
San Joaquin Memorial High School
2017 - 2018 Student Parent Handbook Agreement

The registration of a student at San Joaquin Memorial (“Memorial”) is deemed to be an agreement on the part of the student and parents and/or guardians to comply fully with all policies, rules and regulations of the school, as outlined in the Student Parent Handbook (“Handbook”) included within this Student Planner and at www.sjmhs.org. Memorial reserves the right to change its policies, rules and practices during the school year and to make revisions to the Handbook accordingly. Observance of any change is expected by all when the change is made known to the student body via the school website, the principal’s monthly newsletter, and/or the daily announcements.

I have read the Memorial Handbook included within this Student Planner and agree to observe all school regulations, support the school’s philosophy and to cooperate with the school’s administration and personnel.

The Student Parent Handbook is located on the Memorial website. (www.sjmhs.org)

Print Student Name

Grade

Student Signature

Date

Mother’s/Guardian Signature

Date

Father’s/Guardian Signature

Date

This form must be returned in order for your student to receive clearance for ALL school activities. Return this form to the Attendance Office by Friday, August 25th.

2017 - 2018
Parent Student Handbook



San Joaquin Memorial High School

2017 – 2018 PARENT — STUDENT HANDBOOK

SAN JOAQUIN MEMORIAL HIGH SCHOOL

1406 N. Fresno Street

Fresno, CA 93703

Website: www.sjmhs.org



Mona Faulkner
Monsignor Wenzinger
Tom Spencer
Shawn Carey
Joan Bouchard
Anthony Goston
Lisa Cameron
Rob Del Pozo

Superintendent of Catholic School
Rector
Principal
Board Liaison
Vice-Principal, Academics
Vice-Principal, Student Affairs
Director of Guidance & Counseling
Financial Controller

ACCREDITATION

San Joaquin Memorial is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

NON-DISCRIMINATORY POLICY

San Joaquin Memorial (SJM), mindful of its mission to be witness to the love of Christ, admits qualified students of any race, color, and national origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. SJM does not discriminate on the basis of race, color, and national and/or ethnic origin in administration of its education policies, admission policies, financial aid program and athletic and other school administered programs. SJM does not discriminate against any applicant for employment on the basis of sex, handicap, race, color, and national and/or ethnic origin.

The Principal reserves the right at any time to interpret and/or change the policies herein.

TABLE OF CONTENTS

Handbook Agreement	i
Introduction Letter	vi
Important School Documents	1-2
Vision	1
Mission	1
Philosophy	1
Expected Integral Student Outcomes (Formerly ESLR's)	2
Catholic School Parents Memorandum of Understanding	3
Contact List	4
Confidentiality and Rights	5-6
Religious Education	6-9
Religious Education Program	6-7
Retreats	7-8
Service Learning	8-9
Academic Policies	10-20
Graduation Requirements	10
Credit Recovery/Incomplete Grades	10
Reviewed Course Grades	11
Modification of Academic Requirement	11
Grading Periods	12-13
Grading Policies	12
Ranking, Valedictorian, Awards	13-14
AP Program	14
College Admissions: UC and CSU A-G Requirements	15-16
NCAA Eligibility Requirements	16
Other Academic Information	17-18
8 th Period Collaboration	20
Extracurricular Eligibility	20-22
Philosophy	20
Ineligibility	20-21
Regaining Eligibility	21
Academic Dishonesty Policy	21-22
Dispute Resolution	22
Behavioral Policies	22-26
Memorial Code of Christian Conduct	22
Citizenship Grades	23
Student Harassment Policy	23-25
Guidelines for Good Order	25-26
Major Behavioral Violations	27-31
Serious Violations	27
Behavioral Violations: Special Handling	27-28
Disciplinary Sanctions	28-29
Disciplinary Review Board	29
Drug and Alcohol Policy	29-30
Pregnancy/Abortion	31
Dress and Grooming Codes	31-34
Dress and Grooming Code	31
Dress Code/Uniform for Boys and Girls	31-32
Dress Code/Uniform Exceptions	32-33

Formal Dress Code	33	
Grooming	34	
Attendance Policies		34-37
Reporting/Requesting Absences	35	
Absence Limits and Consequences	35-36	
Tardies	36-37	
Off-Campus Permit	37	
Foggy Day Attendance	37	
Athletics		37-44
Philosophy	37	
Responsibilities	38	
Athletic Policies	39	
Participation	39	
Divisional Placements	40	
Athletic Rules and Guidelines	40-42	
Open Enrollment Policy	42-43	
CIF Policies	43-44	
General Information		44-46
Computer/Internet Use Guidelines		47-49
Internet Terms and Conditions	47-48	
iPad Acceptable Use Policy	48-49	
Student Activities		50-52
Dances	50-51	
Student Government	51	
Clubs	52	
Financial Policies		53-56
Cafeteria	53	
Student Insurance	53	
Tuition & Fees, Tuition Assistance & Grants	53-54	
Transportation	54	
Withdrawal & Tuition Payments	54-55	
Mandatory Parent Service Hours	55	
Parent Service Opportunities	55	
Scrip	56	
Board, Administration, Faculty & Staff		57-58
Bell Schedules		59
Alma Mater		60

Dear Parents and Students,

Welcome to San Joaquin Memorial High School for the 2017-2018 school year. On behalf of the administration, faculty and staff, we are pleased to present you with the 2017-2018 Student-Parent Handbook for your reference.

The partnership and the communication among students, parents and our school are enormously important. Memorial publishes its Handbook to establish school rules, policies, guidelines and information in order to insure the highest possible standards for academic excellence in a safe, secure, and respectful school community. This year's iteration has additional updates, changes, and revisions. Here are some of the major changes and updates to this year's Handbook:

- added WASC and WCEA accreditation information.
- added Catholic School Parents Memorandum of Understanding
- added dance dress code requirements
- updated contact list
- updated code of Christian Conduct updated dress code policy
- revised absence limit policy
- updated CIF divisional play-off policies and school play-off criteria.
- updated financial information.
- updated student government officers
- updated student government officers
- updated faculty, staff, and school board information

Memorial's tradition of academic achievement and spiritual development in the Catholic tradition has been built upon the high expectations of our students, administration, and faculty to perform to the best of their abilities as scholars and educators. We ask the Memorial community to willingly embrace the challenge to aspire to our high educational expectations. Of equal importance is the expectation that students will exhibit spiritual development through participation in the school's retreat and service programs and as expressed in their attitudes and their treatment and respect for others.

Please read the Handbook carefully and thoroughly. It is presumed that all students and parents accept the rules and policies established herein as a contract/enrollment agreement. Please consult this Handbook when any questions or issues arise so that you may direct your inquiries to the appropriate school personnel.

May God give His blessings to our entire school community as we look forward to a successful and rewarding 2017-2018 school year.

Tom Spencer
Principal

Vision Statement

SAN JOAQUIN MEMORIAL HIGH SCHOOL VISION STATEMENT

(Approved by the Board of Directors January, 2011)

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 extra-curricular activities designed to ensure that the gifts and talents of each student are recognized and maximized.

Mission/Philosophy

SAN JOAQUIN MEMORIAL HIGH SCHOOL MISSION STATEMENT

(Approved by the Board of Directors January, 2011)

San Joaquin Memorial is a Catholic, college preparatory high school dedicated to developing future citizens and leaders in Christ's mission. We maintain a safe, nurturing environment that honors the dignity and fosters the potential of students from diverse backgrounds. In collaboration with parents, we promote a standard of excellence through academic and faith based programs designed to meet the needs of all students and provide extra-curricular opportunities that enrich the learning experience. Our mission calls us to inspire each student to be conscientious and compassionate leaders. We seek to graduate accomplished young men and women dedicated and equipped to serve humanity through a variety of professions.

SAN JOAQUIN MEMORIAL HIGH SCHOOL PHILOSOPHY OF EDUCATION

(Approved by the Board of Directors January, 2012)

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.

Expected Integral Student Outcomes

(Formerly ESLR's)

(Approved by the Board of Directors April, 2012)

A San Joaquin Memorial student will:

Put **Faith** into action by

- *Understanding the traditions of the Catholic faith and employing the Gospel values to make moral, ethical decisions.*
- *Participating in the spiritual life of the school community through liturgies, prayer, and retreats.*
- *Respecting the dignity and diversity of all people and sanctity of human life.*

Put **Learning** into action by

- *Demonstrating effective written, oral, and digital communication skills throughout the curriculum.*
- *Utilizing 21st century learning skill sets: problem-solving, critical thinking, collaboration, creativity, and imagination.*
- *Exhibiting academic knowledge and skills to succeed in college and futures careers.*

Put **Service** into action by

- *Demonstrating an understanding of the cultural, political, environmental and economic challenges of the 21st century to promote meaningful change.*
- *Using personal gifts and Gospel values to respond to and serve the needs of others, especially the poor and marginalized.*
- *Participating in extra-curricular activities, including the arts, athletics, clubs, leadership opportunities, and campus ministry to serve the school and greater community.*

Catholic School Parents Memorandum Of Understanding

San Joaquin Memorial (SJM) is privileged to be a partner with parents in the religious and moral formation of their child(ren). Mutual cooperation, trust, and support are essential for the fulfillment of this responsibility. By enrolling your child(ren) at San Joaquin Memorial, you agree to support its policies. We ask you, therefore, to become familiar with the school's philosophy, regulations, and procedures. Parents/guardians are required to state that they have read the Student/Parent Handbook, that they accept SJM's Catholic philosophy, policies and procedures, and that they will comply with them.

As a parent of a student in a Catholic school, I understand and affirm, and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic Schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) and the Diocese of Fresno.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its Administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and the Church law, the final determination rests with the Diocesan Bishop.

As a parent desiring to enroll my child in a Catholic school, I accept this Memorandum of Understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern a Catholic school. I have read the entire contents of the 2017 - 2018 Parent Student Handbook and accept the policies, regulations, directives, and procedures contained in the Handbook and agree to abide by them.

San Joaquin Memorial High School reserves the right to respond to any unforeseen inappropriate behavior.

Memorial Contact List

School Telephone: 268-9251

Who Do I See If I Have A Question Or Issue Regarding the Following Subject?

Area	Contact Person	Email	Voicemail
Academic Departments	Joan Bouchard	jbouchard@sjmhs.org	106
AP Program	Lisa Cameron	lcameron@sjmhs.org	142
English	Kelley Robbins	krobbins@sjmhs.org	202
Mathematics	Amanda Wilson	awilson@sjmhs.org	206
PE	Dana Hamilton	dhamilton@sjmhs.org	216
Religious Studies	Open		
Science	Jackie Ragsdale	jragdale@sjmhs.org	211
Social Science	Open		
Visual & Performing Arts	Dana Hamilton	dhamilton@sjmhs.org	216
World languages	Alicia Luna	aluna@sjmhs.org	225
Admissions Coordinator	Patty Nunez	pnunez@sjmhs.org	139
ASB Student Government	Kim Hodges	khodges@sjmhs.org	107
Athletics	Stacey Abney	sabney@sjmhs.org	108
Attendance	Gema Lopez	glopez@sjmhs.org	110
Counseling	Lisa Cameron	lcameron@sjmhs.org	142
9 th Grade	Lisa Cameron	lcameron@sjmhs.org	142
10 th Grade	Dennis DuPertuis	ddupertuis@sjmhs.org	113
11 th & 12 th Grade, A-K	Debbie Arceo	darceo@sjmhs.org	141
11 th & 12 th Grade, L-Z	Roxanne Rogers	rrogers@sjmhs.org	140
Campus Ministry	Clarissa Myers	cmyers@sjmhs.org	143
Curriculum/Instruction	Joan Bouchard	jbouchard@sjmhs.org	106
Development, Director of	Kenyeih Williams	kwilliams@sjmhs.org	126
Discipline	Ryan Padilla	rpadilla@sjmhs.org	109
Drama Productions	Dana Hamilton	dhamilton@sjmhs.org	216
Dress Code	Ryan Padilla	rpadilla@sjmhs.org	109
Facilities	John Hodges	jhodges@sjmhs.org	147
Facility Rental	Kathy Ramirez	kramirez@sjmhs.org	117
Financial Aid	Lisa Jones	ljones@sjmhs.org	118
First Aid	Gema Lopez	glopez@sjmhs.org	110
Front Desk/Receptionist	Diana Reap	dreap@sjmhs.org	100
Graduation Activities	Kim Hodges	khodges@sjmhs.org	107
International Boarding School Manager	Open		
Lost and Found	Gema Lopez	glopez@sjmhs.org	110
Marketing, Director of	Vanessa Lasso	vlasso@sjmhs.org	131
Parking Permits - Students	Gema Lopez	glopez@sjmhs.org	110
PowerSchool	Karen Baker	kbaker@sjmhs.org	236
Report Cards	Becky Teixeira	bteixeira@sjmhs.org	103
Replacement ID	Kim Hodges	khodges@sjmhs.org	107
Scholarships	Lucy Myers	lmyers@sjmhs.org	123
Scrip		scrip@sjmhs.org	120
Security & Safety	Ryan Padilla	rpadilla@sjmhs.org	109
Service Hours - Students	Veronica Cortez	vcortez@sjmhs.org	105
Special Events Coordinator	Shirley Boujikian	sboujikian@sjmhs.org	124
Student Schedules	See Counseling Above	See Counseling Above	Counselors
Student Health Records	Becky Teixeira	bteixeira@sjmhs.org	103
Substitute Coordinator/Clothing Store	Natalie Clark	nclark@sjmhs.org	116
Technology	Jennifer Laval	jlaival@sjmhs.org	129
Transportation	Brandy Darnell	bdarnell@sjmhs.org	559-307-4597
Transcripts	Becky Teixeira	bteixeira@sjmhs.org	103
Tuition Payments	Lisa Jones	ljones@sjmhs.org	118

Confidentiality and Rights

Confidentiality of Documents and Other Information

In order to protect the dignity, character, and future of all students, San Joaquin Memorial High School holds all school communications about students and/or school, civic, or home life confidential and for the information of proper members of the staff only. This information will not be released to any other individual. Exceptions may be made when a release is requested by the student and/or parents, or if ordered to do so by court order. Academic information, which includes grades, will be released as an official transcript when the school receives a signed request form from the student and/or parents. Demographic information for students, such as name, address, phone number, occupation of parents, etc. will be used by faculty and staff at the prudent discretion of the Principal. Information including academic standing and test scores may be released to approved educational and financial institutions at the discretion of the Administration. Parents wishing to restrict the release of such information should contact the Director of Guidance and Counseling.

The school also protects the confidentiality of counselor-student discussions whether the counselor is one formally appointed by the school or is a staff member chosen by the student. The school recognizes the staff member, so chosen as a counselor and requires him/her to act as such, professionally and within the guidelines of the school. The school does not recognize the right, morally, of any outside person to inquire or demand to know the content or nature of such counselor- student conferences.

While a student is at school, he or she may be photographed or videotaped by members of the school staff, by parents, and by others for usage in school publications. Parents who would like to limit the photographing and videotaping of their student should contact the school Registrar for the “Request to Limit Photography and Videotaping” form.

Student Programs and Rights

Guidance and Counseling

The Guidance and Counseling Department is structured to provide individualized counseling services including: academic, college, career, personal, peer, assessment and referral, college financial aid, and counseling for students with disabilities. For each grade level, counselors implement developmentally appropriate curriculum with a focus on college preparedness, career awareness and planning for higher education. Counselors strive to establish a counseling relationship conducive to the exploration of self, the development of problem solving and relationship skills, the acceptance of personal responsibility and the development of effective educational and vocational planning. Parents are encouraged to contact counselors when assistance is needed. Counselors may advocate for student needs, schedule meetings between parents and faculty, and make referrals for outside services. Students are assigned to counselors by grade level and last name designations.

Naviance Family Connection

San Joaquin Memorial is pleased to offer Naviance Family Connection, a web-based program designed specifically for Memorial students and families. Naviance is a comprehensive website that students and their parents can use to help in making plans about courses, colleges, and careers. It is a service that we use to track and analyze data about college and career plans, providing up- to-date information that’s specific to SJM. It is also an integral part of student life through which students access our Service Learning Program – x2Vol.

Naviance allows students to:

- Get involved in the planning and advising process – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers.
- Research colleges – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.
- Research careers – Research hundreds of careers and career clusters, and take career assessments like the “Do What You Are” test.
- Create plans for the future – Build course plans, create goals and to-dos, and complete tasks assigned to you by the school to better prepare yourself for your future college and career goals.

- Prepare for the SAT & ACT – Method Test Prep
- Access information about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

SJM's Naviance Family Connection site is: connection.naviance.com/sjmhs. Students are assigned Naviance accounts during the first week of school. Parents/Guardians are given access to their student's account by the Counseling Department. Parent registration letters are distributed at the grade-level Parent Meeting in the fall.

California Child Abuse Reporting Law

Consistent with the laws of the State of California, all members of the school faculty and staff are required to report child abuse cases. This means that if the school employee has a reasonable suspicion that abuse, as defined by law, is occurring or has occurred, they must and will report it to the proper officials. This is to protect all persons concerned. Child abuse, as defined by law, is any act of omission or commission that endangers or impairs a child's physical or emotional health and development.

This includes:

- Physical abuse or corporal punishment resulting in a traumatic condition.
- Emotional abuse.
- Emotional deprivation.
- Physical neglect and/or inadequate supervision.
- Sexual abuse and/or exploitation.

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 hosts two additional (1 per semester) all class masses throughout the school year. 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 Principal.

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 or as a religious priest, sister, or brother. Participation requires submission of an application and essay, teacher and citizenship evaluation, permission of the instructor, and participation in 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

Memorial'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.

Dates	Retreat	Length	Location
September 13, 2017	Freshmen, Welcome Week	Mandatory Day Retreat	Scout Island, Fresno
February 26-27, 2018	Freshmen Overnight (voluntary)	Two days, one night	STYCC, Three Rivers
January 22-23, 2018	Sophomores	Two days, one night	STYCC, Three Rivers
October 23-24, 2017	Juniors	Two days, one night	St. Nicholas Retreat, Dunlap
November 7-10, 2017	Fall Kairos (Seniors only)	Four days, three nights	Sugar Pine Christian, Oakhurst
March 20-23, 2018	Spring Kairos (Seniors/Juniors*)	Four days, three nights	Sugar Pine Christian, Oakhurst

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

Retreat Themes

Freshmen Day Retreat: "Come Follow Me"

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: “It’s not *Just* about me”

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 *other centeredness* necessary to understand oneself in relationship to themselves, God, and others. 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 2017-2018 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 cm Myers@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.

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

Memorial’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. To help accomplish this goal, the Service Learning Program will recognize **a maximum of five (5) “SJM” hours** (volunteerism on campus or for Memorial organizations).

- **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 'F' on Report Card

Students are to submit service hours by May 1st, in order to not receive an 'F' on their report card for Service Learning. Students receiving an 'F' in Service Learning at the conclusion of the school year may submit the remainder of his/her service hours (in accordance with Memorial's guidelines & requirements) during summer break to change the 'F' to a 'P' (Pass). To change an 'F' to a 'P' without penalty all hours owed must be submitted August 1st, Students who do not meet this deadline will automatically become ineligible at the start of the proceeding school year in accordance to Memorial's service ineligibility policy. Ineligible students may not become eligible until the 9-week term has concluded AND all hours have been submitted and approved. See ineligibility restrictions under Extra-Curricular Eligibility. Service Learning grades are EXCLUDED from the overall grade point average.

Ineligible students may only regain eligibility after their remaining hours owed have been submitted and processed by the service office and the two-week, non-participation late penalty has been served by the student. Approvals will be granted at the 1st of each month, giving students the opportunity to regain eligibility by the 15th of that same month. The service office will only review submissions of ineligible students on a monthly basis therefore, submissions made after the 1st of the month will not be reviewed until the following month.

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 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 our 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.

For Seniors Only

All Service Learning hours and requirements are due at the end of the first grading period of the Spring semester of senior year. Any senior who has failed to meet his/her Service Learning requirement will be ineligible. If the Service Learning requirement is not fulfilled the student will be ineligible for all subsequent senior activities until the requirement is fulfilled (this includes the prom and the Senior Fashion Show.) The yearbook, cap and gown, and/or diploma will be held until the Service Learning requirement is met.

Please refer to the school's website for a complete listing of the Service Learning requirements and guidelines. The Service Learning Coordinator will uphold and enforce the rules and regulations stated on the school website. Student Service submissions that fail to follow the requirements and guidelines will not be processed. To view the website, copy and paste this link into your web browser <http://sjmhs.org/faith-and-service/service-learning>.

Academic Policies

Requirements for Graduation

Minimum number of credits required for graduation: 300 credits or units (including 20 credits of Service Learning) Each class (if passed) per semester = 5 credits.

English	4 Years (1 course taken each year)
Mathematics	3 years (4 recommended)
P.E/Health Education	1 year (required for all freshmen)
Religion	4 years (1 course each year at Memorial)
Science	3 years (4 recommended), 2 years required for Class of 2018
Social Science	(World Cultures or AP European History; US History P or AP; US Government/Economics P or AP)
Speech/Writing Workshop	1 year (required for all freshmen)
Visual/Performing Arts	1 year
World Language	2 years (3 recommended)
Service Learning	4 years (20 hrs. of service annually)

*Transfer students must provide official transcripts documenting a minimum of 60 credits per academic year, which are earned prior to enrollment at SJM. Transfer students may have additional 10 credits requirement waived.

Please refer to the school's website for more details on Memorial's academic program.

Credit Recovery/Incomplete Grades

All semester "F" grades must be made up by participation in an accredited academic program immediately following the receipt of the F grade. Special consideration must be formally requested of and agreed to by the Vice Principal. Specific regulations follow:

- Enrollment in a summer school course, which gives credit for the spring semester only, can be counted toward the elimination of a fall semester failure.
- Two semester "F" grades in the same subject matter count as two failing marks.
- Any freshman, sophomore or junior who receives three (3) semester failures for the academic year may be removed from the school at once no matter what courses the failures are in, since such a student record would seem to indicate a genuine lack of application. The dismissal will be effected with the approval of the Principal.
- A graduating senior must be within 10 credits (2 semester courses) of his/her class and must have an active Credit Recovery Plan in place to participate in graduation ceremonies (participation in senior privilege activities will be determined by administration). Graduate will receive diploma after credit recovery plan is successfully completed, documented, and posted on high school transcript.

"Incompletes" given at semester grading periods demand an immediate written contract, determined by the instructor and signed by the instructor, student and Vice Principal that set forth the work to be completed and the deadline for completion. If the student does not fulfill this contract, the "Incomplete" becomes an "F" and follows rules concerning 'F' grades. A student will be considered academically ineligible until all "Incompletes" are completed, and the teacher has submitted a grade change. No student with an unresolved "Incomplete" may receive a diploma.

Reviewed Course Grades

An original grade achieved in a class is never changed on the transcript. When a grade is made up (retaken) the lower of the grades is awarded 0 (zero) units; the higher grade receives units. For grade point average calculation, only the grade with the units attached is used.

NOTE: Since a 'D' is not an acceptable grade for entrance into college, students with a grade of 'D' are strongly encouraged to attend summer school to repeat the subject and raise the grade. Normally, students are not allowed to repeat a course during the regular school year, as it would result in a credit deficit.

All summer school courses, whether taken at Memorial or at another school, must be approved in advance by the Vice Principal of Academics in order for credit to be granted. 'F' grades must be made up during the summer immediately following the school year in which the 'F' was received.

Modification of Academic Requirement (*previously called Non P status*)

In very rare and exceptional circumstances, a modification to core requirements can be made for a student who has documentation of a learning disability that, based on a thorough assessment conducted by a psychologist, psychiatrist, school psychologist or similar professional, includes a recommendation for academic modifications. A counselor can initiate modification after review of the documentation and academic plan by submitting a written request to the Vice Principal of Academics.

Procedure

- The family will provide the counselor with current documentation that verifies a thorough assessment was conducted by an approved professional and which clearly states a diagnosis and recommended modifications.
- The counselor and/or Vice Principal will consult with the parent and acknowledge that the student will not be pursuing a college preparatory course of studies.
- A contract will be drawn up by the Counselor, indicating which courses will be modified and have the "P" (college prep designation) removed from the course title.
- All vested parties (student, teachers, parent, counselor) must sign the contract; final approval to be determined by the Vice Principal. A copy of the signed contract will be given to the parent, teacher(s), counselor and registrar.
- A new course will be created for the student. Example: English 10P will become English 10.
- The teacher will use the following alternate grading scale or they will make significant modifications to all assignments and assessments.

A = 85% - 100%

B = 70% - 84%

C = 60% - 69%

Pass = 45% - 59%

Fail = 44% or less

Grading Periods

The grading periods at SJM consist of a nine (9) week. Therefore, students will be determined eligible/ineligible at the end of nine-week grading period and at the end of each semester. Therefore, if a student is deemed ineligible at the end of the first nine-week grading period, they will remain ineligible until the end of the semester (and visa-versa).

****Note: In the spring semester, the first grading period will end after the first nine (9) weeks. The second grading period may be longer due to the increase in school days in the spring semester.*

Fall 2017 Grading Periods	Spring 2018 Grading Periods
August 17 – October 20	January 9 – March 16
October 23 – December 22	March 19 – June 1

Grading Policy

Criteria For Subject Achievement Marks:

- **EXCELLENT ACHIEVEMENT:** The student has a thorough mastery of all required work as measured by the criteria established by the instructor. The student understands the principles and concepts of the subject. The student develops insights that are applicable in new and similar situations, demonstrating originality.
- **OUTSTANDING ACHIEVEMENT:** The student has a firm grasp of the objectives of all required work as measured by the criteria established by the instructor. The student can apply these basic insights in similar and some new situations.
- **SATISFACTORY ACHIEVEMENT:** The student understands most of the fundamentals of the subject as measured by the criteria established by the instructor. The student attempts most of the required work. The student can apply basic principles to situations similar to those experienced in class work.
- **MINIMUM ACHIEVEMENT:** The student grasps fundamentals sporadically. The student attempts requirements inconsistently. The student infrequently applies basic principles to situations similar to those in class work.
- **FAILURE TO PASS MINIMUM ACHIEVEMENT:** The student understands few or none of the fundamentals as measured by the criteria, especially by the instructor. The student attempts to do little or none of the required work. The student cannot apply basic principles to situations similar to those in class work.

A student's effort in a given subject is NOT considered part of the subject achievement mark or grade in that subject.

Semester report card grades are permanent grades recorded on transcripts. The mid-term report card grades are interim progress grades and are not included on the student's permanent transcript.

Calculating the Grade Point Average (GPA) - GPA is calculated on a 4.0 scale.

A = 4 B = 3 C = 2 D = 1 F = 0

Each semester, grade points are totaled and then divided by the number of courses taken. Cumulative GPA is based on all grades earned starting with the fall semester of 9th grade. For all AP courses and some honor courses, one additional point per grade is awarded for a grade of C or better. No extra grade points are awarded for D and F grades. "P" grades are excluded from the average.

Additional grade points are awarded to the following courses only:

AP Biology	AP Language and Composition	AP Statistics
AP Calculus AB	AP Literature and Composition	AP Studio Art: 2D Design
AP Calculus BC	AP Microeconomics & AP Macroeconomics	AP U.S. Government and Politics
AP Chemistry	AP Psychology	AP U. S. History
AP Computer Science A	AP Physics	Honors Chemistry
AP European History	AP Spanish Language	Trigonometry/Calculus HP

The University of California (UC) and the California State University (CSU) systems do not award an extra point for honors courses generally taken in the freshman and sophomore years. Therefore Memorial will not augment the following honors courses in a student’s grade point average.

Honors Algebra I or II	Honors English 10	Honors Biology
Honors Geometry	Honors English 9	

It should be noted that honors courses are strongly recommended for students who want to enroll in Advanced Placement courses or upper division honors courses. Honors-level grades transferred from another high school will be awarded augmented grade points when Memorial offers a comparable course.

Ranking, Valedictorian & Academic Awards

Academic Ranking

Because Memorial serves a selective student body and offers a rigorous college preparatory program, a cumulative ranking system based on raw or weighted grades may not fairly represent a student's relative achievement. Therefore, San Joaquin Memorial does not rank. For college admissions purposes deciles (10th percent designation) are provided to assist in determining a student’s relative position in his/her class.

Valedictorian Rank

The valedictorians of a class will be those students who have the highest grade point average (GPA) possible, while taking the most rigorous course of studies available to him or her. This could include students who transfer into Memorial even though his/her GPA may not be the same. A “most rigorous” course of studies taken during 10th, 11th and 12th grade must include a minimum of 4 honors & AP classes. Students who elect to enroll in more than the minimum honors/AP required would have the opportunity to earn a higher GPA (and make a more favorable impression on selective university admissions) and/or earn a “B” and still maintain the minimum GPA required for the top rank. However, a higher GPA earned in this manner will not be used to replace others in the #1 Rank.

Senior of Distinction Award

Given to any senior transfer student who earns straight A’s in their course of studies. Students who transfer after fall semester of their junior year are ineligible to receive Valedictorian Ranking.

Salutatorian

Salutatorians are defined as those students whose GPAs are in the top 10% of the class, have enrolled in the most rigorous coursework available to them, and are not valedictorians.

Academic Awards

In late spring of each school year, Memorial holds an awards ceremony at which several recognitions are given. Students receiving an award will receive a written invitation to Academic Awards Night. The following awards may be given:

- Excellence, Honors and Commendation Awards by Subject: Faculty members from each department select students for these awards. Each department can give up to 12 awards. Based on academic achievement, Excellence is given to the one top student in a subject, Honors goes to the 2nd place student and Commendation is awarded to the 3rd. Most departments only award Excellence and Honors in the AP or Honors levels of a course.
- President’s Education Award: Given to seniors with GPA’s of 3.5 or higher and an 85th national percentile or higher in math or English on a standardized test such as the PSAT, PACT, SAT, ACT, etc. If a student has the 3.5 GPA requirement but not the test score, a teacher and a coach or moderator must declare the student to be outstanding in his/her effort and achievements in their class and sport or club activities.
- Holy Cross Scholar Award : Awarded to students with a cumulative GPA of 4.0 or higher.
- Department Standout Awards: Each academic department defines the exact criteria for this award. It may include outstanding academic accomplishment, outstanding citizenship, or outstanding contributions to the class discussion.
- John Saccheri Memorial Drama Award: Awarded by the drama teacher to the outstanding senior in terms of work on the school productions.
- LaSallian Scholars Award: Three awards given to the most outstanding students in Fine Arts (determined by the visual/performing arts department), Math and Science (determined by the math and science departments), and Liberal Arts (determined by the English, social science and World Languages departments).
- National Merit Scholar, National Hispanic Recognition Program, and National Achievement Program: These recognitions, based on high achievement on the PSAT/NMSQT (taken in 11th grade), are designated by College Board.
- AP Scholar Awards: College Board recognition of students who have successfully passed several Advanced Placement Tests.
- Student/Senior of Distinction Award: Given to any Junior or Senior transfer student who earns straight A’s in their course of studies
- Principal’s Academic Excellence Award :Awarded to juniors and seniors who have earned all “A’s” while undertaking the most rigorous course of studies available to him/her.

Advanced Placement (AP) Program

In 1955, the College Board initiated the Advanced Placement[©] Program, a program for motivated high school students, which allowed them to undertake college level courses in high school. Currently the College Board offers 34 courses in 22 disciplines; each course has an exam in May. If a student passes the exam with a score of 3, 4 or 5, they may receive college credit. More than 90 percent of four-year colleges in the United States and colleges in more than 60 other countries give students credit, advanced placement or both on the basis of AP Exam scores. By entering college with AP credits, students may move into upper level courses, meet GE requirements, pursue a double major or study abroad.

Memorial offers seventeen (17) Advanced Placement courses to qualified students in the sophomore, junior and senior years. The courses, which culminate in Advanced Placement exams in May, are as follows:

AP Biology	AP English Language and Composition	AP Spanish Language
AP Calculus AB	AP English Literature and Composition	AP Statistics
AP Calculus BC	AP Microeconomics	AP Studio Art: 2D Design
AP Chemistry	AP Macroeconomics	AP U.S. Government and Politics
AP Computer Science A	AP Psychology	AP U. S. History
AP European History	AP Physics	
<i>Students enrolled in an AP course are required to pay for and take the exam in May.</i>		

College Admissions

As a college preparatory high school, Memorial's core academic requirements meet or exceed minimum requirements for admission to most universities (UC/CSU A-G). Students planning to attend selective four-year colleges or universities must also thoughtfully select additional electives courses in Mathematics, World Languages, Science, Social Science and the Visual & Performing Arts.

University of California (UC)

There are nine (9) UC campuses that admit freshman-level college students:

Berkeley	Los Angeles	San Diego
Davis	Merced	Santa Barbara
Irvine	Riverside	Santa Cruz

NOTE: UC San Francisco does not offer admission to freshmen.

UCs offer four-year programs in a wide variety of fields, as well as, graduate and doctoral degrees. The system is designed to serve the top 12.5% of California's high school graduates. Information about University of California admission requirements can be found online at www.universityofcalifornia.edu.

California State University (CSU) System

Campuses:

Bakersfield	Long Beach	San Francisco
Channel Islands	Los Angeles	San Luis Obispo (Cal Poly)
Chico	Monterey Bay	San Jose
Dominguez Hills	Northridge	San Marcos
Fresno	Pomona (Cal Poly)	Sonoma
Fullerton	Sacramento	Stanislaus
Hayward (East Bay)	San Bernardino	Vallejo
Humboldt	San Diego	(Cal Maritime Academy)

CSUs offer four-year programs in a wide variety of fields, as well as graduate level degrees, credential programs in various educational fields and a limited number of doctoral programs. CSU is committed to serving the top 33% of high school graduates. Information about California State University admission requirements can be found online at www.csumentor.edu.

College Admissions Requirements

UCs and CSUs accept high school subject-area courses designated "P," "HP," or "AP" to meet the fifteen (15) core classes required for admission known as the A-G course requirements. Most universities have a similar admission requirement, but students are advised to carefully research specific individual universities.

The purposes of the A-G subject area requirements are to ensure that entering students:

- Can participate fully in the first year program at the University in a broad variety of fields of study;
- Have attained the necessary preparation for courses, majors and programs offered at the University;
- Have attained a body of knowledge that will provide breadth and perspective to new, more advanced studies;
- Have attained essential critical thinking and study skills.

The following general criteria must be satisfied for courses to meet the requirement:

- Be academically challenging.
- Involve substantial reading and writing.

- Include problems and laboratory work, as appropriate.
- Show serious attention to analytical thinking as well as factual content
- Develop students' oral and listening skills.

A - G Requirements

The University of California sets the high school course requirements for applying to the University of California's nine campuses. They are called the A-G course requirements. These requirements are also mandated by the California State University System (CSU) and meet the course guidelines for all private schools in California. The A-G course requirements are listed below:

A--History/Social Science: Two years required (of the courses listed below); three years recommended:

- World History or Regional History
- US History
- American Government

B--English: Four years of college preparatory English.

C--Mathematics: Three years of college preparatory mathematics; four years recommended.

D--Laboratory Science: Two years of laboratory science in two of the following fields; three years recommended:

- Biological sciences (usually Biology as required by law)
- Chemistry
- Physics

E--Foreign Language: Two years of the same foreign language; three years recommended.

F--Visual & Performing Arts: One year of either drama/theater, music, and/or visual art; additional years recommended

G--College Preparatory Elective: In addition to those courses required in A-F above, one year (two semesters) of college preparatory electives are required, chosen from visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

Note: All classes must be completed with a "C" or higher. An unpaired "D" or "F" will disqualify a student from admissions to UC or CSU. Because of the intense competition for admittance to the UC system and some CSU campuses, the minimum fifteen (15) A-G course requirements are insufficient for admissions. A student with a greater number of A-G courses, including a significant number of AP courses, will receive preference for admissions.

NCAA Eligibility Requirements

Core Course Requirements

In order for a student-athlete to be eligible to participate in college athletics under the auspices of the National Collegiate Athletic Association (NCAA), Division I and Division II programs, he/she must meet certain eligibility requirements as a high school student. More information can be found online at www.eligibilitycenter.org.

For Division I Athletic Programs – Full Qualifier, the NCAA requires that a minimum GPA in sixteen (16) core courses in the following academic disciplines be completed upon graduation with a minimum qualifying SAT or ACT summed score. For example, a 2.50 core-course GPA requires 1000 SAT or 85 sum ACT.

English	4 years
Mathematics	3 years (Algebra I or higher)
Science	2 years (1 year of a lab science)
Social Science	2 years
Other	1 year (1 additional year of either English, mathematics, natural/physical science)
Additional Courses	4 additional courses from the above areas, world languages or comparative religion/philosophy
<i>Student-athletes in Division II athletic programs, must also complete a minimum of sixteen (16) core courses.</i>	

Test Scores and Grade Point Averages

Regarding Division I test scores (SAT or ACT) for student athletes, the NCAA uses a sliding scale to match test scores and core grade point averages (GPAs). For more information, student-athletes or their parents should consult the following website: www.eligibilitycenter.org. Division II minimum test scores are 820 for the SAT and 68 for the ACT. For the SAT, only the critical and mathematics scores are used to tabulate a test score. For the ACT, the sum of the four sections (English, math, reading, and science) are used to tabulate a test score.

Currently, NCAA requires a minimum GPA of 3.0 in core courses (with a qualifying test score), and ten (10) courses must be completed prior to the start of their senior year. Of the ten courses, seven (7) must be in English, mathematics or natural/physical science. These ten courses become locked in at the seventh semester and cannot be re-taken for grade improvement.

For more details and to register as a potential collegiate student-athlete, please see: http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp.

Class Change Policy

No class changes will be made because of teacher preference unless agreed upon by the Vice Principal of Academics. A change in classes may be requested during the first two weeks. After two weeks, a fee of \$20 will be charged for any class change, unless the student has been improperly placed in a class and needs the class change for academic reasons, or if all parties involved believe it is in the best interest of the student to change classes/teachers. If a student-initiated change is made at that time, the class will stay on the transcript with a 'W' for withdraw and a fee of \$20 will be charged to the family tuition account. Since electronic books can only be loaded once, students will have to purchase the new course's text(s) and will not be refunded for the books purchased of the dropped class.

Grade Petition

A student who questions a grade he or she has earned in an academic class may petition to request a change of that grade. Grade petitions must be initiated no later than 10 days after report cards are postmarked. It is the student's responsibility to observe the following procedure.

- The student is to meet privately with the teacher and attempt to reconcile the disputed grade (parents may be present, if necessary).
- The student should then consult the chairperson of the academic department if he or she feels that the meeting with the teacher is non-productive.
- If both of these steps are non-productive, the student has the right to petition the Vice Principal of Academics. The student is to present his or her reasons for the petition in written form to the Vice Principal. Should the Vice Principal determine that the student's situation merits further consideration, the Vice Principal of Academics will consult with the teacher and Department Chairperson.

- Should it become necessary, there may be a meeting with the student, the teacher, the department chairperson and the Vice Principal of Academics to resolve the matter.
- Ultimately, final grade determination rests with the teacher as confirmed by the Vice Principal of Academics. All decisions at this point are final.

Independent Study

Participation in Independent Study is available exclusively to those students recommended by the Counseling Department and Vice Principal of Academics. Independent Study will be utilized as a credit recovery option or for original credit when either the class is not offered as part of the regular course offerings for the school year or when an unavoidable schedule conflicts occurs in a student's schedule. The Independent Study option will be subject to fees commensurate with those established by Memorial Summer School. Those meeting the requirements necessary for approval of Independent Study will have an individualized program of study designed with clearly defined curricula, completion dates, and grading policy. Enrollment in Independent Study may preclude participation in other extra-curricular activities. The Vice Principal of Academics will grant final approval for an Independent Study Program.

PowerSchool

Memorial uses Pearson Education's PowerSchool School Information System (SIS) to record, manage and store a multitude of confidential school information. PowerTeacher Pro, a component of PowerSchool, allows teachers to record and store student grades. Parent(s)/guardian(s) have access in real time from any computer to their child's grades, historical records, and attendance. This access to PowerSchool is password protected; Karen Baker, Memorial's PowerSchool system's coordinator, will provide the temporary username and password for any parent/guardian who has misplaced them. For incoming freshmen and new students, temporary username and password for PowerSchool are released during the first week of school. Students receive a separate username and password to PowerSchool. Consequently, Memorial does not mail progress reports to parents.

It is school policy that teachers update PowerSchool on a weekly basis.

Alert Solutions

Alert Solutions is a web-based service contracted by San Joaquin Memorial that sends outbound messages in the form of recorded voice, email or short text messages. Alert Solutions is used for announcing Foggy Day schedules, absentee notifications, and emergency information. Parents should notify the school of a reliable and non-intrusive contact number or email to be used with this system. Please email Karen Baker at kbaker@sjmhs.org.

8th Period Collaboration

The 8th period collaboration block, which occurs on RED days, is embedded study time for students. The first 45 minutes (1:45 – 2:30 p.m.) of collaboration will be mandatory for freshmen, sophomores, and juniors and optional for seniors. Students seeking to meet with teachers will need a pass to leave their 8th period block and students being summonsed by a teacher will be given a pass the day of collaboration. The second 30 minutes (2:30 – 3:00 p.m.) will be optional for students to visit with teachers and receive extra support. Students at any grade level in danger of failing, missing three or more assignments, or in need of making- up exams may be required to stay for one or both of the collaboration blocks. Failure to meet with a teacher who summonsed a student will result in Saturday School. While teachers should always be available to assist students before and after school on any school day, the 8th period collaboration block builds extra time with the school schedule whereby teachers will be available to assist students in the following ways:

- Conducting one-on-one tutoring
- Supervising peer tutoring
- Allowing students to make-up missed quizzes and tests
- Reviewing for exams
- Conducting study sessions, study halls, or additional class sessions (i.e., labs, etc.)
- Assisting students with assignments due to absences
- Academic/Spiritual Enrichment Opportunities

Framework

1. Student Expectations: To utilize this time for study, completing assignments, making-up tests, and/or seeking added support from teachers or peer tutors.

A. Freshmen, Sophomore and Juniors

- First 45 Minutes:
 1. First block will be used in mandatory sustained silent study completing assignments within their 8th period class.
 2. Attendance will be taken in 8th Period.
 3. Should a student need assistance from a teacher, he/she will ask for a green pass from that teacher before lunch. Students have only the first five minutes of 8th period to get to the teacher they wish to see.
 4. Students in need of completing an assessment will receive a pink pass prior to 8th period and must report to the teacher's class or the Media Center (Testing Center) within the first five minutes.
 5. Students may be summoned for the second 45 minutes of collaboration and pink passes supersede any other collaboration pass.
 6. Any student being summoned who has an early-out must fulfill summons the following day or will be issued a Saturday School.
- Second 30 Minutes:
 1. Second block will be used to visit with teachers. Students are allowed to stay in their 8th period class if they desire as long as they are not disruptive and are completing assignments.
 2. Academic/Spiritual Enrichment Opportunities will be available for students. A limited number of purple passes will be available and students must obtain these from the teacher administering the activity.
 3. Clubs and Extra-Curricular organizations are not permitted to meet during any block of collaboration.
 4. Students out of class without the required pass or students who are summoned and who fail to meet with their teacher will receive a Saturday School.

B. Seniors

- Collaboration period is optional.
- Students can use this time to visit with teachers using the same protocols listed above.
- Senior students who are summoned and who fail to meet with their teacher will receive a Saturday School.
- Seniors can obtain purple passes and participate in enrichment opportunities.

C. Students Academically Ineligible

- Any student who becomes academically ineligible must participate in scheduled teacher and/or peer tutor sessions during both blocks of collaboration.

2. Parent/Guardian Expectations: To support their child's learning by ensuring students are properly using the 8th period collaboration.

A. Tracking Student Performance

1. Through frequent review of PowerSchool and teachers' Google Classroom, parents/guardians should keep their child accountable for completing assignments:
2. Maintain open lines of communication with teachers to track student performance

B. Referring Student to Teachers

1. By contacting the teacher, parents/guardians can request students to visit with specific teachers for additional support.
2. Students will be given passes to meet with teachers and failure to show up will result in Saturday School

C. Keeping Students on Campus

1. The 8th period collaboration block is part of the instructional time of the normal school day
2. Students need to be encouraged to take advantage of completing work in their 8th period class or request a pass to visit with teachers to receive additional support
3. Students will be tracked and monitored to ensure their safety and that they are utilizing the time for learning purposes
4. Parents should refrain from pulling students out of school during collaboration; this time is integral for students to complete assignments, receive enrichment opportunities and/or receive additional support from teachers

Extra-Curricular Eligibility

Philosophy

San Joaquin Memorial maintains that, as a Catholic academic institution, the spiritual and academic dimensions of the school take the highest priority. Each student is held accountable for his/her performance in the classroom and classroom performance is a prerequisite to the privilege of participating in extra-curricular activities at Memorial. In order to insure that students are held accountable for their academic success at Memorial, as well as to maintain the integrity of the academic program of the school, Memorial holds that in order to be eligible for extra-curricular activities, a student must maintain all of the following standards:

- Meet the minimum GPA/grade requirements (see below)
- Be current in the school's Service Education requirements (as defined in an aforementioned section)
- Maintain a satisfactory citizenship (including citizenship grades) and attendance record

Ineligibility

A student becomes ineligible in one of the following ways:

- A student earns below 2.00 GPA and/or earns two or more F's at the end of a grading period or semester during the academic year.
- Fails to meet his/her service education requirement as defined in an aforementioned section.
- Deemed ineligible through the Campus Security Manager for behavioral/attendance issues.

A student deemed ineligible is prohibited from participating in extra-curricular activities. An ineligible student cannot participate in extra-curricular activities during the subsequent grading period, which includes, but is not limited to, participation in the following activities:

- Athletic team sports (games and practices)
- Drama productions (and rehearsals) or forensics
- Class or student body offices

- Pep and cheer practices or game performances
- Attendance at all school dances, games, etc...
- In club trips or activities
- Any extra-curricular school activity, which requires regular duties, which might limit the student's available study time

Students placed on Academic Ineligibility will have to adhere to the following process, at minimum:

- The parent(s)/guardian(s) will be informed in writing by the Vice Principal of Academics that their son/daughter has been placed on academic ineligibility. Information will include the outline of all procedures related to academic ineligibility
- The student and parent(s)/guardian(s) will meet with the appropriate teachers and Vice Principal of Academics to establish a written plan of action. This plan will outline what actions the student will take to improve his/her grades. Possible considerations will include, but are not limited to, closed 8th period tutorial, on-site tutoring, completion of weekly progress reports by teachers as requested by the student, review of participation in activities, athletics, and off-campus employment, and review of currently scheduled courses and study habits.
- Closed 8th period tutorial (every Red Day) will be assigned to the student, and will be required through the duration of the subsequent grading period.

Regaining Eligibility

An ineligible student who improves his/her GPA to at least a 2.0 with no more than one "F" at the subsequent grading period will regain eligibility. Ineligibility and regaining eligibility is determined after the publication of the "Eligibility List" by the Vice Principal of Academics following the regular grading periods (which end on the preceding Friday). In some cases, exceptions can be made for students who regain eligibility and are seeking immediate eligibility before the list is posted the following week.

Academic Dishonesty Policy

San Joaquin Memorial High School expects students to be honest in their academic work at all times. Academic dishonesty is viewed as a serious ethical issue and a school violation of the academic values of honesty, integrity, and responsibility. Cheating, copying (another student's work or allowing others to copy one's own work) and plagiarism are forms of academic dishonesty that will not be tolerated.

Cheating

Any attempt by a student to influence/improve his or her academic standing by deceitful or dishonest means, or any such attempt to knowingly assist any other student is considered cheating (unless the work is designed to be completed collaboratively as specified by the instructor).

Plagiarism

Plagiarism is copying the work, words, ideas and/or effort of another person and submitting them as your own. San Joaquin Memorial uses www.turnitin.com for authentication of essays, papers, or homework, etc.

When a student is involved in an act of academic dishonesty, there will be consequences in all cases. A teacher who observes the academic dishonesty with his/her students shall follow all four steps outlined below. If the students involved are not his/her students, the teacher will confiscate the cheating/plagiarized materials from each student involved and shall give the assignment to the appropriate teacher who shall follow all four steps:

- The teacher will confer with the student and explain why their work was deemed as cheating/plagiarized.
- The student will receive a zero (no credit) for all, or a portion of, the test, quiz, assignment or project, and will be required to redo any work for no credit (points may be awarded at the teacher's discretion).
- The teacher of the student will notify the parent/guardian and any other appropriate person(s).
- The teacher will refer the student to the Vice Principal of Academics for a disciplinary response.

Response by the Vice Principal of Academics may include, but is not limited to, any or all of the following consequences: detention, Saturday School, disciplinary probation, disciplinary non-privilege, parent conference, on or off-campus suspension and/or loss of credit for the class.

All offenses of cheating or plagiarism are cumulative throughout the student's enrollment at San Joaquin Memorial High School. Repeat offenses and behaviors not included above will be assessed on an individual basis by the administration and personnel involved. Cheating, copying or plagiarism of any kind may result in the student losing the privilege to hold an office, to attend or represent the school in any co-curricular activity, and/or loss of academic honors, such as removal from CSF or NHS (see bylaws for each group).

In very serious or repeated cases of academic dishonesty, the administration reserves the right to move for the immediate dismissal/expulsion of the student or students on the first offense or to drop the student or students from the course with a grade of 'F'.

Addressing Classroom Concerns & Dispute Resolution

The policy and procedure for handling student concerns or disputes is to direct the student and parent(s)/guardian(s) to the source of any concern. It is the student's and parent(s)/guardian(s) responsibility to observe the following procedure.

- The student is to meet privately with the teacher and attempt to reconcile the dispute (parents may be present, if necessary). **No meetings will take place with parents without the student present.**
- If there is no resolution, the student may then consult the chairperson of the academic department, and request a meeting with the teacher and department chairperson.
- If there is no resolution at this point, the student has the right to consult the Vice Principal of Academics. The student is to present his or her reasons for meeting in written form to the Vice Principal of Academics. Should the Vice Principal of Academics determine that the student's situation merits further consideration, the Vice Principal of Academics will consult with the teacher and Department Chairperson and set up a meeting with all parties involved.
- Should it become necessary (and only in the rarest instances), there may be a meeting with the student, the parent(s)/guardian(s), the teacher, the department chairperson, the Vice Principal of Academics and Principal to resolve the matter. In some cases, the Principal may consult with the Rector and Superintendent of Schools regarding the appeal and seek an appropriate Diocesan response or decision.
- Ultimately, final determination to resolve the dispute rests with the teacher as confirmed by the Vice Principal of Academics. All decisions at this point are final.

Behavioral Policies

Memorial Code of Christian Conduct

The faculty, staff and administration of Memorial welcome the opportunity to engage in a partnership with parents and students to establish and maintain a Catholic environment that promotes faith, learning, respect, and individual responsibility. The Memorial code of conduct is based on the premise that student regulations are necessary to protect students, to assist them in their spiritual and intellectual growth, and to create a positive school climate. This policy also applies to any student whose conduct at any time or in any place off campus, interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students or employees.

Student Character and Citizenship Grades

The purpose of a citizenship grading system is to:

- Establish student accountability for character and behavior in the classroom and on campus.
- Address Memorial's responsibility to educate not only in the cognitive area, but also in the affective area.
- Reinforce behaviors that will lead to higher academic achievement in the classroom and successful extra-curricular experiences.
- Affirm students who consistently enhance their own learning environment.

Citizenship Grades

The following grades will be given to each student as appropriate. The explanation for each grade serves as an aid to better distinguish the difference of each level.

- Outstanding (O): Student is sensitive to the procedures necessary to maintain a positive learning environment. This student demonstrates the value of outstanding conduct and is self-motivated.
- Satisfactory & Above (S): Student is reliable, hardworking, respectful, participates in class and is achieving consistent patterns of development.
- Needs Improvement (N): Student is sometimes insensitive to the procedures necessary to maintain a positive learning environment. The student who needs improvement often impedes the learning process and interferes with the rights of others. Student must quickly develop more consistent concern for others.
- Unsatisfactory (U): Student consistently impedes the process of learning and infringes on the rights of others. Typical behaviors include: excessive talking, acting in a rude, discourteous or disruptive manner; and/or being inadequately prepared for class.

Disciplinary Probation/Ineligibility

Students who receive one or more 'U' marks and/or two or more 'N' citizenship marks on a grade report will be placed on Disciplinary Probation for a two-week period following a meeting with the Director of Safety and Discipline. During the two-week probationary period the student is expected to raise his/her citizenship to 'S' or above in all classes. Students who do not raise their citizenship marks will be placed on Disciplinary Non-Privilege suspension. Students may review their status every two weeks by circulating a Citizenship Progress Report. When a student has raised his/her citizenship marks to an 'S' or above in all classes, he/she will be removed from Disciplinary Non-Privilege suspension. However, if a student's citizenship falls below all 'S' marks during that same grading period, he/she will be subject to reinstatement of the Disciplinary Non-Privilege process. Numerous or continued unsatisfactory marks in conduct will result in further disciplinary action or dismissal from school as determined by the Principal with recommendations by the Campus Security Manager and the Disciplinary Review Board.

Student Harassment Policy

The Memorial community is committed to adhering to the San Joaquin Memorial High School policy of non-discrimination based on race, gender, color, religious affiliation, sexual orientation, ethnicity/national origin, age, socio-economic status, or handicap/disability, in accordance with state and/or federal laws. These policies specifically prohibit harassment based upon each of these protected classifications. In addition, the Memorial community recognizes that bullying or intimidation on any basis has a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Thus, bullying and intimidation for any reason is prohibited at San Joaquin Memorial High School.

Behaviors are considered harassment when they create a pattern that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive school or work environment.
- Otherwise adversely affects an individual's educational opportunities.

Harassment and bullying may include any form of a behavior pattern that interferes with another person's sense of safety, dignity, comfort or productivity in the school environment.

- Physical intimidation or assault.
- Name calling (verbal/written), teasing, mimicking, slurs, or other derogatory remarks.
- Displaying offensive graffiti, symbols, posters, pictures, cartoons/caricatures, notes, book covers, or designs on clothing.
- Phone calls, e-mails, text messaging or other forms of electronic messaging.
- Touching of a person or person's clothing.
- Words, pranks or actions that provoke feelings or embarrassment, hurt, or intimidation.
- Stalking.
- Threats, threatening gestures or actions.
- False accusations or rumors.
- Unwanted romantic or sexual advances.
- Social isolation.
- Use of social media (Facebook, Twitter, Instagram, Snapchat, etc.) to convey any of the foregoing.

Creating a school culture free of harassment and bullying demands that all individuals recognize such behaviors and take action to stop them. Every student at San Joaquin Memorial High School has the potential and the responsibility to affect the school culture and is strongly urged to act in concert with the Campus Security Manager:

- To treat others with courtesy, consideration and respect;
- To substantially or unreasonably interfere with an individual's academic or work performance;
- To tell individuals behaving in a disrespectful manner toward someone else that you want them to stop; and
- To report the behavior if it does not stop.

If a student is uncomfortable taking the actions suggested above or if a student has tried to stop the behaviors and does not feel the issues are satisfactorily resolved, it is important that he or she ask for help by filing a complaint.

Complaint Procedures

The Vice Principal of Student Affairs at San Joaquin Memorial High School is designated as "Complaint Manager" for the purposes of receiving complaints. A student who wishes to file a complaint of harassment should meet with the Vice Principal of Student Affairs as soon as possible to complete a complaint form. The Vice Principal of Student Affairs will interview the student and assist him/her in completing the form. If the student does not feel comfortable speaking to the Vice Principal of Student Affairs, he/she may contact the student's designated counselor.

The Vice Principal of Student Affairs will conduct an investigation. The Vice Principal of Student Affairs will meet with the grievant to review the information gathered and, if appropriate, discuss a resolution to the complaint. Corrective action may include, but is not limited to, directions to stop the offensive behavior, mediation, counseling, education, and/or disciplinary action up to and including expulsion, subject to the requirements of applicable law and diocesan policies.

Respondents may appeal the disciplinary action against them, to the extent provided in this Handbook.

Retaliation

It is a violation of this policy for any person to retaliate, coerce, intimidate, harass or interfere with a member of the school community, or any other individual, because the individual has filed a report regarding harassment or has assisted with an investigation. This includes any person who reports an alleged violation of this policy or any person who assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment. Such retaliation may result in disciplinary action, up to and including expulsion, subject to applicable procedural requirements.

San Joaquin Memorial High School is committed to providing a learning environment that is free from harassment. A charge of harassment/bullying shall not, in and of itself, create the presumption of wrongdoing. However, any substantiated acts of harassment/bullying will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion by the Principal. Memorial observes and enforces the Harassment Policy of the Diocese of Fresno.

Guidelines for Good Order

Assembly Behavior

Students are expected to demonstrate courtesy and respect for all speakers and guests. Please make sure that you give all speakers the respect they deserve by providing them with your undivided attention. Students found to be misbehaving during an assembly will be removed from the event and subject to disciplinary action.

Campus Care

Students are responsible for maintaining a clean campus. The campus is your second home throughout the school year. Any student found to be littering on campus will be subject to disciplinary action.

Care of Personal Property

Students are responsible for the care of their personal or school-issued belongings. It is important that these items be marked clearly with the student's first and last names. Backpacks and other personal belongings should never be left unattended. The school is not responsible for any loss, theft or damage to student property.

Closed Campus

San Joaquin Memorial High School is a closed campus. A closed campus assists in creating a safe educational setting. After arriving in the morning, students are not to leave campus for any reason without an off-campus permit. Students may not go into the parking lot during the school day without permission and must be accompanied by a faculty or staff member.

Classroom/Campus

Students are to behave respectfully and safely and in a manner conducive to learning. Students are also to properly dispose of all drinks/food before entering any building except for the cafeteria. If a student and/or students are sent out of class or out of an assembly for disciplinary reasons they are to report immediately to the Campus Security Manager's Office.

Deliveries to Students

Students are not allowed to receive deliveries from outside vendors during school hours. All outside food vendors and 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 Campus Security Manager, Ryan Padilla.

Earthquake, Fire and Lockdown Drills

During drills students are to listen carefully to the alarm and bell sounds to determine the type of drill being conducted. At all times, students are to follow the directives given by teachers or administrators. Students are also asked to silently follow evacuation route signs, instructions or procedures posted in each classroom or area.

Fees and Fines

In addition to, or as part of disciplinary sanctions, fines and fees may be imposed for failure to follow school policies:

- Damage to school property (cost of repair)
- Speeding or reckless driving on or around campus (\$25 first offense; \$50 each additional offense)
- Littering on campus (\$10 first offense; \$25 for each additional offense)
- Razors and/or shaving cream (\$1)
- School uniforms (\$1 rental fee for each item/per day)
- Saturday School (\$20) determined by the Campus Security Manager/Vice Principal of Student Affairs.

Hall/Request Passes

A student is not allowed out of class without a timed Hall/Request Pass from the teacher. When leaving class, students must sign out and leave their cell phone with the teacher. During 8th Period Collaboration, students must have appropriate passes to be out of class.

Items Not Permitted on Campus

Due to safety and liability concerns, students are not allowed to use roller blades, skateboards, scooters or bicycles on campus. Parents are not to call or text students on cell phones during class time. Parents should contact the Attendance Office in cases of emergency.

Consequences include, but are not limited to:

- 1st violation- item confiscated; returned to parent after school; detention assigned.
- 2nd violation- item confiscated for one week; parent contact required; Saturday school assigned.
- 3rd violation- item confiscated permanently; parent conference required; possible suspension.

Lost and Found

All articles found on campus or in the classroom are to be turned in to the Attendance Office (South Admin. office). Unclaimed clothing and personal items will be donated to charitable organizations at the end of each month.

Lunchtime

During lunch, students are to remain in the cafeteria or in other designated areas. Throwing any object or substance including food, water, and ice is strictly prohibited.

Public Display of Affection

Students at Memorial are to use good judgment in their relationships with each other at any time while on the Memorial campus and during school-sponsored activities. Expressions of friendship or affection should be modest and with proper decorum. To encourage the use of good judgment, only holding hands is permitted.

Restricted Areas

Students are restricted from the following campus areas: the copy room, International Boarding School and Holy Cross Halls, faculty room, faculty or staff restrooms, and classroom arcades during class time or the lunch hour.

Searches

Memorial reserves the right to conduct a search of a student *in loco parentis*, the physical plant and grounds of the school (including student lockers, autos, cell phones and all other personal belongings), whenever the administration determines that there is a justifiable need for a search, according to the precedence established by the U. S. Supreme Court decision in *TLO vs. New Jersey (1985)*, which states in part, "...a school official may search a student if that official has a 'reasonable suspicion' that a crime has been or is in the process of being committed, or reasonable cause to believe that the search is necessary to maintain school discipline *or* enforce school policies."

Use of Gymnasium, Locker Rooms, Playing Fields

Students may be in the gymnasium, weight room, locker room or playing fields only when supervised by designated school personnel. Students are not allowed in these areas without supervision by school personnel. Any student found to be in restricted areas, without the proper supervision present, will be subject to disciplinary action.

Major Behavioral Violations

Serious Violations

The following violations of good order are considered serious and will result in disciplinary consequences, up to and including expulsion/dismissal. All major behavioral violations will be reviewed by the Disciplinary Advisory Committee, which may include a recommendation of expulsion to the Principal:

- Behavior at school or elsewhere which would reflect adversely on San Joaquin Memorial High School or be detrimental to the welfare of others or to the reputation of the school or the Catholic Church. **This includes social media website postings** (reference technology policy).
- Insubordination, defiance or disrespect for authority and school policy.
- Any act of hazing or verbal or non-verbal intimidation directed toward another person.
- Any act which degrades or disgraces another person.
- Using language or demonstrating behavior that is immoral, vulgar, profane or obscene.
- Possession or distribution of materials which are pornographic, profane, indecent, demeaning, derogatory, or inflammatory, including internet activity conducted off campus, such as inappropriate chat room involvement, online blogs, YouTube, Facebook, Twitter, Vine, Instagram, etc.
- Fighting, injury or harm to persons or threat of same.
- Participating in or promulgating groups or gangs which, in the judgment of the administration, are detrimental to the positive Catholic atmosphere of San Joaquin Memorial and which promote attitudes and ideals contrary to Christian and democratic principles and practices; membership in, promotion of, recruiting others to join such groups.
- Reckless driving or speeding on or near the campus.
- Possessing or using graffiti markers or implements.

Other major violations of integrity, public behavior, and attendance:

- Dishonesty of any kind, including cheating and plagiarism. (see plagiarism policy)
- Forging of any person's signature, falsification or misrepresentation of phone calls, notes, forms or other school-related documents.
- Unauthorized possession of any school key(s), test materials, grade books or school records.
- Gambling of any kind.
- Possession or use of smoking or chewing tobacco (including vaping pens) on or near the campus or at a school function.
- Violation of probation or infractions that result in suspension.
- Lack of compliance with the attendance policies that includes unauthorized absence or excessive absences/tardies.
- Repeated/chronic infractions of school/classroom rules and regulations.
- Other incidents and violations as deemed necessary by the Administration.

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.
- 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 vender.

Consequences for the aforementioned violations will include one or up to all of the following:

- Parent contact.
- Incident report to appropriate law enforcement agencies.
- Immediate suspension.
- Review by the Disciplinary Review Committee (at the discretion of Campus Security Manager or Vice Principal of Student Affairs).
- Expulsion by the Principal.

Disciplinary Sanctions

The following are the disciplinary sanctions, which may be invoked by the administration. The Campus Security Manager and Vice Principal of Student Affairs are responsible for assigning major disciplinary sanctions. In more serious cases, the student may be asked to appear before the Disciplinary Review Committee, which makes appropriate recommendations to the Campus Security Manager and/or Vice Principal of Student Affairs.

Detention

Students who violate school rules and regulations will be assigned detention. Detention is held for a determined length of time either before school, during lunch period, after school, or on non-school days. Detention assigned for a class tardy will last 30 minutes; all other detentions vary in length and can last up to 60 minutes. Students assigned to detention are detained on their own time and may be required to perform physical labor. During detention, students are under the direct supervision of the Campus Security Manager or a designated authority. Detention takes priority over all other school activities. Students who do not serve their assigned detention are subject to additional penalties.

Saturday School

Students who violate school rules and regulations will be required to attend a Saturday School session at the discretion of the Campus Security Manager. Saturday School is held from 8 a.m. to 12 p.m. and will require the student to participate in a campus clean up work program. Students are to report to the football field ticket booth dressed in clothing suitable for maintenance work. Students must be on time and ready to participate. Failure to participate will result in “no credit served” for the session, and the student will be subject to further disciplinary action at the discretion of the Campus Security Manager. Parents will be billed \$20 for each Saturday School.

Disciplinary Probation

A student may be placed on Disciplinary Probation for serious misconduct and violations of school rules or for repeated minor incidents. Probation is given for a specific period of time during which a student will demonstrate a positive change in behavior and attitude.

Disciplinary Non-Privilege Suspension

A student placed on Disciplinary Non-Privilege suspension may not participate in or be in attendance at any school function including but not limited to games, dances, rallies, field trips, clubs or club events, senior off-campus lunch, student government, and any interscholastic sports program, including practices.

Suspension

A student will be suspended for repeated or major behavioral violations, whether on or off the campus. Absences due to suspension are considered unexcused and will be counted toward the 11-day absence limit. Suspension may be held on or off campus.

Recommended Transfer

A recommended transfer is the school's decision to permanently remove a student from the school as an alternative to issuing a formal expulsion that appears on a student's official record.

Reasons for Recommended Transfer:

- The student will not benefit from continued enrollment.
- The student's continued attendance will make demands upon the school that the school cannot meet.
- The student's parent(s) or guardian(s) have failed to meet financial obligations to the school that they accepted upon enrolling their child.
- The student's parent(s) or guardian(s) have failed to cooperate with the school staff and have not complied with the school's policies, practices, or programs.

Voluntary Withdrawal

Voluntary withdrawal is an alternative to expulsion. Following recommendation by the Disciplinary Review Board, the Campus Security Manager, and/or the Vice Principal of Student Affairs for expulsion, the Principal may give the student/parents the option of withdrawing from school.

Expulsion

Upon the recommendation by the Campus Security Manager and/or Vice Principal of Student Affairs, permanent removal from the school is decided by the Principal.

Disciplinary Review Board

At the discretion of the Campus Security Manager, he/she may convene the Disciplinary Review Board for serious disciplinary infractions that may result in dismissal. The Disciplinary Review Board is comprised of a pool of 10 faculty/staff members. The Campus Security Manager may select 3 faculty/staff members from the pool, and ask them to review the evidence at hand. The Disciplinary Review Board shall convene *within three (3) days* of the infraction. When the Disciplinary Review Board meets, the Campus Security manager shall provide the board with the school's findings and the student and/or his family at their discretion may appear before the board to present additional facts and other relevant information. The Board shall present in writing its recommendation to the Campus Security Manager, Vice Principal of Student Affairs and Principal. The Principal has the final authority in all disciplinary actions.

Drug and Alcohol Policy

Substance abuse remains a significant problem in our society. Possession, sale and ingestion of illegal drugs and alcohol are prohibited. Memorial, in partnership with parents, who are the primary educators, is committed to a strong preventative drug and alcohol policy. To support parental efforts and to maintain a safe school environment, Memorial offers a regular and consistent anti-drug and alcohol message. Memorial also employs the services of *Interquest*; *Interquest* dogs are trained to detect alcohol, drugs and firearms. Memorial also reserves the right to conduct searches, to use an alcohol breathalyzer, and to implement the use of an oral drug screen at school or at any school-sponsored activity. All activities held on school property, at any school-related event off school property, and information from police reports and other reliable reports regarding off-campus activity are covered by this policy.

***Interquest* Detection Canines**

At all times, the foremost concern of the school is the students' safety. When *Interquest* dogs show an interest in a student's backpack or belongings, this does not indicate guilt. It is standard procedure, however, for the student to be escorted to the office in order to speak to the student and to conduct a search of the student's belongings. A school administrator or counselor will communicate with the parent regarding the incident. Mandatory drug testing at an agency specified by the school, at parental expense, may also be assigned by the Campus Security Manager, Vice Principal of Student Affairs, or Principal in cases where drug use is suspected.

Distribution and Sale of Drugs or Alcohol

Distribution or sale of any illegal or legal mood-altering substance on or near the campus, at school-sponsored or related activities or a time or place involving the school is considered to be a very serious offense and the school will take a zero- tolerance stance and the student will be expelled.

Drug/Alcohol Testing

San Joaquin Memorial High School reserves the right to request a drug screening by way of urinalysis, hair sample, or blood sample, of any student that reasonably appears to be under the influence of drugs or alcohol either on campus or at a school sponsored event. Any student refusing to comply with a drug/alcohol screening will be deemed having a positive test result. Fresno County Drug Testing Center will provide all drug/alcohol screening services for San Joaquin Memorial High School. The Campus Security Manager will arrange and request all drug/alcohol screenings, and all screening fees are the responsibility of the student's parent(s)/guardian(s).

Possession, Ingestion or Use of Drugs or Alcohol

Possession, ingestion or use of drugs, alcohol or any legally-controlled mood altering substance on or near the campus, during school, prior to school or at school-sponsored or related activities or at a time or place involving the school is considered to be a serious offense. Should a student violate these rules, the following would apply:

- Contact parent(s)/guardian(s).
- Immediate suspension from school, up to a maximum of five (5) days.
- Drug and alcohol testing is mandatory at the school's specified agency. All test results will be delivered to the appropriate school official. Any drug or alcohol testing fees, are the responsibility of the student's parents.
- Referral to the school's counseling department for assessment.
- Student must enroll in a Drug/Alcohol treatment facility, and disclose all information to the Campus Security Manager and counseling offices for approval.
- Placement on Disciplinary Probation and Disciplinary Non-Privilege suspension.
- Incidents are reported to the police, if deemed appropriate.
- The Disciplinary Review Board may consider penalties up to, and including, dismissal and may, as a condition of continued attendance at Memorial, require the student to participate in a drug/alcohol rehab program.
- A repeat offense may result in expulsion. Drug and alcohol offenses are cumulative throughout the student's enrollment at Memorial.

Family Refusal

Should the parent(s)/guardian(s) refuse the required drug or alcohol sanctions, the school may suspend a student indefinitely and/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 Campus Security Manager 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.

Pregnancy/Abortion Policy

A primary purpose of Catholic education is to guide student growth in Christian values and moral conduct. Memorial stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the student mother and/or father, so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. Students involved with a pregnancy have changed their status and will be advised of new responsibilities and the moral priorities for bringing a new human life into the world. Such responsibility requires a change in status, especially in terms of activities and priorities in the school life of the student. The pregnant girl cares for herself as a mother-to-be and the father-to-be responds with care and support for the mother and child. If the mother or father-to-be is a student at San Joaquin Memorial High School, the Principal or his/her designate must meet with the student and advise complete disclosure to the parents. Also, she/he will be referred to the counseling department for advice, counseling and assistance. Catholic doctrine views abortion as an immoral act that disregards the sanctity of human life. Memorial will recommend an existing network of prenatal programs and pregnancy counseling available in the Diocese of Fresno.

Dress and Grooming Codes

Dress and Grooming Code

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, purchased only at Memorial or Dennis Uniform Co. 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.

Dress Code/Uniform for Boys and Girls

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

Pants/Walking Shorts

- Solid navy blue or khaki pants and walking shorts made available by Dennis Uniform Co.
- Walking shorts must be modest and shall be at least mid-thigh in length (defined as no higher than 3 inches above the knee or no shorter than the tips of the fingers when the shoulders are at rest; Pants/shorts may not be rolled at the hem or the waist).
- Pants/shorts must be worn at the waistline.
- Pants must be ankle length and *boot cut (the ankle width is the same as the pant width at the knee)*.
- Pants must be neatly hemmed and sewn. There should be no frayed or ripped seams or edges. Pant length may not extend more than two inches below the ankle.

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.

Skirts

Girls may wear solid navy blue Dennis Uniform skirts. Skirt length 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. Skirts may not be rolled at the waist.

Shirts

Solid red, white, or navy blue Memorial polo shirts with any Memorial logo are to be worn every day, *tucked in* (purchased from the Memorial bookstore or Dennis Uniform Co.). Memorial dress shirt/oxford may be worn. Shirts may not be too tight.

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.

Sweatshirts, Sweaters and Sweater Vests

Students may wear red, white, navy blue, or any approved SJM Memorial sweatshirts (with SJM logo), sweaters or sweater vests with any Memorial logo. All sweaters/sweater vests must be worn over an approved Memorial collared shirt.

Coats/Jackets

Solid colored coats in school colors (red, white, grey or navy blue), as well as khaki, black or gray may be worn. Memorial lettermen jackets are encouraged.

Footwear

Dress shoes, tennis shoes, or sandals with back straps may be worn. No moccasins, slippers, Ugg-type shoes or slippers, or ballet flats that do not have hard bottoms.

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.

Friday "SPIRIT" Wear

Students are permitted to wear blue or black jeans or Dennis bottoms and any Memorial shirt, polo shirt, or sweatshirt on Fridays. Torn or altered jeans and jeggings are not permitted.

Dress Code/Uniform Exceptions

No student or group of students may be out of uniform without prior approval from the Administration. The Vice Principal 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-midribs, 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 Campus Security Manager 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.

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 Campus Security Manager before the school day begins.

Grooming

Grooming must be gender appropriate.

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 will be sent home.

Girl's Code

All makeup is to be used in moderation. No "punk" or "gothic style" makeup is allowed.

Boy's Code

All areas of the face and neck must be clean-shaven. Moderate and neatly groomed sideburns are allowed, so that it does not cover the EYEBROWS or TOUCH THE BACK OF THE SHIRT COLLAR. No cosmetics are allowed. No "man buns" allowed.

Body Adornments

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

Consequences

Dress code violations include the following:

- 1st violation-parent notified; 30 min. detention assigned.
- 2nd violation-parent conference required for student to return to class; Saturday School assigned.
- 3rd violation-second parent conference required; possible suspension.

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 Campus Security Manager and/or Vice Principal are the final and sole judge of what is, or is not, acceptable for an individual student.

Attendance Policies

Attendance Office – Direct Phone Line: 559-268-1284

In all instances, the school administration reserves the right to determine and regulate what is appropriate student attendance and to determine the validity of parent/guardian notes authorizing absences and tardies.

The Administration, faculty and staff believe that in order for a student to benefit from a well-rounded education at Memorial, it is necessary for the student to participate in classroom and co-curricular activities. Successful participation in these activities requires regular and punctual attendance. It is the responsibility of the parent(s)/guardian(s) to make sure their student is in school and to notify the attendance office when an appropriate reason exists to justify an absence or tardy. It is the responsibility of the student and parent(s)/guardian(s) to know and follow these rules and procedures and to keep an attendance office administrator informed of any special problems that may exist. Communication is clearly the key to avoiding unnecessary disputes and attendance office sanctions.

San Joaquin Memorial follows all California State Education Code regarding the tracking and reporting of student attendance.

Reporting/Requesting Absences

Reporting Absences

A parent/guardian must contact the attendance office as soon as possible prior to or following the absence. On the day the student returns to school after an absence, a signed parent/guardian note must be presented to the attendance office stating the reason and date(s) of the student's absence. Any doctor excused absence must be accompanied with a physician's note. Medical conditions, which exempt a student from attending school, must have physician documentation and must be filed with the attendance office. Physicians' notes for medical conditions must be updated on an annual basis.

Requesting Absences

Should a student need to be absent (e.g., appointments, funerals), a written request (or Absence Request Form) must be given to the attendance office in advance of the absence.

School Excused Absence

The following are considered school excused:

- Medical and legal appointments that cannot be scheduled outside of school time with written verification by a doctor or other medical health professional.
- Illness or therapy verified by a doctor's note.
- Bereavement (death in the family.)
- Funerals, if arrangements are made in advance.
- Authorized religious holidays.
- School sponsored activities such as sports, club outings, retreats, club field trips, etc.
- A student is in conference with a counselor/teacher or administrator.

Parent Excused Absence

Parent excused absences are absences other than school excused absences accompanied by a written note from a parent and/or guardian. All parent excused absences must be cleared within 24 hours of the absence in order to be excused. Some examples include, but are not limited, to the following:

- Vacation
- Participation in non-school related athletics
- Minor or short-term illnesses

Absence

A student is considered absent when he/she misses more than 25 minutes of class. *For participation purposes in extra-curricular activities, including games, practices, dances, etc., a student may not miss more than 110 minutes of class due to parent excused or truancy absence.*

Truancy

Truancy is an unauthorized absence by a student. This applies to an unauthorized absence for more than 25 minutes from a class.

The Campus Security Manager and/or the Vice Principal of Student Affairs reserve the right to make determinations regarding absences on a case-by-case basis in special situations.

Absence Limits and Consequences

The following are absence limits and consequences for parent-excused absences.

- When a student has reached four (4) parent excused absences per class per semester, one (1) Saturday School will be assigned.

- When a student reaches seven (7) parent excused absences per class per semester, two (2) Saturday Schools will be assigned and the student will become ineligible to participate in extra-curricular activities, sports and school dances until both Saturday Schools are served.
- When a student reaches more than (8+) parent excused absences per class per semester, the student will have to make-up instructional hours through absence recovery in Saturday School. One Saturday School will be served for each day over seven absences. The student will also become ineligible to participate in extra-curricular activities, sports and school dances until the absence recovery is complete. Should the student not make-up attendance through absence recovery, he/she will have to challenge the class. A class challenge means that a student must pass the final exam with a C or better. Failure to do so will result in an F grade for the class for the semester in question.

Temporary Guardianship of Minors

If parents or guardians are going to be unavailable (e.g., out-of-town, surgery, etc.) for more than two school days, please notify the Attendance Office in writing. The Attendance Office will need the name(s) of the temporary guardian(s) of the student in case the student is absent, tardy or injured. There are forms available from the Attendance Office.

Extra-Curricular Participation

A student may not be permitted to attend or participate in any extra-curricular activity if any of the following has occurred on the day of the aforementioned activity or practice:

- A student misses more than 110 minutes of class time
- A student misses class due to behavioral referral to the Campus Security Manager or Vice Principal
- A student leaves school before the end of the day due to illness or an unexcused absence.

NOTE: The Administration reserves the right to review cases involving extraordinary circumstances.

Missed Class or Assignments

The student is responsible to contact the teacher in order to arrange for missed assignments and course work during excused absences. In the case of absences of three (3) or more days, course assignments may be requested through the Attendance Office by the parent/guardian. Students with unexcused absences or tardies may be allowed to make up the missed class work at the teacher's discretion.

Habitual absences on test days or when major projects are due will result in a 10% penalty on such subsequent tests and/or major projects.

Tardies

A tardy is defined as a student being late to class less than 25 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

- The third unexcused tardy (and thereafter) will result in 30 min. automatic detention.
- The fifth unexcused tardy (and thereafter) will result in Saturday School and a meeting with the Campus Security Manager and/or Vice-Principal.
- Students are permitted four (4) parent excused tardies per semester; thereafter all tardies are unexcused, except school-excused tardies.

Students may receive a school excused tardy in the following situations at the discretion of the Campus Security Manager: 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.

Tardy Procedures

Parents should phone the Attendance Office (268-1284) to notify the school that their student will be late reporting to school and provide the school with an estimated time of arrival. A student who arrives on campus late for school, for any reason, must report to the Attendance Office for an admit slip before being admitted to class.

Off-Campus Permit

When a student is required to leave campus before the school day ends, an Off-Campus Permit must be issued to the student. Every effort should be made to schedule appointments outside of the regular school hours. Regardless of circumstances, the following procedures must be followed before a student leaves campus:

- A written parent/guardian note must be presented to the Attendance Office. In certain emergency situations, a telephone call will be accepted in lieu of the parent note.
- A student who becomes ill or is injured at school must report to the Attendance Office. If needed, the parent will be contacted and arrangements will be made for transportation to the family home.
- It is the student's responsibility to contact each teacher to make up missed schoolwork.
- Any student who leaves campus without the approval of Attendance Office shall be considered truant and the resulting absences will be considered unexcused.

Foggy Day Attendance

Memorial's announced Foggy Days are reported through the Alert Solutions Parent Contact System.

Students traveling on Memorial school buses will follow procedures and schedules as set by the Memorial Finance Office. On foggy days, parents and students are responsible for obtaining the correct scheduling information and reporting to school at the proper time. A student who is habitually tardy to school due to the fog may receive unexcused tardies/absences. When Memorial calls a Foggy Day Schedule classes begin at 9:15 a.m. ***Students traveling from out of town or from other outlying areas will be given special consideration if the parent/guardian telephones the Attendance Office indicating the time the student left home and the expected time of arrival. In order for the tardy or absence to be school excused, a phone call or an authorized note must be presented to the Attendance Office no later than morning break the following day.***

A report of absences/tardies will be available to parent(s)/guardian(s) at the end of each semester on the student's report card. The purpose of this report is to keep parent(s)/guardian(s) informed regarding the attendance status of their child. Parent(s)/ guardian(s) are encouraged to contact the Attendance Office should they have any questions or concerns regarding this attendance report or other concerns they have regarding their child's attendance.

Athletics

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 contributing 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 principals 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 one class period 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 and/or www.cifstate.org

Memorial Athletic Programs — Current Divisional Placements

Fall Sports		
(III)	Football	Varsity / Junior Varsity
(B-IV) (G-IV)	Boys and Girls Cross Country	Varsity / Junior Varsity
(B-II) (G-II)	Boys and Girls Water Polo	Varsity / Junior Varsity
(III)	Girls Volleyball	Varsity / Junior Varsity / Freshmen
(I)	Girls Tennis	Varsity / Junior Varsity
(III)	Girls Golf	Varsity / Junior Varsity
Winter Sports		
(II)	Boys Basketball	Varsity / Junior Varsity / Freshmen
(III)	Boys Soccer	Varsity / Junior Varsity
(V)	Girls Basketball	Varsity / Junior Varsity
(II)	Girls Soccer	Varsity / Junior Varsity
Spring Sports		
(II)	Baseball	Varsity / Junior Varsity / Freshmen
(II)	Boys Tennis	Varsity / Junior Varsity
(II)	Boys Volleyball	Varsity / Junior Varsity
(II)	Boys Golf	Varsity
(III)	Softball	Varsity / Junior Varsity
(II)	Boys and Girls Swimming	Varsity / Junior Varsity
Open	Boys and Girls Track	Varsity / Junior Varsity
	Boys Rugby (Club)	Varsity
	Girls Lacrosse (Club)	Varsity

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 Vice-Principal 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 Vice-Principal 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 Vice-Principal 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 Vice-Principal 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 Campus Security Manager 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, Vice Principal of Student Affairs, and or Principal 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.

Open Enrollment Policy

This Open Enrollment Policy is enacted pursuant to California Interscholastic Federation ("CIF") State Bylaw, Article 2 Section 223 effective September 1, 1994 (as revised by the May 2007 Federated Council), to govern the transfer of students to San Joaquin Memorial High School.

Enrollment in Memorial is open to all students who meet the academic, attendance and admission standards set forth in the Handbook and who make the financial commitment to pay tuition and fees as set forth in the Student/Parent Handbook. This policy in no way prohibits Memorial from giving enrollment preference to Catholic students. Any student transferring from another school to Memorial will have immediate residential eligibility to participate in CIF affiliated athletic activities at Memorial subject to the following limitations:

- The transfer to San Joaquin Memorial High School must be completed during the first 30 days of the new academic year. Special circumstances may be considered by the administration.
- The transfer must not be as a result of disciplinary action.
- No consideration is given to the athletic performance of the student in accepting a transfer to Memorial.
- Any transfer student, who wishes to participate in CIF sports, must first meet with the Athletic Director, prior to starting any sport at Memorial.
- Any transfer student, who wishes to participate in CIF sports, must complete the CIF Transfer Eligibility form and be approved by CIF before they are eligible for competition.

Varsity Eligibility Applications (Non-Hardship Sit Out Period)

Any student who transfers for the first time since their initial enrollment in the 9th grade in any school, and whose circumstances causing the transfer do not meet any of the Hardship Exceptions outlined in c. (vii) below, may become eligible for varsity competition for the sport(s) in which they competed in the last twelve months at the former school or any other school, upon submission, review and approval by their respective CIF Section under the following provisions:

1. This is the student's first transfer since they first enrolled anywhere in the 9th grade; AND
2. The student was academically eligible at the time of transfer from the former school; AND
3. The principal of the former school attests in writing that the move was not made in violation of Bylaw 510; AND
4. The student is not transferring either voluntarily or because their former school has determined they must withdraw, because of a disciplinary infraction at the former school as defined in Bylaw 209.C. (1); AND
5. The student is not found by the CIF Section to have transferred to a school where their former high school coach has relocated or where a club coach with whom they have been associated is coaching, per Bylaw 207.C. (3) or (4); AND
6. No student shall be eligible to participate in the same sport at two different schools in the same school year; AND
7. The student has not competed at the new school at the sub-varsity level in that sport following the transfer during the current school year; AND
8. The student shall remain out of any competition at any level in each sport in which they competed in the last 12 months at the former school or any other school in accordance with the following Sit Out Periods (SOP):
Fall – October 2, Winter – January 1, and Spring – April 2.

The student who transfers to a school after school B's first game will have a SOP equivalent in calendar days to the SOP of all other students who transferred before the season started. The respective CIF Section Office will provide the actual date once the proper forms are received, reviewed and approved.

CIF Central Section Divisional Playoff Placement

Divisions

In the CIF Central Section, Division Placement is determined using the competitive equity theory. Therefore, San Joaquin Memorial has programs that are paced in different divisions. Our programs compete in Division I-V. Therefore, in some cases the county Metro Athletic Conference (CMAC), which is a Division I/II/III/IV conference, can negatively impact a Division V programs overall record because they play up according to their Division placement. Programs that compete in Division I or II do not get a fair assessment by their conference schedule and therefore accurate information for playoff placement can be difficult. The playoff criteria for entering the playoffs for all San Joaquin Memorial athletic teams is outlined below.

Playoff Criteria

- .500 record in league or overall play will receive automatic approval. If teams do not qualify under the .500 policy they will default to the 25-point rule for playoff qualification.
- **25-point rule (Volleyball, Basketball, Soccer, Water Polo, Baseball, Softball, and Tennis)**
(Note: Because the CIF Central Section only has three divisions in Water Polo, SJM is classified as Division 1, therefore SJM will recognize any Division 1 team played in Water Polo as competing in a higher Division. Ultimately, this will not penalize their program based on other sports having six divisions and Water Polo only having three.)
- A team will accrue points on the following basis:
 - 2 points for each win
 - 1 point for losing to a Division 1 team or a team in a higher Division. (Out of Section teams will be counted as higher Division teams)
 - 1 point for a tie (in the case of boys' and girls' soccer)
- **Football:** Because football only plays 10 games compared to the 25-30 games the other teams play, they would adhere to the .500 policy but would default to a **10-point rule.**
- Individually based sports such as Track, Cross Country, Swimming, and Golf are excluded from the aforementioned criteria.

Appeals: Teams that fail to meet the .500 policy and the 25-point rule may appeal. **The Head Coach may be allowed to appeal to the Athletic Director and Vice-Principal of Student Affairs in writing only if his/her team earns between the 20-24 point range on the 25-point rule scale.**

Football Appeals: **The Head Coach will be allowed to appeal if their point total falls between 7-9 point range on the 10- point rule scale.**

Examples of 25-point rule

*Out of section teams are not factored into these examples

<p>Team A (D-1) (6-21)</p> <hr/> <p>6 wins=12 points Total= 12 points</p>	<p>Team B (D-3) (9-17)</p> <hr/> <p>10 wins=18 points <u>8 D-1/2 loses=8 points</u> points Total=26 points</p>	<p>Team C (D-2)(8-11-6)</p> <hr/> <p>8 wins=16 points 6 D-1 loses=6 <u>6 ties=6 points</u> Total= 28 points</p>
<p>Team D (D-2) (15-18)</p> <hr/> <p>15 wins=30 points <u>6 D-1 loses=6 points</u> Total=36 points</p>	<p>Team E (D-2) (4-6)</p> <hr/> <p>4 wins=8 points <u>3 D-1 loses=3 points</u> Total=11points</p>	<p>Team F (D-2) (7-21)</p> <hr/> <p>7wins=14 points <u>6 D-1 loses=6 points</u> Total= 20 points</p>

General Information

Office Hours

The main office and attendance office open at 7:30 a.m. and generally remain open until 4:00 p.m. during regular school days. The Finance Office opens at 7:30 a.m. Office hours may vary on non-school days and during school vacations. The school phone number is 268-9251.

Visitors

San Joaquin Memorial High School is a closed campus. All visitors who enter the campus during school hours must sign in at the North Administration Office. Any person without authorized clearance will be asked to leave the campus immediately. The only students who are allowed to visit the campus all day are potential students who are on tour through the Admissions Office. Parents of potential Memorial students must request a “Tour Day” clearance through the Admissions Office.

Health Requirements

San Joaquin Memorial High School works in cooperation with state and local health agencies to prevent, control, and contain communicable diseases. Communicable diseases can be a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno. Parents/guardians must immediately notify the school office if they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others.

Change of Address

The school requires that whenever there is a change of address, phone number or family name, this information be reported promptly to the Registrar by contacting Becky Teixeira at 268-9251 extension 103.

Media Center Regulations

The Mary Alice Diener Media Center is open from 7:30 a.m. until 5:00 p.m. for reading, research and individual study. During the first block of 8th period collaboration, the Media Center will be reserved for testing. Services available to students include:

- Computers for research and word processing
- Internet access (see the Computer Use Policy)
- Copy machine for copying
- Printers

Quiet must be observed before, during and after school hours. No food or drinks are allowing in the Media Center. All proper standards for dress code must be followed.

Lockers (Gym)

Students are responsible to keep any assigned gym locker neat, clean and in usable condition. Students may not share their locker or combination with others. Students may not change lockers or use another student's locker without the permission of the Campus Security Manager. Stickers, decals or writing are not permitted in or on lockers. The school is not responsible for loss or damage to books or other personal property kept in lockers. Any problem with lockers should be reported to the Attendance Office. Lockers are not guaranteed against vandalism, malicious mischief or theft. Students will be fined for damage to lockers and sanctions will be invoked.

At the end of the school year, students are personally responsible for cleaning out lockers by the last day of school. Books, materials and personal effects left in the lockers after the last day of school will be resold or given to organizations for the needy. The Administration reserves the right to search any locker if there is any reasonable suspicion to do so.

Parking/Vehicles

Limited on-campus parking is available to students with preference to seniors, juniors, then sophomore students. All other student parking is limited to the areas on the south or west side of the campus along Floradora or Fresno Streets. Areas reserved for faculty and staff are not for student use on game nights or during practice times. Any student driving a car or motorcycle to school and parking on campus is required to register the vehicles with the Attendance Office administrators. Parking permits must be affixed as instructed. Motorcycles and motorbikes must have the parking permit displayed in a prominent position.

The speed limit on campus is 10 MPH. Students are not allowed to drive their vehicles behind the cafeteria before or after school. Students are not allowed to go to their cars or to use the parking lots except when arriving on campus, when leaving campus or with a parking lot pass issued by the Attendance Office. Loitering (lingering or hanging around) in the parking lots is prohibited at all times before, during and after school. In order to reduce car exhaust emissions, students are not allowed to sit in their cars with the engine running. Students riding bicycles should lock them securely. Students with skates or skateboards must keep them stored during school hours and bicycles, skates and skateboards, and hover craft (boards) may not be ridden on campus.

Students are to keep their cars locked and to place valuable items out of sight. San Joaquin Memorial is not responsible for theft, accidents or other damage to vehicles parked on campus. All regular and posted ordinances will be enforced. Violators will be cited and/or have their parking privileges revoked. Chronic infractions of parking rules/regulations can be considered a major behavioral violation. The Administration reserves the right to search a student's vehicle if there is reasonable suspicion to do so.

Student Body Cards

Each student must have on them a student body card at all times while on campus or at extra-curricular activities. Students who lose their student body cards must fill out a “Replacement I.D. Card Form” to request a replacement card. Forms can be found in the North Administration receptionist area and turned in to the Activities Director’s box in the North Administration Office. A student that does not have a student body card will have to pay full adult costs at any school function. The cost to replace a lost or misplaced lanyard is \$5.00 and can be purchased from the Activities Director.

Transcripts

A request form is available from the Registrar’s Office and on the school web site. Transcripts take three (3) business days to process for a nominal fee.

Work Permits

Work permit applications are available from the Registrar’s Office and may be issued only by the Registrar.

Field Trips

San Joaquin Memorial High School encourages field trips to broaden the academic experience in a given area of study. Students participating in field trips must have parent/guardian authorization forms completed prior to attending the trip. Students are expected to observe all school rules for good order and discipline while on a field trip. School personnel may conduct a search of a student’s person, belongings, vehicle, or hotel room if there is any suspicion that school rules may have been violated (*see alcohol and drug policy*). The student may be sent home from the trip at the student’s expense if the student has violated any of the field trip rules. The student will be referred to the Campus Security Manager if a serious violation has occurred. An Absence Request Form must be completed for **any** school field trip.

Field Trip Volunteer Drivers

If parents or chaperones are needed to drive for a field trip, the following policies must be met:

- The chaperone/driver must be 25 years or older.
- Memorial must have a copy of a valid unrestricted driver’s license on file in the front office from the driver.
- A signed Volunteer Driver Statement on file. A copy of the front page of the driver’s declaration of liability coverage of the driver’s insurance. The minimum amount of coverage required to drive is \$100,000/\$300,000.
- Fingerprinting is required of volunteer drivers and Safe Environment Training must be completed according to the policies of the Diocese of Fresno. (See Business Manager for inquiries.)

Homeroom

Homeroom is a ten (10) minute period of time that occurs on all Red Days after Block 1. Homerooms are assigned alphabetically by grade level. There are 4-6 homerooms per grade level. Daily announcements are read and other school business (administrative, athletic, counseling, campus ministry, etc.), minimizing disruptions during regular class-time. The homeroom structure is designed to enhance communication and foster class unity and spirit. As always, school wide prayer will continue to be conducted at the beginning of the day.

Computer/Internet Use Guidelines

Computers are available in the Mary Alice Diener Media Center, TM1, and MacLab (Room 43) for academic purposes only, supporting student learning and enhancing the Memorial learning experience. They are provided as tools for class research, completion of assignments, and to communicate/send assignments to teachers via e-mail. Since these facilities are places for quiet study, these computers are used for individual work. Students respect the academic needs of others by completing their own assignments promptly. Use of the computers for purposes other than what is listed above is prohibited. The cost of repairing computer equipment resulting from careless or irresponsible use is the responsibility of the student. Additionally, at least one of the following sanctions will be imposed for violations of computer rules: loss of computer privileges for the remainder of the grading period or the remainder of the school year; suspension; or expulsion from Memorial. Teacher computers are strictly for teacher use. Students are not permitted to use teacher computers to complete academic work or for recreational purposes.

Internet Terms and Conditions

The purpose of using the Internet by our students is to support research and education by providing access to unique resources and the opportunity for collaborative work. A student's use of their account must be in support of education and research; it must also be consistent with the educational objectives of San Joaquin Memorial High School. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secrets.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Each student who receives an account will be part of a discussion with a Memorial faculty member pertaining to the proper use of the Internet. The system administrators will deem what is inappropriate use and their word is final. Also, the system administrators may close an account at any time as required. The administration, faculty and staff of San Joaquin Memorial may request the system administrator to deny, revoke or suspend specific use accounts. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Inappropriate or illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number or that of other students or colleagues.
- Note that electronic mail (e-mail) or use of social media (Facebook, Twitter, Instagram, or other means of electronic communication) is not guaranteed to be private.
- Messages related to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

Memorial makes no warranties of any kind, whether expressed or implied, for the service it is providing. Memorial is not responsible for any damages a student may suffer, including but not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or the student's errors or omissions. Use of any information obtained via the Internet is at the student's own risk. Memorial specifically denies any responsibility for accuracy or quality of information obtained through its services.

Security on any computer system is a high priority, especially when the system involves many users. If a student feels he/she can identify a security problem on the Internet, the student must notify an instructor. The student must not demonstrate the problem to other users. A student cannot use another individual's account without written permission of the individual. Attempts to log on to the Internet as someone else may result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, Internet or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

The following activities are prohibited at all times

- Attempting to install, installing, downloading from the Internet, or running a program not provided by the school;
- Playing games, including downloads from the Internet;
- Attempting to visit or visiting Internet chat rooms;
- Attempting to visit, visiting, attempting to view, viewing, or printing morally objectionable sites or materials;
- Working in large groups at a single computer station;
- Attempting to bypass or bypassing any security systems;
- Passing along any e-mail chain letters; using any San Joaquin Memorial e-mail or network service for business or personal profit.

iPad Acceptable Use Policies

A. iPad Distribution and Care

1. Students are issued iPads at the beginning of the school year. The iPads are the property of Apple Computer and are rented to SJM. Students are expected to use the iPads in conformity with the school's Acceptable Use Policy. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the IT Department for an evaluation of the equipment.
2. Students/parents are solely responsible for the care and safekeeping of student iPads. Any loss or damage to iPads (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students/parents. Students must immediately report damage or loss, including theft, to SJM administration. Students/parents are not permitted to repair, alter, modify or replace iPads without express authorization from SJM. Under no circumstance will SJM replace or repair a student iPad without the required payment from the student/parent.
3. San Joaquin Memorial strongly encourages families to consider purchasing insurance. Families are responsible for any damage or loss of the iPad. The replacement cost of an iPad is approximately \$650. We encourage families to check their homeowner's insurance policy to see if the device is covered or to consider purchasing a separate policy for the device.

B. General Precautions

1. Students must have their iPads and iPad covers with them at school every day.
2. Students are responsible for keeping their iPads' batteries charged for school each day.
3. Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or "jail breaking" the device.
4. iPads should always be kept within the protective cases.
5. Only use a soft cloth to clean the screen, no cleansers of any type.
6. Cords and cables must be inserted carefully into the iPad to prevent damage.
7. iPad cases must have the student's name on the cover.
8. iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area. Never leave your iPad in a car on a hot day.
9. iPads used by students must bear the student's user name. No other name is acceptable. Students may not remove or alter the "asset tag" located on the iPad's back cover. The "find my iPhone/iPad" function must be on at all times.
10. Printers are available on campus for limited student use as directed by the teacher of a class. Readers, worksheets, and other academic materials are available digitally on the iPad for study and reference.

C. Sound, Music, Games, Pictures or Programs

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

2. During the school day, 8:00 AM to 3:00 PM, earphones may only be used in the library. Permission may be given for use of earphones by a teacher in a classroom, the science lab, or the mathematics lab. During the school day students may not use earphones in other areas on campus.
3. Internet games and game apps are not allowed on the iPads.
4. The software/apps originally installed by SJM must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.
5. Students are not allowed to load extra software/apps on their iPads.
6. Students may store their own photographs and music on their iPads.

D. Prohibited Use

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violated existing school rules or public law.
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
4. Posting transmitting or distributing false or defamatory information about a person or organization; to harass another person; or to engage in personal attacks, including prejudice or discriminatory attacks.
5. Use of chat rooms not authorized by the teacher for academic use.
6. Sites selling term papers, book reports, and other forms of student work.
7. Spamming: sending mass or inappropriate emails.
8. Gaining access to other students' accounts, files, and/or data.
9. Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
10. Bypassing the SJM web filter through a web proxy.
11. Photographing or video recording on campus without the permission of a teacher for academic purposes or in support of a school program.
12. Student sharing of their passwords, addresses, or other personal information on the Internet without the authorization of a parent or SJM representative.
13. Copying certain internet materials or reproducing materials without the permission of the author or other right-holder.
14. Plagiarizing academic materials.
15. Using or possessing hacking software.

E. General Rules for iPad Use

1. Students that fail to charge the battery on their iPad, forget to bring the iPad to school, or need assistance with iPad related software or hardware on the device must be in class on time. Students late to class due to iPad or technology related issues will not be excused due to lack of iPad equipment or charging.
2. iPads are to be considered classroom required material and disciplinary action for not having classroom materials readily available will apply.
3. Students may use the iPad only for academic purposes on campus between 8:00 AM and 3:00 PM.
4. Students may not use other student iPads nor have them in their possession.
5. In consideration for receiving the iPad from SJM, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends San Joaquin Memorial High School and the Catholic Diocese of Fresno, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known, or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by SJM to the student.
6. This iPad Acceptable Use Policy applies to SJM students at all times, whether or not the students are on campus, as SJM students are school representatives at all times.
7. Individual school iPads and accessories must be returned to SJM at the request of the school when a student graduated or ceases to be a registered student at SJM.

Student Activities

Dances

Time

Regular dances are held on campus at times to be announced in the monthly calendar. Students **will not be** admitted one half hour after the dance begins and **will not be** allowed to leave until one half hour before the dance is scheduled to end. Exceptions must be arranged in advance with the Director of Student Activities. Formal dances are usually held off campus and the time and location are announced in advance.

Admittance

All students should be prepared to show their student body card at the door in order to enter the dance. Guests must present a “guest pass” and photo identification at the door in order to enter the dance. The Administration reserves the right to refuse admittance to any student or guest. Dance Expectation forms must be signed by both the student and parent prior to the dance.

Alcohol and Drugs

The event will be a drug and alcohol free dance. Each student will be breathalyzed at entry/exit of the event. Also, a drug dog and/or officers may be present. If warranted, a Fresno City Police citation will be issued. Any violation of SJM policies and rules, a parent will be called for immediate pick up of their teenager. Further school action regarding the use of alcohol and/or drugs will be administered to the student immediately on return to school.

Dancing

Students are responsible for appropriate dancing at all times. “Freaking” is not allowed. Consequences for inappropriate dancing:

- First offense: sit out for a minimum of 3 songs witting with a teacher.
- Second offense: sit out the whole night or parent will pick up student. A conference will be held immediately on return to school with the Director of Student Affairs. Guests who have a second offense will not be allowed to attend future dances.

Dress Code

Students and their guests are expected to use good judgment by dressing with Christian modesty and maintaining a respectful, neat and clean appearance for all dances. School dress code will be enforced. Students may not be allowed to enter the dance if not properly attired. Appropriate shoes for each event must be worn throughout the evening. Parents will be called if there is an issue with attire and students may be asked to wear their dates jacket, change, or be picked up by a parent. In addition, one or two Saturday schools will be assigned.

If dresses are strapless, they must be straight across (no sweetheart neckline, must have straps). No plunging necklines or backlines, bare midriffs, see through material (flesh colored placement must be in good taste), and no cutouts on any part of the dress.

Each dance has specific dress code requirements:

Winter Formal Dress Code Requirements – Suits or tuxedos must include jacket, tie, shirt and dress slacks with appropriate shoes. No tennis shoes of any kind are allowed. Formal dresses are to be **FULL LENGTH** and if a short/long combo both front and back must be long enough to cover the calf, even if lace goes to the floor. **No slits** that exceed the 3-inch rule above the knee or no shorter than the tips of the fingers when the shoulders are at rest. **No heels** over 3 inches. **Shoes must be worn all night or bring closed toe shoes to dance in.**

Prom Dress Code Requirements – Suits or tuxedos must include jacket, tie, shirt and dress slacks with appropriate shoes. Formal dresses may not exceed 3 inches above the knee. **No splits** that exceed the 3-inch rule. **No heels** over 3 inches. **Shoes must be worn all night or bring closed toe shoes to dance in.**

Guest Passes

An invited guest (date) of a Memorial student will be admitted to a Memorial dance only with a valid Guest Pass signed by the Director of Safety and Discipline prior to the dance. Only one guest per Memorial student is allowed. The

Memorial student must enter the dance with, and assume responsibility for, any individual for whom a Guest Pass is obtained. Guest passes are only offered by Administration. The guest may not exceed 21 years of age. A Guest Pass may be obtained from the Director of Student Activities. The Guest Pass must be completed with proper signatures and turned in to the Director of Safety and Discipline no less than seven (7) days in advance of the dance. Any late or incomplete guest passes will not be accepted.

Winter Formal

The Winter Formal is a dance that requires formal attire. This formal event includes a dinner and dance. Boys are required to wear a tuxedo/nice suit with dress shoes. Girls must wear a full-length formal gown with dress shoes (no strapless unless it goes straight across the chest, no plunging necklines or backlines, and no bare midriffs or see-through material allowed). All dress attire should be in good taste in keeping with Christian modesty.

Junior/Senior Prom

Prom is a dance that requires formal attire. Boys are required to wear a tuxedo/nice suit with dress shoes. Girls must wear a gown that is no shorter than mid-thigh for the front and back of the dress, with dress shoes (no plunging necklines or backlines, bare midriffs, extremely tight fitting or see-through material allowed). All clothing should be in good taste in keeping with Christian modesty. Any questions about proper apparel should be addressed to the Director of Student Activities/Director of Safety and Discipline prior to the purchase of formal attire. Any student (Memorial or guest) not meeting formal dress code requirements will not be allowed into the dance. No refunds are given due to dress code violations.

Student Government

Associated Student Body Officers for 2017 - 2018	
President	Tony Fagundes
Vice President	Patrick Monreal
Treasurer	Adam Kazarian
Secretary	Julia Gonzalez
Commissioner of Publicity	Parker Nassar
Commissioner of Rallies	Ally Martin
Commissioner of Spirit	Andrew O'Rourke
Senior Class President	Dean Raymond
Senior Class Council	
President	Dean Raymond
Vice President	Camilo Daza
Secretary	Olivia Baldwin
Spirit Commissioner	Michael Hamp
Junior Class Council	
President	Jake Negrete
Vice President	Seth Freitas
Secretary	Presely Allen
Spirit Commissioner	Holden Beecher
Sophomore Class Council	
President	Francesca Wood
Vice President	Alessia Anguiano
Secretary	Andrew Vidales
Spirit Commissioner	Isaac Gonzalez

Students who are interested in running for office can obtain a copy of the eligibility requirements and the ASB Constitution from the Director of Student Activities. Students wishing to run for class office must have a GPA of 2.5 or above. Candidates and elected officers sign a "Code of Conduct" and must uphold the expectations of the contract. Any candidate or officer not following the expectations may be dismissed from office pending a review from their class moderators, the Director of Student Activities and Principal.

Clubs, Organizations and Activities (Subject to Change and Additions)

New clubs are reviewed each May by submission of a completed form to the Director of Activities.

AEROSPACE: To promote the sciences and benefits of continued education in the sciences as pertaining to space, space travel, planets, as well as growth in physics curriculum, etc.

AMBASSADORS: To promote and market the values and benefits of a Memorial education by providing tours, escorting “shadows”, visiting Partner Schools, and providing hospitality to special campus visitors. Membership is by application and selection.

APPLICATION OF PRACTICAL ETHICS IN SOCIETY CLUB: To facilitate the application of ethics and logical reasoning to contemporary issues.

BLOCK M: To encourage student-athletes, both young men and women, to participate in service to school and community. Membership requires student-athletes to support all Memorial teams/athletes, supervision of Block jackets/apparel, Block awards/points, and school/community service.

CHEM CLUB: To allow students to explore and foster further interest in chemistry and science. Students will have the ability to gain practical lab experiences and knowledge to assist in their educational experience in high school and beyond.

CSF: (California Scholarship Federation): Service, scholarships, leadership and citizenship. Activities: Tutoring other students, Christmas toy and food drive and cultural outings. Membership is by grades.

DRAMA CLUB: To foster theater craft in acting, set construction, costume, lighting, and make up. Activities: Two or more productions and outside activities during the year.

FCA: (Fellowship of Christian Athletes): To encourage student athletes to continue walking with Jesus and serving others. Meetings and activities are conducted throughout the year to encourage growth and fellowship.

INTERNATIONAL CULTURES CLUB: To learn and share customs and backgrounds of different cultures; to host various activities on campus and to promote the acceptance of cultural diversity.

NATIONAL HONOR SOCIETY: Open to juniors, and seniors through a rigorous selection process. Selection is based on scholarship, community service, character, and leadership. A minimum 3.75 unweighted GPA is required.

NATURE CLUB: To promote and experience the beauty of nature in locations throughout central and northern California through hiking and recreation in scenic areas. To encourage appreciation for natural beauty and preservation of natural resources. Activities: Walking, hiking, service work related to scenic areas in California, campus recycling.

PHOTOGRAPHY CLUB: To create more artistic opportunities for students through all aspects of photography. Students will have opportunities to have hands on experiences, while learning basic and advanced shooting techniques. Students will shoot, share, and critique their work while having fun and providing their school community with great pictures.

ROBOTICS: To promote the integration of science, technology, engineering, and math. It is a wonderful opportunity to see how mathematics, science, and communication skills transform into fully functional robots.

S CLUB: As a service-oriented club, members volunteer time to promote service for non-profit organizations that provide services to the marginalized locally and globally.

SKI CLUB: This club exists to provide Memorial student’s opportunities to ski during the winter season at nearby ski lodges and slopes at very affordable rates. A student doesn’t need to own ski equipment or clothing to participate.

THE LeAG: To promote interest and growth of FFA curriculum on campus and the knowledge gained through the FFA program in all curriculum areas.

Financial Policies

Cafeteria

The school's cafeteria serves breakfast every morning at 7:30 am and at break and provides a full lunch provided by Silco Vending Services.

Student Insurance

San Joaquin Memorial High School participates in the student insurance program of the Diocese of Fresno. Students are covered by this insurance at all school-sponsored and supervised activities subject to specific exclusions and limitations. The cost of this insurance program is included in tuition.

Insurance for interscholastic football and summer sports is available through a separate program. This insurance applies only to those students officially listed as members of the school football teams and summer sports programs. Parents must pay for this additional coverage, as this is *not* included in tuition. Insurance is not in force until the student application and payment have been received at Memorial and accepted by the insurance carrier. A student may not participate in any sport until this coverage is in place.

Tuition, Tuition Assistance and Grants

2017-2018 Tuition and Fees

- \$11,600 Domestic
- \$19,075 International Home-Stay Program
- \$55,275 Antonio and Juliet Campos International Academy Boarding Program

All parents and/or guardians must have signed a tuition agreement with the school. **If you have any questions or concerns regarding tuition and fee payments, please contact Mrs. Lisa Jones in the Finance Office via e-mail at ljones@sjmhs.org or by calling 268.9251 ext. 118.**

Tuition Assistance

Tuition assistance is intended to help qualified students attend Memorial who may not otherwise be able to do so because of limited financial resources. Tuition assistance is awarded in the form of tuition reduction grants. The amount of each award is based upon the demonstrated financial need of the student's family in relation to all other families applying. Applications for financial aid must be completed annually. A student may be denied or may lose an award if he or she fails to maintain a satisfactory grade point average (usually considered to be a 2.0) or if his or her disciplinary record is unsatisfactory, or if the family is no longer in similar financial need. Students/Parents receiving financial aid must provide service hours in addition to the service hours required of all parents. Applications must be submitted through the FAIR program in order to receive consideration.

Grants

Tuition grants usually range between \$500 and \$1500. Grant applications are due by March 15 of the previous school year. Grant requirements vary depending on the instructions of donors. A student-composed essay and an application form are required in most cases. Information is available in February 2018 for grants to be awarded for the 2018 – 2019 school year. Students meeting the individual grant qualifications are encouraged to apply. Financial need is usually, but not always, a requirement for grant awards.

Payment of Tuition

Tuition may be paid in any of the following ways: (refer to website for more detail)

1. Annually by July 1
2. Semiannually by July 1 and January 1 (August 1 and December 1 for international students)
3. In eleven monthly payments beginning in July and ending the following May
 - a. By automatic withdrawal from the family bank account
 - b. By cash or check payment

Non-Refundable Fees

Annual Registration Fee	\$400
Monthly Late Payment Fee	\$25
Returned Check or Returned Automatic Draw Fee	\$25
Test Fee per Final (Finals taken outside of scheduled time)	\$25
Saturday School Fee	\$20
Academic Saturday School Fee	\$20

Please note that other fees and charges may be posted to your tuition account and become due when billed. student planner, unpaid library fines, lost uniforms or supplies, returned checks, etc.

Financial Conditions

A student is subject to suspension or Recommended Transfer at any time if his or her financial account is delinquent or if any payment is deferred without the approval of the Principal. A student may be barred from school and from taking semester examinations if his or her financial account is not current. The student may receive an 'I' (incomplete) mark on his or her report card if these examinations are not taken. Seniors will not receive a diploma or participate in graduation activities or ceremonies if their financial account and all other obligations are not paid. Parents with accounts which experience more than one returned check will be required to make all payments of any kind in cash or by money order or cashier's check. A student cannot register for the school year if the entire account from the prior school year has not been paid in full. Delinquent tuition accounts will be administered by an outside agency for collection. Yearbooks and graduation tickets will be withheld from students who do not have current financial accounts.

Transportation

North/South/East/Valley Transportation

A schedule is available from the receptionist. The bus will run morning and afternoon on every school day, but is not allowed to travel through a district that has a declared fog delay until that delay is lifted.

Passes are purchased from the receptionist. The monthly cost of \$275 per family is due and payable no later than the first Friday of that month. The price is the same whether students ride one way or round trip. Families may also purchase a one-way monthly pass for \$140 per month.

Withdrawal and Tuition Payments

Students are accepted at San Joaquin Memorial High School with the understanding that they will remain for the entire semester unless they withdraw, or are suspended/dismissed. The school's operating budget is based upon projected enrollment, and the school's financial obligations do not change when students leave. The tuition adjustment policy is based upon the principle that a student who does not complete the semester, regardless of the reason, nonetheless bears a share of the financial obligations incurred by the school on behalf of all its students.

A percentage of the semester tuition is charged for each month that the student was enrolled from the beginning of the semester through the month in which enrollment was terminated, according to the following schedule:

Date of Withdrawal	% Semester Tuition Due	Date of Withdrawal	% Semester Tuition Due
July 1 – August 14	0%	December 18 – January 3	0%
August 17 – September 13	20%	January 4 – January 31	20%
September 14 – October 9	40%	February 1 – February 29	40%
October 10 – October 30	60%	March 1 – March 31	60%
November 1 – November 27	80%	April 1 – April 30	80%
November 30 – December 17	100%	May 1 – May 31	100%

- The Date of Termination will be the Friday of the week during which the Registrar receives written notification from the parents or guardians that the student is terminating his or her enrollment. An entire month’s tuition is due according to the above schedule regardless of when a student withdraws in that month.
- Fees for registration, extracurricular activities or other charges are non-refundable. Tuition only is refundable according to the above schedule.
- Requests for refunds must be made in writing by the parent or guardian and any refund allowable will be mailed to the parent or guardian at the address indicated on the written request.

All student withdrawal requests must be signed by the Principal before final Memorial transcripts are released. The Principal may require a personal meeting with the student and parent(s) before signing the withdrawal request. Tuition charged does not cover the full cost of a Memorial education.

Mandatory Parent Service Hours

For the 2017-2018 school years all parents are required to provide ten (10) hours to the school. To complete this requirement, a parent may volunteer your time in a number of ways or you may donate cash and/or gift-in-kind items at the exchange rate of \$20 per hour. Any hours not completed before the end of the school year will be charged at a rate of \$20 per hour.

For families receiving financial aid, parents must contribute additional service hours to the school (\$1 per \$500 received). These service hours are in addition to the 10 service hours required for all families. Service hours can be received for work done by the student at the request of a teacher, counselor or parent volunteer.

Parents may receive service hours for service performed for the school, attending Back to School Night, College Nights, and assisting at any of the fundraising events put on by the school.

Parent Service Opportunities

Memorial offers parents a multitude of opportunities to participate in the life of the school through our parent service program. Parent service and participation is considered a crucial part of the school’s success. Parent organizations, such as the Memorial Parent Guild or Boosters Club, offer parents an opportunity to work for the good of the school along with other committed parents. The parent Guild offers support to the school in a wide variety of ways including participating in fundraising and special events. Other opportunities for service exist based on the desires, talents and availability of parents. Parents are encouraged to complete parent service information requests identifying unique skills or experiences, which can be shared with the school community (i.e. professional experience, musical, artistic, or athletic ability). Parent volunteer assistance may be needed in administrative areas such as office work or campus supervision. Assistance is needed within the athletic department (score-keeping, announcing, ticket takers, concessions). Caring for your child’s school and getting involved is a great example for our students and a great way to enjoy the Memorial experience with them. Call or write Memorial to volunteer.

(Note: Fingerprinting is required of all volunteers and Safe Environment Training must be completed according to the policies of the Diocese of Fresno. Please see Mrs. Martha Qualls in North Administration for inquiries).

Scrip

Scrip is fundraising while you shop by generating revenue through everyday household purchases for birthdays, Easter, graduation, Mother's Day, Father's Day, or just for the summer. Scrip gift cards can be purchased from various participating stores directly from Memorial. Each scrip gift card purchased earns 1% to 7% in tuition credit for your child's tuition as well as Memorial. For example, if you purchase an Amazon Scrip card for \$25.00, a 4% rebate total will be offered; 2% will be credited to your child's tuition and 2% will be donated to Memorial. For more information or questions, please contact the scrip office 268-9251 extension 120 or e-mail scrip@sjmhs.org, or log onto our website at www.sjmhs.org, click on "Parents" and on the drop down menu click "scrip."

Handbook Agreement

Notice of Implied Agreement

The registration of a student at San Joaquin Memorial High School is deemed to be an agreement on his/her part, and on the part of his/her parents or guardians, to fully comply with all policies, rules and regulations of the school, as outlined in this Handbook. While the Handbook contains many, but not all, of the policies, rules and practices of San Joaquin Memorial High School, many of them are provided in summary form. If you have a question concerning a school policy, rule or practice, contact the appropriate administrator.

San Joaquin Memorial High School reserves the right to change its policies, rules and practices during the school year in order to better enforce the preceding guidelines, policies, and/or student conduct. The Handbook posted on the school website is always the most current and updated version.

The Administration of San Joaquin Memorial High School reserves the right to refuse registration or re-registration where it is evident that parents/guardians or student(s) do not support aforementioned school policies; the administration reserves the right to terminate the student's enrollment.

Handbook as Contract

Each academic department has a Handbook that outlines established policies and procedures for their respective governance. Specific or detailed questions regarding these areas should be addressed to the Department Chairperson or the appropriate administrator.

As an independent, private school of the Diocese of Fresno that follows the traditions of the Roman Catholic Church, it should not be presumed that Memorial follows the conventions adhered to by other schools. It is presumed that the Parent/Guardian accepts all of the conditions as set forth in the current Student/Parent Handbook, and agrees to comply with all school regulations. The parent(s) or guardian(s) and the student(s) are responsible for all regulations promulgated by the school. In cases of doubt, they are to contact the officials of the school. Parents are expected to assist the school in its work towards educating mature Christian persons. Parents assist by displaying their own respectful conduct, home rules, and modeling of mature adult communication with school officials, and cooperation with the rules of the school. Failure on the part of parents to assist in their children's education in this respect can be judged by the Principal as a violation of the Handbook contract and may result in the dismissal of the student. Public mistreatment of school personnel, whether verbal or non-verbal, is actionable under state law.

Board, Administration, Faculty and Staff

Board of Directors	
Monsignor Robert Wenzinger, Rector	Ralph Munoz
Jeff Peracchi, Chair,	Mark Peters
Laura Mather, Vice Chair	Doug Sampson
Neil Angelillo	Tony Smith
Rev. Robert Borges	Janet Wintz
Susan Spencer Byers	Mona Faulkner, Superintendent (ex-officio)
Steven Campos	Tom Spencer, Principal (ex-officio)
Edward Fanucchi	Shawn Carey, Board Liaison (ex-officio)
Michelle Hill-Kusch	Dennis DuPertuis, Faculty Rep (ex-officio)
Jerry Laval	

Administration	
Tom Spencer	Principal
Shawn Carey	Administrative, Board Liaison
Joan Bouchard	Vice-Principal of Academics
Anthony Goston	Vice-Principal of Student Affairs
Lisa Cameron	Director of Guidance, Counseling and Admissions
Kimberly Hodges	Director of Student Activities
Stacey Abney	Director of Athletics
Clarissa Myers	Director of Campus Ministry
Kenyeih Williams	Director of Development
Jennifer Laval	Director of Technology
Open	Director of International Students
Vanessa Lasso	Director of Marketing
Robert Del Pozo	Financial Controller

Staff	
Karen Baker	Power School Coordinator
Shirley Boujikian	Special Events Coordinator
Natalie Clark	Substitute Coordinator/ Clothing Store
Brandy Darnell Rodriguez	Supervisor of Transportation
Claire Dorfsman	International Boarding School
Bruce Garabedian	Media Center
Talin Garabetyan	Receptionist
John Hodges	Facilities Supervisor
Eric Jones	Transportation
Lisa Jones	Accounts Receivable
Rick Kelley	Transportation
Gema Lopez	Attendance Office
Mario Lopez	Utility/Grounds
Jesus Luviano	International Boarding School
Maykham Kingkham	Utility/Grounds
Rainey Lewis	Counseling Office
Mario Madril	Transportation
Raymond Magana	Transportation
Michael Martinez	Utility/Grounds

Lucina Myers	Development Office Assistant
David Nelson	Technology Integration Specialist
Patty Nuñez	Admissions
Ryan Padilla	Security Manager
Martha Qualls	Assistant to the Principal
Kathy Ramirez	Business Manager
Priscilla Rendon	Janitorial
Becky Teixeira	Registrar
Open	International Boarding School Supervisor

Faculty
English Department
Kelley Robbins – Department Chair
Shawn Clark
Chet Frantzich
Dana Hamilton
Richard Helepiko
Maria Isabel Lorenzo
Elena Navarette
JD Salles
Guidance/Counseling
Lisa Cameron - Chairperson
Debbie Arceo
Dennis DuPertuis
Roxanne Rogers
Mathematics Department
Amanda Wilson – Department Chair
Greg Bamber
A.P. Drew
Stephen Ferdinandi
Ron Moore
Coulter Woolf
Religious Studies Department
Open – Department Chair
Shawn Clark
Michael Danks-Ferguson
Kathleen DeSantis
Santino Reynolds

Faculty
Science Department
Jackie Ragsdale – Department Chair
Greg Bamber
Dave Duncan
Wendy Holmes
Amanda Pombo
Visual Performing Arts and PE Department
Dana Hamilton – Department Chair
Stacey Abney
Pete Dalena
Joanie Hathaway
JD Salles
Joanne Wong
Denise Zanutto
Social Science Department
Open – Department Chair
Ed Borges
Jaime Hamilton
Colby Hunter
Joe Olivares
Mike Urrutia
Stephen Williams
World Language Department
Alicia Luna – Department Chair
Lourdes Abulayla
Amparo Cisneros
Emanuela DeRosa
Michael Giovannetti
Student Leadership
Kim Hodges – ASB Leadership
Clarissa Myers – Campus Ministry

Bell Schedules (2017-2018)

White Day			
Warning Bell at 7:55 AM			
Block	Duration	Start	End
Block 1	50 minutes	8:00 AM	8:50 AM
Block 2	45 minutes	8:55 AM	9:40 AM
<i>Break</i>	<i>10 minutes</i>	<i>9:40 AM</i>	<i>9:50 AM</i>
Block 3	45 minutes	9:55 AM	10:40 AM
Block 4	45 minutes	10:45 AM	11:30 AM
<i>Lunch</i>	<i>40 minutes</i>	<i>11:30 AM</i>	<i>12:10 PM</i>
Block 5	45 minutes	12:15 PM	1:00 PM
Block 6	45 minutes	1:05 PM	1:50 PM
Block 7	50 minutes	1:55 PM	2:45 PM
Faculty Mtgs/PLC/Dept		2:50 PM	3:30 PM

Red Day			
Warning Bell at 7:55 AM			
Block	Duration	Start	End
Block 1	90 minutes	8:00 AM	9:30 AM
Homeroom	10 minutes	9:35 AM	9:45 AM
<i>Break</i>	<i>10 minutes</i>	<i>9:45 AM</i>	<i>9:55 AM</i>
Block 2	85 minutes	10:00 AM	11:25 AM
<i>Lunch</i>	<i>40 minutes</i>	<i>11:25 AM</i>	<i>12:05 PM</i>
Block 3	90 minutes	12:10 PM	1:40 PM
Collaboration A	45 minutes	1:45 PM	2:30 PM
Collaboration B	30 minutes	2:30 PM	3:00 PM
Teacher Office Hours		3:00 PM	3:30 PM

Blue Day			
Warning Bell at 7:55 AM			
Block	Duration	Start	End
Block 4	90 minutes	8:00 AM	9:30 AM
<i>Break</i>	<i>10 minutes</i>	<i>9:30 AM</i>	<i>9:40 AM</i>
Block 5	85 minutes	9:45 AM	11:10 AM
<i>Lunch</i>	<i>40 minutes</i>	<i>11:10 AM</i>	<i>11:50 AM</i>
Block 6	85 minutes	11:55 AM	1:20 PM
<i>Break</i>	<i>10 minutes</i>	<i>1:20 PM</i>	<i>1:30 PM</i>
Block 7	85 minutes	1:35 PM	3:00 PM
Teacher Office Hours		3:00 PM	3:30 PM

Weekly Schedule

Monday: White Day

Tuesday and Thursdays: Red Day

Wednesday and Fridays: Blue Day

Masses (Goal is Tuesdays or Thursdays)

Activities are Tuesdays or Thursdays

Collaboration

Freshmen, Sophomores, and Juniors – Collaboration is Mandatory

Seniors – Check in, Class Meetings, and can leave

Collaboration Changes

Green Pass (Students may see more than one teacher on a green pass)

Green Pass will be updated to reflect multiple teachers and time stamps

Green Pass students will stay with their last teacher until collaboration is over

Green Passes need to be requested/picked up by students by end of lunch (no asking for at 1:30, right before collaboration)

San Joaquin Memorial High School Alma Mater

Alma Mater

HAIL, HAIL, ALMA MATER
HAIL TO SAN JOAQUIN
WE'LL HOLD YOUR BANNERS HIGH AND TRUE
A SHIELD OF RED AND BLUE
WE'LL FIGHT TO KEEP YOUR GLORY BRIGHT
AND NEVER SHALL WE FAIL
HAIL TO THEE, OUR ALMA MATER
HAIL, HAIL, HAIL!

Fight Song

FIGHT FOR THE RED AND BLUE,
NOW, WIN 'CAUSE WE'LL SEE YOU THROUGH
ALL HAIL, HAIL TO SAN JOAQUIN
THE POWERFUL PANTHER TEAM
WHETHER IT'S NEAR OR FAR,
THE VICTORY WILL STILL BE OURS,
SO FIGHT, FIGHT MEMORIAL,
AND RING THE VICTORY BELL!