

2024



2025

ST. JUSTIN MARTYR CATHOLIC SCHOOL



PARENT
RESOURCE
GUIDE



GUÍA DE
RECURSOS
PARA PADRES

2024-2025 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

September

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29	30					

October

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27	28	29	30	31		

November

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December

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29	30	31				

January

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February

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March

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30	31					

April

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May

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June

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22	23	24	25	26	27	28
29	30					

Key

Full-Day Schedule
7:50 AM - 2:45 PM

Full Day

12PM Dismissal

2PM Dismissal

No School

YEAR AT A GLANCE

Mass Day 2024-2025: Wednesdays at 8:15 AM. Formal Uniform Required. Parents are welcome to join.

August

- 8/02 Vicki Marsha Uniform Sale (3:00pm - 5:00pm)
- 8/15 Ice Cream Social (12:30pm - 1:30pm)
- 8/15 Meet the Teacher (1:30pm - 3:00pm)
- 8/19 **First Day of School** (12:00 Dismissal)
- 8/19 Trimester 1 begins (August 19, 2024 - November 8, 2024)
- 8/20 ½ days for the start of school (12:00 Dismissal)
- 8/21 ½ days for the start of school (12:00 Dismissal)
- 8/22 Middle School 5th - 8th grade Mandatory Information Night (5:00pm - 6:30pm)
- 8/29 Back to School Night Meeting TK - 4th grade (5:00pm -6:30 pm)

September

- 9/02 No School (Labor Day)
- 9/04 **First School Wide Mass** (8:15am)
- 9/05 Teacher Prof. Development (12:00 Dismissal)
- 9/08 Family Mass (English 11:00am) [8th Grade Leading]
- 9/09-12 STAR Testing
- 9/13 No School (Diocese of Orange Educator Convention)
- 9/18 School Wide Picture Day
- 9/16-20 STAR Testing Make-Ups
- 9/20 Wear It Friday \$3.00
- 9/24 Charleston Wrap Fundraiser - Kick Off
- 9/27 Family Movie Night (6:30pm - 8:00pm)

October

- 10/03 Teacher Prof. Development (12:00 Dismissal)
- 10/04 Blessing of the Animals (9:30am - 10:30am)
- 10/10 4th Grade Vocation Retreat
- 10/11-14 No School Holiday Weekend (Indigenous Peoples' Day)
- 10/15 Charleston Wrap Fundraiser Ends
- 10/18 Wear It Friday \$3.00
- 10/18 Father / Daughter Dance (6:00pm - 8:00pm)
- 10/25 Muffins with Mom & Dad (7:30am - 8:15am)
- 10/30 All Saints' Day Mass (8:15am)
- 10/31 Fall Harvest Party (Parade 8:30am - 9:00am) (Party 10:30am - 11:45pm) (12:00 Dismissal)

November

- 11/01 No School
- 11/03 Family Mass (Spanish 9:00am) [6th Grade Leading]
- 11/06 Fall Portrait Make-Up Day (Must Wear Formal Uniform for Make-Up Pictures)
- 11/07 Teacher Prof. Development (12:00 Dismissal)
- 11/08 Trimester 1 Ends
- 11/11 Trimester 2 Begins (November 11, 2024 - February 28, 2025)
- 11/15 Wear It Friday \$3.00
- 11/20,21,22 Parent-Teacher Conferences (12:00 Dismissal)
- 11/22 Turkey Trot (Jog-A-Thon) (12:00 Dismissal)
- 11/25-29 No School (Thanksgiving Break)

December

- 12/02** School Resumes from Thanksgiving Break
- 12/05** Teacher Prof. Development (12:00 Dismissal)
- 12/06** St. Nicholas Day
- 12/11** Student Confessions (9:30 am)
- 12/17** 7th & 8th Grade Christmas Party / Dance (12:30pm - 2:30pm)
- 12/18** Christmas Party TK - 6th Grade (12:00 Dismissal)
- 12/19** Servite Christmas Play / Last Day of School Before Break (12:00 Dismissal)
- 12/20 - 1/5** No School (Christmas Break)

January

- 1/6** Return to School from Christmas Break
- 1/13-17** STAR Testing
- 1/20** No School (Martin Luther King Jr. Day)
- 1/21-24** STAR Testing Make-Ups
- 1/21-24** ECOS 6th Grade Science Camp Trip
- 1/ 23** 8th Grade Cap & Gown Picture Day
- 1/24** Wear It Friday \$3.00
- 1/26** Family Mass (English 11:00am) [7th Grade Leading] [Catholic School Week Kick-Off]
- 1/26-1/31** Catholic School Week
- 1/31** Open House / Science Fair Exhibition (3:30pm - 6:00pm)

February

- 2/06** Teacher Prof. Development (12:00 Dismissal)
- 2/07** Mother / Son Dance (6:00pm - 8:00pm)
- 2/10** No School
- 2/14** TK - 6th Valentine's Day Party (12:00 Dismissal)
- 2/14** 7th & 8th Grade Valentine's Day Dance
- 2/17** No School (Presidents' Day)
- 2/21** Sees' Candy Fundraiser Begins
- 2/21** Wear It Friday \$3.00
- 2/28-3/8** 7th & 8th Grade East Coast Trip
- 2/28** Trimester 2 Ends

March

- 3/03** Trimester 3 Begins (March 3, 2025 - June 11, 2025)
- 3/03** SJM Athletics "March Madness Fundraiser" Begins
- 3/05** Lent Begins (Ash Wednesday) (12:00 Dismissal)
- 3/07** Stations of the Cross (2:00pm) / Lent Hot Lunch
- 3/14** Stations of the Cross (2:00pm) / Lent Hot Lunch
- 3/15** Family Mass (English 11:00am) [5th Grade Leading]
- 3/17** No School (St. Patrick's Day)
- 3/19** Student Body Confessions (After Mass)
- 3/21** Stations of the Cross (2:00pm) / Lent Hot Lunch
- 3/27** Class / Clubs / Sports Group Pictures (Must Wear Formal Uniform)
- 3/28** DUDA Scholarship Applications Due
- 3/28** Stations of the Cross (2:00pm) / Lent Hot Lunch

April

- 4/03 Teacher Prof. Development (12:00 Dismissal)
- 4/04 Stations of the Cross (2:00pm) / Lent Hot Lunch
- 4/08 2nd Grade Retreat
- 4/11 Living Stations (1:45pm) / Lent Hot Lunch
- 4/16-17 Parent-Teacher Conferences (12:00 Dismissal)
- 4/18-27 No School (Easter Break)
- 4/28 Return to School from Easter Break
- 4/30 2nd Grade Reconciliation

May

- 5/01 Teacher Prof. Development (12:00 Dismissal)
- 5/03 First Holy Communion
- 5/05-09 STAR Testing
- 5/05-09 Teacher Appreciation Week
- 5/07 May Crowning (9:15am)
- 5/12 No School (Mother's Day Weekend)
- 5/13-16 STAR Testing Make-Ups
- 5/18 Family Mass (English 11:00am) [4th Grade leading]
- 5/21 **Last School Wide Mass** (8:15am)
- 5/23 Wear It Friday \$3.00
- 5/26 No School (Memorial Day)
- 5/28 Breakfast & Baccalaureate (9:30am & 11:00am)
- 5/28 8th Grade Graduation (5:00pm)
- 5/30 8th Grade Dance (5:00pm - 8:00pm)
- 5/30 TK & Kinder Last Day of School

June

- 6/03 Kinder Graduation (10:30am in the Church)
- 6/04 TK Promotion (10:00am in the Hall)
- 6/05 Teacher Prof. Development (12:00 Dismissal)
- 6/11 **Last Day of School** 1st-7th Grade (12:00 Dismissal)

Trimester Dates:

- First Trimester** (August 19, 2024 - November 8, 2024)
- Second Trimester** (November 11, 2024 - February 28, 2025)
- Third Trimester** (March 3, 2025 - June 11, 2025)

Attendance

Absences:

- 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.
- Contact homeroom teacher for missed work.

Late Arrival:

- After 8:15, all students must be signed in through the front office
- Arrival after 10:00 is considered a half-day absence.

Early Pick-up:

- Please call ahead
- All students must be signed out through the front office.

Scan To View Live Calendar



2024-2025 SUPPLY LIST




Due by the first day of school / Please label all items with your students name

Transitional Kindergarten and Kindergarten: A \$90.00 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. **Headphones are not included in the supply fee. They must be purchased by parents.**

Supplies	TK	K	1	2	3	4	5	6	7	8
BANDAIDS (1 box knee and elbow size) (Student last name starting with A-M: 1 box)			1	1	1	1	1	1	1	1
BANDAIDS (1 box medium size) (Student last name starting with M-Z: 1 box)			1	1	1	1	1	1	1	1
COMPOSITION NOTEBOOK			1	1		2	3	3	3	1
BINDER, Hardcover 8-1/2"x11", 3 Ring, 1-1/2"							1	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	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	
CRAYONS (Set of 24 Crayola)			3	1	1	1	1	1	1	1
CRAYONS (Plastic container for crayons)			1	1	1					
ELMER'S GLUE					1	1	1	2	2	1
ERASER (For Pencil, Rectangular)			2	2	2	2	1	1		1
WHITE OUT TAPE (No Liquid)							1	1	1	1
FOLDER: (Description: 2 pocket portfolio 9 3/8 x 11 3/8 size) [1st Grade: 2 red plastic, 1 blue plastic, 1 yellow plastic. (Includes 1 folder for Spanish class)]			5	3	4	3	3	2	2	1
GLUE STICK			6	10	4	6	6	4	2	4
HIGHLIGHTERS (Yellow color only)			2							1
HIGHLIGHTERS (pink, yellow, green, blue) One of each color.				1	1	1	1	1	1	
INDEX CARDS (3"x 5" size)					1	1	1	1	1	
KLEENEX TISSUE <u>BOX</u> (large rectangular size)			4	4	1	3	3	3	3	3
MARKERS, Colored, Fine Point Set (Box of 10)				1	1	1	1	1	1	1
MARKERS, Colored, Wide Set (Box of 10)				1	1	1	1	1	1	1
MARKERS, Sharpie, Black, Ultra-fine point (Box of 10)			1	2	1	1	2	2	2	2
NOTEBOOK, Spiral, Single Subject, 100+ Pages					1	3	5	3	6	3
PAPER REAMS [copy paper] (500 sheets ream)			6	6	6	6	6	6	6	6
PAPER TOWELS, Rolls			3	3	3	3	3	3	3	3
PENCILS, #2, Sharpened (not mechanical)			24	24	24	24	24	20	20	20
PENCILS, Colored, Sharpened				1	1	1	1	1		1
PENCILS, Red (editing pencils)			3	1	1		1	1		
PENCIL BOX (small, plastic) (Standard 8.25 x 2.25 Size)			1	1	1	1	1			
PENCIL POUCH ONLY* (<u>soft material</u>) (Middle school Only)								1	1	1

Supplies	TK	K	1	2	3	4	5	6	7	8
DRY ERASE MARKERS (Only black) (4 Pack)			1	1	1	1	1	1	1	1
PENCIL SHARPENER, Small, Handheld				1	1	1	1	1	1	1
PENS, Ball Point, Green									1	
PENS, Ball Point, Blue/Black , non-erasable					2	2	6	5	10	10
PENS, Ball Point, Red				2	2	2	3	3		3
PLASTIC SHEET PROTECTORS (20 minimum)							1		1	
ROSARY			1	1	1	1	1	1	1	1
RULER, 12", Metric & Inches				1	1	1	1	1	1	1
SCISSORS, Sharp (5")				1		1	1	1	1	1
ANTIBACTERIAL WET WIPES FOR HANDS/FACE (unscented, large container)			3	2	2	2	2	2	2	2
DISINFECTING WIPES, CLOROX			2	2	2	2	2	2	2	2
WATERCOLOR PAPER									2	1
WATERCOLORS W/ Brush			1	1		1	1	1	1	
HEADPHONES (TK - 8th: corded headphones) (NO AIRPODS)	1	1	1	1	1	1	1	1	1	1
SMALL STUDENT PLANNER (Purchase Details Below)			1	1	1	1	1	1	1	1

Required Student Planner

GRADES: 1ST - 3RD 2024 - 2025 Catholic Primary Student Good News Planner Publisher: Creative Communications for the Parish; 1st edition (May 17, 2024) (Spiral Bound) (Orange Book) ISBN: #1682794881 (Available on AMAZON)	
GRADES: 4TH - 5TH 2024 - 2025 Catholic Elementary Student Good News Planner Publisher: Creative Communications for the Parish; 1st edition (May 17, 2024) (Spiral Bound) (Turquoise Book) ISBN: #1682794857 (Available on AMAZON)	
GRADES: 6TH - 8TH 2024 - 2025 Catholic Jr. High / High School Student Good News Planner Publisher: Creative Communications for the Parish; 1st edition (May 17, 2024) (Spiral Bound) (Navy Blue Book) ISBN: #1682794903 (Available on AMAZON)	

Grade	Required Middle School ELA Books	Authors	Book Turn in Due Dates
6th	Wonder Al Capone Does My Shirts A Wrinkle in Time	R.J. Palacio Gennifer Choldenko Madeleine L'Engle	October 1st, 2024 January 13th, 2025 April 1st, 2025
7th	Freak the Mighty Brown Girl Dreaming Out of the Dust The Outsiders (Do Not Purchase / Class Set Available)	Rodman Philbrick Jacqueline Woodson Karen Hesse S.E. Hinton	August 21st, 2024 October 1st, 2024 December 9th, 2024 NONE
8th	Touching Spirit Bear The Finest Hours: The True Story of the U.S. Coast Guard's Most Daring Sea Rescue The Diary of Anne Frank *Play / Drama Version* The House on Mango Street	Ben Mikaelson Michael J. Tougias & Casey Sherman Frances Goodrich & Albert Hackett Sandra Cisneros	August 21st, 2024 October 1st, 2024 January 13th, 2025 April 1st, 2025

Students who turn in ALL required books by Friday, August 30th, 2024 will receive Extra Credit

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	
Cycle 1	Aug. 19 - Dec. 31	17	Hours not worked will be billed at \$20/hour.
Cycle 2	Jan.1 - May 31	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

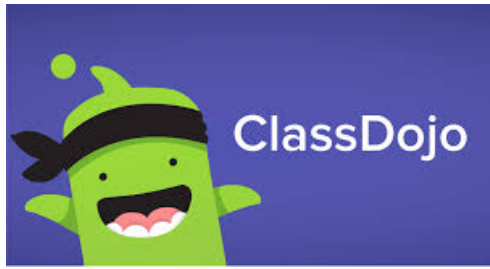
We offer extended care to all SJM students if a child needs to be on campus before or after school hours. It is available no earlier than 6:30 am and no later than 6:00 pm. You may register your child for a reduced hourly rate, or use this service on a drop-in basis for the regular rate.

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, St. Justin Martyr 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.

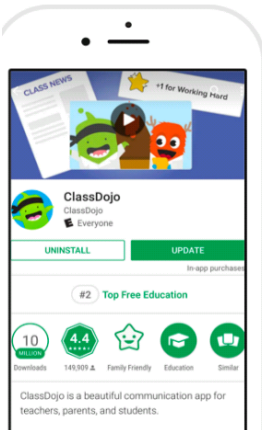


Let's get connected!

3 easy steps

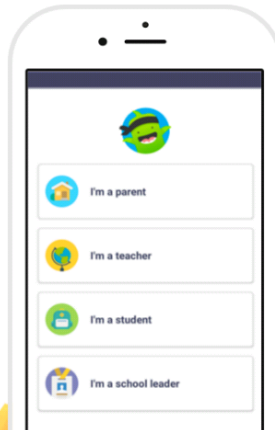
1

Download
the app



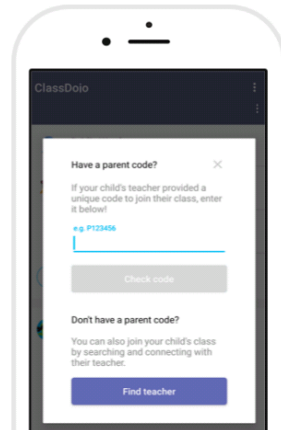
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Sign up as a
parent



3

Enter your
code!





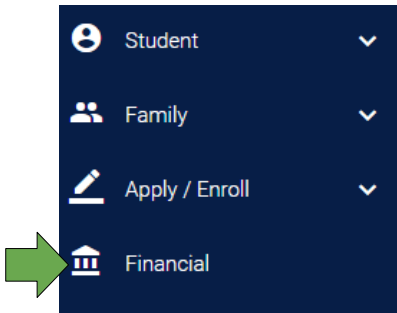
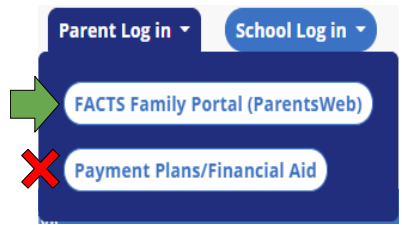
FACTS Family Online

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

AWARDS

GRADES K-2

The Olympian Award is given to students who achieve 90-100% in all subjects including Responsible Behavior and Personal Success Skills.

GRADES 3-4

The Olympian Award is given to students who earn 90-100% in all subjects including Responsible Behavior and Personal Success Skills.

GRADES 5-8

GPA -Gold Honor Roll = 4.0 & above; Silver Honor Roll = 3.99 - 3.5 Bronze Honor Roll = 3.49 - 3.0

SLE AWARDS

In K-2 the SLE Award is given to the students who achieve 95% or higher in Responsible Behavior and Personal Success Skills.

In grades 3-8 the SLE Award is given to the students who receive 95% or more in Responsible Behavior and Personal Success Skills. In addition, the students should not have received a deficiency or detention over the course of the trimester.

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, foundation, and lash extensions. 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.

Free Dress Days: No leggings, jeans with holes, or short shorts are allowed. Shorts must be no shorter than 4" above the knee. No spaghetti straps of any kind. No low cut Dresses and they may not have slits of any kind (Front or side). Everything must be modest.

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. A student may not be entitled to receive grades for a trimester in which a student has had 10 or more days absent from school per trimester. Missing 10 or more days per trimester may result in a student receiving an Incomplete (I) in each subject. This means that there isn't enough information to fairly give the student a grade on academic content and understanding.

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 CANNOT BE REPEATED. If your student is absent for the day a parent or guardian must call the front office to let the school know that they will be absent.

Students in 6th to 8th grade who are absent for one day should check Google Classroom to find their missing assignments for that day. If they have any questions or need clarification about the homework, they can email their teachers for further assistance. Students will have an additional day to submit their work.

If a student is absent for more than one day, a parent or guardian should contact the school office. We will communicate with the teachers and determine if any materials need to be sent home for pickup. If so, we will contact parents and let them know if anything needs to be picked up. Students should continue to check Google Classroom for assignments and up-to-date classroom information.

Students in transitional kindergarten- fifth grade should have a parent or guardian contact the school office to inform them of the reason for the absence.

If a student will be absent for only one day, they may collect their homework from the teacher the following day and will have one additional day to submit the assignments for the day of absence.

In the case of a student being sick for more than one day, please notify the office promptly. This will allow the office to inform the teacher and arrange for the collection of classwork and homework, which can be picked up on the second day of the student's absence.

Tardiness

The Empire entrance gate will be left open until 8:05 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 7:50 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.



Vicki Marsha Uniforms

5292 Production Drive
Huntington Beach, CA 92649
vickimarsha.com
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SCHOOL UNIFORM ROADSHOWS

On campus uniform visits
Contact school office for more information

REGULAR HOURS

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

Saturdays: 10:00 am - 3:00 pm

Closed Sunday & Monday

EXTENDED BACK TO SCHOOL HOURS

Posted annually on our website.

We are closed most major holidays.

Call for additional information concerning holiday hours.

?AFTER HOURS QUESTIONS?

Email contact@vickimarsha.com

Monitored 7 days a week

No waiting until business hours



FORMS OF PAYMENT

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

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.

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RETURN & EXCHANGE POLICY

Vicki Marsha Uniforms stands by the quality of our uniforms.

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

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

We cannot accept any of the following:

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

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

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

Revised: 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 parent volunteers. **Restrain from cell phone use during this time.**

MORNING DROP-OFF

General Information:

- Morning drop-off begins at 7:30am in the hall.
- Students are expected to be in the hall ready for announcements by 7:50am. If students are not seated in the hall with their class and prepared to participate at 7:50am, they are considered tardy.
- If you are in the car, in the parking lot, or walking towards the hall at 7:51 or later, you are tardy. We kindly ask that you give yourself plenty of time to get to school and avoid the rush of late traffic drop-offs.
- Morning drop-off closes at 8:05am- any students who arrive after 8:05am must be brought by parent/guardian to the front office.

How it works:

- For morning drop-off cars must enter 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.

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 carline: drop off child(ren) at the Unloading Zone (see map). Please follow the direction of morning Safety Patrol Team.

Thank you for your continued cooperation in ensuring a smooth and punctual morning drop-off. Please feel free to reach out to the front office if you have any questions or need further clarification. We appreciate your support in this matter.

AFTER SCHOOL PARK & PICK UP

General Information: **Please Park in Designated Area**

- Dismissal 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:

- For after school pickup, cars must enter school parking lot on S. Empire Street.
- Parking lot gates will be opened at least 15 minutes prior to dismissal.
- Park in designated area, and walk up to the front of O'Connor Hall (Gym).
- Staff will open hall doors at 2:45 to allow parents in.
- Please notify homeroom teacher before leaving with your child.

***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 PARK & PICK UP

Parents Park and Walk Up to Gym



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 “About”). 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 the mandated screening requirements to work/volunteer at St. Justin Martyr School.
	PARENT NAME
	Expires: 6/7/2026

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. Handapangoda - Mudalige	mrs.sweeney@sjm-k8.com	1 st Grade
Ms. Gomez	ms.gomez@sjm-k8.com	2 nd Grade
Mrs. Prince w/ Ms. Constanza	mrs.prince@sjm-k8.com	3 rd Grade
Mrs. Ryan	ms.ryan@sjm-k8.com	4 th Grade
Ms. Arellano	ms.arellano@sjm-k8.com	5 th Grade
Mrs. Bustamante	mrs.bustamante@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
Mr. Macias	mr.macias@sjm-k8.com	P.E. / Athletics
Mrs. Baroff	mrs.baroff@sjm-k8.com	Advanced Mathematics
Ms. Perez	ms.jperez@sjm-k8.com	Resource
Mrs. Lopez-Martinez	mrs.martinez@sjm-k8.com	Spanish

Office

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

Office Hours
Monday - Friday
7:30AM - 4:00PM

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