tunic length top that covers the behind. Shorts must be modest (no shorter than a 4" inseam)

Skin tight or oversized clothing, halter tops or spaghetti straps, bare midriffs (shirts must touch pants at all times), low-cut or backless dresses or tops, mini-skirts, dresses, yoga pants or skirts with excessive slits or other immodest clothing is unacceptable. No flip-flops or hats. Any logos must be respectful of St. Joachim.

Catholic School's philosophy – no profanity, drug/alcohol references, etc. All clothing must be neat, clean, and free of holes. Failure to comply with these guidelines may result in further disciplinary action.

Spirit Day Dress Code

- Shirts must be official St. Joachim spirit shirts. PE shirts are not considered spirit wear.
- Blue jean pants or uniform bottoms (no shorts, no leggings, no capris, etc., no writing, holes, or baggy jeans allowed). Blue jean shorts are permitted, but must be modest and meet the casual dress code requirements.
- Shoes should fit the general uniform requirements (Tennis or athletic shoes predominantly white, black, or navy)
- Official St. Joachim Hats may be worn outside only

Questions – Ask the principal, vice principal, or office.

Formal Non-Uniform Mass Attire

Non-uniform Mass Attire must be modest, fitting, free of holes and should follow the below guidelines:

- No skin-tight or over-sized clothing
- No halter tops, spaghetti straps or strapless tops (sweaters to cover bare shoulders are not acceptable)
- No bare midriffs
- No low-cut or backless dresses or tops
- Skirts and dresses may not be shorter than three (3) inches from the floor when kneeling down.
- Dresses/skirts with excessive slits or other immodest clothing are unacceptable
- No flip-flops, open-toed shoes or heels over 1 inch in height
- No hats

Backpacks

Backpacks must remain in good condition. Any logos must be respectful of St. Joachim Catholic School's philosophy – no profanity, drug/alcohol references, etc. Backpacks must be able to be hung on hooks or stored in a student locker.

Grooming Guidelines

The following grooming guidelines apply to St. Joachim Catholic school students during school hours, extracurricular activities, and any other time students are representing St. Joachim Catholic School.

- Dyed or colored hair (including rinsed) is not permitted
- Boys' hair is to be neatly styled and kept moderate (above the collar, ears, and eyebrows)
- Hair may not interfere with the student's vision.
- The hair must not be excessive in length and the sides must be evenly tapered.
- Students are not allowed to shave their heads
- Accommodations for cultural, ethnic, or religious hair styles or pieces can be made at the discretion of the administration.
- Exaggerated hairstyles (e.g. ducktails, faux hawks, shaved sides, exaggerated spikes, unkempt or ungroomed) are not permitted.
- 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.), party glitter or extensions are not permitted.
- Makeup is prohibited. Non-tinted chapstick is permitted. Lip plumpers or fillers are not allowed. Lash extensions are not allowed
- Excessive jewelry such as large hoop earrings, plugs, ear stretchers, spiked rings and bracelets are prohibited
- Girls may wear clear nail polish on natural fingernails. No acrylic nails or colored nail polish.
- Girls may wear no more than one earring per ear. Earrings may not extend beyond the earlobes.
- Boys are not permitted to wear any ear accessories, nail polish, or any type of make-up
- No tattoos of any kind or pierced rings/studs on any other part of the body.
- Writing/drawing on hands, arms, legs, and/or face is not permitted, and the student will be required to wash it off.
- Bandanas and kerchiefs are prohibited
- One item of small Christian emblem jewelry and one watch (no Smartwatches allowed)

Grooming incidents may arise. Please note, the school reserves the right to determine what is considered appropriate for our educational setting above and beyond the items listed above.

Electronic Usage Policy

Guidelines for use of computers or personal electronic communication devices

We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communication among students outside of school or in school using personal electronic devices may be subject to disciplinary action.

Students may not:

- Threaten the safety or reputation of the school, its staff or students.

- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent's name, work address, photos, email addresses, cell phone numbers, etc.
- Use of obscene defamatory, disruptive language toward or about any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers or students.
- Send comments, text, DMs or images to school personnel, teachers or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs or physical handicap.
- Damage, alter, disrupt or gain unauthorized access to the school computers or school systems: e.g., use another person's password, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's systems or jeopardize the security of the school's electronic communications systems.

Consequences for violating any of the above guidelines:

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies as appropriate

Radios, electronic games, CD players, iPods, earbuds, smartwatches including but not limited to Apple, Fitbits, e-readers, and other electronic devices may not be used on the school grounds.

Cell Phone Policy

In general, students are not permitted to use cell phones during the school day or at extended care.

- Cell phones are to stay off between the hours of 8:00am - 3:00pm.
- TK-5 must store their cell phones in their backpack or in a location designated by their teacher.
- 6-8 Grade students are required to turn their cell phones into their teacher upon arrival to school.
- If students need to reach out to parents because they feel ill, students must follow the proper protocol and request to be sent to the office. The office staff will call home if necessary.
- Students are not to text or email parents during the day if they feel ill, need school supplies/Chromebooks/projects/homework, lunch, or to confirm pick up after school.
- If a student is not picked up by 3:00pm, they will be sent to Extended Day, and calls will be made by Extended Day staff.
- Confiscated Cell phones will be turned into the office and released to a parent/guardian only.

Allowance of cell phone use by students may be permitted in certain circumstances; guidelines and expectations will be communicated with parents.

Parent Online Conduct As It Pertains to School Personnel:

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if the issue is not resolved, then contact the principal, pastor, and the Diocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel, or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

General School Policies

Confiscation of Student Property

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way that distracts from the learning process.

All electronic devices, including but not limited to: cell phones, cameras, earbuds, iPads, smart watches, etc., hats, book bags or notebooks with writing on them and clothing items in violation of dress code will be confiscated by the principal and/or vice principal and held for the remainder of the day. Parents may retrieve these items after school.

Any item not retrieved by the end of the year may be given away to charity.

The following items will be confiscated by the principal, vice principals and/or teachers and disposed of: matches, markers, water guns, pornography, firecrackers, alcohol, fake weapons, laser scopes, and illegal substances and weapons. (The latter three may be given to the police.)

Stolen Property

The school is not responsible for stolen or lost property.

Animals on Campus

Animals are not permitted on St. Joachim's campus grounds. The Blessings of the Animals, if scheduled, is the only exception.

Bicycle/Skateboard/Scooter/Rollerblade Use

Students in Grades 6-8 may ride their bikes to school. Bicycle racks are provided; bikes should be locked up securely. Bike riders will be dismissed at 3:00pm (12:00pm or 1:30pm on early dismissal days). Students may enter and exit the school grounds through the Walkers' Gate next to Nevin Hall where they will find bicycle racks available. Bike riders use the crosswalks outlined in the walker instructions. Charging of electric bikes is not permitted.

The school accepts no liability for bicycle damage, theft or injury.

Skateboards, scooters, rolling shoes, or roller skates/blades are not permitted to be used on school grounds at any time.

Child Abuse Reporting Obligation

All St. Joachim employees and volunteers are considered Mandated Reporters and are required by law to report suspected or confirmed cases of child abuse and neglect.

Child Custody

The school should be promptly informed, in writing, of any changes in child custody. The school is required to ask for legal verification of these arrangements.

Field Study Trips

- Field trips are educational in nature.
- School procedures require all paperwork and permission slips to be completed and submitted by a guardian at least one week prior to a field trip. Oral permission will not suffice for any school-sponsored outing.
- Chaperones for Field Study Trips must be at least 25 years of age, submit a completed Adult Waiver and Release form, and have fingerprinting clearance and proof of Safe Environment training on file at least one week prior to the field study trip.
- Fees for bus transportation and/or other expenses will not be refunded if a student is absent on the day of the trip.
- Only children enrolled in St. Joachim Catholic School may go on scheduled class outings. Younger or older siblings may not attend SJS class field trips. Parents may not chaperone or attend field trips with their children unless specifically invited to chaperone.
- Any student exhibiting inappropriate conduct may be restricted from future field trips.
- Extended stay field trips include but are not limited to a 6-8 grade outdoor science camps, and grade 8 field study trip to Washington, DC.

Field study trips are a privilege, and they are not guaranteed to be offered every school year or to every student.

Lost and Found

Items susceptible to loss should be permanently labeled with the student's name. Lost articles are sent to the office. Attempts will be made to return items labeled with a student name. Unclaimed items are given to the Used Uniform Sale or donated.

Lunch/Snacks/Allergies

It is essential to academic and physical growth that your child comes to school daily with an adequate, nutritious snack and lunch daily. Send age-appropriate portions packed in easy to access disposable containers. If your child forgets lunch he/she can obtain an emergency lunch. It is the school's policy that no child will go hungry because of a forgotten lunch.

If your child has any food allergies, please instruct your child to be proactive in avoiding foodstuffs that might be dangerous. Please let teachers, the Office Staff and Extended Day Director know in writing of any food allergies your child has.

A private vendor provides the school lunch program Monday through Friday, except 12PM dismissal days. Do not send your lunch order to the school; order from the company website: www.choicelunch.com.

Medication

Aspirin and other medications will not be furnished to any student by the Office or any staff personnel. If students are required to take prescribed medication during school hours, parents must deliver the medication to the Office in original containers, accompanied by a consent form obtained from the school Office and signed by the child's physician and parent, providing details regarding the amount, method, and time schedule medications are to be administered. Medicine must be kept in the Office.

No medication may be kept in classrooms unless permission has been obtained from the administration. For further details regarding medications, please contact the School Office.

Birthday Celebration Policy

All class parties and treats must be pre-approved by the classroom teacher.

Invitations to parties, birthdays, or activities are not to be distributed at school unless all students in the class are invited.

Parties Outside of School

We encourage parents to use good judgment in conducting parties outside of school time. Although these parties are the responsibility of parents, such parties can cause great difficulties for the school. Distractions from the learning environment and the social difficulties that impact student behavior appear to be the areas most affected by these activities. The "carry over" effect has a way of distracting from the main focus of school, which is learning. Parents need to be mindful of the positive and negative features of outside-of-school parties.

Public Displays of Affection (PDA)

The school community must be inclusive of ALL people. Public displays of affection (hugging, kissing, cuddling, sitting on laps, etc.) prohibits others from being included in a deeper relationship with God through you. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees, including health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A noncustodial parent without visitation rights has no right of access to records of any kind.

Guidelines For Adults Interacting With Minors

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Diocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.

- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Diocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Diocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Administrative Clause

Policies in this handbook are subject to change throughout the school year. Changes will be sent to parents in an addendum and must be adhered to immediately.



Parent Student Handbook Acceptance Agreement

Our family has received and read the St. Joachim Catholic School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfilling our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Student's Name _____ Grade _____

Student's Name _____ Grade _____

Student's Name _____ Grade _____

Student's Name _____ Grade _____

**Please return this signed form promptly to the School Office.
This form will be placed in the student's permanent files**