

2023



2024

ST. JUSTIN MARTYR CATHOLIC SCHOOL



PARENT
RESOURCE
GUIDE



GUÍA DE
RECURSOS
PARA PADRES

2023-2024 CALENDAR

August						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

February						
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18	19	20	21	22	23	24
25	26	27	28	29		

May						
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September						
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24	25	26	27	28	29	30

December						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
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21	22	23	24	25	26	27
28	29	30	31			

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key	
Full-Day Schedule 8:00AM - 2:45PM	
	Full Day
	12PM Dismissal
	2PM Dismissal
	No School

YEAR AT A GLANCE

Mass Day 2023-24: Wednesdays at 8:15 AM. Formal Uniform Required. Parents are welcome to join.

August

8/18 Meet the Teacher (In the classroom) 1:30-3:00
8/18 New Parent Orientation 3:15-4:00 pm
8/21-25 After School is "Park and Pick Up" in the hall.
8/21 First Day of School (12:00 Dismissal)
8/21 Trimester 1 begins (August 21, 2023 - November 2, 2023)
8/22 (12:00 Dismissal) ½ days for the start of school
8/23 (12:00 Dismissal)
8/24 Middle School 6th-8th grade Information Night 5:00-6:30
8/25 12:00 Dismissal- CSJ Network retreat for teachers 1:30- 4:00 pm
8/31 Back to School Night TK-5th grade(5:00-7:30 pm) (Hall)

September

9/4 No School (Labor Day)
9/6 First School Wide Mass 8:15 am (8th grade does mass)
9/7 12:00 Dismissal Teacher Prof. Development
9/11-14 STAR Testing
9/13 School Wide -Picture Day
9/15 Educator Convocation "No School"
9/18-22 STAR Testing Make-Ups
9/22 Family Movie Night 6-8pm
9/ 25 Charleston Wrap Fundraiser - Kick Off
9/29 Wear It Friday \$3.00

October

10/4 Feast of St Francis Mass 8:15 am
10/5 12:00 Dismissal Teacher PD
10/9 Holiday Weekend (NO SCHOOL)
10/ 16 Charleston Wrap Fundraiser Ends
10/20 12:00 Dismissal- CSJ Network retreat for teachers 1:30-4:00 pm
10/20 Muffins with Mom & Dad 7:30am-8:15 am
10/ 27 Wear It Friday \$3.00
10/31 Fall Harvest Party - (Parade 8:30-9:00) (Party 10:30-12:00) (12:00 Dismissal)

November

11/1 All Saints Day Mass- (2nd grade will dress as Saints and sing at mass) 8:15
11/ 2 Fall Portrait Make-Up Day - Wear a Formal Uniform for make-up pictures
11/2 Monthly Professional Development Training (12:00 Dismissal-Thursday)
11/3 Trimester 1 ends
11/6 Trimester 2 Begins
11/15,16,17 12:00 Dismissal- Parent-Teacher Conferences
11/ 17 Turkey Trot (Jog-a Thon) 12:00 Dismissal
11/20-24 Thanksgiving Break
11/27 School Resumes

December

12/6 St. Nick Day- No School Mass
12/7 Monthly Professional Development Training (12:00 Dismissal-Thursday)
12/8 Immaculate Conception Holy Day of Obligation -Mass 8:15
12/13 Student Confessions- 9:30 am
12/19 7th & 8th Grade Christmas party/dance 12:30-2:30 pm (Hall)
12/20 Christmas Party grades TK-6 12:00 Dismissal 10:30-12:00
12/20 Servite Christmas Play - 12:00 Dismissal
12/20 Last Day of School 12:00 Dismissal
12-21/Jan 7 (Christmas Break)

January


1/8 Return to School
1/15 Martin Luther King Day - No School
1/16-19 STAR Testing Week
1/22-26 STAR Testing Make-ups
1/ 24 8th Grade Gown Pictures- Hall
1/26 Wear It Friday
1/28 Catholic School kick-off Open House 9:00-10:45 am 11:00 mass
1/28-2/2 Catholic School Week

February

2/1 Professional Development Training (12:00 Dismissal)
2/9 2nd grade retreat
2/13 Valentine's Day party TK-7 (afternoon) 1:15 pm- 2:30 pm - 8th grade Dance 12:30-2:30 Hall
2/14 Ash Wednesday 12:00 Dismissal (MASS 8:15 am)
2/16 Father/Daughter Dance 6-9:00 pm
2/16 Stations of the Cross 2:00-2:30
2/19 Holiday Presidents Weekend -No School
2/22 First Communion Meeting
2/23 Wear It Friday
2/23 Stations of the Cross 2:00 pm
2/23 Trimester 2 Ends
2/26 Trimester 3 Begins
2/26 SJM Sports "March Madness Fundraiser" begins and ends 3/29/24

March

3/1 Stations of the Cross 2:00 pm
3/7 Teacher Training 12:00 Dismissal
3/8 Stations of the Cross 2:00 pm
3/15 Stations of the Cross 2:00 pm
3/15 Free Dress Friday \$3.00
3/20 Student Body Confessions -After Mass
3/22 Living Stations 1:45 pm 8th grade
3/24 Palm Sunday
3/ 25-27 12:00 Dismissal- Parent Conferences for select students
3/27 Last Day of School for Easter Break
3/27 Class, Clubs, Sports Pictures
3/28- April 5th Easter Break No School
3/31 Easter Sunday

April	
4/8 School Resumes 4/10 2nd Grade First Reconciliation- 9:30 am 4/11 12:00 Dismissal Teacher In Service 4/17 8th grade retreat 4/26 Wear It Friday 4/29- May 3 STAR Testing	
May	
5/3 12:00 Dismissal- CSJ Network retreat for teachers 1:30-4:00 pm 5/4 First Communion 2 pm -pictures in hall 12-4 pm 5/8 May Crowning 9:15 5/6- 5-/10 STAR Testing 5/10 Mother-Son Dance "Gow In The Dark" 6:00-9:00 pm 5/13-17 STAR Testing Make-Ups 5/13-17-Teacher Appreciation Week 5/13-17 Read-A-Thon 5/24 Sports Banquet 5/27 No School Memorial Day Weekend 5/28 Baccalaureate, Awards, Hall- Breakfast 8:30, 9:30, 11:00 5/29 8th Grade Graduation- Starts At 5:00pm 5/30 8th Grade Dance 5/31 TK & Kinder Last Day of School 5/31 8th Grade Disney Day 5/31 Wear It Friday	
June	
6/4 Kinder Graduation 10:30 Church 6/5 TK Promotion 10:00n pm 6/6 12:00 Dismissal 6/6 End of Year Family Picnic Day 10:30-12:00 pm 6/7 Last Day of School 1st-7th grade 12:00 Dismissal	
Trimester Dates:	
Trimester 1 (August 21, 2023 - November 3, 2023) Trimester 2 (November 6, 2023 - February 23, 2024) Trimester 3 (February 26, 2024 - May 31, 2024)	
Attendance	Scan To View Live Calendar
Absences: <ul style="list-style-type: none">• Please call (714) 772-4902 when a child is absent.• Give us the child's name, grade and reason for the absence.• Please submit a doctor's note for an absence to be excused. Late Arrival: <ul style="list-style-type: none">• At 8:00, all students must be signed in through the front office• Arrival after 10:00 is considered a half-day absence. Early Pick-up: <ul style="list-style-type: none">• Please call ahead• All students must be signed out through the front office.	

2023-2024 SUPPLY LIST

Due by the first day of school

Please label all items with your students name

Transitional Kindergarten and Kindergarten: A \$70.00 supply fee will be billed through FACTS account for supplies. The teacher will purchase all the supplies that are specific to little learners. Parents must purchase a backpack (no roller backpacks) and lunch box for their own child.

Supplies	TK	K	1	2	3	4	5	6	7	8
BANDAIDS (1 box knee and elbow size))			1		1		1			
BANDAIDS (1 box medium size)				1		1		1	1	1
COMPOSITION NOTEBOOK			1	2	3	3	3	3	3	1
BINDER, Hardcover 8-1/2"x11", 3 Ring, 1-1/2"							1	1	1	
BINDER, 5 Subject Dividers for, 8-1/2" x 11"						1	1	1	1	
BINDER PAPER (lined and whole punched) 2nd grade wide ruled Paper				1			1	1	1	1
BOOK BAG/BACKPACK, Large (No rolling backpacks)			1	1	1	1	1	1	1	1
BOX, Plastic Storage, Shoe Size (ex: Rubbermaid, Sterilite clear)				1	1	1	1	1	1	1
ZIPLOCK BAGS (Last name starting with A-H: 1 box of one gallon freezer ziploc. I-P: 1 box sandwich bag ziploc. Q-Z: 1 box snack bag ziploc.)			1	1	1	1	1	1	1	1
CRAYONS (Set of 24 Crayola)			3	1	1	1	1	1	1	1
CRAYONS (Plastic container for crayons)			1	1						
ELMER'S GLUE				1	1	1	1	2	2	2
ERASER (For Pencil, Rectangular)			2	2	2	2	1	1		2
WHITE OUT TAPE (no liquid)							1	1	1	1
FOLDER: [1st Grade: 2 red plastic, 1 blue plastic, 1 yellow plastic. (Includes 1 folder for Spanish class)] (Description: 2 pocket portfolio 9 3/4 x 11 3/8 size)			5	3	4	3	3	2	2	1
GLUE STICK			6	6	4	6	6	4	2	4
HIGHLIGHTERS (Yellow color only)			3	1						
HIGHLIGHTERS (pink, yellow, green, blue) One of each color.				1	2	1	2	1	1	1
INDEX CARDS (3"x 5" size)					1	1		1	1	
KLEENEX TISSUE BOX (large rectangular size)			4	2	1	2	3	3	3	3
MARKERS, Colored, Fine Point Set				1	1	1	1	1	1	1
MARKERS, Colored, Wide Set			1	1	1	1	1	1	1	1
MARKERS, Sharpie, Black, Ultra-fine point				2	1	1	2	2	1	2
NOTEBOOK, Spiral, Single Subject, 100+ Pages			1	1	1	3	5	3	3	3
PAPER REAMS [copy paper] (500 sheets ream)			4	4	4	4	4	4	4	4
CONSTRUCTION PAPER, colored (9 x 12)						1	1		1	1
CONSTRUCTION PAPER, colored (12 x 18)						1	1			1
PAPER TOWELS, Rolls			2	2	1	2	2	2	2	2
PENCILS, #2, Sharpened (not mechanical)			24	24	24	24	20	20	20	20

Supplies	TK	K	1	2	3	4	5	6	7	8
PENCILS, Colored, Sharpened			1	1	1	1	1	1	1	1
PENCILS, Red editing pencils			1	1	1	1	1	1	1	1
PENCIL BOX (small, plastic) for desk			1	1						
DRY ERASE MARKERS (Only black)				2	2	2	2	6	4	2
SMALL DRY ERASE BOARD W/ ERASER										
PENCIL POUCH ONLY* (<u>soft material</u>)				1	1	1	1	1	1	1
PENCIL SHARPENER, Small, Handheld				1			1	1	1	1
PENS, Ball Point, Green									3	
PENS, Ball Point, Blue/Black , non-erasable						2	6	5	10	10
PENS, Ball Point, Red				2	2	2	6	3		3
PLASTIC SHEET PROTECTORS (20 minimum)									1	
RULER, 12", Metric & Inches				1	1	1	1	1	1	1
SCISSORS, Sharp (5")			1	1	1	1	1	1	1	1
ANTIBACTERIAL WET WIPES FOR HANDS/FACE (unscented, large container)			4	2	1	1	1	3	3	3
DISINFECTING WIPES, CLOROX				2	1	1	1	1	1	1
HAND SANITIZER										
SMALL STUDENT PLANNER (2023-24 School year)					1	1	1	1	1	1
Art Sketch Pad										
PAINT SET, WATER SOLUBLE, 12 COLORS				1		1	1	1	1	1
WATERCOLOR PAINTS (Crayola or Prang)						1	1	1	1	1
WATERCOLOR PAPER				1		1	1	1	1	1
PAINT BRUSHES				1		2	1	1	1	1
TECHNOLOGY REQUIREMENTS:										
HEADPHONES (TK - 5th: corded headphones will be provided by school - [\$12.00 fee will be charged via FACTS]. 6th - 8th: NO AIRPODS)				1	1	1	1	1	1	1

IMPORTANT: Questions? Verify with the teacher before making a purchase.

Supply list subject to change, additions, deletions, substitutions

SERVICE EXPECTATIONS

GENERAL PARENT MEETINGS – Attendance Required

Required meetings are held throughout the year. One service hour per family is applied to those families who sign the attendance sheet. Childcare (in the daycare room) is provided free of charge to SJM students during these meetings. These are no homework nights.

SERVICE HOURS

Each family is asked to work **35 service hours per year** or buy out of unworked hours.

		Cycle Cutoffs	Required Hours	Hours not worked will be billed at \$20/hour.
Cycle 1		Aug. 21-Dec. 30	17	
Cycle 2		Jan.1-May 30	18	
Service Hours Billing	<ul style="list-style-type: none">→ As hours are served, they will be recorded by the event/activity coordinator.→ Each month, we will upload service credits of \$20 per hour served.→ At the end of each cycle, the remaining balance of the cycle due will be billed through your incidental account.→ Please reference Your FACTS Incidental Plan for your up-to-date credit balance.→ Hours DO NOT roll over from one school year to the next.			

- ❖ There is a maximum number of hours that can be earned for some activities.
- ❖ Partial hours will receive partial credit. Any hours worked over a cycle will be credited to the next cycle **but not the next school year.**
- ❖ All Participatory Expectations are subject to change if the program is revised during the year or for the start of a new year.
- ❖ In some Service Hours situations, you must be fingerprint cleared and Safe Environment trained through St. Justin Martyr School in advance of volunteering.

Please See the “PARENTS AND VOLUNTEERS” Section of our website for service hour opportunities.

*In some Service Hours situations you must be fingerprint cleared and Safe Environment trained through St. Justin Martyr School in advance of volunteering.

Parent Job Sign up



EXTENDED CARE POLICY

We offer extended care to all SJM students if a child needs to be on campus before or after school hours. It is available no earlier than 6:30 am and no later than 6:00 pm. You may register your child for a reduced hourly rate, or use this service on a drop-in basis for the regular rate.

Extended Care Daily Rate:

Plan	1 Child Rate	2 Child Rate	3 Child Rate	4 Child Rate
Monthly Flat Rate	\$250	\$350	\$400	\$500
Drop-In	\$10/Hour Per Child			
LATE PICKUP RATE	\$1/Minutes Per Child Charged to all plan types starting at 6 PM			

- Children will be released only to persons listed in the emergency contacts listed in the **FACTS ParentWeb** portal in the event that Parent/Guardians are unable to pick them up on any given day.
- The listed adults will be required to show proper identification at the time that child(ren) is(are) signed out of the program. At that point, Blessed Sacrament School and the Extended School Day Care Program staff relinquish all responsibility of participating child(ren).
- An **Extended Care Plan Change Form** must be completed and submitted to the front office prior to the 1st of the month for the change to take effect.
- Flat Rate Plan is a Prepaid Monthly Fee of 9 payments, beginning the first week of Sept and ending in May.
- Plan changes may be processed once each year. Additional plan changes will incur a \$50 plan change fee.
- An Extended Care Plan Change Form must be completed and submitted to the front office prior to the 1st of the month for change to take effect.
- Families that have not opted for prepaid monthly will be billed at the drop-in fee rate.

PLEASE USE OUR SOUTH ENTRANCE TO PICK UP YOUR CHILD FROM EXTENDED CARE. IF SOUTH GATE IS LOCKED DUE TO AFTERSCHOOL SPORT PRACTICE, PICK UP YOUR CHILD FROM THE NORTH SCHOOL ENTRANCE (OFFICE DOORS).



Our teachers will be using ClassDojo as their main messaging system. Messages from your child's teacher and our school will be sent through this system, so be sure to join your child's class.

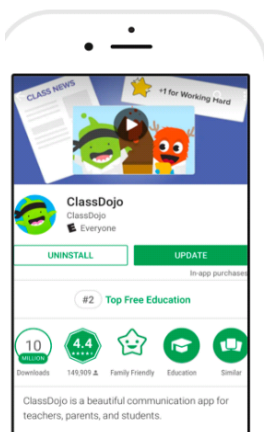
Your child's teacher will provide you with a registration code at the beginning of the school year. Please contact them if you need assistance joining your child's class.

Let's get connected!

3 easy steps

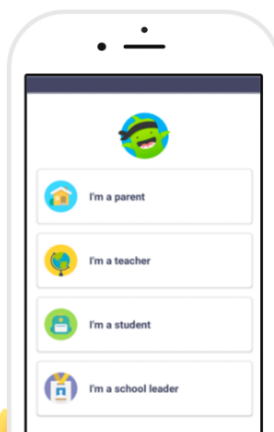
1

Download
the app



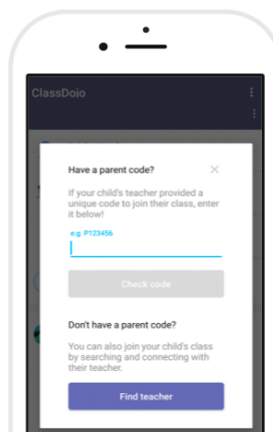
2

Sign up as a
parent



3

Enter your
code!





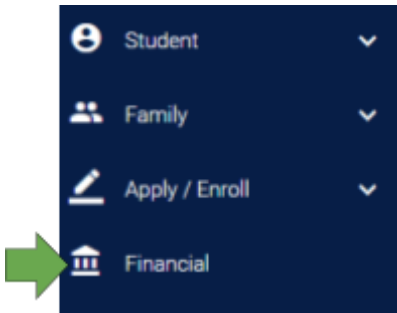
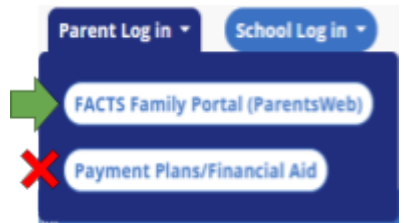
FACTS Family Online

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

Here's how to access our easy-to-use

ParentsWeb:

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgt.com and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the school's **District Code: SJM-CA**



Once logged in, click the "Financial" button to review your account. For more details, please click on the "Financial Home" button.

If you need to reschedule a payment date, please contact our front office.
For questions regarding your account, please contact them at : **1-866-412-4637**

FOR YOUR OWN RECORD

Username

Password

MISSION STATEMENT

Our purpose is to promote academic excellence and foster a desire for life-long learning. Embracing a system of Christian morals and values with a desire to respect and respond to the needs of others, students grow and develop into effective and productive citizens of a global community. We endeavor to instill in them a critical awareness of their unique God-given abilities and their potential as Christ-centered individuals.

SCHOOL-WIDE LEARNING EXPECTATIONS

- AN ACTIVE FAITH-FILLED LEARNER who:
 - worships God through prayer
 - learns about the Catholic faith
 - models Catholic citizenship
- A RESPONSIBLE INDIVIDUAL who:
 - demonstrates self-discipline
 - practices safety and good health habits
 - responds to the needs of others through Catholic service
 - respects all of God's creation
- A LIFE-LONG LEARNER who:
 - demonstrates learning in different ways
 - looks at situations from more than one point of view
 - is able to set and achieve goals
 - develops and uses talents to learn new skills
 - recognizes strengths and strives to improve weaknesses
- AN EFFECTIVE COMMUNICATOR who:
 - speaks and writes so others can understand
 - listens respectfully and responds to others appropriately

SCHOOL UNIFORM GUIDELINES

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.

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 uniforms may be worn on other days.

Boys & Girls Shoes: Black, white, navy, or gray shoes are required, these are the only color shoes that can be worn. No other color of shoes or trim colors on shoes will be allowed. No boots or Doc Martin type shoes may be worn. 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 criss cross fashion(K-8) and tied securely on top of the tongue of the shoe. No sandals, boots, crocs, or plastic shoes or those with "blinking lights" are allowed. **TK and Kindergarten students must wear Velcro shoes (no laces).**

Girls Hair:No bleaching, highlighting, dyeing, temporary sprays, 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. Hair must be kept out of the face at all times. Hair accessories: must be school colors (red, white, navy) or School Plaid bow or headband purchased from Vicki Marsha. No other colors or oversized accessories are allowed.

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 ponytails, no Mohawks or Fohawks are allowed. Sideburns may not pass the bottom of the ear. No facial hair.

Girls Make-up: No makeup of any kind, including mascara. No nail polish. No artificial nails are allowed. No Lipgloss or lipstick. No stickers of any kind on face or body.

Boys T-shirts & Shorts: 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. No undergarments may be visible at any time.

Boys Socks: Only solid black or white crew socks (showing at least 2 inches above top of shoe) or knee socks are permitted. Knee socks or crew socks must be clearly visible above the top of the shoe. If a high-top shoe is worn, a longer sock must be worn and visibly showing.

Boys & Girls Jackets: Only uniform jackets with LOGO may be worn at school. No other non-school logo jackets or outerwear is allowed. Vicki Marsha Uniform jacket styles and colors are as follows: Polar fleece full zip with classic emblem: Red or Navy Coaches windbreaker with classic emblem: Red or Navy.

Boys & Girls Shoelaces: If shoelaces other than white are used, they must be a uniform solid color (red, black, or navy blue). Both shoelaces must be the same color.

Nail Polish: The school dress code does not allow artificial nails or polish of any color on campus. Students may wear a color polish during weekends or holidays. However, the nails must be back to their natural state when school is in session.

Jewelry: No more than 1 ring per hand. One watch - **no smart watches**. Only one bracelet may be worn. One religious necklace no longer than 20". Simple studs for the ears- (one in each earlobe only) **Girls only**. NO DANGLING OR HOOP EARRINGS ARE ALLOWED.

STUDENT ABSENCES

Excessive absence

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 the issuance of a respective trimester's Student Learning Assessment. When the student arrives after recess he/she is ½ day absent. Excessive absences may result in disqualification for Honor Role, Olympian, and SLE awards. Promotion and graduation may also be impacted by excessive absences.

Vacation/Day Trips

Parents are encouraged to schedule trips or family outings during extended weekends or holiday vacations as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students needing medical appointments during school hours require a written note by the parent. Parents are required to contact the office. If the child returns to school during the same school day, the parent must contact the school office. Students who are away from school for an appointment for 3 ½ hours or more will be counted for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours considered a one-half day absence. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or assessments. For example, a student who was absent three days would be given three school days to complete missed assignments. This excludes students missing school for family vacations. Arrangements for regular classroom assessments missed because of an absence are to be made with the individual teacher (s). Assessments must be taken within one week of the original assessment date. Teachers are not required to give make-up assignments or assessments for absences due to vacations. No assignment(s) will be given in anticipation of the vacation. Excessive absence (40) days or the equivalent of 40 days including tardies can cause for a student to be retained in the current grade for another year or receive only a certificate of completion at graduation. A student is tardy if he/she arrives after the 8:00AM bell. Only medical appointments are excused. St. Justin Martyr School believes that tardiness is disruptive to the class and morning activities.

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 CAN NOT BE REPEATED. Parents are encouraged to email the teacher directly to ensure that all assignments are made up. If your child is absent please contact the front office to make arrangements with the teacher to gather missed work. Once it has been confirmed Homework may be picked up after 3:30 pm at the front office.

Tardiness

The Empire entrance gate will be left open until 8:15 A.M. If a student arrives after 8:15 am, a parent/guardian, or person responsible for bringing them to school, MUST ACCOMPANY THEM TO THE OFFICE AND SIGN THEM IN. Students who are tardy will not be allowed through the front office if the Empire gate is still open. Please note: INSTRUCTION BEGINS AT 8:00 A.M. Late arrival is disruptive to the child's start of the day and disruptive to instruction already in progress. Ten tardies in a trimester constitute 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.



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On campus uniform visits
Contact school office for more information

REGULAR HOURS

Tuesday - Friday: 10:00 am - 5:00 pm
Saturdays: 10:00 am - 3:00 pm
Closed Sunday & Monday

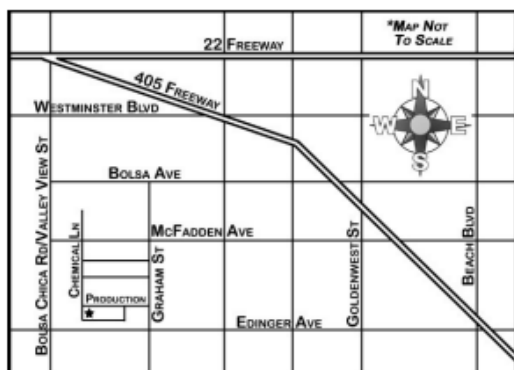
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We are closed most major holidays.
Call for additional information concerning holiday hours.

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SHIPPING INFORMATION

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

FORMS OF PAYMENT

Visa, MasterCard, American Express, Discover,
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Vicki Marsha Uniforms stands by the quality of our uniforms.

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Revised: 3/18/2021

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DROP-OFF & PICK-UP PROCEDURE

For the safety of our children, follow the procedures and rules below when dropping off and picking up your child(ren) from school. Please drive cautiously. Please be kind and courteous to our staff and volunteers. **No cell phone use during this time.**

Morning Drop-Off

Morning drop-off begins at 7:30am in the hall. Students are expected to be in their classrooms and ready to learn at 8:00am. Any students dropped off after 8:00 am are considered tardy. Morning drop-off closes at 8:15am- any students who arrive after 8:15am must be brought by parent/guardian to the front office.

How it works

For morning drop-off cars must enter the school parking lot on Empire Street. All students TK-8 must be dropped-off in the hall for morning announcement through carline or parent walk-up. Parents are allowed to join us in the hall for morning announcements. Please stand against the walls of the hall and do not use that time to conference with teachers. Please email your child's teacher or schedule an appointment if you need to have a conversation, teachers need to focus on their students .

Morning Drop-Off offers 2 choices:

- A. Park in designated spots (see map) & walk your child(ren) to the North entrance of the hall; Parents MUST accompany child(ren) and use crosswalk.
- B. Drive through the carline: drop off child(ren) at the Unloading Zone (see map). Please follow the direction of the morning Safety Patrol Team.

After School Carline Pickup

NO PARKING PERMITTED Monday-Thursday.

Carline process begins at 2:45 and ends promptly at 3:05pm. Students who are not picked up will be sent to daycare. PLEASE remember- outside of parents, the adult picking up your child MUST be on your family Emergency/Pick Up List and present a picture ID. Please check FACTS to ensure they are added.

How it works:

- A. Place your Family name plate (provided by school) on the front dashboard- Enter into the back school parking lot on Empire Street and follow Safety Patrol directions into 1 of 8 lanes.
- B. Remain in your vehicle and follow the line as it moves forward to the front line. A staff member will look at the nameplate on the dashboard and call your child(ren).
- C. You will pull forward to the loading zone, place your car in park. Once your child is in the vehicle you will be directed to move forward.

Friday Mingle

Friday's are park and Pick up days: Each Friday during afternoon pick-up, parents will need to park their cars and walk into the hall to collect their students. We have been asked to provide an opportunity after school for families to interact with each other once a week during pick up time. Snacks and drinks will be available for purchase Friday afternoons.

***TK Students Only:-Follow teachers specific instructions for Pick-up.**

MORNING DROP OFF & PARENT WALK UP

2 Options:

1. Drive Thru Drop Off Students
2. Parent Park & Walk-Up- **Student Must be accompanied by parent**



AFTER SCHOOL CARLINE

No Parking/ No Walk-Up Except Fridays



CODE OF CONDUCT

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

Parents/ guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school. Parents/guardians and students may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, study trips, etc.) The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the school grounds and/or participate in parish/school activities, volunteer work, etc.)

The students' interest in receiving a quality, morally based education is served when students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child. The school reserves the right to determine, at its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

When it is necessary for disciplinary measures to be enacted by faculty or administration, they will be effective only to the extent that we have the wholehearted cooperation of the parent. Your attitude of respect for authority and for good judgment on the part of the teacher, as well as your appreciation of the efforts of the school, is reflected in the attitude of your child. Good discipline originates in the home. The parent is the primary educator of the child and develops in him/her, good behavior habits and proper attitudes toward school.

Since parents are making sacrifices to keep the school in operation, all students are entitled to the best education and environment. If any student, therefore, is lacking in self-control and is disturbing others, counseling of the student and consultation with parents are conducted, and every effort is made to help the child. If, however, the student continues to disrupt the educational process or the Christian atmosphere, parents will be requested to withdraw the child from the school in order to provide justice for the other students. This decision is the prerogative of the school administration. The Principal and the Pastor are the final recourse in all disciplinary situations and may waive any/all regulations for just cause at his or her discretion.

CODE OF CONDUCT CONT.

Parents and guardians of students at St. Justin Martyr School acknowledge the unique partnership between school and family in a Catholic School setting. If parents are not able to adhere to school policies, the student(s) may be asked to transfer to another school. As partners in education, parents and guardians at St. Justin Martyr agree to:

- Provide moral guidance in nurturing the spiritual foundation of the child
- Model the behavior and attitude of Christ
- Respect confidential issues that may arise during volunteer time at the school
- Treat students, faculty, staff, administrators, and other parents/guardians with sensitivity and respect
- Respect all decisions made by the administration and staff, both academic and disciplinary, and direction express concerns and questions to them
- Assure that your child comes to school prepared both mentally and physically
- Inform the teacher of any problems or struggles seen at home regarding academics or school life
- Attend parent-student-teacher conferences
- Balance your child's athletic and after-school activities with school commitments
- Abide by the guidelines set forth in this school handbook

Any parent, guardian, or other people who insult or abuse any school personnel or students and at a place which is on school premises or public sidewalk, street, or other public ways adjacent to the school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor and is punishable by a fine. A report will be filed with the local law enforcement agency. Students will be subject to expulsion.

SAFE ENVIRONMENT

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

In addition, you must complete a course either online or through our parish that reviews the warning signs and procedures that must be taken into account as part of the *Charter for the Protection of Children and Young People* (available on our website under "Enrollment"). Certification of when the course was completed must be provided to our front office for either course.

Once cleared, you will be issued a "Clearance Card" with an expiration date for your **Safe Environment Training**. Please visit our front office if you would like to volunteer near children and need to complete this clearance process.

	This person has completed mandated requirements to volunteer at St. Justin Martyr School
	DRIVER: NO
Parent Name	EXPIRES: 01/07/2023

Faculty & Staff Directory

Mrs. Pelayo	mrs.pelayo@sjm-k8.com	Principal
Mrs. Vaccher w/ Mrs. Acoba	mrs.vaccher@sjm-k8.com	Transitional Kindergarten
Mrs. Rabago w/ Mrs. Perera	mrs.rabago@sjm-k8.com	Kindergarten
Mrs. Sweeney w/ Ms. Nieto	mrs.sweeney@sjm-k8.com	1 st Grade
Ms. Gomez w/ Ms. Constanza	ms.gomez@sjm-k8.com	2 nd Grade
Mrs. Ryan	ms.ryan@sjm-k8.com	3 rd Grade
Mrs. Montes	ms.montes@sjm-k8.com	4 th Grade
Ms. Sunjara	ms.sunjara@sjm-k8.com	5 th Grade
Mr. Nunez	mr.nunez@sjm-k8.com	6 th Grade
Mrs. Rhoades	mrs.rhoades@sjm-k8.com	7 th Grade
Mrs. Worrell	mrs.worrell@sjm-k8.com	8 th Grade
Mr. Jueneman	mr.jueneman@sjm-k8.com	Science / Math
Mr. Macias	mr.macias@sjm-k8.com	P.E. / Athletics
Mrs. Baroff	mrs.baroff@sjm-k8.com	Math Support

Office

Ms. Salue	ms.salue@sjm-k8.com	Office Manager
Mrs. Chavez	schavez@rcbo.org	Business Manager
Mr. Perez	mr.perez@sjm-k8.com	Resource / Office Aide
Mr. Mendoza	mr.mendoza@sjm-k8.com	Tuition Manager
Ms. Perez	ms.jperez@sjm-k8.com	Resource

Office Hours

Monday - Friday
7:30am - 4:00pm

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info@sjm-k8.com
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