Dear Parents and Students:

Welcome to San Joaquin Memorial High School, a campus where students become young adults whose future choices and decisions will influence, not only their own lives, but indeed, our world. The policies set forth in this handbook are provided to help our students develop a Christ-centered love of learning and a respect for fellow human beings through the application of moral principles, a commitment to service, and excellence in academics, athletics, the arts, and extracurricular activities.

These policies are based on current educational research which indicates that structure and order are essential components to a quality-learning environment. Specific variables that contribute to the success of this order are the daily witnessing of courtesy, respect, responsibility, and cooperation throughout our school community.

San Joaquin Memorial High School does not limit its authority to the stated policies and regulations set forth in this Handbook, but rather, presents the book as a general guide by which responsible decisions can be made. The school reserves the right to address any issues which may have an adverse effect on the school community and will act in accordance with what is determined to be in the best interest of the community. Policies contained in this Handbook may be amended as the need arises without prior notice. A reasonable attempt will be made to notify students and parents of such changes.

Please use this handbook as a resource in helping us reach the goals of our school, as well as our mission and philosophy. We ask you to support us in the implementation of these policies so that its spirit and intent may be realized.

"Teach a child to choose the right path, and when he is older, he will remain upon it." Proverbs 22:6

May God bless you with a successful school year.

Michael Burke

Head of School
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Important Information Regarding Enrollment and this Handbook

SCOPE of this HANDBOOK
Enrollment at San Joaquin Memorial High School is a privilege. Ongoing student status is subject to the school’s academic and behavioral standards, which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual’s continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the Head of School.

PARENT/STUDENT HANDBOOK AGREEMENT
Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that San Joaquin Memorial High School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with San Joaquin Memorial High School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND
San Joaquin Memorial High School reserves the right to amend or waive provisions of this handbook when deemed necessary by the Head of School. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of San Joaquin Memorial High School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of San Joaquin Memorial High School if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT
Students are enrolled at San Joaquin Memorial High School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons.
that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Fresno and San Joaquin Memorial High School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at San Joaquin Memorial High School and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the Head of School has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a
student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.
About San Joaquin Memorial High School

MISSION STATEMENT
(Approved by the School Advisory Board of Directors in 2018)
Striving to reflect the image of God and inspire the formation of our students, we provide a rigorous, Catholic, college preparatory environment, within and beyond the classroom, guiding a diverse student body to lead and serve the community in imitation of Jesus.

VISION STATEMENT
San Joaquin Memorial High School is the school of choice for students and families seeking a rigorous college preparatory education within a Catholic, culturally diverse and enriching environment. Hallmarks of a San Joaquin Memorial High School education include the integration of state-of-the-art technology within the teaching/learning process, comprehensive community service learning programs, and a wide array of co-curricular and extracurricular activities designed to ensure that the gifts and talents of each student are recognized and maximized.

PHILOSOPHY STATEMENT
(Approved by the School Advisory Board of Directors in 2018)

We Believe:
San Joaquin Memorial High School is a ministry of the Catholic Church administered by the Diocese of Fresno. Our foundation is the Gospel message that inspires worship, promotes service, and builds community. In partnership with parents, who are the primary educators, our faculty and staff serve as teachers and mentors in a student-centered environment. We are an inclusive community that challenges students to embrace diversity while recognizing the dignity of each individual. Our goal is to graduate exemplary citizens who will influence society through their faith, learning, service and leadership.

Faith:
We believe in inspiring each student to adopt a personal faith journey by offering opportunities for worship, reflection and prayer. We provide an atmosphere that calls each person to find God in all things. Participation in Memorial’s retreat program, religious studies curriculum and Campus Ministry activities provide a deeper awareness of God in students’ daily lives.

Learning:
We believe Memorial’s rigorous, college-preparatory curriculum develops the students’ academic and creative strengths. We believe in developing 21st century skills, promoting intellectual curiosity, encouraging critical thinking and instilling a love for learning.

Service:
We believe in inspiring students to follow the model of Jesus Christ and answer the call to serve the school and the greater community. We believe that each student will achieve a greater awareness and understanding of the “least of these” by becoming involved with those in need.
INTEGRAL STUDENT OUTCOMES
A San Joaquin Memorial graduate demonstrates Gospel values and virtues, reflected in faith, learning and service.

An SJM graduate embraces a life of faith by:
• Acting with honesty, integrity and compassion guided by an informed Christian conscience.
• Actively participating in Catholic traditions and Christian service.
• Recognizing and affirming the God-given dignity of each human person.

An SJM graduate values lifelong learning by:
• Demonstrating effective written, oral, and digital communication skills.
• Utilizing problem-solving skills fueled by critical thinking, creativity, and innovation.
• Using technology in a meaningful and ethical way.

An SJM graduate lives a life of service by:
• Promoting the common good.
• Serving the needs of others using his or her personal gifts.
• Respecting diversity both within and beyond the community.

HISTORY
San Joaquin Memorial High School is a ministry of the Catholic Church administered by the Diocese of Fresno. Its foundation is the Gospel message that inspires worship, promotes service, and builds community. In partnership with parents, the school’s faculty and staff serve as teachers and mentors in a student-centered environment.

Founded under the inspiring leadership of the late Most Reverend Philip G. Scher, Memorial has the distinction of being the first Diocesan Catholic High School in the Monterey-Fresno Diocese. It is named to honor those men and women from the San Joaquin Valley who gave their lives in the service of our country during World War II. Classes started in the fall of 1945. At the time San Joaquin Memorial High School was operated by the Sisters of the Holy Cross and the Brothers of the Christian Schools, with both orders sharing the governance for more than 40 years.

In July of 1988, the Brothers of the Christian Schools took sole possession of the school and began operating Memorial as a private Catholic school, in the tradition of the De La Salle Christian Brothers. In 1997, the Christian Brothers transferred governance of the school to the Diocese of Fresno. At that time, the bishop appointed a diocesan priest as rector and a new board of directors was established. Since then, the school has continued to build upon its core mission of faith, learning, and service.

ACCREDITATION
San Joaquin Memorial High School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational
programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

**NONDISCRIMINATION POLICY**
San Joaquin Memorial High School, in the Diocese of Fresno, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. San Joaquin Memorial High School in the Diocese of Fresno does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.
Office of Catholic Education (OCE) endeavors to support the mission of the Diocese of Fresno in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The OCE is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The OCE is comprised of a Superintendent, an Assistant Superintendent for curriculum and instruction, an Assistant Superintendent for finance, mentoring, and overall school management and an Office Manager.

Superintendent
The Superintendent oversees the entire program of the OCE.

School Governance
San Joaquin Memorial High School is a Diocesan Administered Parish School. The Superintendent, in collaboration with the Rector, is the chief Administrator of Diocesan Administered Schools.

Head of School
The Head of School is delegated by the Pastor in a Pastor Administered Parish School or by the Superintendent in a Diocesan Administered Parish School to serve as the educational leader of San Joaquin Memorial High School, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of San Joaquin Memorial High School.

Leadership Team
The Head of School, two Assistant Heads of School, Director of Counseling, and Director of Advancement make up the Leadership Team. The functions of the Leadership Team include assisting the Head of School in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

Faculty and Staff
The faculty and staff are selected by the Assistant Head of School of Academics in consultation with the Head of School. A directory of faculty and staff may be found on the school website.

Catholic School Advisory Board
The local Catholic School Advisory Board consists of the Pastor or Superintendent, Head of School, and eight to twelve members of the school or parish community, including a parent club officer and a rotating faculty representative. The Advisory Board works interactively with the Head of School to fulfill the Board’s advisory consultative responsibilities regarding the school’s Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.
Calendar of Events
2019-2020

August 15  First day of School
August 29  Back to School Night
September 14 Holy Bowl at SJM
September 26 Middle School Visit Day
October 16 All School Testing
October 18 Nine-Week Grading Period Ends (Semester 1)
November 2 Auction
November 25-29 Thanksgiving Break
December 8 Christmas Tea
December 16-19 Fall Semester Final Exams
Dec. 20-Jan.5 Christmas Break
Jan. 26-31 Catholic Schools Week
February 22 Booster Crab Feed
March 5 Freshman Registration
March 6 Nine-Week Grading Period Ends (Semester 2)
March 16 St. Pat’s Golf Tournament
April 5 Senior Fashion Show
April 10-19 Easter Break
April 24 Panther Palooza
April 29 Academic Awards
May 4-15 AP Exams
May 18-20 Senior Finals
May 20-May 27 All Finals
May 21 Senior Farewell/Grad Night
May 26 Baccalaureate
May 27 Graduation
Bell Schedules

<table>
<thead>
<tr>
<th>Red Day Schedule</th>
<th>Blue Day Schedule</th>
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<tbody>
<tr>
<td><strong>Warning Bell</strong></td>
<td>8:55am</td>
</tr>
<tr>
<td>Block 1</td>
<td>9:00am – 10:20am</td>
</tr>
<tr>
<td>Homeroom</td>
<td><strong>10:25am – 10:35am</strong></td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td><strong>10:35am – 10:45am</strong></td>
</tr>
<tr>
<td>Block 6</td>
<td>10:50am – 12:05pm</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td><strong>12:05pm – 12:45pm</strong></td>
</tr>
<tr>
<td>Block 7</td>
<td>12:50pm – 2:05pm</td>
</tr>
<tr>
<td>Announcements</td>
<td>2:05pm – 2:10pm</td>
</tr>
<tr>
<td>Collaboration</td>
<td>2:15pm – 3:00pm</td>
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*Teacher Office Hours 3:00pm – 3:30pm*

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<tr>
<th>White Day</th>
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<tbody>
<tr>
<td><strong>Warning Bell</strong></td>
<td>8:55am</td>
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<tr>
<td>Block 1</td>
<td>9:00am – 9:45am</td>
</tr>
<tr>
<td>Block 2</td>
<td>9:50am – 10:30am</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td><strong>10:30am – 10:40am</strong></td>
</tr>
<tr>
<td>Block 3</td>
<td>10:45am – 11:25am</td>
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<tr>
<td>Block 4</td>
<td>11:30am – 12:10pm</td>
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<tr>
<td><strong>Lunch</strong></td>
<td><strong>12:10pm – 12:50pm</strong></td>
</tr>
<tr>
<td>Block 5</td>
<td>12:55pm – 1:35pm</td>
</tr>
<tr>
<td>Block 6</td>
<td>1:40pm – 2:20pm</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td><strong>2:20pm – 2:25pm</strong></td>
</tr>
<tr>
<td>Block 7</td>
<td>2:30pm – 3:10pm</td>
</tr>
<tr>
<td>Announcements</td>
<td>3:10pm – 3:15pm</td>
</tr>
</tbody>
</table>

*Other modified bell schedules will be used for special situations like Mass, Rallies, Assemblies, etc.*
Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY
San Joaquin Memorial High School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to San Joaquin Memorial High School is a privilege, not a right. Parents have a right to apply to San Joaquin Memorial High School for admission of their child (ren), but the privilege of attending the school is contingent upon the parents’ acceptance of the school’s program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child’s faith formation. If the parents’ public beliefs, values, and practices cause disruption of the school’s educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into San Joaquin Memorial High School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES
The order of priority for acceptance to San Joaquin Memorial High School follows:

1. Continuing students in good standing at San Joaquin Memorial High School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending San Joaquin Memorial High School
3. Siblings of non-Catholic families attending San Joaquin Memorial High School
4. New Catholic Families
5. New non-Catholic families

PROBATIONARY ADMISSION
All students are admitted to San Joaquin Memorial High School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.
**IMMUNIZATIONS**

Immunizations can be a complicated topic which may be explained more fully by the child’s physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7th grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6th grade; and (3) 7th through 12th grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Questions regarding immunizations should be directed to the Head of School. The following website provides thorough information: www.shotsforschool.org

**APPLICATION PROCESS**

New student applications are accepted online on the school website beginning in October and require an application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance.
REGISTRATION FEE
This fee helps offset various costs including standardized testing, student insurance, parent club membership, field trip fees, classroom party expenses, a student planner, a yearbook, and textbook use.

- A non-refundable registration fee of $450.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than June 20, 2019; priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee of $25.00 per child will be assessed.
- ALL financial obligations for the previous school year, including fees due for extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at San Joaquin Memorial High School.
- A penalty fee of $20.00 per hour/15 hours per family is added to the registration fee for unserved parent hours for the year is due in April/May.

OTHER FEES
Tuition bill is all inclusive. Extra fees are only charged for lost/damaged school property, or when student requests class change after books have already been loaded onto i-pad-cost of books plus $20.00 class change.

TUITION COLLECTION
See below for payment options

Tuition is managed exclusively via the FACTS Management Company. Parents may select one of the following options:

- One payment: July 2019 (full payment may be made no later than July 2019)
- Two payments: July 2019 & January 3, 2020
- Quarterly payments: July 2019, October 2019, January 2020, and April 2020
- Eleven payments: July 2019 – May 2020

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with Lisa Jones, Accounts Manager. All monies owed to the school must be paid before a student can enroll for the following year.

FINANCIAL AID
Unique to each school
FACTS Management Company manages all applications for financial aid.

COST of EDUCATION
Tuition and fees do not cover the actual cost of educating a child at San Joaquin Memorial High School. Families whose financial situation enables them to pay the actual cost of education are
encouraged to do so. Any amount paid above the stated tuition fee is a donation to San Joaquin Memorial High School.

**WITHDRAWAL**
Official notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with one of the Assistant Head of School. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.
Communication

SCHOOL CONTACT

School Office: (559) 268-9251
Office Fax Number: (559) 268-1351
Website Address: www.sjmhs.org
School Speak Address: https://sjmhs.powerschool.com/public/

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in PowerSchool.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school attendance office.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

COMMUNICATION from the SCHOOL

- The PowerSchool portal is the school’s primary mode of communication. This login-protected site is for parents to have access to student assignments and grades. It should be updated by 8:30 P.M. every Sunday. Please check PowerSchool on a regular basis to receive the most up-to-date information. Grades are updated on a weekly basis. Progress Report dates are posted on the School Calendar.
- List other publications and frequency…(Constant Contact, Monthly Bulletin, etc)

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the attendance office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

E-MAIL USE

Email is a great means of communication which been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:
- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

**DELIVERIES and FORGOTTEN ITEMS**

- Students are not allowed to receive deliveries from outside vendors during school hours. All outside food vendors and food deliveries to SJMHS, during school hours, will be turned away at the front gate. **THE ATTENDANCE OFFICE WILL NOT ACCEPT DELIVERIES** for students. Food deliveries for room parties or special occasions must be pre-approved by the Dean of Discipline and Security, Ryan Padilla.
- Deliveries such as I-pads, athletic equipment, or clothing must be made in the attendance office and not the classroom. Items should be clearly labeled with student first and last name.

**PROCESS for CONFLICT RESOLUTION**

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the Assistant Head of School of Academics. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The Assistant Head of School of Academics of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a Department Chair, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the Assistant Head of School of Academics.
- In the event that irreconcilable differences remain, request to meet may be made to the OCE only when all steps above have been followed. The OCE will address the request according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local Advisory Boards and parent organizations are **NOT** part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the Head of School will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.
Visiting the School and Volunteering

VISITNG the SCHOOL

- All visitors and volunteers must sign in at the receptionist desk upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of San Joaquin Memorial High School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

- Other children visiting classrooms must be cleared in advance with the teacher and Dean of discipline and Security.
- The Assistant Head of School(s) reserves the right to refuse a request, in his or her discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, MUST be fingerprinted (fee due at the time of fingerprinting) AND have clearance through the Safe Environment Program AND be free from infectious tuberculosis. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is REQUIRED that this clearance be on file BEFORE anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the Administrative team.

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Save Environment training: A link is available through PowerSchool to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Completed TB Questionnaire
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
  1. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
  2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than $100,000.00 individual/ $300,000.00 cumulative each loss or occurrence, bodily injury; $50,000.00 property damage; $5,000.00 per person medical; and $100,000.00 uninsured motorist insurance.
  3. No vehicle larger than an 8-passenger vehicle may be used.
  4. The number of persons in a car should not exceed the number for which the car was constructed.
5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat in the back seat of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4’9” in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.

6. The school must have a copy of the driver’s license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.

7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.

8. Drivers may not bring siblings or younger children.

**VOLUNTEER CODE OF ETHICS**

Adults working with children/youth as part of the ministry of the Diocese of Fresno must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will not:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
● Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
● Humiliate, ridicule, threaten, or degrade children and/or youth;
● Touch a child and/or youth in a sexual or other inappropriate manner;
● Use any discipline that unreasonably frightens or humiliates children and/or youth;
● Use profanity in the presence of children and/or youth.
● Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
● Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Head of School; these must be checked for authorization by parent/guardian to release.

FIELD TRIPS

● Students must have a signed permission slip for each trip, which is distributed by the students’ teacher. No other signed form can be substituted, and no phone call authorization can be taken.
● Those transporting children must have completed the driver’s insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
● As students are representing San Joaquin Memorial High School, they are required to wear the school uniform on all trips away from school unless the Head of School decides otherwise.
Curriculum

San Joaquin Memorial High School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. All subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the Department Chair.

**ESSENTIAL, CORE CURRICULUM**
San Joaquin Memorial High School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, mathematics, science, history/social studies, physical education, religion, world languages, and electives. Curriculum, courses descriptions, and course prerequisites are updated annually and posted on the school website.

**MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES**

- Students with identified learning disabilities may receive reasonable accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and counselor.

- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an “M”; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), counselor and Assistant Head of School of Academics.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement reasonable accommodations.

**STUDENT SUPPORT TEAM**
A Student Support Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Support Team consists of the classroom teacher, counselor, Assistant Head of School of Academics, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.
RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- San Joaquin Memorial High School provides religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God’s activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community monthly.
- Opportunities for the sacrament of Reconciliation are offered to students during the school year.

FIELD TRIPS
Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.
Student Evaluation

PARENTS as PRIMARY EDUCATORS
As the primary educators of their children, parents are expected to make frequent use of PowerSchool to monitor student progress and to take the initiative to contact teachers should they develop a concern.

HOMEWORK
Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as extending the curriculum beyond school hours.

HOMEWORK TIME ALLOTMENT GUIDELINES
Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day. Homework will be assigned on a regular basis Monday through Friday.

MISSED HOMEWORK DUE to ABSENCE

● Missed assignments are the student’s responsibility.

● Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

● Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parents take their child out of school for several days for personal reasons, they should discuss the student’s progress with the teacher who will advise them of the effect such an absence would have on the pupil’s school work.

● The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The Assistant Head of School of Academics, in consultation with the counselor and teacher, has final and absolute discretion to determine the conditions and terms governing such absences.

● If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The Assistant Head of School of Academics has final and absolute discretion to determine the conditions and terms governing such absences.

● The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process.
GRADING
The following academic grading scale has been adopted by San Joaquin Memorial High School for essential curricular subjects in accordance with the Report Card Standards determined by the Office of Catholic Education of the Diocese of Fresno:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 50 - 59

GRADE POINT AVERAGES (GPA)
Grade Point Averages are calculated as follows:

A, A- = 4.0
B+, B, B- = 3.0
C+, C, C- = 2.0
D+, D, D- = 1.0
F = 0.0

*Advanced Placement courses may have a modified scale. See course syllabus for these grading scales.

CITIZENSHIP/EFFORT CODE
Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each semester, students’ citizenship grades will be evaluated and documented on progress and semester grade report cards.

PROGRESS REPORTS
At a minimum, progress reports will be sent home at the mid-term of each semester for all students.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.
Religious Education

RELIGIOUS EDUCATION PROGRAM
The Catholic Church affirms that a Catholic school is to teach the message of Jesus Christ, provide a model of Christian community, and prepare and encourage students to be of service to the Church and to the community at large. The Religious Education Program encompasses all aspects of school life in a Roman Catholic environment. It is based on the belief that whatever is done for the advancement of human civilization and culture is part of the building of the Body of Christ. It is also designed to work with the families of the school, supporting the development of the Christian and human family. Every service San Joaquin Memorial offers, not just the Campus Ministry Program and the Religious Studies Department, is judged in light of this criteria. We remind ourselves of these commitments through:

SCHOOL LITURGIES
The San Joaquin Memorial community gathers semimonthly for Mass and other forms of prayer and liturgical gatherings. Each grade level will host two additional all class masses during the school year (1 per semester). Students are required to attend these religious services and are expected to participate actively and behave appropriately. Occasionally, class liturgies, Adoration, and Reconciliation opportunities are provided to the students. Seniors are required to attend Baccalaureate Mass and Graduation exercises unless they are specifically excused by the Head of School.

CHAPEL
Religion classes visit the chapel in Holy Cross Hall for prayer and reflection time as part of their religious studies program. Weekly Adoration is offered throughout the school day and is open to our entire community. The students, faculty, and staff are encouraged to visit the chapel during Adoration hours.

DAILY PRAYER
At the beginning and end of each day, the entire school community offers to God prayers of praise, thanks, and petition. Students start every class in group prayer. Students, parents, and faculty have the opportunity to participate in student-led prayers at the SJM fountain once per month. During all times of prayer and worship, students are to behave appropriately. Memorial’s prayer follows its LaSallian roots by opening and closing with the LaSallian prayer, acknowledging being in God’s presence and requesting intercessions of our brother and sister saints who have come before us.

SACRAMENT OF RECONCILIATION
During Advent and Lent, students are provided opportunities to receive the Sacrament of Reconciliation during the school day. Individual Reconciliation opportunities are provided several times during the year at retreats and upon requests.

CAMPUS MINISTRY
The Campus Ministry Program offers students several opportunities to reach out to the larger community. They sponsor and help organize drives to help the less fortunate as well as provide opportunities for students to go out into the community to put faith into action. Campus Ministry provides overnight retreat experiences for all students and helps students in discerning one’s call in life, be it as a lay person, priest or, member of a religious order. Participation requires submission of an application and essay,
teacher and citizenship evaluation, permission of the instructor, and participation in a mandatory leadership training program and possible service projects.

**RELIGIOUS STUDIES COURSES**
SJM requires that all students enroll in a religious studies course every year of attendance. Course descriptions are found in the Course Catalog on the SJM website.

**RETREATS**
SJM’s retreat program seeks to bring about awareness of God in daily life, to foster a community united by common faith and practice, and to manifest the relevance of faith in all aspects of our existence. The program’s welcoming atmosphere is conducive to spiritual development, giving students the freedom and confidence to question life’s meaning and grow into that meaning by experiencing God’s grace. Retreat activities include community faith sharing and individual reflection designed to deepen the bond of Christian love between individuals, and strengthen the individual’s faith in God.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Retreat</th>
<th>Length</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 11, 2019</td>
<td>Freshmen Welcome Week</td>
<td>Mandatory Day Retreat</td>
<td>Scout Island, Fresno</td>
</tr>
<tr>
<td>October 29-30, 2019</td>
<td>Junior Retreat</td>
<td>Two days, one night</td>
<td>STYCC, Three Rivers</td>
</tr>
<tr>
<td>November 19-22, 2019</td>
<td>Fall Kairos (Seniors Only)</td>
<td>Four days, three nights</td>
<td>Sugar Pine Christian, Oakhurst</td>
</tr>
<tr>
<td>February 11-12, 2020</td>
<td>Sophomore Retreat</td>
<td>Two days, one night</td>
<td>St. Nicholas Retreat, Dunlap</td>
</tr>
<tr>
<td>March 17-20, 2020</td>
<td>Spring Kairos (Seniors/Juniors*)</td>
<td>Four days, three nights</td>
<td>Sugar Pine Christian, Oakhurst</td>
</tr>
<tr>
<td>April 7-8, 2020</td>
<td>Freshman Overnight (voluntary)</td>
<td>Two days, one night</td>
<td>STYCC, Three Rivers</td>
</tr>
</tbody>
</table>

*Juniors must have attended the Junior Retreat to participate in Kairos as a Senior.

**RETREAT THEMES**
Freshmen Day Retreat: “Growing Together”
This mandatory one-day retreat is hosted in September at Scout Island Outdoor Education Center in North Fresno. Students are encouraged to strengthen their bonds with God and make new friends. Retreatants meet in small groups for discussions, prayer, personal sharing, and participate in an all-class prayer
service with our rector. This retreat is a fun day for freshmen to get acquainted with one another and SJMs retreat culture. Transportation and lunch are provided; parent carpools are accepted but must be cleared through the Campus Ministry Office in advance.

**Freshmen Overnight Retreat: “My Faith Journey—Where am I?”**

This is a two-day, one night retreat hosted during the spring semester of freshman year. This voluntary retreat is limited on space as the purpose is to offer freshmen a more reflective and intimate retreat environment. This retreat is lead by students and faculty working together to facilitate prayer, activities, reflections, and small group discussions. This retreat focuses on what it means to be on a faith journey and encourages students to consider the ways God is already present in his/her life and ways God can continue to be present throughout their lives and faith journeys.

**Sophomore Retreat: “Choices and Community”**

This is a two-day, one night retreat led by Memorial faculty members and assisted by students of the Campus Ministry team. This retreat focuses on giving the sophomores a chance to continue to reflect on how their choices contribute to their community - their family, their school, their church, their teams, etc. Students participate in prayerful reflections, small group discussions, and activities focused on building community rapport and spiritual connectedness. Sophomores are often at a crossroads in friendships, faith and school; our hope is to encourage each retreatant to include God in the choices that accompany this potentially challenging season of life.

**Junior Retreat: “Who Am I in Relationship to God?”**

This is a two-day, one night retreat. This is a reflective, relaxing, and interactive retreat that helps to challenge our students to answer the question, “Who Am I in Relationship to God?” It gives them a forum to explore their faith and their relationship to God outside of the classroom. The aim is to provide a safe environment for each student to grow more fully into his/her faith, potential, and community. It is strongly suggested that students attend the junior retreat before signing up for a Kairos retreat.

**KAIROS Retreat: “In God’s Time”**

KAIROS "In God's Time" is a four-day, three-night retreat held twice a year. The week brings our seniors (and some juniors) together to examine their lives and their goals, and to uncover or to discover their passion for living as God has gifted them to do. Lives are changed, goals are set, and each individual attending this retreat reassesses life. The retreat offers music and prayer, talks and discussion groups. It is a time to prepare for the future of moving out and moving on as the person God has willed for them to be.

**Immersion Retreats**

Memorial has initiated immersion Service Learning retreats. The focus of immersion programs is to deepen a student’s intellectual and spiritual identification with the poor and marginalized by living an extended amount of time in their neighborhoods and working beside these various communities to be both an additional pair of hands and to witness, by their presence, the value of solidarity. Memorial will offer as many of these opportunities possible for the 2019-2020 school year, this is a growing and developing program.
Retreat Attendance

All freshmen are required to attend the Freshman Welcome Week retreat for their retreat orientation. Sophomores, juniors, and seniors are not required to attend a retreat. However, being that retreats are an essential piece of the spiritual and communal growth of our student body, they are highly encouraged to get involved in this invaluable experience. As the current retreat program evolves, there will be changes made to facilitate more of what Memorial hopes to offer for future Panthers. Please stay connected to see how we are growing. For more specific information regarding retreats please see our website: www.sjmhs.org or contact Clarissa Myers at cmyers@sjmhs.org or by phone, 268-9251 ext.143.

SERVICE LEARNING REQUIREMENTS

Community service is an integral part of San Joaquin Memorial’s Catholic identity. Therefore, all students are required to complete 20 hours of service each year for graduation. Of the 20 hours required per year, a minimum of 10 hours must be directly and Personally Serving the Marginalized (PSM) for a total of 40 hours of PSM. PSM hours are a direct, face-to-face interaction with a marginalized population. Please refer to the school website for more detailed information.

SJM’s Service Program Goal: To enrich the lives of our students through personal interaction with the marginalized/disenfranchised.

SJM’s Service Learning Program **ONLY ACCEPTS:**

- **Service that has been completed with a community service non-profit agency or charitable organization** For example, convalescent hospitals, soup kitchens/food distributions, outreach to at-risk youth, etc. Though all types of community service are valuable and needed, our program is geared toward our goal stated above.

- **Student Service submissions with agency supervisor information** including the name, phone number and email of the supervisor present at the time of service. Parent contact information on behalf of student service will not be accepted and/or processed. Submissions with parent contact information will not be approved.

- **Accurate and complete documentation.** All submissions must be accurate and complete. Inaccuracies will result in a delay in processing and could also have punitive results in cases of dishonesty and/or embellishments. San Joaquin Memorial’s Service Learning office has the right to reject inaccurate submissions, no questions asked.

- **Pre-approved independent projects.** Some service is qualified as an independent project, which is anything that is done outside the normal functioning of a non-profit agency. An example would be a for-profit businesses serving the larger community. Student-generated non-profits, though doing good work, oftentimes do not meet the vision of Memorial’s Service Learning Program – therefore, these require pre-approval. Independent projects that do not receive pre-approval prior to submission will not be accepted.
Eligibility and ‘NC’ on Report Card

Failure to meet the service deadlines will result in immediate ineligibility and an NC (No Credit) on the report card. Ineligible students may recover their credit and regain eligibility only after their remaining hours owed have been submitted, verified, and approved by the service office. Recovery dates for students to regain eligibility will be the 1st and 15th of each month. All hours submitted must be in accordance with Memorial’s guidelines and requirements for approval. Service Learning grades are EXCLUDED from the overall grade point average. See the Service Deadline Time Table below for review of the deadlines and expectations.

· NOTE – Athletic participation: Because of safety/liability and to uphold CIF guidelines and safety procedures, student-athletes will be allowed to practice once all remaining hours owed have been submitted. Game participation will only be granted on the next scheduled calendar recovery date (1st and 15th) once final approval is confirmed by the service office.

For a complete description of ineligibility see the Ineligibility section under Extra-Curricular Eligibility.

Service Ineligibility and Taking Finals

Any student owing hours from the previous school year is not eligible to take his/her Fall Semester final exams. Students must have their service hours submitted and approved by December 1st to take their final exams. Students who do not take final exams at the scheduled time must pay a $25 fee per exam missed and also make arrangements with the instructor to take the final exam at a later date. However, students who remain service ineligible may not take their Fall and Spring Semester Finals until all past owed hours are complete (submitted and processed), resulting in an incomplete for the entire semester.

Submitting Service Hours through x2VOL

In partnership with Naviance Family Connection, San Joaquin Memorial has subscribed to the x2VOL online service hour tracking and reporting system. All students must follow the two week rule and submit hours through this program within two weeks of doing the service. As part of submissions, students must complete the reflection questions and agree to the honesty disclosure noted. Students who do not adhere to the honesty disclosure may be removed from x2VOL and will be subject to consequences, which may include but are not limited to the rejection of hours, after school detention, and/or Saturday School.
<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Eligibility Recovery start of school year (Past hours owed)</td>
<td>Hours owed from the previous school year must be submitted by this date to recover eligibility without penalty. Grade on transcript will be changed from a “NC” to a “P.”</td>
<td>AUGUST 1</td>
</tr>
<tr>
<td>Service Ineligibility and Taking Finals (Past hours owed)</td>
<td>Incomplete hours from the previous school year must be submitted by this date. Otherwise students will not be able to take the Fall final exams.</td>
<td>DECEMBER 1</td>
</tr>
<tr>
<td>Fall Semester Deadline (Current hours; all students)</td>
<td>50% (10 hours) of current school year hours are due for the Fall semester. Failure to meet this deadline results in immediate ineligibility and an “NC” on the report card.</td>
<td>DECEMBER 1</td>
</tr>
<tr>
<td>Senior Service Deadline (Current hours; seniors only)</td>
<td>Seniors Only: 100% (20 hours) of all current school year hours are due To avoid becoming immediately ineligible.</td>
<td>MARCH 1</td>
</tr>
<tr>
<td>Spring Semester Deadline (Current hours; Frosh, Soph, Jr)</td>
<td>50% (10 hours) of current school year hours are due to complete the service requirements for the Spring semester. Failure to meet this deadline will result in immediate ineligibility and a “NC” on the report card.</td>
<td>APRIL 1</td>
</tr>
<tr>
<td>Service Ineligibility and Taking Finals (Past hours owed)</td>
<td>Incomplete hours from previous deadline must be submitted by this date. Otherwise students will not be able to take the Spring Final Exam</td>
<td>TBD by Service Office</td>
</tr>
</tbody>
</table>
The School Day and Attendance

SCHOOL and OFFICE HOURS
SJM’s office hours are 7:30-4:00. They will be subject to change based on special or modified days.

CLOSED CAMPUS
San Joaquin Memorial High School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

ARRIVAL
Students should be on campus at 8:55 AM. The Media Center is open at 7:45am for those who arrive to campus earlier.

DISMISSAL
- No student may leave the school grounds once he/she has arrived at school.
- Students are to remain in uniform when leaving school unless special circumstances have been approved.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the attendance office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

ABSENCES
- If a student is absent, a parent/guardian must notify the school before 9:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the attendance office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the attendance office.
● A student is considered absent when he/she misses more than 30 minutes of class. For participation purposes in extra-curricular activities, including games, practices, dances, etc., a student may not miss more than 100 minutes of class due to parent excused or truancy absence.

● The Dean of Discipline and Security and/or the Assistant Head of School reserve the right to make determinations regarding absences on a case-by-case basis in special situations.

TARDIES

It is the responsibility of parents/guardians to see that their children arrive by 8:55am. A child is considered tardy if he/she is in the classroom by the 9:00am bell. A tardy is defined as a student being late to class less than 30 minutes. A school-excused tardy is considered an excused tardy. (A parent excused tardy is defined in the same manner as a parent-excused absence.) All parent excused tardies must be cleared within 24 hours of the tardy to be excused.

Consequences for Tardies
1st-2nd offense – Verbal warning
3rd offense – Parent notification and lunch detention
4th-5th offense – Referral (2) morning detentions
6th offense – Saturday School
7th offense – 1-day on-campus suspension and 5 days of non-privilege
8th offense – 3-day suspension, behavior contract and parent meeting

Failure to meet the morning detention and Saturday school consequence may result in non-privilege, suspension and/or behavior contract. Parents will be notified for each infraction after the 3rd infraction.

Students may receive a school excused tardy in the following situations at the discretion of the Dean of Discipline and Security: traffic accidents, dense fog conditions, and other circumstances beyond the control of student and/or parent. Transportation arrangements should be made so that students arrive at school 15 minutes before class begins.

EXCESSIVE ABSENCE and ACADEMIC CREDIT

San Joaquin Memorial views daily classroom activities, lectures, and discussions as necessary and invaluable components of the education process. Attendance at each class session is required. In the absence of direct instruction, student engagement suffers and the result may lead to a compromised quality of education. Therefore, consistent attendance is crucial for a San Joaquin Memorial education.

If a student is absent more than 12 times per semester (due to any non-school related absence) from any class student will receive NO CREDIT for that class for that semester. Students must re-take courses in which they receive NO CREDIT as soon as possible and as advised by the counseling department. If a student is more than 30 minutes late for any given block the tardy becomes an absence. This rule includes all absences (excused or unexcused) with the exception of those that are “school-related.
School related absences include:

1. Retreats
2. Field trips and approved school athletic events
3. On-campus interviews with college representatives up to a maximum of 5
4. College visits (pre-approved) Juniors and Seniors permitted 2 school days
5. Activities/functions associated with a student’s elected office or course
6. Counseling sessions
7. Summons from administrative or attendance staff

Students who have exceeded 12 absences due to extraordinary circumstances must submit a written petition requesting credit.

**Appeals to Reinstate Credit**

The Assistant Head of School of Academics, Director of Counseling and Assistant Head of School of Student Affairs constitute the Academic Review Board and will evaluate appeals to reinstate credits that have been withheld. The Academic Review Board, with the approval of the Head of School, reserves the right to approve or deny request to reinstate credits. Excessive absences resulting from school-related activities may jeopardize students’ participation rights if they fall behind in their academic progress. A student who is absent more than 15 times per semester from any class (school-related or not) will receive **NO CREDIT** for that class for that semester. School sponsored retreats are excluded from the 15-absence rule. A written petition requesting credit may be submitted as described above.

**Unexcused Absence Consequence**

1\(^{st}\)-2\(^{nd}\) absence – (2) morning detentions  
3\(^{rd}\)-4\(^{th}\) absence – Saturday School  
5\(^{th}\) absence – 1 day on-campus suspension  
6\(^{th}\) absence – 1 week non-privilege + (2) Saturday School  
7\(^{th}\) absence – Academic Review Board will meet and recommend to Principal possible expulsion or other consequences.

If a student fails to meet the requirements or scheduled morning detentions, Saturday School, or on-campus suspension then further consequences will occur. Such as suspension or non-privilege. Parents have 24 hours to clear an unexcused absence. If absence is not cleared it will become a permanent unexcused absence on the students record and will be documented as such.

The Head of School or Assistant Head of School of Academics will report all truancy to the county office which may result in further consequences.

**ABSENCES AND MAKE-UP WORK**

- Missed assignments are the student’s responsibility.
● Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.

● Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student’s progress with the teacher and counselor who will advise them of the effect such an absence would have on the pupil’s school work.

● The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The Assistant Head of School of Academics, in consultation with the counselor and teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.

● If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The Assistant Head of School of Academics has final and absolute discretion to determine the conditions and terms governing such absences.

● The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process.

**Appearance and Student Uniform Requirements**

**INTRODUCTION**
Student dress, grooming, and personal cleanliness impact the image of San Joaquin Memorial High School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students’ attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the San Joaquin Memorial High School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

**UNIFORM** (all pieces required every day)

The school uniform/dress code promotes school identity and unity, fosters equality among our students, and facilitates a serious learning environment. The school is named in honor and memory of those San Joaquin Valley natives serving in the U.S. military that offered their lives in World War II. Students are
required to comply with a uniform/dress code out of respect for the school’s history and tradition. All students are required to wear the complete Memorial uniform. Dennis, Dickies or like brands are acceptable. The administration reserves the right to determine, interpret and regulate what is appropriate appearance for San Joaquin Memorial students. All dress must be gender appropriate, clean, in good repair and must fit properly.

*The San Joaquin Memorial Dress Code policy states specifically what students may wear on campus, if it is not expressly stated that it can be worn, then it CANNOT be worn.*

**GENERAL DRESS CODE and UNIFORM REGULATIONS**

- Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.).

The Memorial ID badge plays an important role in our safety protocols. It must be carried on students at all times when on campus.

<table>
<thead>
<tr>
<th>YES!</th>
<th>The following items comply with the SJM dress code</th>
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<tbody>
<tr>
<td><strong>Shirts</strong></td>
<td>Students must wear school-issued shirts: SJM approved polo must be navy, red, or white with proper recognized SJM logo and appropriate club or athletic program logo. SJM polos may be purchased either in the SJM store, Dennis Uniform Company or through recognized and approved SJM clubs/programs. SJM shirts may not be cut or altered in any way. Polo shirts must be tucked in. SJM t-shirts with proper logo and from approved clubs/programs may be worn on Spirit Days.</td>
</tr>
<tr>
<td><strong>Pants, walking shorts, capris and skirts</strong></td>
<td>Pants and shorts must be navy or khaki and be a style that is Dennis or Dickie like (no denim, corduroy or cargo shorts/pants.) Capris and skirts (girls only) must be navy. Skirts must be purchased through Dennis Uniform and be 3 inches above the knee and must not be rolled at the waist. All pants must fit properly around the natural waist, have pockets and have seams down the side of the leg. In addition, tight fitting pants, shorts, or capris will not be allowed. Shorts may not be excessively short; must be mid-thigh or longer.</td>
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<tr>
<td><strong>Sweatshirts/Jackets</strong></td>
<td>SJM sweatshirts must be navy, red, white or grey with approved school logo. All sweatshirts must be purchased through the SJM store or through approved clubs and programs. Zip-up hoodies are considered sweatshirts and must follow the sweatshirt guidelines. If sweatshirt is removed at some point during the day, student must be wearing an approved polo shirt. Solid colored jackets, coats, or windbreakers in approved colors (navy, red, white, grey, khaki, and black) may be worn. They must be plain or have an approved SJM logo. No parkas are allowed. Memorial letterman jackets are encouraged.</td>
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<tr>
<td><strong>Shoes</strong></td>
<td>Dress shoes, tennis shoes, or sandals with back-strap may be worn.</td>
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<td>NO!</td>
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<td>-------------------------------------------------------------------</td>
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<tr>
<td>The following items do not comply with the SJM dress code and may</td>
<td></td>
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<tr>
<td>not be worn</td>
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<tr>
<td>Any non-SJM issued polo/shirt.</td>
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<td>Tight fitting pants, leggings, jeggings, yoga pants, low rise/</td>
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<td>hip huggers, or excessively loose pants.</td>
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<tr>
<td>Blue and black denim jeans and jackets are not permitted.</td>
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<tr>
<td>Athletic wind/sweat pants, workout pants, joggers, athletic-style</td>
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<tr>
<td>shorts, board shorts, cut-off shorts, and pajama pants.</td>
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<tr>
<td>Sweatshirts, sweaters, and jackets representing an outside</td>
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<tr>
<td>club, school, organization, company or professional team.</td>
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<tr>
<td>Plain colored sweaters, sweatshirts, or hoodies.</td>
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<tr>
<td>Any clothing containing objectionable words or symbols are not</td>
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<td>allowed</td>
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<tr>
<td>Sandals, flip-flops, slippers, Ugg-type shoes, moccasins, ballet</td>
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<tr>
<td>flats, open-backed shoes, military style boots or cleats.</td>
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<tr>
<td>Any other items deemed inappropriate by the Administration.</td>
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</tbody>
</table>

**Belts/Belt Loops**

All students, girls and boys, are required to wear pants with belt loops and belts. No elastic waistbands with sewn belt loops are allowed. Belts must be worn at all times. Belts and belt buckles must be in good taste.

**Undershirts**

A solid red, white or navy blue short-sleeved undershirt may be worn. Undershirts with writing or logos will not be permitted. The undershirts must be tucked in.

**Undergarments**

Underwear must not be visible. Leotards, leggings, jeggings, or under-skirt shorts are NOT permitted.

**Accessories**

- During extremely cold weather, knit caps may be worn (outdoors).
- Memorial caps that are worn correctly are allowed (outdoors).
- Jewelry may be worn in moderation. Boys are not allowed to wear earrings or plugs and pierced ears may not be bandaged. Girls may wear only one pair of earrings.
- Pocket/belt chains, heavy chains, spiked or dog-collared type accessories are not allowed.
- Backpacks may not display inappropriate writing, phrases, labels, or patches that are contrary to the values and philosophy of Memorial.
- On rainy days, appropriate rain gear may be worn.

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SPIRIT DAY DRESS CODE

*Friday “SPIRIT” Wear - Students are permitted to wear blue or black jeans or Dennis bottoms and any Memorial T-shirt, polo shirt, or sweatshirt on Fridays. Torn or altered jeans and jeggings are not permitted.

FREE DRESS

- Modesty and simplicity are guiding principles for free dress.
- No extreme fads
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; NO BOOTS.
- Sandals are not allowed.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.

DRESS CODE/UNIFORM EXCEPTIONS

No student or group of students may be out of uniform without prior approval from the Administration. The Assistant Head of School of Student Affairs must approve all requests for non-uniform dress at least one week in advance of the date. Non-uniform dress days are considered a privilege and students are expected to follow the dress requirements. All clothing worn on these days must be neat, in good condition, clean, modest, and in good taste. All clothing must have the proper fit, length and coverage.

CASUAL DRESS

The following days are established as casual dress days: Rally days and days when the student is participating in a retreat. All other casual dress days will be announced, in advance, by the Administration. These casual dress guidelines shall apply for all school-sponsored events, including games and dances:

- Modesty is the foundation of the dress code.
- Clothing must be neat, clean, modest and in good taste.
- All clothing must have the proper fit, length and coverage.
- Tattered or torn clothing is never acceptable. All clothing must be neatly hemmed and sewn.
- No ripped seams.
- Dresses, skirts and shorts must be no higher than mid-thigh.
- Hip-hugger style or low-rise skirts, jeggings, pants or shorts are NOT allowed. Pants must be worn at the waist (no underwear can be shown).
- T-shirts with sleeves and crew neck are permitted.
- All other shirts/tops must have a collar.
- No bare-midriffs, tube tops, halter tops, tank tops, muscle shirts, spaghetti straps or plain white undershirts (on the outside).
- No see-through fabrics.
- No swimwear or sleepwear.
- No parkas or trench coats.
- Boys may not wear earrings.
- Clothing may not contain inappropriate or offensive language or pictures or make reference to drugs, alcohol, tobacco, gangs, sex, violence or any other message deemed inappropriate by the Administration.

**FORMAL DRESS CODE**

On special occasions, teams, clubs or groups may wear a shirt designed and approved by the Administration with the school uniform bottoms. Athletic sweats, or team uniform bottoms may not be worn in place of the school uniform bottom. All other special dress requests will be allowed only with the approval of the Dean of Discipline and Security at least one week in advance of the event/activity. Formal dress days will be announced by the Administration in advance. They will include, but are not limited to Masses, prayer services, assemblies, special events, organized team/club formal dress, etc.

**Boys**
- Neatly pressed dress slacks (khaki, navy or black). NO JEANS.
- White collared oxford button down only dress shirt and necktie are required. Both must be worn properly and must remain on for the entire school day. The dress shirt must remain tucked in at all times.
- TIES must be red, white or navy in color. Bow ties are acceptable.
- Dress shoes only!
- Memorial Red or Navy colored sweaters only (vest or letterman style sweater are also permitted).
- Varsity letterman jackets are approved.
- No hoodies are allowed unless permitted by Administration because of weather.

**Girls**
- Dennis uniform navy skirt or neatly pressed dress slacks (navy, black or khaki). Hemlines for skirts must be no more than three (3) inches above the knee or no shorter than the tips of the fingers when the shoulders are at rest. *Tight-fitting pants/skirts are not allowed.* NO JEANS.
- Black, Grey, red, white or navy tights or stockings only are permitted.
- White collared oxford button down shirt only. No midriff exposure with normal movement.
- Only dress FLATS are permitted. NO HEELS ARE PERMITTED.
- Memorial Red or Navy colored sweaters only (vest or letterman style sweaters are also permitted).

**Dress Code Excuses**

Permission to be out of uniform must be granted by the Dean of Discipline and Security before the school day begins.

Grooming

Grooming must be gender appropriate.

45-Parent/Student Handbook
Hair
Hair should be clean, neatly combed and styled in a moderate manner. Hair that is unusual or extreme in color, style or shaving is not acceptable. If not in compliance, the student may be sent home. No beards, goatees or mustaches allowed. If a doctor deems shaving as a serious medical issue, written documentation from the doctor must be provided to the Dean of Discipline and Security for an exception to be considered. Exceptions will be made by the Dean of Discipline and Security on a case by case basis.

Girl’s Code
All makeup is to be used in moderation. No “punk” or “gothic style” makeup is allowed.

Boys’s Code
All areas of the face and neck must be clean-shaven. Moderate and neatly groomed sideburns are allowed. Hair must be trimmed so that it does not cover the EYEBROWS or TOUCH THE BACK OF THE SHIRT COLLAR. No cosmetics are allowed. No “man bun” allowed.

Body Adornments
Tattoos, body piercing or branding are discouraged and must not be visible.

Dress Code Violations/Consequences
At a teacher’s discretion, a warning may be given to students violating the dress code. If a student is not compliant with the dress code, he/she will likely face the following consequences:

1st-3rd Offense – Teacher Intervention including parent notification
4th-5th Offense – Referral for Defiance (2) morning detentions
6th Offense – Saturday School
7th Offense – 1 day on campus suspension and 5 days of non-privilege
8th Offense – 3 day suspension, behavior contract and parent meeting

Failure to meet the morning detention and Saturday school consequence may result in non-privilege, suspension and/or behavior contract. Parents will be notified, by the Dean of Discipline and Security, for each infraction after the 5th infraction.

Please Note: Memorial reserves the right to assign detention to any student whose dress/grooming is inappropriate. Any student who is not in compliance with the uniform/dress code must change into acceptable clothing or adjust his or her appearance as instructed. Any student who must change will have the opportunity to rent an acceptable article of clothing from the school or may be sent home to change.

San Joaquin Memorial reserves the right to regulate against upcoming fads or fashions that reflect negatively on the school and/or person. Interpretation and judgment in matters pertaining to dress and personal appearance are, obviously, necessary. In this area, the Dean of Discipline and Security and/or either Assistant Head of School are the final and sole judges of what is, or is not, acceptable for an individual student.
Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS
Referenced in the ADMISSIONS section

EMERGENCY CARDS
Each child must have a completed emergency form on file in the attendance office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on PowerSchool.

SCHOOL INSURANCE COVERAGE
All San Joaquin Memorial High School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION
- Parents should notify school office personnel on the first day of a child’s illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note from the student’s parent or guardian is required upon the child’s return to school.
- An absence of three or more days requires a doctor’s note upon the child’s return to school.

MEDICATIONS
- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the attendance office. If a student’s condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
● If it is essential that medications be administered at school, these medications must be administered from the attendance office only.
● NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child.
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the-counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

MEDICATION FORMS
The attendance office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID
Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the Head of School or the school to assume financial responsibility for the treatment of the student.

● All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
● Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
● In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
● If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES
Families with students who have identified severe allergies should work with the school as follows:

● Provide written notification (health record) to the school of an at-risk student’s allergies that pose a serious threat to the student.

48-Parent/Student Handbook
● Confer with qualified school representatives to develop a plan that reasonably accommodates the at-risk student’s needs throughout the school campus and facilities.
● Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
● Include a photograph of the student on the written form.
● Provide properly labeled medications and replacement medications, as required after use or upon expiration.
● Review policies/procedures with the school representatives, the child’s physician, and the student (if age-appropriate) after a reaction has occurred.
● Provide and update current emergency contact information.
● Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)

HEAD LICE
Head lice (or pediculosis) is a common occurrence in schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

● When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
● The siblings of the infected student will also be screened.
● The classmates of a student identified as having nits and/or lice may also be screened.
● The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
● Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING
San Joaquin Memorial High School is legally required to comply with the Child Abuse and Neglect Reporting Act. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS
San Joaquin Memorial High School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.
Anyone hearing or becoming aware of any threat is to report it directly to the Head of School or his/her designee.

- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the Head of School will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Office of Catholic Education, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the Administration, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the Head of School will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the Head of School may request withdrawal of the student, or expel the student, without possibility of returning to the school.

**PREGNANCY – HIGH SCHOOL**

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.
- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school.
- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

**PARKING LOT SAFETY**

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures even if it appears safe as these have been carefully determined to keep students out of traffic lanes.
- All instructions of supervising staff must be followed at all times.
SEVERE ILLNESS OUTBREAK
If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.
Concussion Policy

CONCUSSION DEFINITION
A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull’s bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS
The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of a concussion immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
● Crying excessively
● Change in eating or sleeping patterns
● Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY
These steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete’s parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional.**
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Health care professional” means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

RETURN to SPORT
Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.
SECONlD IMPACT SYNDROME
If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL
Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.
Emergency Procedures

EMERGENCY CARE PLAN
The school’s emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated PowerSchool system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, San Joaquin Memorial High School has arranged safe haven at…
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through PowerSchool emergency features and/or school emergency phone contacts.
- No student will be released until all San Joaquin Memorial High School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- FIRE
  Fire drills take place regularly. The school will follow instructions of the Fire Department.
- EARTHQUAKE
  An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER
  Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via PowerSchool as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT
  Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD
  The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via PowerSchool.
- For any other emergencies, the steps of the Emergency Care Plan above will be followed.
Student Discipline

GENERAL POLICY
The values of Catholic education are the foundation for all interactions and relationships at San Joaquin Memorial High School. A student is considered at all times and places a member of the San Joaquin Memorial High School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school’s code of conduct. San Joaquin Memorial High School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS
Students at San Joaquin Memorial High School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year;
- To respect parish and school property at all times;
- Follow all rules and guidelines in the handbook.

ACADEMIC INTEGRITY
Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
● Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another’s ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another’s written work including sources off the internet or oral statements without proper citation.
● Knowingly enabling another student to cheat.

Sanctions for cheating are at the discretion of the teacher (and, if necessary, the Assistant Head of School of Academics) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

VANDALISM
Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

RIGHT to SEARCH
While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school’s responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, shoes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student’s person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS

● Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
● Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
● The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.
DISCIPLINARY ACTIONS and SANCTIONS
The Head of School and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the Head of School. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to before-school or after-school detention by a member of the faculty or school administration. Detentions are served after school on the day assigned or the day after only. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The Assistant Head of School of Student Affairs may place a student on a behavioral probation contract; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

SUSPENSION
Suspension is a disciplinary action to be used at the sole discretion of the Dean of Discipline and Security or Assistant Head of School of Student Affairs. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the Dean of Discipline and Security. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

Any student found in the company of, meaning gathered around or huddled in a group or circle, in a vehicle together in which at least one member of the group is either partaking in illegal activity or has in their possession an illegal or unapproved substance or devices listed under suspendable offenses, will be
Students will be held accountable and will also face a one day suspension. Students in company of do not need to be holding, or using illegal or unapproved devices or substances to be found culpable. Students should refrain and remove themselves when possible situations arise which may cause them to be associated with illegal or unapproved substances on or off campus.

San Joaquin Memorial High School reserves the right to conduct searches and seizures for the purpose of enforcing this rule. Such searches shall include, but are not limited to personal searches of any student, student belongings, electronic devices or items in the possession of a student, any athletic locker or any vehicle located on or near school property or at any school related event.

**REASONS for IMMEDIATE SUSPENSION**

At the discretion of the Dean of Discipline and Security and Assistant Head of School of Student Affairs, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
   - refusal to obey school rules;
   - refusal to follow directions;
   - refusal to answer when spoken to directly;
   - giving sharp, rude answers in a disrespectful tone of voice;
   - causing interruption in classroom procedures;
   - cheating, plagiarism, or dishonesty of any kind.
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
**Behavioral Violations: Special Handling**

Any threat of violence is considered to be a serious matter. When a student is determined to have made a threat, the offending student will immediately be isolated from the student body and be referred to a mental health care professional for a psychological assessment. The student will be suspended and will be permitted to return to campus only after the Administration is in possession of written correspondence from an appropriate health care professional attesting that the student does not pose a threat to him/herself or others. All costs incurred must be paid by the student’s family.

All the following behavioral violations may require special handling:

- Assault (physical or verbal) on a student, staff member or campus visitor or their property, including assault with or possession of lethal instruments or weapons (weapons such as: guns, knives, tasers, razors, etc…)
- Unauthorized contact with any school employee via cell phone, text messaging is strictly prohibited. At no time are students allowed to text message any teacher, coach, or school employee.
- The use of Twitter, Facebook or any other social networking website for communication between school employees and students is strictly prohibited without prior administrative approval.
- Causing or attempting to cause damage or destruction to the property of the school.
- Extortion (force or fear) or threats (written or verbal) made upon a student, staff member, or campus visitor.
- Possession, use, sale or distribution of alcohol, drugs, or any other legally controlled mood-altering substance.
- Possession or use of firecrackers or explosives.
- Pulling of fire alarm without just cause, arson, or bomb threat.
- Theft or attempted theft of school property or from a student, staff member, campus visitor or food service vendor.
- Other incidents and violations as deemed necessary by the administration.

Consequences for the aforementioned violations are listed below:

- 1st Major Violation – 3-day suspension and 2 weeks non-privilege
- 2nd Major Violation – 5-day suspension and semester non-privilege
- 3rd Major Violation – 5-day suspension, meeting with Disciplinary Review Board for possible expulsion
- 4th Major Violation – Immediate expulsion with no appeal.

**EXPULSION**

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the Head of School. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the Head of School, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student’s enrollment, the parents may be given the option to voluntarily withdraw the student by a
specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

**DISCIPLINARY RECORDS**
Disciplinary records are private documents of the Dean of Discipline and Security and are kept separate from the student’s cumulative file and will not follow the student beyond enrollment at San Joaquin Memorial High School; *they are not available to students or parents.*

**Suspendable Offenses**
Possessing, using, being under the influence of a controlled substance, furnishing, or selling controlled substances, any electronic devices, alcoholic beverages, intoxicants, or tobacco products of any kind including vaping or vaping related products.

**First Offense:** Five day school suspension and placed on a Behavior Contract. Contract may include the loss of all privileges for a period of time ranging from 6 weeks to an entire semester. The following must be completed upon the student being allowed to return to school.

1. The student must complete drug testing at his/her own expense at the facility chosen by the San Joaquin Memorial Administration within 24 hours of being notified.
2. The student must meet with the Dean of Discipline and Security or Assistant Head of School of Student Affairs after suspension has been served.
3. The student must adhere to random drug testing for the remainder of the school year.
4. Incident will be reported to the police, if deemed appropriate.

**Second Offense (in the same school year):** Five day school suspension and recommended transfer to an alternative education program. If the student is permitted to stay at San Joaquin Memorial he/she is ineligible to participate in any extracurricular event/activity for the remainder of the school year. Student will be immediately expelled from all teams, clubs, leadership, etc… and forfeit all honors, awards, and privileges.

**Third Offense (in the same school year):** Expulsion.

**Drug Testing Procedure and Policy**

a. If there is reasonable cause, parents are called to be informed that they must take their son or daughter to be drug tested only at the school authorized testing facility.

b. Instructions are given to parents to take their son/daughter to the school authorized drug testing facility. In most cases an immediate drug test is needed and must only be done at a school authorized drug testing facility. Parents cannot conduct their own test using home kits, personal or private laboratories, doctors, or medical practitioners.

c. Results are sent back to the school by the school authorized drug testing facility.

d. Results are shared with parents during a disciplinary hearing.
e. Based on the findings, continual off-site drug testing may be a condition placed on students before they are eligible to return to San Joaquin Memorial High School.
f. Any further actions needing attention by parents and the student will be communicated to the parents by the Dean of Discipline and Security or Assistant Head of School of Student Affairs.
g. Students refusing to participate in a mandated drug test will face further consequences including possible expulsion from San Joaquin Memorial High School.
h. Students who mask, or attempt to mask a drug test will be subject to additional testing and disciplinary action up to expulsion.

**Family Refusal**
Should the parent(s)/guardian(s) refuse the required drug or alcohol sanctions, the school may suspend a student indefinitely or move for expulsion.

**Possession/Use of Authorized Medication**
When a student is taking prescribed or non-prescribed medication at school, parent(s)/guardian(s) are to notify the Dean of Discipline and Security in writing. The student’s medication must be stored in the attendance office along with the written instructions for usage. The student may carry inhalers only with written verification from a physician. All medication must be picked-up at the end of the year or else it will be discarded.
Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS
San Joaquin Memorial High School recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY
When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media.

Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as School Advisory Board, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.

- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.

- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of San Joaquin Memorial High School or Parish, or the Diocese of Fresno."

- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the Head of School, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS
Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

San Joaquin Memorial High School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE FOR PHOTOGRAPHS AND VIDEOS
Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE of TECHNOLOGY for STUDENTS
To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the Internet, and all peripherals.

SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.

64-Parent/Student Handbook
Students are reminded that they are always San Joaquin Memorial High School students, both on and off campus, and that ALL electronic content is both public and permanent.

San Joaquin Memorial High School reserves the right, at its discretion, to review and/or request removal of any student’s social media content. Failure to comply may result in disciplinary action.

Permission of the school administration is required for the use of the school’s name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school’s electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student’s electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet San Joaquin Memorial High School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

**CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES**

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and San Joaquin Memorial High School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from San Joaquin Memorial High School.
Harassment and Bullying

San Joaquin Memorial High School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the Dean of Discipline and Security and Administration, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating, based on such factors as an individual’s sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic
B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement
C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures
D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures
E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or
images between digital devices or the sharing of such communication with others).

F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.

2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the Head of School, the person being harassed/bullied is to contact the pastor and the superintendent in cases of diocesan schools.

3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:

   A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.

   B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the Head of School or to a member of the school staff, who will then report it directly to the Head of School. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.

   C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.

   D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.

   E. Once the facts of the case have been gathered, Dean of Discipline and Security, in consultation with the Assistant Head of School of Student Affairs, Head of School and/or Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.

   F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Office of Catholic Education of the Diocese of Fresno. The OCE will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

5. **REPRISAL AND/OR RETALIATION**: Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.
Controlled Substances

San Joaquin Memorial High School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the Head of School and/or other school officials.

70-Parent/Student Handbook
The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).

The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.

The student may be suspended following an investigation.

The school may ask the parent(s)/guardian(s) to withdraw the student.

The student may be expelled.

Law enforcement and/or child protective services may be contacted.

**DISCLAIMER:** Nothing in the school’s controlled substance policy should be construed to mean that, as a result of this policy, San Joaquin Memorial High School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.
Extra-Curricular Activities

STUDENT COUNCIL

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the Assistant Head of School of Student Affairs.

SOCIAL EVENTS/DANCES
San Joaquin Memorial High School sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. A fee may be charged. Rules and guidelines will be published prior to any event.

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)
Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class.

Parents and students are reminded that behavior rules and sanctions of the school apply.
Athletics

ATHLETIC TEAMS
Memorial Athletic Programs — Current Divisional Placements

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(II) Football</td>
<td>Varsity / Junior Varsity</td>
</tr>
<tr>
<td>B/G X-Country</td>
<td>Varsity / Junior Varsity</td>
</tr>
<tr>
<td>Boys and Girls Water Polo</td>
<td>Varsity / Junior Varsity</td>
</tr>
<tr>
<td>(III) Girls Volleyball</td>
<td>Varsity / Junior Varsity / Freshmen</td>
</tr>
<tr>
<td>(II) Girls Tennis</td>
<td>Varsity / Junior Varsity</td>
</tr>
<tr>
<td>(III) Girls Golf</td>
<td>Varsity / Junior Varsity</td>
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</tbody>
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<table>
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<tr>
<th>Winter Sports</th>
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<tbody>
<tr>
<td>(II) Boys Basketball</td>
<td>Varsity / Junior Varsity / Freshmen</td>
</tr>
<tr>
<td>(III) Boys Soccer</td>
<td>Varsity / Junior Varsity</td>
</tr>
<tr>
<td>(III) Girls Basketball</td>
<td>Varsity / Junior Varsity</td>
</tr>
<tr>
<td>(III) Girls Soccer</td>
<td>Varsity / Junior Varsity</td>
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<tr>
<th>Spring Sports</th>
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<tbody>
<tr>
<td>(II) Baseball</td>
<td>Varsity / Junior Varsity</td>
</tr>
<tr>
<td>(II) Boys Tennis</td>
<td>Varsity / Junior Varsity</td>
</tr>
<tr>
<td>(II) Boys Golf</td>
<td>Varsity</td>
</tr>
<tr>
<td>(III) Softball</td>
<td>Varsity</td>
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</tbody>
</table>
Philosophy

In accord with the San Joaquin Memorial High School educational philosophy, SJM regards athletics as an educational activity that consciously develops and contributes to the student-athlete’s growth as a Christian person. The coach accepts the student-athlete as a unique individual and assists the student-athlete in developing the skills of teamwork, sportsmanship, desire to win tempered with the ability to deal with defeat, and the Christian values associated with living and working with others. The coach exemplifies, by personal example and modeling appropriate behavior for the student-athlete, the Christian values it is hoped the student-athletic will develop. The success of the athletic program at San Joaquin Memorial should be evaluated in terms of the student-athlete’s Christian growth as a team member.

Responsibilities

Competition is an integral part of the American way of life. Unfortunately, all too frequently the current sports environment often does not reflect Christian values in competition. Thus there is a need for an “ethics” code to provide guidance to the coaches and administration responsible for the oversight of the SJM athletic program. Interscholastic athletic activity should assist participants in developing:

· An ability to keep sports competition and associated activities in the proper Christian perspective.
· A desire to develop and properly utilize God-given physical and mental abilities.
· A willingness to accept responsibility both as an individual competitor and as a team member.
· An ability to properly control emotions during periods of stress.
· An appreciation of the efforts of others, whether they are teammates, opponents, coaches, officials, or spectators (good sportsmanship).

Memorial Pursuing Victory with Honor Program

San Joaquin Memorial High School prides itself on the following principles and endorses 100% of them!

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

2. It’s the duty of School Boards, superintendents, school administrators, parents and school sports leadership- including coaches, athletic administrators, program directors and game officials – to promote
sportsmanship and foster good character by teaching, enforcing, advocating and modeling these ‘six pillars of character.”

3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.

4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.

5. All Participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.

6. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.

7. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.

8. School Boards, superintendents, school administrators, and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical, and well being of student-athletes is always placed above desires and pressures to win.

9. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.

10. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane, or belligerent trash-talking, taunting and inappropriate celebrations.

11. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) the character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as the first aid. 3) Coaching principles and the rules and strategies of the sport.

12. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.

13. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs/alcohol both on and off campus.

14. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school’s name or reputation.

15. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring, and good citizens.

**Athletic Policies**

In accord with the San Joaquin Memorial High School mission statement, Memorial regards athletics as an educational activity that consciously develops and contributes to the student-athlete’s growth as a Christian person. The coach accepts the student-athlete as a unique individual and assists the student-athlete in developing the skills of teamwork, sportsmanship, the desire to win tempered with the ability to deal with defeat, and the Christian values associated with living and working with others. The coach exemplifies, by personal example and modeling appropriate behavior for the student-athlete, the Christian values it is hoped the student-athlete will develop. The success of the athletic program at San Joaquin Memorial should be evaluated in terms of the student-athlete’s Christian growth as a team member.

**Participation in Sports**

All students participating in the Memorial athletic program must be registered Memorial students (the exception is summer camp participation). All students trying out for teams must have passed a physical examination within one year prior to their tryout. The physical form and Athletic Packet must be turned into the Athletic Director. Students desiring to become a member of an athletic team must accept and comply with all school rules and the team rules as clearly explained to the student athletes. All athletes should be permitted to try out for as many sports as they wish. Coaches should always encourage athletes to try out for more than one sport.

Any student-athlete wishing to try out late for a sport may do so if the sport’s program permits it and the student is able to present a legitimate reason for trying out late (e.g., injury, participation in another sport, transfer student, no prior notification of start date). An athlete dropped from one sport for disciplinary reasons or who quits a sport will not be permitted to participate in a second sport while the first sport is in season. Athletes absent (see absence policies) from 100 minutes of class may not be allowed to practice or play in a game after school on that day. The student-athlete must follow school requirements for tardies outlined in the school attendance policies. Student-athletes are expected to be in attendance the full school day following any game or event.

The California Interscholastic Federation is the governing body for all high school sports in the state. San Joaquin Memorial is a member of its Central section. The CIF establishes and enforces standards, rules and regulations for high school athletics. In addition, the CIF conducts section and state playoffs. The placements below are as of June 2017 and are subject to change. For further information regarding the CIF, please use the following websites: [www.cifcs.org](http://www.cifcs.org) and/or [www.cifstate.org](http://www.cifstate.org)

**Athletic Rules and Guidelines**

Self-control is part of the learning process of the athlete. Profanity or conduct unbecoming a Christian will not be tolerated. Students are also financially responsible for all items that are issued by the school. Students will be charged at the replacement cost for all items that are lost. Students trying out for athletic teams must provide particular items such as undergarments, socks, shoes, gloves, etc. The school
provides uniforms and certain protective equipment. Some teams may offer spirit packs (T-shirts, practice shorts, practice shirts, shoes, etc.) at an additional cost to the student. Insured athletes must obtain an insurance form from their parent/guardian indicating that they are adequately covered. The parent/guardian insurance is the primary and the school insurance is the secondary coverage in all cases in which students are injured. Injured athletes must obtain an insurance form from the school Finance Office as soon as possible. Any athlete and/or parent, with a grievance must first discuss the concern with the coach. If a resolution is not reached, then the athlete and/or parent are free to discuss the matter with the Athletic Director. All student-athletes and parents are required to read and sign the Athletic Student-Parent Handbook prior to participation in any sport. Signing the Student-Parent Handbook acknowledges you will comply with all athletic rules and guidelines. This document is available through the Athletic Director’s office.

Club Sports
Athletes are reminded that the CIF prohibits participation on club teams during that sport’s high school season (for example, no club/league soccer, volleyball during high school season). Violations may result in suspension or removal from the team and the forfeiture of games. Athletes are free to compete in club sports at any time during the off-season. Those who choose to play club sports should discuss potential conflicts with Memorial coaches that may be affected by the absence of the student-athlete. Coaches reserve the right to make individual team policies regarding the student-athlete missing practice/workouts due to club participation.

Parent Meetings
Parent meetings for each sport will occur at the beginning of the season. The coach will present information at that time concerning practice schedules, team rules, travel arrangements, school policies, etc.

Practice Schedules
A practice schedule should be available from the coach, including provisions for adverse weather if necessary. A coach must supervise all practices. Athletes must attend all practices unless absent from school or given permission by the coach. Schedule changes will be announced as soon as possible, particularly if on campus facilities are used. The CIF prohibits any contact between coaches and athletes on Sundays and Christmas Day.

Grievance Policy
When an athlete/parent has a grievance with the coach regarding areas of policy, procedure or philosophy, he/she should first attempt to communicate with that particular coach. In the event that a compromise cannot be reached, all grievances must follow the chain of command from the head coach to the Athletic Director to the Assistant Head of School of Student Affairs, if necessary. All grievances will be referred back to the appropriate individual unless written or oral communication indicates that the proper procedures have been followed without sufficient resolution. To avoid grievances, it is best to have clear communication and understanding between coaches and athletes, especially in regard to playing time expectations.
Steps for Communication and Chain of Command for issue resolution:

1. All immediate concerns should first be discussed with the lower level head coach or the program head coach. The student or parent should call the individual to discuss the situation. The coach should not be approached during practice and/or on game days. A meeting may be arranged if the situation needs more attention than just a phone call. Most issues should be solved with proper resolutions at this level.
2. If there is no resolution to Step (1) above, the student or parent should contact the school program head coach’s immediate supervisor (Athletic Director) and arrange a meeting. Keep in mind that the coach involved, the program head coach, the parent(s) and the student-athlete may all be required to attend this meeting at the discretion of the Athletic Director. The express purpose of the meeting is to bring about an appropriate solution to the situation.
3. If an appropriate solution is not reached with Step (2) above, the student or parent may contact the Assistant Head of School of Student Affairs and arrange a meeting. As before, keep in mind that the coach involved, the program head coach, the Athletic Director, the parent(s) and the student-athlete may be required to attend this meeting at the discretion of the Assistant Head of School of Student Affairs. The express purpose of the meeting is to bring about an appropriate solution to the situation.

**Keep in mind that playing time, level placement, positioning, team strategy, choice of awards, choice of starters and roster cuts are all examples of NON-credible issues and will not be discussed. These are all coaching decisions and will be fully supported by the School’s Administration. Also keep in mind that if you have a credible issue, please be direct and work this out behind closed doors by using the proper chain of command. Making public comments and opinions may embarrass your son or daughter and undermine the entire team. Anonymous letters or emails will not be given any attention. Please come forward and communicate so we can work together for solutions.**

Spirit Packs
Some teams require the purchase of spirit packs. This usually includes practice or game wear (swimsuits, practice jerseys, shorts, shoes, game socks, and etc.). Other teams may offer optional team clothing. The Athletic Director and Assistant Head of School of Student Affairs must approve spirit pack items prior to the start of the season. Spirit pack clothing must follow school dress guidelines for students to wear them during school hours. Coaches must ensure that all spirit packs are reasonable and affordable. (Contact the Dean of Discipline and Security for further dress code regulations)

Uniforms and Equipment
All issued items are the athlete’s responsibility and are to be returned in original condition immediately after the season concludes. Athletes will not be permitted to participate in another sport until all items have been returned or paid for at full replacement price.

Ejections
If ejected, the CIF requires an athlete or coach to sit out the next scheduled contest. In addition, the Athletic Director, Assistant Head of School of Student Affairs, and or Head of School may also issue punishment to the athlete and/or coach. A second ejection requires a two game suspension. A third offense will result in a ban from all CIF sports for one year. Athletes are reminded that leaving the bench during an incident will result in immediate ejection.
**Lettering Requirements**

All varsity athletes who finish the season in good standing are eligible to be considered for a letter. Lower level athletes will receive a certificate of participation. Coaches, with the Athletic Director’s approval, will develop the requirements for lettering in their sport and fully explain them to athletes and parents at the beginning of the season. The school awards Block M to all first year letter winners and the appropriate patch to designate subsequent letters earned. Memorial does not award or sell letter-jackets.

**Managers and Scorekeepers**

Most teams need managers and scorekeepers. Students who participate in these roles will receive an athletic letter and will travel with the team. Those interested should see the team’s coach.

**Awards**

Memorial provides 4-6 individual awards per team, depending on the level of the team. In sports that pick an All-CMAC team, the school provides an All-League letter-jacket patch. In addition, varsity CMAC champions also receive patches. Sports receiving medals do not receive all-league patches.

**Award Banquets/Ceremonies**

Each sports program is responsible for its own awards ceremony, which should include all levels. The coach and team parents should jointly organize the event, including meal reservations and money collection if food is served. On or off campus the price should be reasonable (approx. $10-15 per person). Lower level teams (JV and Frosh) cannot hold banquets outside of the team banquets organized by the respective Varsity Head Coach. Approval from the Varsity Head Coach must be given for lower level teams to partake in their own awards banquet. All banquets and ceremonies are student-centered and alcohol is not allowed at these functions whether they are held at school, banquet halls, or a parent’s house, alcohol is not permitted.

**Transportation**

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. Students should not drive themselves or other students to any school activity.

**Parent Participation**

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at San Joaquin Memorial High School.
Transfer, Custody, and Student Records

TRANSFER of STUDENTS
Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the Assistant Head of School of Academics in consultation with the counselor, teacher(s), and parent(s)/guardian(s).

Transfer of Students because of Parental Behavior
Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the Administration may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school’s policies. Parental interference in matters of school administration and abusive language toward Head of School, pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

Transfer of Students Between Catholic Schools
Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving Head of School will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc.

Custody of Minors
Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, the Administration should ask one other adult (e.g. counselor, Dean of Discipline and Security, teacher, secretary) to witness the presentation of the authorization unless the Head of School is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement.
demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student’s enrollment at the school (such as decisions regarding enrollment or who may alter the authorized).

Rights of Non-Custodial Parents
In the absence of a court order to the contrary, the school will provide all the child’s parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Students not living with Parents or Legal Guardians
Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent’s approval in writing or a court order. The new location must meet with the school’s approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

Access to records
Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative files for their student.
- The Head of School or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child’s permanent records contained in their file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- Their school file is only forwarded to the next school at that school’s request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.
Miscellaneous Information and Policies

Classroom Parties/Birthdays
Must be approved by the Assistant Head of School of Academics

Fundraising Guidelines and Restrictions
All fundraising must be approved by the administration.
2019-2020 Parent/Student Handbook Agreement

[Please detach, sign, and return be Friday, August 16th]

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in San Joaquin Memorial High School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please print Family Last Name: ______________________________

____________________________________________________

Parent/Guardian Signature                      Date

____________________________________________________

Parent/Guardian Signature                      Date

Student Signature(s):

____________________________________________________

Date

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

83-Parent/Student Handbook
Volunteer Agreement Form
Diocese of Fresno

Volunteer name (please print): ________________________________________________

Parish / School location name: ________________________________________________

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.

2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish’s/School’s workers’ compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: ____________________  __________________________________________
Volunteer signature

Date: ____________________  __________________________________________
Volunteer signature

Date: ____________________  __________________________________________
Authorized Parish/School Representative

Volunteer Agreement Form Rev. 11/2018
Acceptable Use Pledge Covering Electronic Devices

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet San Joaquin Memorial High School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this Handbook.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

__________________________________________________________________________
Signature of Student

__________________________________________________________________________
Date

85-Parent/Student Handbook