

ST. JUSTIN MARTYR SCHOOL

PASSING THE TORCH OF CATHOLIC
LEARNING, LEADING, AND SERVING



PARENT-STUDENT HANDBOOK 2017-2018

ST. JUSTIN MARTYR SCHOOL

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GRADES TK-8

ACCREDITATION BY

THE WESTERN CATHOLIC EDUCATIONAL ASSOCIATION

AND

THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

Dear Parents,

The purpose of this handbook is to acquaint you and your children with the policies and regulations of St. Justin Martyr Parish School.

We, as a faculty, rely on your cooperation and assistance in providing your children with a quality Catholic education. It is only through our mutual understanding and support that we can achieve this ultimate goal.

We invite each of you to share in our dedicated efforts to build a community of faith at St. Justin's, where love and concern for one another are always present, and where students are able to develop educated minds and characters which reflect Christ in all of their relationships with others.

The Administration, Faculty, and Staff

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ST. JUSTIN MARTYR SCHOOL SONG

SCHOOL PERSONNEL

Pastor
Principal

Rev. Father Joseph Robillard
Mrs. Janet Balsis

FACULTY

<u>Grade</u>	<u>Room</u>	<u>Teacher</u>
Transitional Kindergarten	8	Ms. Kelsey Herrera
Kindergarten	7	Ms. Jourdan McMillen
First Grade	5	Mrs. Kelly Rabago
Second Grade	3	Ms. Haley Parent
Third Grade	4	Ms. Kathleen Ellis
Fourth Grade	2	Ms. Magaly Moran
Fifth Grade	13	Mrs. Jane St. Paul
Sixth Grade	14	Ms. Kimberly Ta
Seventh Grade	16	Ms. Francis Karczewski
Eighth Grade	15	Ms. Renee Faecke
Music	9	Mrs. Antoinette Miraflor
Physical Education		America On Track
Resource Teacher		Mr. Larry Lopez

AIDES

Transitional Kindergarten	Mrs. Janet Acoba
Kindergarten	Mrs. Himesha Perera
Grade 1	Mrs. Jannel Constanza
Grade 2	Ms. Christina Hernandez

OFFICE STAFF

Business Office Manager	Mr. Alvaro Mendoza
Business Office Secretary	Mrs. Debbie Jelinek
Reception/Health Room	Mrs. Linda Heil
Bookkeeper	Mrs. Julia Boctor

EXTENDED SCHOOL DAY CARE

Program Assistant	Mrs. Rosilin Asbaghi
Program Assistant	Mrs. Arlene Gracia
Program Assistant	Mrs. Himesha Perera
Program Assistant	Mrs. Janet Acoba
Program Assistant	Mrs. Jannel Constanza

CUSTODIAL CARE

School Custodial	Mr. Alfredo Hernandez
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SCHOOL-WIDE LEARNING EXPECTATIONS

I. AN ACTIVE FAITH-FILLED LEARNER who:

- A. worships God through prayer
- B. learns about the Catholic faith
- C. models Catholic citizenship

II. A RESPONSIBLE INDIVIDUAL who:

- A. demonstrates self-discipline
- B. practices safety and good health habits
- C. responds to the needs of others through Catholic service
- D. respects all of God's creation

III. A LIFE-LONG LEARNER who:

- A. demonstrates learning in different ways
- B. looks at situations from more than one point of view
- C. is able to set and achieve goals
- D. recognizes strengths and strives to improve weaknesses
- E. develops and uses talents to learn new skills

IV. AN EFFECTIVE COMMUNICATOR who:

- A. speaks and writes so others can understand
- B. listens respectfully and responds to others appropriately

ST. JUSTIN MARTYR PARISH SCHOOL MISSION STATEMENT

Passing on the torch of Catholic learning, leading, and serving.

Goal Statements 2015-2019

1. Catholic Identity

Goal: *To integrate the student's spiritual growth with their academic growth for life-long Catholic identity.*

Objectives:

- a. To involve the students and parishioners in projects together.
- b. To align the religion curriculum with the new diocesan guidelines.
- c. To increase activities between children of the school and children of the parish.

2. Ownership/Governance

Goal: *To increase the partnership between all stakeholders – parish, school and community.*

Objectives:

- a. Maintain communication with the parish, diocese and community.
- b. To continue to build our Consultative Board and PTO Board.
- c. To develop the recognition of St. Justin Martyr Parish School and our high standards of excellence in the surrounding community through newspaper coverage.
- d. Develop business partnerships with community connections.
- e. Invite partnerships with high schools to enrich our students' activities.

3. Enrollment

Goal: *To increase the student body of SJM to 250 students.*

Objectives:

- a. Stay visible and meet current needs to maintain good retention.
- b. Pursue marketing through 1)word of mouth, 2)parish connections, 3)SJM Website
- c. Research the potential of establishing a pre-school on campus or at a location near-by.

4. Curriculum

Goal: *Maintain a curriculum highly competitive with surrounding schools.*

Objectives:

- a. Gather data in mathematics and language arts to show improvement each year.
- b. Further establish common core standards.
- c. Continue to upgrade electrical power to enhance technology into classrooms.
- d. Begin web-based lesson planning for transparency and integration.
- e. Continue adding enrichment of the fine arts.
- f. To research and apply for Blue Ribbon status.

5. Staffing

Goal: *Maintain a high caliber professional teaching staff and increase staff size with addition of fine arts and Spanish teachers.*

Objectives:

- a. To conduct performance evaluations and surveys for accountability and self improvement.
- b. To increase staff size with addition of a fine arts and Spanish teacher

6. Facilities

Goal: *Implement visible changes to the campus each new school year that show improvement and an atmosphere conducive to learning.*

Objectives:

- a. Add banners that highlight student learning expectations.
- b. Research to make classrooms more comfortable in hot weather.
- c. Work on curb appeal to include more impressive sign that names our school and updated front entrance.

7. Finances

Goal: *To be financially solvent by year 2018.*

Objectives:

- a. To minimize mandatory fundraising to concentrate on 2 major fundraisers and Annual Fund.
- b. To develop the Annual Fund using the following levels of giving: leadership, alumni, school families, parishioners, business and grandparents.
- c. To utilize the expertise of a stakeholder or company who specializes in grant writing.

8. Development

Goal: *To continue the development of the school Consultative Board in small committees to carry out action items on all of the above.*

Objectives:

- a. To invite members of the parish to serve on the Consultative Board.
- b. To add a marquee for the purpose of marketing and visibility to the Anaheim community.

9. School in the Community

Goal: *To increase the community's awareness and knowledge of our school and our high standards of excellence.*

Objectives:

- a. To increase the school's visibility by newspaper acknowledgment for student and school accomplishments and events throughout the year.
- b. To incorporate a partnership with the private high schools through communication and interaction with our staff and students throughout the year.

I. GENERAL INFORMATION

A. Administration

1. The Pastor

In accordance with the Diocesan Department of Catholic Education policies, the Pastor is the chief administrative officer of the parish school, and as such, he determines those school policies not already pre-empted by diocesan regulations.

- a. The Pastor has the ultimate responsibility for:
Establishing and maintaining a Catholic atmosphere in the school.
Guaranteeing the school's compliance with all policies and regulations of the Department of Catholic Education.
- b. The Pastor has the right to:
Make the final decision in all matters of admission or expulsion of students.
- c. The Pastor is responsible for the financial administration of the parish school.
He is responsible for the adequate maintenance and repair of the school.
He maintains records and distributes funds.
He maintains public liability and other insurance for the school.
He is responsible, in cooperation with the principal, for a financially sound school budget.

The administration and supervision of the school program is, however, delegated to the principal by the pastor.

2. The Principal

The Catholic school principal plays a critical role in realizing the goals of Catholic education. Principals foster community among faculty and students. They understand the Catholic school as a part of larger communities, religious and secular. They collaborate with the parish, area or diocesan personnel in planning and implementing programs for a total, integrated approach to catechesis. They also establish norms and procedures of accountability and evaluation within the school, and also in its relation to the larger community.

By their witness and behavior, teachers impart the distinctive character of Catholic schools. Consequently, the principal's responsibility to select teachers dedicated to the philosophy of Catholic education, committed to the development of a Faith Community, and academically prepared as professional persons, is of paramount importance.

The principal has immediate responsibility for implementing the philosophy of the school in its regular operation. This responsibility has three basic aspects: 1) supervising the staff and the instructional program; 2) administering the entire school program; and 3) relating with the parents, the parish and general public.

- a. The principal has the responsibility, through supervision of instruction, to ensure a high standard of teacher performance.

As instructional leader, the principal has direct responsibility for the required program of instruction.

The non-instructional staff is an integral part of the school operation and as such, needs the supportive supervision of the principal.

The Department of Catholic Education is the agency responsible for setting diocesan policies and being of service to the local school. The principal is the delegate of the Department of Catholic Education in these matters and is responsible for their implementation.

The Catholic elementary school is a recognized educational institution within the State of California, therefore the principal has certain responsibilities to the state.

The principal has overall responsibility for pupil matters, such as discipline, school records, etc.

Parents/Guardians are the primary educators of their children, especially in the area of faith. Their cooperation with the school program is essential. The principal has the responsibility of building the spirit of cooperation with the school community and the parents/guardians.

3. St. Justin Martyr School Parent Teacher Organization

The primary purpose of this organization is to organize and implement fundraisers that contribute to the financial support of the school and the enrichment of its programs.

Refer to registration packet materials for full explanation.

4. St. Justin Martyr School Consultative School Board

This board was established in accordance with Diocesan policy, in order to assist the pastor and the principal, in an advisory role, in matters concerning finance and development.

B. Admission Policy

1. Racially Non-Discriminatory Policy

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

St. Justin Martyr School admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Children must turn 4 years old before September 1st of the current school year to be admitted into Transitional Kindergarten. Ordinarily a child must be 5 years of age on or before September 1st of the current school year to be admitted into Kindergarten.

It is recommended that a child who is 6 years of age on or before September 1st of the current school year may be admitted into First Grade. If the Principal determines that a child who is 6 years of age after the September 1st cut-off date has successfully completed a year of Kindergarten, and is assessed to be ready for First Grade, such a child may be admitted to the school. Grade placement will be at the discretion of the admitting school.

A child must be developmentally able in order to succeed. Elementary schools are to administer tests to children applying for admission to kindergarten through grade eight to determine their developmental readiness.

If a child is admitted to the school, his/her admission is probationary for at least one year. (Catholic Schools Department of Education Administrative Handbook 4160, 4160A, 4160B)

2. Applicant Requirements and New Student Orientation

- a. All applicants (grades K-8) seeking admission are required to take an entrance examination that, along with reports from the previous school attended, determines their eligibility to conform to the academic and behavioral standards of the school. Transitional kindergarten (TK) parents complete a questionnaire about their TK student that assists the teacher in guiding the student to a successful beginning. Students entering TK ordinarily must be 4 years old on or before September 1st of the current school year. Students entering Kindergarten ordinarily must be 5 years of age on or before September 1st of the current school year. Students entering first grade ordinarily must be 6 years of age on or before September 1st of the current school year.
- b. Any student who enters St. Justin Martyr School in Grades 1-8, after transferring from another school, is subject to a period of probation beginning with the date of entrance and continuing until issuance of the student learning assessment at the end of the trimester of attendance (or at the end of the school year).

- c. Upon entrance of any new student to St. Justin Martyr School, that student will be observed and evaluated academically and behaviorally in order to enable and encourage the student in his or her process of acclimation to the programs, curriculum, and all academic and behavioral requirements and expectations of the school. The new student is expected to abide by all requirements and expectations of the school as designated in this Parent/Student Handbook.
- d. At the formal parent-teacher conference that is held in November, a reevaluation will take place. The purpose of this conference will be to determine a constructive course of action that is in the best interest of the student, as well as first quarter progress.
- e. At any time, including **BOTH ON AND OFF CAMPUS** circumstances, should there be any indication of academic and/or behavioral difficulty, the parent will be informed immediately. Consequences regarding the student's academic performance and/or behavior will be evaluated to determine the status of the student's continuation in St. Justin Martyr School.
- f. A new student, entering the school after the school year has begun, must receive approval from the classroom teacher and the Athletic Director before participating in the sports program.

3. Learning Disabilities

Students manifesting indications of learning disabilities may benefit by being tested. Public Law 94-142 allows private school students to receive such services free of charge from the public school. It is necessary, however, that parents - not the school - initiate the contact. (Catholic School Department of Education Administrative Handbook 4350)

If services other than those provided by the school become a recommended course of action, we will assist parents in connecting with other specific professional resources for diagnostic testing and evaluations needed to determine learning disabilities.

If it is determined that our program cannot accommodate the special needs of a student, the school will assist the parent/guardian in referrals to other schools for placement.

4. Order of acceptance

- a. 1st priority: Brothers and sisters of students already enrolled in the school and whose parents are registered and active parishioners of St. Justin Martyr Church.
- b. 2nd priority: Students whose families are registered and active parishioners who regularly attend Mass at St. Justin's and contribute weekly through the use of Church envelopes.
- c. 3rd priority: Transferring Catholic school students whose families register in the parish and become active, contributing members.
- d. 4th priority: Catholic students from outside the parish whose parents will support the school.
- e. 5th priority: Other students, who by their behavior and attitude, demonstrate an acceptance of the school's philosophy, will be admitted providing their parents support the school.

5. Policy and Guidelines for Students with Special Needs

- a. Policy: St. Justin Martyr Parish School will accept any child for whom an appropriate program can be designed and implemented following prescribed enrollment procedures. Each child will be considered for admission based upon his/her emotional, academic, and physical needs and the resources available to the school in meeting those needs. St. Justin Martyr Parish School will determine continued enrollment based on these factors.
- b. Guidelines: St. Justin Martyr Parish School has a process in place for identifying incoming and existing students who may have exceptional needs.
- c. Additional diagnostic information (i.e. psycho-educational assessment) may be requested for a student at any time to better develop an appropriate program for that student. Instructional accommodations and other support services (extra tutoring, etc.) may be initiated without formal assessment. However, it is recommended that psycho-educational assessment precede and justify curricular modifications made at any grade level. If a student is entering the last two years of middle school (beginning of 7th grade), formalized assessment is required to justify curricular modifications.
- d. A VISA (Visual Information of Student Assessment), documenting pertinent student information, may be developed for a student with special needs. This is a valuable resource when transitioning a student from one grade to another.
- e. An Individualized learning Plan (ILP), which is written following a collaborative team process, documents the accommodations/modifications to be made for the student.

Information in #5 reprinted with permission of the Office of Faith Formation, Diocese of Orange

C. Fees and Tuition

1. Fees

- a. Registration fee/book fees/earthquake fees: refer to materials in registration packet for a full explanation. **This fee is non-refundable.**
- b. A Graduation fee is required for all incoming eighth grade students and is due at the time of registration. An 8th grade graduation and activities fee is required at the time of registration and also a science camp deposit fee.

2. Tuition

- a. **Please refer to materials in registration packet for a full explanation of tuition costs.** Summary:
 - Pay tuition up front for the entire school year and get a 5% reduction (paid directly to the school no later than August 1 of the upcoming school year, or upon school entry for late registrants). Families who qualify for tuition assistance are not entitled to the 5% reduction for upfront tuition payment.
 - Pay via FACTS Tuition Management on a 12-month plan beginning in July or on a 10-month plan beginning in September:
 1. **Automatic deduction from your credit card**
 2. **Automatic deduction from your checking account**
 3. **Pay with a personal check, money order, or online**

3. Payment

Prompt payment of tuition and fees ensures the necessary cash flow for the operational expenses of the school. It is also a condition for children to remain in the school. The registration fee is due and payable at the time of registration.

At any time during the school year, checks returned from the bank unpaid may incur an additional charge of \$35.00 per returned check. Replacement payment must be made by **cash or money order** (does not apply to the FACTS tuition transaction). At any subsequent time during the school year, any other checks returned from the bank unpaid, will require that **ALL FURTHER MONETARY TRANSACTIONS FOR THE REMAINDER OF THE SCHOOL YEAR BE MADE BY CASH OR MONEY ORDER**. This includes any and all monetary transactions for daycare, field trips, P.E. clothing items, sports fees, fundraisers, etc. Regarding the fundraisers, the late fee per fundraiser is \$35.00 with a \$10.00 per month handling fee charged for unpaid fundraiser balances.

Checks returned from the bank unpaid for school registration fees may accrue an additional \$35.00 charge **AND** will also result in nullification of registration status. This means no place(s) will be held for the returning and/or new student(s). Registration fees will only be accepted on a **CASH** or **MONEY ORDER** basis.

Immediate parent/guardian communication to the school office is imperative in order to deter delinquent payment, to avoid penalties, and to prevent temporary or permanent dismissal of your child/ren from the school. If delinquent payments are not made or an arrangement with the school office is not reached, a temporary or permanent dismissal of your child/ren from the school may result.

4. Outstanding Balances

If you incur any outstanding balance and the school has to resort to collection services and legal means to enforce collection of this balance, you shall be liable for the cost of collecting, including interest, court costs, and attorney fees.

D. Re-registration

Parents/Guardians should constantly remind themselves that their support of the school, especially in regard to prompt payment of tuition and a willingness to participate in Church, school, and P.T.O. sponsored functions is a prerequisite to re-registration and a condition for continued enrollment in the school.

A \$100 Registration Deposit per student will secure grade placement for the following school year. This deposit is deducted from the balance of your child's/ren's total registration fee which is paid on registration night.

Students who are currently enrolled in the school but who fail to re-register for the new school year on the evening of registration WILL NOT HAVE A PLACE HELD FOR THEM. On the day following registration, any available student places will be filled on a first come, first served basis.

Any current year tuition unpaid by the last day of school may relinquish holding a student's place in the school for the following year regardless of registration status.

E. Daily Schedule

Grades TK-4		Grades 5-8	
7:45	Doors Open	7:45	Doors Open
8:00	Classes Begin	8:00	Classes Begin
9:55-10:10	Recess Grs. K-4	10:15-10:30	Recess
12:00-12:40	Lunch	12:00-12:40	Lunch
12:00/2:00*/3:00*	Dismissal	12:00/2:00*/3:00*	Dismissal

Refer to yearly calendar provided in registration packet for schedule of 12:00 P.M. and 2:00 P.M. dismissal days.

*On 12:00 P.M. dismissal days the gates to the school grounds will open at 11:50 A.M.; no lunch time is scheduled on Noon Dismissal Days (except for students checking in with daycare)

*On 2:00 P.M. dismissal days the gates to the school grounds will open at 1:50 P.M.

*On 3:00 P.M. dismissal days the gates to the school grounds will open at 2:50 P.M.

In consideration of the safety of the students, the Ball/Empire parking lot **IS NOT ALLOWED** to be used for the drop-off or pick-up of students, and by order of the Anaheim Police Department, there is no curbside parking on the south side of Ball Road from Empire to Nutwood from 7:00 a.m. to 4:00 p.m.

1. The only supervision available before 7:45 A.M. is that which is offered by the Extended School Day Care Program. It is MANDATORY that all students arriving before 7:45 A.M., report to the Extended School Day Care facility. For reasons of safety, please park your vehicle and escort your child/ren to the Extended School Day Care room; sign in the time of entry. The school is not responsible for those students who do not report to the Extended School Day Care facility before 7:45 A.M.
2. This same policy holds true at dismissal time. The students will be supervised until 12:10, 2:10, or 3:10 P.M., depending on the time of dismissal. Students who are waiting for an adult who did not arrive at that time, or who are not attending a supervised after-school activity (sports, choir, Student Council, etc.) must report to the Extended School Day Care facility. A fee will be charged for the time they are present in this facility. A parent/guardian must sign out a student at all times, and/or parental written authorization must be on file in the Extended School Day Care facility.
3. No students, checked into Extended School Day Care or not, may go to sports events without adult supervision. If a student wishes to see a game, and has no adult supervision, that student must check into the Extended School Day Care program. Students checked into Extended School Day Care may watch sports events under the supervision of Extended School Day Care staff if sufficient staff are available. The student must be picked up and signed out of the Extended School Day Care facility by a parent/guardian, and/or parental written authorization must be on file in the Extended School Day Care facility. Appropriate Day Care fees will be charged for the time that the student is under Extended School Day Care supervision.

II. ACADEMIC INFORMATION

Every effort is made by the administration and faculty to provide learning experiences for the students which will allow them to master basic skills, grow in knowledge, and achieve their fullest potential. When the home and school cooperate and complement each other, the result is a quality Catholic education for the students.

ACADEMIC DISHONESTY: Cheating is a serious offense. The administration will research all facts and circumstances to determine the outcome. It may mean detention, suspension or expulsion. It might also place the student in a probationary status for an extended period of time.

A. Curriculum

The curriculum follows the regulations of the Department of Education of the Diocese of Orange and of the State Education Law of California. It encompasses the following subjects:

1. Religion/Scripture/Focus on Values (Character Building)
2. Family Life Education
3. Safety Education including internet safety
4. Mathematics
5. Language Arts
 - a. Reading/Literature
 - b. English: Grammar; Usage; Mechanics; Composition/Written Expression
 - c. Spelling/Vocabulary
 - d. Handwriting
 - e. Library Skills
6. Social Studies
 - a. History
 - b. Geography
 - c. Current Events
 - d. Significance of National Holidays
7. Science
 - a. Physical
 - b. Biological/Life
 - c. Earth/Environmental
 - d. Health & Safety
 - e. **Outdoor Education***
8. Fine Arts
 - a. Music
 - b. Art
9. Integrated Computer Education
10. Physical Education

***Separate fee required**

B. Diocesan Academic Assessment System

1. Student Learning Assessments

Please note that St. Justin Martyr School utilizes the required Diocesan Student Learning Assessments and they are issued on a trimester schedule. A grade level variation is used for Transitional Kindergarten, Kindergarten, Primary (Grades 1 & 2), Intermediate (Grades 3, 4, 5), and Middle School (Grades 6-8) levels.

Non-completion of required assignments affects Student Learning Assessments.

At the end of each trimester, Student Learning Assessments are distributed. A formal parent/guardian-teacher conference follows the distribution of the first Student Learning Assessment.

Parent/Guardian-teacher conferences are recommended any time a parent/guardian or teacher recognizes a need. Informal contact by note, phone, email, or conference is welcomed with the reminder that arrangements should be made in advance for a conference with the teacher. All appointments must be scheduled through the school office.

Student Learning Assessment (S.L.A.) and Progress Report (Interim) envelopes are to be signed and returned to school within the week they are given.

1a. **SYCAMORE**

Program Overview:

SYCAMORE is a fully integrated online grading, attendance, and school administration management software system that operates over the World Wide Web and can be accessed from any computer with an internet connection. Login/logout is safe and secure through assigned user identifications and passwords. **Sycamore** is an easy access program for keeping in touch with respective students' academic progress. Parents/Guardians are able to view grades and current averages, assignment grades and teachers' comments, attendance information, and behavioral reports, and more from home. Additionally, parents/guardians are enabled through **Sycamore** to configure automatic monitoring of respective students' grades, attendance, and behavior.

Sycamore Policy:

Use of the Sycamore program is for the use of S.J.M. school parents/guardians and their respective student/students enrolled in St. Justin Martyr School.

PLEASE NOTE WELL: IT IS THE RESPONSIBILITY OF EACH S.J.M. SCHOOL PARENT/GUARDIAN TO UTILIZE AND ACCESS THEIR RESPECTIVE STUDENT'S/STUDENTS' SYCAMORE INFORMATION ON A REGULAR AND CONSISTENT BASIS. DOING SO WILL KEEP YOU UP-TO-DATE WITH RESPECTIVE STUDENT'S/STUDENTS' PROGRESS.

C. Interim Progress Reports

Interim Progress Reports are issued in the middle of each trimester of the school year. These reports enable the students and their parents/guardians to assess the quality of the work accomplished thus far, and give them ample time to improve before the student learning assessment is issued at the end of the trimester. The parents/guardians are asked to keep the assessment, sign the envelope in which the assessment was sent and return it to the classroom teacher within the week it was given.

D. Academic Programs

1. Grades 1-8

When Student Learning Assessments are issued each trimester, points are allotted to the letter grades achieved by the student in the all subjects including Art, P.E., Work Habits/Study Skills and Responsibility.

2. Grades 7-8

Students are eligible to qualify for membership in the California Junior Scholarship Federation. The qualifications are based on the guidelines established by the national CJSF. The point system used is:

A = 3 points

B = 1 point

C = No points

D or F automatically eliminates the applicant

A student must achieve a total of 14 points and an average of B- or better in conduct.

3. Grades TK-8

Perfect attendance awards are presented at the end of each trimester to those students who have not been absent nor tardy except in the case of documented medical appointment. Gold and Silver Honor Roll awards are also presented at this time.

4. Academic Awards – Grades K-4 & Grades 5-8

In grades TK-2 the Olympian Academic Award is given to students who achieve all O's (Outstanding) in all subjects including Responsible Behavior and Work Habits/Study Skills.

In grades TK-4, Olympian award = 90%-100%

In grades 5-8, gold honor roll = 90%-100%, silver honor roll = 80%-89.99%

The SLE Award (Student Learning Expectations) Award is given to students who attain 95%-100% in Responsible Behavior and Work Habits/Study Skills during the trimester.

Diocesan Grading Scales:

Kindergarten

100-69.50	S
69.49-0	N

Primary

100-90	O
89.99-70	S
69.99-0	N

Standard

100-95	A
94.99-90	A-
89.99-87	B+
86.99-83	B
82.99-80	B-
79.99-77	C+
76.99-73	C
72.99-70	C-
69.99-63	D
62.99-60	D-
59.99-0	F

E. Homework Policy

Homework is usually assigned daily except Friday and the day before a holiday; however projects and book reports may be assigned on a Friday. For any student, homework prudently assigned and carefully executed, is for purposes of reinforcing learning that has taken place at school and fostering habits of independent study. We urge all parents/guardians to take an active interest in their child's/children's homework. Please periodically check with your child/ren to ensure that he/she/they always have all necessary school supplies so that he/she/they are prepared and ready to work every day. Not having proper supplies could mean exclusion from an activity and discipline from the teacher, especially in the art program.

1. Assignments are geared to the average child's ability. Some children work more slowly than others. Any problems concerning homework should be discussed with the teacher.
2. Long range assignments are periodically given and the students are encouraged to pace themselves in completing them. Parents/Guardians should also be aware that homework assignments are not always of a written nature; reading and studying are considered to be of great importance in achieving a good academic standing.

F. Make-Up Work

IT IS IMPOSSIBLE FOR ANY STUDENT TO MAKE UP EVERYTHING IN THE CLASSROOM ON ANY GIVEN SCHOOL DAY. THEREFORE, PLEASE BE AWARE THAT STUDENTS, WHEN ABSENT, MISS CRITICAL INSTRUCTION TIME, CLASS PARTICIPATION, AND INTERACTION WITH TEACHERS AND PEERS. THESE LEARNING EXPERIENCES CANNOT BE REPEATED. Parents are encouraged to email the teacher directly to ensure that all assignments are made up.

1. Absences due to illnesses

Students who are absent due to illness are held responsible for any work they may have missed. **Students are given one day for every day absent to make up missing assignments. It is the responsibility of the students to make up any work they have missed.**

2. Absence due to medical appointment

A student who is absent because of a medical appointment is held responsible for any work he/she has missed.

3. Vacation/Day Trips

The administration asks families to plan vacations and day trips on one of the many breaks during the school year. If there are special circumstances that include travel days, the administration asks that this happens only once in a school year.

4. Excessive absence

Excessive absence is considered 15 days per semester or 10 per trimester; a total of 30 days per school year. (Catholic Schools Department of Education Administrative Handbook 4220) Under these circumstances it is at the discretion of the administration with the teacher to determine issuance of a respective trimester's Student Learning Assessment.

5. Late Arrival

When the student arrives after recess he/she is ½ day absent.

6. Non-absentee late or missing assignments

Students who fail to turn in everyday assignments or homework will receive no credit, however, they are still responsible for completing and submitting the assignment(s). Failure to meet academic requirements may also warrant a detention.

G. Promotion and Graduation Requirements

A student has earned promotion to the next grade or a diploma of graduation when the following requirements are met:

1. The work required, both classwork and homework, has been completed.
2. A satisfactory student learning assessment has been earned and the student is correspondingly mature. A graduating 8th grade student who does not earn an average grade of 69.9% will receive a certificate of attendance in place of a diploma. A regular attendance record is also necessary.
3. The academic approval of all of the current teachers and the principal has been earned.
4. Graduates only: The graduation fee must be paid at the time of registration for the eighth grade school year. All other financial obligations must be paid before graduation in order to receive a diploma.

5. When a Grade 3-8 student's average is D or below, he/she is required to complete missing classwork and homework in order to bring the average. In addition to completing missing work, supplementary work may be assigned to raise the average. Admittance to the next grade will be the decision of the administration and staff with the final decision left to the administration.

All of the above are required in order to merit promotion to the next grade. In addition, teacher evaluation and standardized test score reviews form the basis of the decision to promote the student.

If a student is not promoted or does not earn a diploma of graduation, retention in the same grade or transfer to another school is recommended in the best interest and needs for the student's best success. Much thought is devoted by the administration, the parent/guardian, and the teacher in deciding which course is best for the student. Additional professionals may be consulted to assist with the decision making as well.

H. Learning Disabilities

St. Justin Martyr School is not geared to accommodate those students who demonstrate **severe** grade level deficiencies or behavioral problems.

Students manifesting indications of learning disabilities may benefit by being tested. Public Law 94-142 allows private school students to receive such services free of charge from the public school. It is necessary, however, that parents - not the school - initiate the contact. (Catholic School Department of Education Administrative Handbook 4350)

If services other than those provided by the public school become a recommended course of action, we will assist parents in connecting with other specific professional resources for diagnostic testing and evaluations needed to determine learning disabilities.

If it is determined that our program cannot accommodate the special needs of a student, the school will assist the parent/guardian in referrals to other schools for placement.

I. Field Trips

Field trips of an educational or social nature are offered to the students each school year. The parents/guardians must sign a form for each field trip requesting that their child be allowed to participate in the field trip. In most cases, there is no refund to parents of funds already paid, when a student does not go on the field trip. Students are to attend field trips in full uniform dress unless specifically noted differently by the teacher.

Parents/Guardians who drive to and/or from sports activities must have on file in the school office, a copy of a valid driver's license and a current declaration of automobile insurance. In addition to having been fingerprint cleared through St. Justin Martyr Parish School, and Safe Environment trained through the Diocese of Orange, the drivers must be at least 25 years of age. The driver's vehicle must have a seat belt for each passenger. **See complete driver requirements on page 27.**

FIELD TRIP TRANSPORTATION WILL BE BY BUS ONLY, unless otherwise determined by the principal. Bus transportation costs will be included as part of any field trip costs per student.

J. Classroom Parties

1. Only parties planned by the teacher are allowed.
2. Room parents must communicate directly with the respective teacher.
3. Party invitations may not be distributed on campus at any time unless every classmate is included. The teacher must be notified in advance of the distribution of invitations.
4. A violation of this policy will result in the teacher or principal collecting all the invitations to be returned to the parent.
5. Thank you for being sensitive when distributing invitations off campus to just a few classmates via U.S. mail, email, etc. Do not encourage conversation about the planning or activities planned while on campus where feelings can be hurt.

III. CHRISTIAN BEHAVIOR

A. Student Cooperation

St. Justin Martyr School presents a program which stresses moral and spiritual values and emphasizes high standards of conduct. It is expected that students, along with their parents/guardians, will cooperate with the administration and faculty in maintaining a Christian attitude in their relationships with others in the school environment. In addition, it is expected that students, and their parents/guardians represent St. Justin Martyr School with the highest standards of Christian conduct at all times, **BOTH ON AND OFF CAMPUS.**

The school further expects that students enter the school with an already formed pattern of self-discipline. In this way, then, the teachers, in partnership with the parents/guardians are better able to reinforce and continue to encourage this pattern of self-discipline, therefore ensuring the students' best possible success.

B. Safety

St. Justin Martyr School needs your help in keeping our school safe for everyone. St. Justin Martyr School will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. Our school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff, or others, and any weapon possession. St. Justin Martyr School has an obligation to keep our school safe and will take any of the above seriously. Anyone who becomes aware of a threatening situation should immediately report it to a school administrator. (Diocesan Administrative Handbook 7700)

C. Courtesy and Respect

Students are expected to conduct themselves at all times in a manner reflecting credit to themselves, their parents/guardians, and their school. They must show courtesy and respect to each other, all school personnel, and any adult who supervises them on the school grounds and/or in after school activities.

D. Courtesy on School Campus

The students' Christian code of behavior must also extend to the class-room/campus where courtesy and attention should be paid to their teacher and classmates. They should be considerate of others in the classroom by not disrupting or interrupting, and by always following the classroom code of behavior.

E. Responsibility

A sense of responsibility must also be evidenced by the students. This includes the proper care shown toward other students' property, and school property in general. The students are responsible to pay for **ANY DAMAGE** to these items, and must pay for the replacement of any lost book. This policy also pertains to library books. In addition, there is a fine charged for overdue library books.

F. Personal Items

At no time should your child/ren bring to school an amount of money over what is needed for a specific event or activity. The school cannot be held responsible for the loss of money.

Specific electronic devices not allowed to be brought to school include, but are not limited to: handheld game systems, radios, CD players, camera, or Laser pens/pointers of any kind.

CELL PHONES: If your child/ren REQUIRE the use of a cell phone after *leaving the school grounds* for safety reasons, please be aware that your child/ren will not be allowed to use the cell phone at any time during school/daycare hours – 6:30 A.M.-6:00 P.M. without permission. During that time cell phones should be turned off and in the student's bookbag. Non-observance of this rule will result in the confiscation of the cell phone until the parent or guardian is able to pick it up.

THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OF OR DAMAGE TO SUCH ITEMS.

IV. RELIGIOUS EDUCATION PROGRAM

A. Parents'/Guardians' Responsibility

The administration and faculty recognize that there is no greater opportunity for parent/guardian-directed religious education than the presence of the entire family at Sunday Mass. It is proven that weekly Mass attendance provides a tremendous opportunity for community building in a Christ-centered environment. Therefore, it is essential that parents/guardians, as the primary religious educators of their children, cooperate with the school and consistently follow through with this most serious obligation.

B. Course of Study

Each student is required to study the Catholic religion daily as part of the curriculum and also participate in various liturgies and functions which are held throughout the school year. Non-Catholic students are not required to attend religious functions which are held **OUTSIDE OF SCHOOL HOURS** nor are they required to receive any sacraments of the Catholic Church.

C. Mass Attendance

Each class has the opportunity to attend Mass once each week. The schedule is as follows:

Grades 1 - 8	Friday
Grades TK - 8	First Friday

In addition to the above, the students attend Mass on holy days, and special occasions. Parents/Guardians are encouraged to attend these Masses and join with their children in the celebration. Students plan and actively participate in these Masses.

D. Liturgical Celebrations

In addition to attendance at, and participation in the Mass, various liturgical and para-liturgical celebrations are offered to the students throughout the year. They include:

1. Stations of the Cross
2. Ash Wednesday Mass
3. Feast of St. Blaise - blessing of throats
4. Recitation of the Rosary
5. Annual May Crowning
6. Adoration of the Blessed Sacrament
7. Penance Services
8. Prayer Services
9. Feast of St. Francis of Assisi - blessing of animals

E. Sacramental Programs

In cooperation with the priests of the parish and the parish School of Religious Education, the school provides a program which involves the parents/guardians in the preparation of their children for the reception of the Sacraments of Reconciliation and Holy Eucharist. The individual teachers responsible for these programs keep a steady line of communication open between themselves and the parents/guardians, and they provide concrete opportunities for parental/guardian involvement. Notices which keep the parents/guardians informed about important procedures, are sent home periodically throughout the school year.

F. Christian Service

Many activities are provided and offered throughout the school year which encourage the students to develop a sense of service to their Church and community. Christian service is defined as "reaching out to others in need".

1. Every student in grades 7 & 8 is required to complete a total of 30 hours Christian Service for the school year. Details are provided by the 7th and 8th grade homeroom teachers.

V. HOME AND SCHOOL COMMUNICATION

It is of vital importance that the line of communication between the home and school be kept open so that the students at all times have a feeling of continuity regarding their education. The school makes every effort to keep parents/guardians informed of the religious, academic, and behavioral progress of their children, and also to make them aware of activities which take place in the school environment. **BECAUSE THE PARENTS/GUARDIANS ARE THE PRIMARY EDUCATORS, THAT IS, THE FIRST AND FOREMOST TEACHERS OF THEIR CHILDREN, THE SCHOOL ENCOURAGES THE PARENTS/GUARDIANS TO RECIPROCALLY SUPPORT AND COOPERATE IN THIS EDUCATIONAL PARTNERSHIP. AT ALL TIMES, AND FOR ANY REASON, YOU, AS PARENTS/GUARDIANS, ARE ENCOURAGED TO COMMUNICATE WITH THE SCHOOL IN ORDER TO HAVE ALL OF YOUR NEEDS, CONCERNS, AND QUESTIONS ADDRESSED.**

A. Conferences

If the need arises during the year for additional conferences, they may be initiated by either the parent/guardian or the teacher. The teacher may request the conference by sending a note with the child or by telephoning the parent/guardian. If the parent/guardian wishes to have a conference, the school office must be contacted to confirm a definite appointment. Because teachers have before and after school duties, parents/guardians must be aware that there be no "drop-in" conferences at these times. It is not acceptable for the parent/guardian to telephone the teacher at home.

B. Standardized Tests

Beginning in the Fall, 2015, Diocese of Orange elementary schools began administering the STAR assessments in reading and math. This program is computer adapted and administered online. Testing is given 3 times per year (October, January, and May). Results are immediate to teachers and the monitoring of student progress, in a developmental manner, is effective for ongoing instruction and/or immediate intervention. The testing is aligned to diocesan curricular standards, is able to be integrated with instructional programs, and provides growth information and comparison insights in relation to students across the nation.

C. Tests and Written Work

Periodically, students' tests and/or written work are sent home and the parents/guardians are asked to analyze and discuss the results with their child. Such tests and/or written work must then be signed by the parent/guardian and returned to the teacher. Teachers will also advise parents/guardians of any missed or late assignments. These procedures are ways that parents/guardians are kept informed about their child's/children's achievements and/or areas of improvement needed.

D. Parental/Guardian/Students Cooperation

Thank you for the part you will play in upholding and maintaining the highest expectation of cooperation with the administration and faculty and each other. You are expected to treat all others with the dignity and respect every human being deserves. We will all model for each other what it means to follow Jesus. This Code of Conduct applies at all times, on and off campus.

1. Problems or Concerns

It is strongly recommended that if a problem or concern, regardless of the nature, arises concerning a child's progress, the particular teacher should be consulted directly; if a solution or agreement is not reached, the principal can then be made aware of the problem. The teacher is the expert in the classroom and is professionally trained in these matters and should be the first person to be contacted so that the problem can be resolved.

2. Parents'/Guardians' Grievance Process

The following is the mandated Diocesan Department of Education grievance process:

- a. If the concern involves any school personnel (teachers, etc.) the parents/guardians are to call the individual involved and arrange for a meeting. The results of that meeting are to be in writing with all parties signing. If a telephone conversation is held instead, the school personnel is to write down the results of that conversation and send a copy to the parents/guardians, and it will include the date and time of the call.
- b. If there is no resolution in step one, the parents/guardians are to call the Principal and arrange for a meeting opportunity with the teacher, etc., present for that meeting. The parents/guardians should bring a copy of the results of the first meeting. The express purpose of this meeting is to bring about a solution. The results of this meeting are to be in writing with all parties signing and copies distributed.
- c. If no solution is reached, the parents/guardians are to call the Pastor and arrange for a meeting with all parties present. Again, the express purpose of the meeting is to bring about a solution. The results of the meeting are to be in writing with all parties signing and copies distributed.
- d. If no solution can be reached, the parents/guardians are to write a letter to the Superintendent of Catholic Schools briefly stating the problem and include all written documents from all meetings held. The Superintendent will review all documentation and decide on a course of action after consultation with the Pastor and Principal.

3. Gossip

Parents/Guardians cannot expect the school to be effective in communicating Christian values if these values are not lived at home. Children lose respect for their school and the faculty when they listen to parents/guardians gossip about the school and the Parish community. Gossip destroys trust and often spreads lies. St. Justin Martyr families are expected to live as mature Christians and to shun gossip in all of its degrading forms.

4. Abuse of Teachers

Any parent, guardian, or other person who insults or abuses any school faculty/staff member in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets,

or other public ways adjacent to school premises or at some place, in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than \$50.00. (Educational Code 44811-2)

5. Transfer Resulting from Parental/Guardian Attitude

THE CONSPICUOUSLY UNCOOPERATIVE OR DESTRUCTIVE ATTITUDE OF PARENTS/GUARDIANS WILL BE REASON ENOUGH FOR THE SUSPENSION OR EXPULSION OF THE STUDENT FROM THE SCHOOL.
(Catholic Schools Department of Education Administrative Handbook 4180)

E. Weekly Bulletin

The primary source of information regarding activities, schedules, and notices of the school is the weekly bulletin - Informative Tidbits - IT. This weekly newsletter is sent (either Monday afternoon or Tuesday morning) to the email address(es) provided by parents. Parents who change their email address should make the office aware in order to continue to receive this valuable communication.

F. Driver's Responsibilities

All parents/guardians or other adults who drive students to and/or from a school sponsored activity, must adhere to the following Diocesan directives:

1. Drivers must be at least 25 years of age.
2. In addition to having been fingerprint cleared and Safe Environment trained by St. Justin Martyr School drivers must have a current, valid, unrestricted driver's license. A legible copy must be provided to the school office.
3. Drivers must carry liability insurance on the vehicle that is used. The current, unexpired insurance coverage Declaration Page of your policy must show the minimum limits of liability as \$100,000/\$300,000. A copy of the Declaration Page of Insurance must be provided to the school office. The insurance identification card is not sufficient, nor is a copy of a paid insurance premium.
4. A signed and dated Adult Waiver and Release form must be provided.
5. A signed and dated Volunteer Driver Form must be provided.
6. An online defensive driver course—**Be Smart-Drive Safe**—www.catholicmutual.org must be taken.
7. One seat belt must be provided for and used by each occupant of the vehicle.
8. No private (non-chartered) vehicle, including vans with more than nine seats, should be used. No one is allowed to ride in the bed of pick-up trucks.

IF YOU DRIVE TO AND/OR FROM ANY AWAY SPORTS GAMES, PLEASE BE SURE TO TURN IN THE PROPER INFORMATION TO THE SCHOOL OFFICE.

SAMPLE OF A DECLARATION OF INSURANCE

ABC Insurance Company Issued: Date Here
Insured: Jane & John Doe Policy period:
123 Elm St. Beginning Date Here to
Anaheim, CA Expiration date Here

Vehicle #1: 2009 Toyota Corolla Serial #000111222
Vehicle #2: 2012 Honda CRV EX Serial #111222333

Your coverage and limits of liability, cars #1 and #2:
Bodily Injury Liability
\$100,000 Each Person - \$300,000 Each Occurrence
Property Damage Liability
\$50,000 Each Occurrence
Uninsured Motorists Bodily Injury:
\$30,000 Each Person - \$60,000 Each Accident
Coordinated Medical Protection - \$5,000 Each Person

G. Fingerprinting/Safe Environment Training/TB Testing

Section 44237 of the California Education code states that all persons ages 18 and older in institutions providing TK through 12 education who will have contact with minor children MUST be fingerprinted and receive clearance from the Department of Justice prior to contact.

Fingerprinting paperwork must be requested through the school office. It is highly recommended that you request this paperwork in a timely manner, as it can, in some instances, take as long as 20 working days to receive clearance after the fingerprinting process has been completed.

The Diocese of Orange requires all persons having contact with children to be Safe Environment trained prior to contact. Employees must complete Safe Environment training every 3 years, volunteers every 4 years.

In addition to employees, coaches and lunch supervisors (both volunteer and employee) must submit proof of current TB test.

VI. SCHOOL ACTIVITIES

A. Student Council

The Student Council is comprised of officers from Grades 6-8, and representatives from Grades 4-8. These students aid the faculty in planning and coordinating the extra-curricular activities of the school. These Student Council members must maintain a grade of C or better in academic subjects and a B or better in conduct. Academic and/or Behavioral probation becomes effective as needed. Dates and improvement deadlines will be determined by the Student

Council Moderator and/or the Homeroom Teacher.

B. Safety Patrol

The Safety Patrol is composed of students in the eighth grade who assist the faculty in ensuring a safe school environment before school and at dismissal. Students must maintain at least a C average in academic subjects and a B or better in conduct in order to be a member of the patrol. Academic and/or behavioral probation becomes effective as needed. Dates and improvement deadlines will be determined by the eighth grade homeroom teacher and the principal.

C. Choir

An all-school choir practice is held once a week during the school day to prepare for upcoming masses. Additional practice may be scheduled as they have the opportunity to perform for special occasions.

D. Sports

After school sports are offered to students in Grades 5-8. Regulations are set by the Athletic Director regarding practices, games, and tournaments. A non-refundable sport fee is required for each separate sport season. Please refer to the Sports Programs Section in this handbook regarding specific sports eligibility requirements and probation procedures.

E. Booster Club

If the student participates in the sports program, the parents/guardians are automatically members of the Booster Club. Please refer to the Sports Programs Sections in this handbook regarding specific requirements related to the Booster Club.

VII. SCHOOL SERVICES

A. Extended School Day Care Program

This program is offered for students in Grades TK-8. The facility is open only on school days. An invoice is sent home through the student approximately every four weeks. The fee charged is based on whether or not the student is registered to use the Extended School Day Care. Students who are registered to use the Extended School Day Care are charged a lower hourly rate than “drop in” students.

B. Lunch Program

On some occasions a pre-ordered lunch program is offered. Students not participating in the pre-order program need to bring their packed lunch with them in the morning when they come to school. If your child eats soup, rice, or something else that is a hot food, he/she can bring it in a thermos. Remember to provide utensils (fork, spoon, knife). Lunches should be dropped off at the office on an **emergency only basis** (and no later than 11:00). If a drink is included, please do not bring soda or carbonated drinks in cans or any drinks in soft cups. Bring drinks in a box or plastic bottle, or bottled water. No glass containers please.

VIII. SPORTS PROGRAMS AND POLICIES

Through St. Justin Martyr School's Sports Programs we hope to provide and enjoy a rewarding year filled with personal growth, good sportsmanship, and high self-esteem. Most importantly, our programs dictate that all participants, including coaches, students, school parents/guardians, and other adults, represent St. Justin Martyr Parish School, **BOTH ON AND OFF CAMPUS**, with the highest degree of good sportsmanship and Christian example. Failure to uphold such values will warrant consequential action that will suspend or terminate participation in the program. The sports program at St. Justin Martyr Parish School is under the direction of the Principal and Athletic Director, and follows the directives of the Diocesan Parochial Athletic League (P.A.L.)

A. Eligibility

At the start of the school year, all students in Grades 5-8 are eligible to play sports. The varsity or "A" team shall be open to students in grades 7 and 8. The junior varsity or "B" team shall be open to students in Grades 5 or 6. No student whose 15th birthday is prior to September 1st shall participate or practice on any team.

1. A new student who enters the school after the school year has begun, must receive the approval of the classroom teacher and the Athletic Director before participating in the sports program.
2. A student who receives a detention will serve the detention first. Then he/she may report to his/her sports team. It is up to the coach's discretion whether the student practices or plays in the game. A student who is suspended from school will not be allowed to participate in afterschool sports activities for 3 sports activities days from the day the suspension is served. These activities include any practices, games, or scheduled tournaments.
3. Cut Policy
All "B" players will play in every scheduled game. "B" team members can be dropped from the team for any of the following reasons:
 - a. academic issues
 - b. disciplinary reason
 - c. unsportsmanlike conduct
 - d. missing practice sessions

"A" team members will participate in all scrimmage and practice games. Playing time in league games will be determined by the circumstances of the game and the judgment of the coach.

B. Booster Club Participation Policy

In order to have a successful sports program at St. Justin Martyr School, we rely upon the help of our parents/guardians. If your child is on a team, you are automatically a member of the Booster Club. As a member of the Booster Club, you will be asked to work the snack bar at home games, drive to away games, or work at tournaments.

IX. SCHOOL POLICIES

A. Photographing and Videotaping of Students

While your child is at school, he/she may be photographed or videotaped by members of the school staff, by parents, and by others. A form is provided at the time of registration on which you authorize permission for such activity. Students are not allowed to take pictures of themselves or other students at school unless supervised by a staff member.

B. Absence from School Premises

At no time during the daily session are pupils allowed to leave the school grounds, even during the recess or lunch periods, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent/legal guardian must present him/herself to the office, not the classroom nor the lunch area, before the child is released. The child is then signed out and released. If someone other than the parent/guardian is picking up the child, he/she must present a signed note from the parent or guardian before the child will be released. The school assumes no liability in cases where students leave the premises in violation of the above policy.

C. Absence

1. If a child is absent, the parent/guardian must telephone the school office each day of the absence before 8:30 A.M. and relate the reason for the absence. A request for a student's homework and arrangements for its pick up must also be made at this time. You are able to leave a message at the school anytime, day or night, to report an absence. It should not be necessary for the office staff to place calls to check on the absence of students. It is the parents'/guardians' responsibility to call the school. When the child returns to school, he/she must bring a written excuse signed by the parent/guardian. The note must include:

Name of student

Date(s) of the absence

Satisfactory reason for the absence

Signature of the parent or guardian

(Catholic School Department of Education Handbook 4220)

- a. If students fail to bring a written excuse when reporting back to school after an absence, they will be sent to the office to call parents/guardians. An absence note must be received the following school day.
- b. If a student is absent due to film work/acting, the teacher shall mark on her register and on the student's learning assessment that the absence(s) are due to the student being involved in filming off campus. This, however, will only be done for the days that the student is on the set and the teacher receives a report from the set teacher verifying that instruction was received on that day.

2. Parents/Guardians should schedule all medical and dental appointments for after school hours. If it is necessary for a child to leave the school for such an appointment, the parent must send a note beforehand with the child stating the type and time of the appointment. The child takes the note to the school office where it is recorded, and he/she then presents the note to the teacher. The parent/guardian must come to the school office at the appointed time to pick up and sign out the child. No child will be allowed to leave the premises unless he/she is signed out and accompanied by his/her parent/guardian.

Before returning to the classroom after the medical appointment, a note from the doctor/dentist must be presented to the receptionist upon arrival at the school or the medical absence will be recorded as an absence.

3. Vacations/Day Trips
See II ACADEMIC INFORMATION, F3.
4. Excessive absence is considered 15 days per semester or 10 days per trimester - a total of 30 days per school year. (Catholic Schools Department of Education Administrative Handbook 4220) Under these circumstances it is at the discretion of the administration with the teacher to determine issuance of a respective trimester's Student Learning Assessment.
5. When the student arrives after recess he/she is ½ day absent.

D. Tardiness

If students arrive at or after the 8:00 A.M. bell, the parent/guardian, or person responsible for bringing them to school, **MUST ACCOMPANY THEM TO THE OFFICE AND SIGN THEM IN.** Please note: **INSTRUCTION BEGINS AT 8:00 A.M.;** late arrival is disruptive to the child's start of day, and disruptive to instruction already in progress. Ten tardies in a trimester constitute a detention in intermediate and middle school grades. The same policies that apply to academic or behavior detentions apply to detentions for tardiness. Excessive tardiness can lead to suspension.

E. Immunizations

Special attention must be paid to the Verification of Required Immunization. Effective March 5, 1986, the California Administrative Code, Title 17, Section 6000-6075, states that pupils entering a California school for the first time, must provide a written immunization record of receipt of each required vaccine dose. This record must show the date of receipt of each required dose. No child may be admitted as a student unless he/she has been immunized against diphtheria, whooping cough, tetanus, polio, measles, rubella, mumps, hepatitis B, varicella. California law requires students entering grade 1 to provide health records that include a health exam (physical), and a tdap booster is required for students entering grades 7 or 8. (California law effective 1/1/16, provides that the Personal Belief Exemption is no longer valid.)

F. Illness

1. If a child has contracted a communicable disease, all parents/guardians of children in his/her classroom will receive a notice listing the symptoms and proper precautions.
2. If a child is injured or becomes seriously ill during the school day, the parent/guardian or person designated on the medical emergency card will be notified. Students with a fever of 100° or more may not remain in school. The authorized person must come to the school office and sign out the sick child. No student will be allowed to leave the school grounds unless accompanied by a parent/guardian or designated person listed on the emergency card.

G. Medication

No school employee is allowed to administer medication to students. They are, however, allowed to assist the students in administering the medication to themselves.

The Orange County Department of Health requires a request/permission form filled in by both the parent/guardian and the physician in order for any medication to be dispensed on school grounds. The medication must be in the student's original, labeled, pharmacy container. You may request two containers from the pharmacy - one for home and one for school. The request/permission forms are available in the school office. No medications will be allowed in the school unless we have these forms on file.

No non-prescription or "over the counter" medications will be dispensed at school without the above form.

While in school or after school no student is allowed to have any type of medication, including aspirin or inhalers, on his/her person or in the book bag or lunch box.

An adult will supervise to ensure that the correct dosage is taken; however, medications are not directly administered by any staff member. Please note that St. Justin Martyr Parish School does not employ a registered nurse.

H. Dismissal

1. Parents/guardians or other authorized persons, are responsible for their child before 7:45 A.M., and after 12:10, 2:10, or 3:10 P.M. (depending on time of dismissal), unless the child has been signed into the Extended School Day Care Program. Dismissal procedures have been formulated which allow for a quick dispersal of all students. Teachers supervise those students who walk or ride bicycles and they accompany the students to these points of dismissal. Parents pick up the students in O'Connor Hall or the quad area if they are driven home. Those parents/guardians who call for their children in cars must follow the directions included in the appendix of this handbook.
2. Gates to the school grounds will not be opened until 2:50 P.M. on regular school days, at 1:50 on early dismissal days, and 11:50 on minimum days.
3. In consideration of the safety of the students, the Ball/Empire parking lot **IS NOT ALLOWED** to be used for the drop-off or pick-up of students.

4. No student is allowed to remain on the school grounds later than 10 minutes after dismissal, unless he/she is to participate as a member of a team or other school sponsored activity. Children who are not picked up by this time will be escorted to the Extended School Day Care facility and must be signed out by the parent/guardian or authorized person.
5. Teacher moderators and/or coaches involved in any after school activity **ARE NOT RESPONSIBLE** for the supervision of any student(s) who are not involved in the respective moderator's/coach's activity.

Younger brothers/sisters of students who remain after school to wait for older siblings involved in an after school activity, MUST check into the Extended School Day Care facility. Appropriate fees will be charged.

6. Any student remaining after school in order to participate as a spectator, **MUST** check into the Extended School Day Care facility at dismissal and remain there until the game or after school activity begins. At the conclusion of the game or activity, students who are not picked up on time, must return to the Extended School Day Care facility for supervision. Appropriate fees will be charged for the time spent in the facility, before, during, and after the activity.
7. The school is not responsible for students who leave the school grounds and then return for a school-sponsored activity.
 - a. No student nor any school team is allowed to leave campus and return to campus on any team practice or game day. If a student does leave campus and return, he/she will be issued a detention and will not be allowed to practice and/or play in that day's game. Repeated abuse of this rule may result in the permanent removal of the team member from his/her respective team. (This does not apply on noon dismissal days when a game or practice takes place later.)
 - b. No coach is allowed at any time to take a student(s) off campus for any reason other than a school-sponsored away game or tournament.
 - c. At no time are persons who drive to away games, or coaches, allowed to stop at fast food locations or any other location while in route to or from a game and while transporting students. Travel is directly from point A, St. Justin Martyr Parish School, to point B, the away school, and vice versa.
 - d. After any practice and/or game has concluded, any student who is not picked up by his/her parent or guardian or does not walk directly home, must check into Extended School Day Care.
 - e. After any practice and/or game any student(s) who remain at school to participate as a spectator (especially when there are back-to-back games), the student(s) must be under adult supervision at all times while on campus. If no coach remains to undertake this supervision, students who remain on campus must check into Extended School Day Care and may then watch the game under Day Care Staff supervision. This is at the discretion of the Extended School Day Care Staff.

I. Bicycles

Students who demonstrate adequate ability and maturity and follow city bicycle safety regulations, will be allowed to ride bicycles to school. **BY LAW, STUDENTS MUST WEAR A HELMET WHEN RIDING A BICYCLE.** Students must walk, not ride, bicycles or razor scooters on the school/parish grounds. Bicycles are to be parked in the racks provided and they must be individually locked. **THE SCHOOL IS NOT RESPONSIBLE FOR THE THEFT OF OR DAMAGE TO A BICYCLE AND/OR RAZOR SCOOTER.**

No student is allowed to ride a skateboard, roller skates, roller blades, nor electric scooter to school or to possess them while on school grounds.

J. Child Abuse

In accordance with Diocesan policy and California law, the school staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation of any child. In this very serious area, the school will not contact parents/guardians in advance of making a report to legal authorities. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. The school staff will make such reports in the best interests of the affected child and does not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

K. Diocesan Harassment Policy (see appendix)

L. Accident Insurance

The premium for this insurance is included in the registration fee. All students have coverage for medical attention resulting from accidents during school hours or school-sponsored activities. Additional insurance is available.

M. Natural Disasters

1. The school follows the Diocesan and State directives for fire, earthquake, and lockdown drills. In some instances, the action of the local public schools regarding the closing of school is followed. In case of a natural disaster, parents/guardians should follow the directions broadcast on local radio stations.

We at St. Justin's have an extensive earthquake plan and we practice drills with the students often. The school maintains a fully stocked and equipped earthquake/disaster storage facility. There are sufficient supplies for three days sustenance for students, faculty, and staff. The entire faculty and staff are certified in both First Aid and CPR. Please be assured that if an earthquake or serious aftershock takes place during school hours, we will make every effort to provide for the care and safety of your child/children until you get to school to pick them up.

This is a reminder that if an earthquake takes place in the morning, before school begins, you should keep your child/children home. If one occurs during school hours, you are to come to school as soon as possible and sign out your child/children. Only parents/guardians, custodians, or individuals listed on your child's/children's Emergency Release card may sign them out.

2. In accordance with state law, the school staff is responsible for the students during a disaster. The students are released only to the persons whose names are listed on the Emergency Release card.

N. Dress Code

1. The administration and faculty of St. Justin Martyr School believe that a student's appearance has an influence on his or her attitude and behavior. Health and hygiene are important aspects of a student's physical development. Students are expected to come to school each day clean and well groomed. The dress code is designed to help students develop a sense of hygiene, neatness and modesty. This code will be strictly enforced while the student is on campus, including before and after school hours, and at any on or off campus activity. Parents/Guardians and students are expected to cooperate with the school personnel by strictly adhering to the code.

Parents/Guardians must be aware that when they choose to send a child to St. Justin Martyr School, that the dress code becomes part of the normal regulations. The parents/guardians are expected to see that the students leave home each day in compliance with the dress code policy. Failure to comply with the dress code regulations by the deadline indicated on a uniform infraction form for any reason will result in a detention. Infractions may at times be superseded by a detention.

The school uniform may not be altered in any way to accommodate current fashion trends. No "gang related" dress will be tolerated.

THE ADMINISTRATION AND FACULTY RESERVE THE RIGHT TO REGULATE ON A DAILY BASIS AGAINST UNBECOMING FASHIONS. PARENTS/GUARDIANS WILL BE NOTIFIED OF ANY MODIFICATIONS REGARDING THE DRESS CODE AND SPECIFIC GUIDELINES WILL BE ISSUED.

2. Formal Full Dress Uniform: When students participate in leadership roles, such as Student Council, at any special school assembly or other designated event, and/or when students attend weekly liturgies and other in-Church liturgical events or other designated events, such as field trips, Formal Full Dress Uniform is required. Daily wear uniform may be worn on other days.

a. Formal Full Dress Uniform means that:

Grades TK-3 Girls wear:

Uniform plaid bib-top jumper;
Modesty short, navy, worn under jumper;
White, round collar blouse with short or long sleeves, logo on collar;
Plaid continental cross-over tie;
Cardigan sweater or vest, navy, with torch emblem

Grades 4-8 Girls wear:

Uniform plaid skirt (4-8);
Modesty short, navy, worn under skirt;
White oxford blouse with short or long sleeves, with classic logo; shirt tucked in
Plaid prep tie;
Cardigan sweater or vest, navy, with torch emblem

Grades TK-8 Boys wear:

Pants: Uniform flat front twill; traditional fit pleated twill; Lil Kids pull-on (TK & K only);
Shirts: White oxford, short or long sleeves, with classic logo; shirt tucked in;
Ties: Prep or Self, navy, with torch logo;
Cardigan sweater or vest, navy with torch emblem;
Belt: to be worn with pants that have belt loops

b. Daily Wear means that:

Grades TK-8 Girls wear:

Polos: mesh or classic mesh polo shirt, red or grey, short or long sleeves, with classic logo, shirt tucked in;
Skort-Navy: twill Jane;
Shorts-Navy: flat front twill; pleated twill; Lil Kids pull-on (TK & K only);
Slacks-Navy: flat front, pleated twill; Lil Kids pull-on (TK & K only);
Belt: to be worn with pants or shorts that have belt loops

Grades TK-8 Boys wear:

Polos: classic mesh polo shirt, red or grey, short or long sleeves, with classic logo; shirt tucked in;
Shorts-Navy: flat front twill, traditional fit pleated twill; Lil Kids pull-on (TK & K only);
Slacks-Navy: flat front twill; traditional fit pleated twill; Lil Kids pull-on (TK & K only);
Belts: to be worn with pants or shorts that have belt loops

c. Other items:

- Girls Socks: Only solid (no logo) white, red, or navy blue socks or knee socks are permitted (white only on P.E. day). Knee high socks or crew socks must be clearly visible above top of shoe. If a high-top shoe is worn, a longer sock must be worn and be clearly visible above the top edge of the shoe is required. Tights of solid red, white, navy blue, or black may be worn in the winter months.
- Girls Shoes: White, black, red, brown, gray, or navy shoes, are allowed. NO shoes with any type of decorations, characters, pictures, patterns, or designs may be worn. Shoes must be sturdy, sensible, and clean. Shoes must be laced in crisscross fashion and tied securely on top of the tongue of the shoe, No sandals, boots, or plastic shoes or those with "blinking lights" are allowed. Shoes with Velcro straps are acceptable. If students are unable to tie their shoes, they must wear Velcro or slip-ons. Parents/Guardians are encouraged not to purchase the most expensive athletic shoes for school wear, as this presents a peer pressure problem for the students.
- Girls Hair: No bleaching, dyeing, or rinses of hair is allowed, nor are sculptured or fully shaved haircuts. No extreme or faddish hairstyles which the administration deems inappropriate are allowed.
- Girls Make-up: Grades K thru 8: No make-up. Only colorless, clear nail polish is allowed to be worn with the school uniform. No artificial nails are allowed. No "colored" chapstick is allowed.
- Girls Jewelry: Grades K thru 8: The following are the only items allowed:
-one ring on each hand
-one watch
-one cross or religious necklace no longer than 20"
-simple studs for the ears-(one in each earlobe only)
NO DANGLING NOR HOOP EARRINGS ARE ALLOWED.
No more than one bracelet may be worn (Medical or I.D. okay).
- Girls Body Markings: Grades K thru 8: No permanent or temporary tattoos, body markings or body piercings; only exception: stud earrings as noted above, are allowed.
- Boys T-shirts: Optional - A clean, white t-shirt may be worn under the uniform shirt. No colored t-shirts nor those with emblems or designs are permitted. The t-shirt must not be oversized and must be tucked in at all times.
- Boys Socks: Only solid white tube or crew socks are the only socks allowed. Socks must be clearly visible above top edge of shoe. NO socks may be stuffed down below shoe line. If a high-top shoe is worn, a longer sock must be worn and be clearly visible above the top edge of the shoe. **NO LOGO.**

Boys Shoes:	Same as girls. Shoes must be laced in crisscross fashion and tied securely on top of the tongue of the shoe.
Boys Hair:	Same as girls. In addition, hair may not touch the shirt collar nor the eyebrows. No "carved" haircuts, no excessive vertical length, no Mohawks or Fohawks are allowed. Sideburns may not pass the bottom or the ear. No facial hair.
Boys Jewelry:	Same as girls, but boys are not allowed to wear earrings at any time.
Boys Body Markings:	Same as girls
Jackets (boys & girls):	Uniform jackets only are allowed to be worn at school. Uniform jackets may be worn to and from school and at recesses during the coldest weather months. NO OTHER OUTERWEAR JACKET IS ALLOWED. Jackets are not permitted to be worn while inside the classroom. Vicki Marsha Uniform jacket styles and colors are as follows: -Polar fleece full zip with classic emblem: <u>Red or Navy</u> -Coaches windbreaker with classic emblem: <u>Red or Navy</u>
Shoelaces (boys & girls):	If shoelaces other than white are used, they must be a uniform solid color (red, black, or navy blue). Both laces must be the same color.

3. Special Dress Day (other than school uniform): This privilege will be extended at certain times during the school year. Good grooming is expected at all times. The school reserves the right to regulate against unbecoming fashions. Special Dress Days are subject to the following guidelines:
- Socks, tights, or some type of hose must be worn by all students.
 - Jeans, no holes, no too tight fitting, may be worn.
 - Plain colored or striped polo or crew neck shirts may be worn; shirts with a collar are preferred.
 - No shirts imprinted with alcohol brand names or symbols, wild or distasteful sayings, rock groups, or violence and/or weapons imprinted on them; no oversized t-shirts may be worn.
 - No sundresses, tank tops, razor back tank tops, spaghetti straps, plunging necks or backs, nor bare midriffs.
 - No hats, beanies, visors, or caps except caps with school logo or with special permission. On sunny days students may wear baseball style caps/hats outside at recess and lunch. The cap must remain in the student's backpack. Caps can be plain or display SJM or sport team logos.
 - No tight fitting stretch/spandex pants/short
 - No baggy pants, shorts, or oversized shirts; pants and shorts must be worn at the waist. A belt must be worn at all times.
 - No "gang related" clothing of any kind.
 - Shorts worn must be walking shorts length (same as uniform walking shorts); no sweatpants.
 - Girls' skirts must be modest in length, no more than 4 inches above the back of the knee.

- l. Rules regarding: hair, makeup, jewelry, and shoes, remain in force as noted in the handbook.
- m. All belts must be stretch, leather, or fabric. No studs, writing, or decorations. Belt buckle must be a simple buckle with no logos.

Parents/Guardians will be notified through communication in the IT weekly newsletter or the website or by email regarding "Special Event" Days, ie., school picture day, graduation picture day, sweats day, jeans day, backwards day, crazy hat day, etc.

Parents/Guardians will also be notified of any modifications regarding the dress code and specific guidelines will be issued. Failure to comply with Special Dress Day regulations may result in a detention and the student will call home for a change of his/her outfit.

4. **BOYS & GIRLS P.E.:** Red gym shorts and solid heather-gray t-shirt imprinted with red lettering school logo. P.E. uniform is sold through the school office and is a requirement. Only white socks may be worn with P.E. uniform. P.E. SHORTS MAY NOT BE ROLLED AT THE WAIST OR PULLED DOWN BELOW THE WAIST TO CREATE A "BAGGY" LOOK; UNDERWEAR MUST BE COVERED.

Grade 8 Privilege: Special Color Class Sweatshirt

Gr. 6-8 Privilege: Outdoor Ed. Sweatshirt may not be worn on any days when Full Uniform Dress is required. No hoods at any time.

Navy sweatshirts (with white school lettering), and navy sweatpants may be worn. However, they do not take the place of the P.E. uniform that must be worn under the sweatshirt and sweatpants. The sweatshirts and sweatpants are sold through the school office.

O. Discipline

Catholic School Discipline

Discipline is essential to Christian development. The purpose of discipline is:

1. To provide a classroom situation conducive to learning;
2. To develop Christian values, responsibility, and self-control;
3. To help build a sense of community.
4. To help students exhibit the school's core values
5. To achieve the school's Learning Expectations
(Catholic School Dept. of Ed. Adm. Handbook 4600)

To this end, the faculty, with the support of the administration, established the following school-wide rules:

1. Be a model of Christ.
2. Listen to and follow directions.
3. Respect adults, peers and self.
4. Always conduct yourself in a safe manner.

The teaching staff has developed expectations for classroom conduct which includes consequences and positive rewards. Procedures and expectations are presented to the parents/guardians on Back to School Night. Teachers are available to clarify the expectations any time during the year.

Behavioral expectations are in effect at off campus activities as well as on

campus. Any inappropriate actions occurring off campus, in any way related to or affecting behavioral expectations, school activities, and/or the learning process, shall be dealt with as if they had occurred at school.

A serious violation of school or classroom rules may be faced with a detention, suspension, or expulsion. This includes but is not limited to:

1. Leaving school grounds during the school day without parent/guardian written permission and office clearance.

(The school is not responsible for students who leave the grounds after dismissal and then return for sports or other activity.)

2. Being in the classroom or O'Connor Hall without a teacher or adult.

Parents/Guardians and school personnel will share in the responsibility of necessary action to correct a student's bad behavior. Reasonable effort is made to help a student change inappropriate behavior through alternative means before implementing severe actions.

1. Detention

Students in grades TK-2 are responsible for meeting the requirements for proper uniform, good behavior and academics, and are subject to age-appropriate consequences (example: recess detention).

The following discipline procedure applies to grades three through eight.

- a. A deficiency or infraction is a violation of school policy relating to uniform, academics, or behavior.
- b. Six deficiencies warrant a detention.
- c. Three detentions in a trimester warrant a 1-day at home suspension.
- d. At the beginning of a new trimester each student starts with a clean slate. However, if missing assignments are involved, the work must still be completed and turned in.
- e. A behavioral detention is issued to a student for misconduct including, but not limited to: bullying, disrespect, rudeness, foul/inappropriate language, negative attitudes, disrupting classroom instruction and learning, verbal or physical abuse, fighting, and destruction of property. The Student Learning Assessment grade may be lowered.
- f. A detention is served on the day specified for 30 minutes from 3:15-3:45.
- g. An additional detention is given for failure to report for a detention.
- h. Students will be expected to work on assignments sent by their teacher or an assignment given by the staff member in charge of detention.
- i. Bad behavior during detention will call for a one day at home suspension.
- j. Athletes are not available to their team during the time they are serving a detention.
- k. A detention can be administered for any one serious behavioral act, especially if safety is threatened. An automatic detention will be issued for inappropriate behavior during safety drills, gum chewing, being in a classroom or in O'Connor Hall without a teacher or authorized adult. Conduct grade may be lowered.
- l. Inappropriate use of any technology or violation of the school's Acceptable Use Policy may result in an immediate detention or suspension.

- m. All faculty members may issue a detention. There will be additional consequences if the deficiency notice is not returned with a parent/guardian signature. The student will receive a lunch recess detention until the slip has been returned with a parent signature. The parent will be notified. Chronic behavior involving following through with required signatures may result in a suspension. Students in leadership positions are expected to model good behavior. Excessive detentions may jeopardize participation in future school activities. This includes participation in student council and sports teams.
- n. Parents/Guardians will be notified in advance regarding deficiencies and detentions.
- o. After 10 tardies in a trimester, a student will be issued a detention.

AT ANY TIME, AT THE DISCRETION OF THE PRINCIPAL, ANY OF THE ABOVE PROCEDURES CAN BE SUPERCEDED AND THE PRINCIPAL MAY WAIVE OR IMPOSE ANY DISCIPLINARY RULE FOR JUST CAUSE.

2. Suspension/Expulsion

a. General Guidelines

Suspension and/or expulsion from school are not ordinary punishments. They will be used when other corrective measures have failed or a serious offense is committed. When a student seriously violates any rule or regulation, the parents/guardians and school personnel have a shared responsibility in taking necessary action to correct a student's behavior. Every reasonable effort shall be made to change a student's inappropriate behavior through alternative means before implementing more severe actions such as a suspension or expulsion.

- (1) The school may suspend or expel a student for continued willful disobedience, habitual profanity, vulgarity, or open and persistent defiance of the authority of school personnel or other supervising adults. Further assault and battery upon a student, teacher, or other supervising adults, whether **ON OR OFF SCHOOL PREMISES** or while under the authority of school personnel, or any threat of force or violation directed toward these persons at any time or place may also warrant suspension or expulsion. Depending on the severity of the situation, the school or its employees may elect to contact local police.
- (2) The school may suspend or expel a student who has, on school premises or elsewhere, used, sold or been in the possession of narcotics or other hallucinogenic drugs or substances. Depending on the severity of the situation, the school or its employees may elect to contact local police.
- (3) The school may suspend or expel a student for misconduct when other means of correction fail to restore proper conduct.
- (4) The school may suspend or expel a student who willfully cuts, defaces, or otherwise injures in any way, property, real or personal property belonging to anyone but themselves. Parents or guardians are liable for all damage caused by the student.

- (5) The school may suspend or expel a student for using or possessing intoxicating liquor while on the school grounds, or elsewhere, when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.
- (6) The school may suspend or expel a student for possessing or smoking tobacco on school premises or at any school sponsored activity.
- (7) The school will immediately suspend a student for any weapons violence, ie., using or possessing any weapon, including but not limited to firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at school or at a school activity off school grounds; and/or for any verbal, written, e-mailed, electronically text-messaged, etc. threat of any kind. Depending on the severity of the situation, the school or its employees may elect to contact local police.
(Catholic School Dept. of Ed. Administrative Handbook 4620)
Expulsion from school may be additionally warranted. (Catholic School Dept. of Ed. Administrative Handbook 4630) Parents will be notified immediately in either case.
- (8) The school may suspend or expel a student for theft or forgery.
- (9) After three detentions for tardiness within each trimester, a student is subject to a one day suspension. The school may suspend or expel a student for habitual truancy.
- (10) The school may suspend or expel a student for any other actions that occur **BOTH ON OR OFF CAMPUS** which, in the professional judgment of the administration, are gravely detrimental to the moral or spiritual welfare of the school community.

b. Suspension - Specific Guidelines

- (1) A student may be placed on suspension for serious misconduct on campus, or off campus during school related activities, or for continued misconduct.
- (2) Official suspension may occur in various forms depending on the circumstances. The student may attend class but lose the right to participate in any school activity on or off campus. The student will be sent home for the entire period of suspension and is assigned academic work to do at home. He/she is also responsible for all work missed during the time of the suspension.
- (3) The length of any suspension is left to the discretion of the principal in accordance with the nature of the misconduct and the extenuating circumstances. The suspension may not exceed 5 days at any one time.
- (4) If an off campus suspension occurs, the student is responsible for all classwork, homework, and any additional assignments

missed and will return all work on his/her return to school.

- (5) When a student is sent home during the school day because of a suspension, the suspension officially begins the following school day.

The student may not participate in or attend any school sponsored activity, including practice, games, tournaments, etc. on the suspension day(s).

c. Specific procedures include:

- (1) In no case, shall a faculty member, on his/her own authority, suspend or expel a student. These measures are authorized only by the principal, after consultation with the respective faculty member.
- (2) The student shall be given an oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story. He/she will be made aware that a rule has been broken and that he/she is the one who is responsible for the infraction.

In "emergency" situations **BOTH ON OR OFF CAMPUS**, that constitute a clear and present danger to the lives, safety, or health of students or school personnel, suspension may be imposed immediately and the parents/guardians will be notified.

- (3) The gravity of suspension requires that notice be given to the parents/guardians by telephone, or other appropriate methods of communication within a reasonable time. In this notice, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted.
- (4) A conference with the parents/guardians, student, and appropriate school staff will be arranged if necessary. Failure of a parent or guardian to meet with the administration can result in additional suspension, expulsion, loss of financial aid, and/or may not be offered registration for the following school year.
- (5) The principal is required to maintain dated documentation of the facts, and of the parent/guardian conference.
- (6) Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct will be clearly stated to the student and parents.
- (7) Prior to re-admission to class, the student and parent/guardian must be informed regarding a clear plan of action which would avoid the possibility of a second suspension. In this way, the student's progress toward self-discipline shall be clearly monitored by the parents/guardians and the school.

d. Expulsion - Specific Guidelines:

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. (Catholic School Dept. of Ed. Adm. Handbook 4630)

- (1) In certain cases, the gravity of the misconduct, with the discretion of the principal, shall warrant expulsion from the school.
- (2) The pastor will be consulted if there is a final decision to expel the student.
- (3) Full credit shall be given for all work accomplished by the student prior to the time of expulsion. Transcripts and SLA will reflect final day of attendance and will also state that the student was expelled.
- (4) A copy of any documentation or records regarding the expulsion shall be kept in the school files and one will also be sent to the Diocesan Department of Education. A copy will be given to the parents/guardians and the pastor.
- (5) There is zero tolerance for the use, possession or brandishing of any weapons or any materials used to bully, harass, or endanger another person. This includes bullying or harassing or endangering through the use of technological devices. Please refer to St. Justin Martyr School's *Bring Your Own Device Acceptable Use Policy*.

PRINCIPAL'S PRIVILEGE - THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE OR IMPOSE A CONSEQUENCE OF ANY DISCIPLINARY RULE FOR JUST CAUSE AT HER/HIS DISCRETION.

P. Office Procedures

1. It is necessary that the school secretary be notified when there is a change of home address, email address, phone number, or family situation. This is extremely important so that the emergency information on file can be kept up to date.
2. If parents/guardians have a message, textbooks, or other items to deliver to a child, they are asked not to go directly to the individual classroom, but should give these items to the office receptionist who will see to it that the child receives them.
3. **On an emergency basis only**, if parents/guardians need to bring a lunch for a student, it must be labeled with the student's name and grade and be delivered to the school office by 11:30 A.M. **No lunches are to be delivered to the lunch area.** If a drink is included, please do not bring soda in cans or other drinks in soft cups. Bring drinks, either in a box or plastic bottle, or bottled water. No glass bottles please.
4. It is **MANDATORY** that all uniforms, sweaters, jackets, P.E. clothes, book bags, and all personal property of the students, be labeled with their

names. Lost and found items are collected in the daycare room (#6).

5. No student is allowed to use the office (or daycare) telephone, except in the case of an **EXTREME EMERGENCY**. Forgotten lunches, books, or homework are not considered emergencies and calls are not to be made to parents to recover these forgotten items.

Q. School Visitation

1. At various times during the year, visitors are cordially invited to visit the classrooms and observe the daily activities of the students. However, they must first call for an appointment and then check in at the school office before the visitation.
2. Each school day morning, TK-8 students gather in the hall or quad area for opening ceremonies. Following the assembly, the students and their teachers go directly into the classrooms to begin their program of instruction. **WE ASK THAT PARENTS DO NOT ESCORT THEIR CHILD/REN INTO THE BUILDING AS THERE ARE TIMES WHEN THIS CAN CREATE "START-OF-DAY DELAYS" AND/OR MAKE PARENT/CHILD "GOODBYES" MORE DIFFICULT AND STRESSFUL.**
3. Due to diocesan regulations, non-SJM students or siblings are not allowed to join chaperones to classroom events or on field trips.
4. No one, including a parent/guardian, is to enter a classroom while class is in session to speak to a teacher or student.
5. No class is to be disturbed while it is in session.
6. Please be aware, that for security reasons, the outer doors of the school are kept locked during school hours. If you wish entrance to the school, please ring the bell at the front door of the school.
7. Please be advised that gates around the perimeter of the parish/school property are normally kept locked during school hours.
8. For safety and sanitary reasons, pets should not be brought on campus, before, during, or after school hours

PRINCIPAL'S PRIVILEGE – THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE OR IMPOSE A CONSEQUENCE OF ANY DISCIPLINARY RULE FOR JUST CAUSE AT HER DISCRETION.

THE ADMINISTRATION AND FACULTY RETAIN THE RIGHT TO AMEND THIS HANDBOOK FOR JUST CAUSE AND PARENTS/GUARDIANS WILL BE NOTIFIED OF ANY CHANGES THROUGH THE WEEKLY NEWSLETTER, THE IT, WEBSITE, EMAIL, OR SPECIAL NOTICE. ALL REGISTERED STUDENTS AND PARENTS/ GUARDIANS ARE EXPECTED TO COMPLY WITH THE CONTENTS OF THIS HANDBOOK.

APPENDIX

FEDERAL & STATE PROGRAM INFORMATION

Title I, II, V

The No Child Left Behind Act of 2001: Equitable Participation

Under the Uniform Provisions, local education agencies (LEAs) or other entities receiving federal financial assistance are required to provide services to eligible private school children, teachers and other personnel consistent with the number of eligible children enrolled in private elementary and secondary schools in the LEA, or in the geographic area served by another entity receiving federal financial assistance. These services and other benefits must be comparable to the services and other benefits provided to public school children and teachers participating in the program and they must be provided in a timely manner.

Programs in the No Child Left Behind Act Requiring Equitable Participation:

Title I: Improving the Academic Achievement of the Disadvantaged student(s);

Title II: Preparing, Training and Recruiting High-Quality Teachers' and Principals' funding or professional development;

Title V: Promoting Innovative Programs: Private school students, teachers and other education personnel may receive professional development, library materials, educational equipment, and repair and minor remodeling or construction of public facilities.

CALIFORNIA STAGE 3 ENERGY ALERTS

Energy suppliers have defined three stages, at which point, area customers must create a measured response. Stage three is of utmost concern.

Should a Stage 3 Alert be declared, St. Justin Martyr Parish School and neighboring businesses will be ordered to reduce demand in as little as 10 minutes. The power outage could last as long as one hour, but these outages will be rotated throughout the affected areas.

The administration of St. Justin Martyr Parish School has created a plan anticipating a Stage 3 Alert. Please review the following steps to help minimize confusion and interruptions to the classrooms.

1. **Communication**

Phone lines run on electricity. All communication will be established via cell phones and district emergency radios. Do not try to contact the school site. Should an emergency occur, the office staff will contact parents.

2. **Visitations**

Please refrain from visiting the school site during the outage. This will only add to the confusion at our school and, since traffic lights will be non-operational, the added traffic will create a safety hazard.

3. **Student Release**

Students will be released at the normal dismissal time. Please do not attempt to arrive early to pick up your child/ren. Should you get stuck in traffic, be assured that staff and administration will remain with every student until a parent/guardian arrives.

4. **Safety Hazard**

A power outage is not a safety issue for your child/ren at St. Justin Martyr Parish School.

The administration, faculty, and staff of St. Justin Martyr Parish School share your hope that a Stage 3 Alert will not be called for in the community of Anaheim. However, should this occur, please remain calm and be certain that the appropriate steps have been taken to guarantee your child's/ren's safety.

HARASSMENT

7600

Diocesan Policy Against Harassment

7610

The Diocese of Orange confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aide, volunteer, visitor, or guest to conduct themselves in a manner, which contributes to a positive school environment. Therefore, any form of harassment whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

Definition of Harassment

7620

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, persuasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive, or intimidating because of the individual's race, creed, color, age, gender, ancestry, physical or mental disability, or medical condition. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Diocese to provide an educational environment in which all students are treated with respect and dignity.

Examples of Harassment

7630

Harassment includes, but is not limited to, the following examples:

- Sexual: Unwelcome sexual advances, requests for sexual favors, sexual demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, epithets, and other verbal or physical conduct of a sexual nature.
- Verbal: Comments, questions, statements, slurs, jokes against a person because of race, color, gender, creed, national origin, physical or mental disability.
- Written: Suggestive, obscene or hostile letters, notes or invitations (electronic or paper).
- Physical: Unwanted, unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- Visual: Leering, gesture, display of sexually suggestive objects, pictures, cartoons, drawing or posters (electronic or on paper).

Disciplinary Action
7640

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, or occurs at any time including, but not limited to, any of the following:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off campus;
4. During, or while going to, or coming from, a school-sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Diocesan schools are expected to conform their lives to Christian principles at all times.

Student's Responsibility
7650

It is the student's responsibility to conduct him/herself in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

Administrator's Responsibility
7660

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar and offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

ADMINISTRATIVE PROCEDURES
7670

Dissemination of Policy
7670A

In order to ensure that all students and employees, and volunteers have knowledge of this policy and administrative procedures, a copy of the policy is readily available:

1. Posted in a prominent location in the administrative building on each campus.
2. Shall be provided to all students currently enrolled in Diocesan schools and shall be distributed at all orientation programs conducted for new students, staff, and volunteers at the beginning of each school year and summer session.
3. Shall be provided to all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired or a new volunteer comes on campus to assist the school personnel.

4. A summary of the policy shall appear in the parent and student handbooks at each school site.

Complaint Procedure 7670B

1. Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances, it may be better to directly contact an adult, such as those listed below.
2. If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or to a school counselor, principal, or assistant principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.
3. The designee receiving the complaint will follow the school's 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 as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

Confidentiality 7670C

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.

Retaliation 7670D

The Diocese forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report.

GENERAL GUIDELINES AND STEPS TO TAKE ONCE SOMEONE MAKES A REPORT 7680

A. First Response 7680A

1. Take the report seriously.
2. Be sensitive and set the tone.
3. Gather facts.

B. General Investigation Guidelines 7680B

1. Determine who should conduct the investigation.
2. Create a general investigation plan.
3. Conduct a thorough investigation immediately (within 24 hours, if possible).
4. Exercise confidentiality to an extent consistent with legal and diocesan requirements.
5. Document the results.
6. Select appropriate locations for interviews.
7. If complaint is for sexual harassment, ensure that a person of the same gender as the person being interviewed be present to conduct the interview (unless the

student requests otherwise).

C. Interviewing Complainant

7680C

1. Predetermine initial questions (what, who, when, where, to whom, witnesses, any touching, etc.).
2. Be non-judgmental – do not ask leading questions, i.e., questions that suggest the desired *answers*.
3. Clarify context of the events.
4. Seek effect on complainant (psychological, emotional, financial, etc.).
5. Seek information about others subjected to same or similar treatment.
6. Probe timing of complaint.
7. Find out what the complainant (and/or parent) wants.
8. Explain that there will be no retaliation.
9. Provide copies of appropriate diocesan policies.
10. As appropriate, ask the complainant (or depending on the circumstances, a parent) to prepare a formal, written complaint (be ready if the complainant does not want to make a formal complaint).

D. Interviewing Witnesses

7680D

1. Use open-ended questions to get information.
2. Do not provide information from other sources.
3. Explain confidentiality of interview.
4. Do not reveal biases.

E. Resolving the Complaints

7680E

1. Balance the facts known.
2. Be prepared to respond, even if you cannot determine whether harassment occurred.
3. Impose a disciplinary response, if warranted.
4. In consultation with the Superintendent of Schools, inform complainant and alleged harasser (and/or their parents) of results of investigation.
5. Take steps to resolve the situation and provide appropriate referrals for counseling where deemed necessary.
6. Create final report and transmit to appropriate superior.

(Cited directly from pages 31-36 of Diocesan Administrative Handbook: Rev. 9/96)

MORNING CARPOOL PROCEDURE

1. Enter through south gate on east side of Empire Street (south of Ball Road) and follow cones. Observe **no more than a 5 m.p.h. speed limit in parking lot.**
2. Children depart the cars in designated area and proceed on foot to quad area or O'Connor Hall.
3. If parents wish to park their cars for any reason, they must park in an area that is far removed from the coned area and escort their child/ren to the quad area or O'Connor Hall. Please follow Safety Patrol instructions.
4. **Reminder:** The Ball/Empire parking lot is **OFF LIMITS** for drop-off.

We function by the school clocks. The entrance gate is closed at 8:00 am. If you arrive late (after the gates are closed), please park in the lot at Ball and Empire (church parking lot) or the public school lot next door. **ESCORT YOUR CHILD/REN TO THE SCHOOL FRONT OFFICE VIA THE FRONT ENTRANCE. THE CHILD GOES DIRECTLY TO CLASS AS YOU SIGN HIM/HER IN, AS TARDY. DO NOT JUST DROP YOUR CHILD OFF AND LEAVE. THIS IS FOR YOUR CHILD'S SAFETY.**

NO PARKING is enforced on the South side of Ball Road from Empire Street to Nutwood. Parents and/or visitors who need to conduct business in the school office, including, but not limited to, dropping off/picking up a student, must park in the corner lot at Ball and Empire.

AFTERNOON CARPOOL PROCEDURE

1. Gates will be opened 10 minutes prior to dismissal time. Enter through south gate (same as A.M. drop-off). Observe no more than a 5 m.p.h. speed limit in parking lot.
2. Park your vehicle.
3. Safely proceed on foot to O'Connor Hall to pick up your children. All TK-8 students who go home via carpool are to be picked up by their parents/guardians/ designated "picker-uppers".
4. Exit through north gate.
5. **Reminder:** The Ball/Empire parking lot is **OFF LIMITS** for pick-up.

Please always be observant and patient in all of your driving and walking access both into and out of the school.

Thank you!

ST. JUSTIN MARTYR SCHOOL SONG

1. O, Hail! Oh, Hail! St. Justin School
The one we love the best,
We'll ring out the glory—
And we'll tell out the story,
Of the School we love the best.

Then—Hail! O, Hail! St. Justin School,
Our Alma Mater true,—
For we'll always stand
With our heart and hand—
For the honor of our dear School.

2. O, Hail! O, Hail! St. Justin School,
We want to do our best,
We'll ring out the glory—
And we'll tell out the story,
Of the School we love the best.

Then—Hail! O, Hail! St. Justin School,
Three cheers we sing to you—
For we'll always stand
With our heart and hand
For the honor of our dear School.

OUR PATRON **ST. JUSTIN MARTYR**

St. Justin was born in Palestine, the son of noble Roman colonists. Greatly interested in philosophy, he studied all varieties of pagan wisdom – Stoicism, Pythagoreanism, and

Platonism – until his conversion to Christianity about the year 130. He describes his conversion in his famous book, *Dialogue with Tryphon*. He was walking by the sea near the town of Caesarea, when he met an old man who revealed to him the riches of the true Faith. Thereafter, he devoted himself completely to the preaching of Christianity. At Ephesus, he entered into a famous debate with a Jewish philosopher named Tryphon. Later he traveled to Rome where he wrote two open letters in defense of the Faith to the Emperor Antoninus Pius and his son, the philosopher, Marcus Aurelius.

At last he incurred the wrath of a cynic philosopher, Crescens, for criticizing his immorality. Crescens denounced Justin, and caused his martyrdom with five other Christians around the year 165.

St. Justin is an outstanding model for lay apostles of today. His chief virtues were strong conviction, honesty, nobility, and courage. His life was devoted to the task of harmonizing the wisdom of the world with those greater riches revealed in the true Faith.