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SAINT ELIZABETH ELEMENTARY SCHOOL

Mission Statement

Founded in 1893, Saint Elizabeth Elementary School, in partnership with parents, is a caring Catholic community committed to the education of children. In this safe environment we prepare our students to become spiritually aware, socially conscious and lifelong learners who respond to the Gospel message.

Philosophy

Founded in 1893, Saint Elizabeth Elementary School is a Catholic faith community committed to teaching the Gospel message in a safe, challenging and loving environment and grounded in the Dominican and Franciscan educational tradition of truth and peace.

Parents as primary educators and staff in support of their role, strive to educate the individual with dignity by challenging each to reach full potential, stimulating intellectual curiosity and fostering service.

Student Learning Expectations

A St. Elizabeth Elementary School student is...

A Spiritually Aware Person, who: (Prayer)

- Follows Jesus Christ and His Teachings
- Lives moral values in the Catholic Tradition
- Recognizes God's presence in self, others, & all creation

An Effective Communicator, who: (Preacher)

- Actively listens
- Articulates clearly & confidently (orally, written, technologically)
- Respects the thoughts & feelings of others

A Lifelong Learner, who: (Study)

- Sets personal and academic goals
- Masters curriculum and accepts challenges
- Uses higher thinking skills

A Contributing Individual, who: (Community & Peace)

- Demonstrates leadership
- Serves the community
- Connects globally

(The words in parenthesis are identified as the four pillars of Dominican education and the Franciscan charism)

Admission of New Students

Saint Elizabeth Elementary School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin.

In order to apply at Saint Elizabeth Elementary School, the following is **required**:

1. Forms to be submitted before testing:

- completed Application form
- original Birth Certificate (will be recorded and returned)
- original Baptismal Certificate (will be recorded and returned)
- copies of current report card for this school year and previous school year
- copies of current standardized test scores for this school year and previous school year.

Form submitted after testing, before admission:

- Immunization/health records as required by state law

2. Applicants transferring from other Catholic/private schools must show proof that accounts of money owed at those schools are in order.

3. In some cases, St. Elizabeth's may ask for a parent conference regarding the applicant or may deem it necessary to conference with school officials from the previous school regarding the applicant. If summer school is required, the parent must provide a report from an approved summer school to return to St. Elizabeth Elementary School.

4. Applicants are required to take an entrance assessment of basic math, writing, and reading skills. A fee will be charged for this test and payment is due at the time of the test.

5. Kindergarten applicants are interviewed in small groups by appointment. Kinder applicants must turn 5 years old by

October 1st of the academic year they are applying to enter. Exceptions to this date requirement will not be given. St. Elizabeth follows the requirements of the state for age entrance to kindergarten. Children who turn 5 between October and December may enter our Kinder Prep Transitional Class in Sept.

6. Notification of acceptance will be given within three weeks after the entrance test if #1, #2, and #4 above are completed. Summer school may be required, recommended, or provided as an option.

7. Once a student has been accepted, registration forms must be completed and payment of nonrefundable registration fee must be made within two weeks of notification or time specified in admission letter in order to insure a place in the school.

8. All new students are accepted as probationary for the first year at St. Elizabeth's. Should there be a need to dismiss a student within the probationary period due to unsatisfactory behavioral issues, it would be done after warnings and conferences with parents/child. Generally, this would occur at the end of a grading period when report cards are issued.

9. Priority of Acceptance:

- 1) Children of families who are active members of St. Elizabeth Parish
- 2) Baptized Catholic children
- 3) Children of families who have other children presently in our school
- 4) Non-Catholic children

Readmission of Current Student Body Members

Registration of currently enrolled students takes place each spring. Readmission is based on the behavior and effort of the students and parental cooperation and support of school policies. Readmission is only finalized when all payments

due for the current year are completed and re-registration forms and payments for the next school year have been completed.

Should a family intend to return to St. Elizabeth's but not take care of payments/forms, there is no guarantee that places will be held. If summer school is required, the student must either attend St. Elizabeth Elementary summer school program or a summer school pre-approved by the principal. A satisfactory summer school report card must be submitted before readmission in the fall.

The principal approves readmission if a student has left St. Elizabeth on his/her own and wishes to return.

School Expectations of Parents for Enrolling/ Reenrolling Children

Parents' support of the school philosophy and policies is of the utmost importance. This includes the following:

- realization that the religious education of the child is our primary goal
- attentiveness to the academic needs of the child, including help with homework
- support of "Discipline with Purpose Program"
- support of the school's disciplinary guidelines
- cooperation/communication with school administration and teachers for the best interest of the child
- prompt/regular payment of tuition
- attendance at parent-teacher conferences twice a year
- careful reading of weekly school communications sent to the home and on-line information
- willingness to volunteer and participate in school projects
- attendance at parent meetings and parent education sessions
- completion of Parent Service Hours (or payment for unfulfilled hours)
- support of mandatory fundraisers
- participation in the monthly Mass and community events

- attentiveness to what is going on daily at school by faithfully reading the school newsletter, monthly calendar, handbook, and all school communications.
- Maintenance of clear and respectful communication with all administration, teachers, staff and the entire school community.

Consequence of noncompliance shall be determined by the administration which could include having to leave the school community.

Attendance/Absentee/Tardy Policies

Prompt and regular attendance at school is required in order to develop good character habits and ensures a basic condition for growth through learning.

- Students must be in the yard at 7:50 a.m. for grades 7 & 8/tardy as of 8:00* a.m., 8:00 a.m. for K-6/tardy as of 8:05* a.m. The gate on 34th Ave will be locked at 8:05 and anyone who comes after that, must enter with an adult on 33rd Ave. They must have a tardy note in order to enter class.
- Students must be seated and ready for class at the time indicated.
- Excessive absences may be grounds for academic or disciplinary action.
- Students who are absent more than 10 days during a triad may not receive a report card.
- Excessive unexcused tardies will require a conference with the principal and the family may be asked to leave the school community.

Attendance

1. Classroom teachers report student absences at 8:15 a.m.
2. A written excuse is required for all absences and tardies. **A phone call does not replace a written note to the teacher.**

3. Students are responsible for making up all work missed during their absence. Taking family vacation during school time is highly discouraged. It is the student's responsibility to obtain the assignments missed and to complete the work when they return.
4. If you take your child from school for an extended time, for emergency reasons, please notify the school in advance. Teachers are not required to provide work for students absent during class time. Please plan vacations, etc. when school is not in session.

Arrival and Dismissal

1. The arrival and dismissal procedures are designed for the safety of your child and all children during arrival and dismissal times. Students coming after 8:00 a.m. 7th and 8th grade, and 8:05 for K-6 must check in with the office for a late slip. **Students must NOT be dropped off before 7:30 a.m.** There is no yard supervision until 7:30 a.m. *Special procedures are followed for 21st Century Program students.*
2. If a student comes to school ill or becomes ill during school hours, parents will be called immediately to pick up the child and take him/her home.
3. Students enter through the gate on 34th Avenue beginning at 7:30 a.m. They do not use the 33rd Avenue front door, except after 8:05 a.m. On 34th Avenue, the cars need to drive going south and drop students off on the west sidewalk.
4. Students waiting for a ride after school must wait in the schoolyard. Supervision is provided in the yard for 15 minutes after dismissal. **STUDENTS MAY NOT WALK OFF SCHOOL GROUNDS TO WAIT FOR A RIDE OR TO PURCHASE FOOD FROM A VENDOR!** Once a student leaves campus they may not re-enter.
5. Students (K-8) will be picked up within 15 minutes after dismissal or be registered in the Extended Care Program.
6. **Clean Sweep Policy**

There is schoolyard supervision for 15 minutes after dismissal daily. After that, the yard is locked and all children must:

- a. Go home (e.g. those who walk or take the bus)
- b. 21st Century Students go to their designated sign in groups.
- c. Sign into Extended Care Program for supervision Extended Care Program personnel. Parents can pick up their child/ren by ringing the bell at the gym door where an extended care provider will open the door.

Note: Any student staying for after school activities must be picked up after the activity or they must check into Extended Care - Knight's Palace.

The regular Extended Care Program rate will be charged. Students waiting for team practices after school must go to Extended Care Program or 21st Century until practice begins.

7. Dental and medical appointments should be scheduled after school or on days that we do not have school.
8. Parents or parent's representative who come to pick up children early must sign them out at the office. Students are not permitted to leave the school grounds during the school day (or before/after school) without a written request from the parent and permission of the principal.
9. Custody and release of minors: No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises during school hours or immediately before or after school unless the assumption of custody is explicitly authorized in writing by a parent or guardian. The school must be informed of custody arrangements. The school will ask for legal verification of these arrangements.

Finance

1. A Registration Fee is charged per child per year and is due by June 30th unless

arrangements are made with the Principal. New students pay after acceptance.

2. Tuition: Payments should be made by mail to SMART Tuition Management Program. Tuition is divided into 10 equal monthly payments beginning in September and ending in June. Payments are due on the date specified on your tuition enrollment form. A late fee of \$15.00 will be charged after the specified due date of each month (unless arrangements have been made prior to the due date). There is a \$25.00 fee for any returned checks and a \$25.00 fee for each returned automatic draft. "Catholic" families are those families whose children have been baptized in the Catholic Church. Exceptions can be made upon request if non-baptized child enrolls in Baptismal program and is child of a Catholic. The distinction is made because the parish/diocese gives a regular subsidy to the school, and it is presumed that Catholic families contribute to the Church.
3. Special Fees: Sacramental Program for Reconciliation and First Eucharist (due 10/1), and Graduation (8th graders only, due 5/19).
4. Delinquent Accounts: If payments are delinquent by the close of the school year, a child's placement will not be guaranteed for the next year. **If tuition is two months delinquent, the child or children of the family may be asked to leave the school until payment is made.**
5. Grants-in-Aid: Grants are available to qualifying families. Grant forms for the following school year are available from the school office. Due dates are published in the *¿Qué Pasa?* Bulletin and on the monthly calendar. Applications must be filed annually. Grant funds are provided through Family Aid – Catholic Education (FACE), B.A.S.I.C., and Children's Educational Opportunity of Oakland (CEO). Notification of Grants received or not received come in late June.
6. Refunds: The registration fee is nonrefundable. Refunds for tuition are given based on a prorated basis.

7. Additional Charges: Students will be charged for the loss or damage of textbooks or school property.
8. Fundraising: Parents are required to participate in the annual school fundraisers and purchase one ticket for the parish fundraiser.

Communication

Open and mutually supportive communication between school and families benefits students. The following points are offered to ensure communication:

1. The teachers/administration wish to be of help to you. To make a request for teacher appointments, call the school office, teacher voice mail, email or send a note to the teacher. Parents may send a note requesting a phone contact from a teacher or the principal.
2. The Oakland Diocese, Department of Catholic Schools has begun a contract with *PowerSchool*, a student information system. The staff and faculty have been trained using *PowerSchool*. *PowerSchool* enables today's educators to make timely decisions that impact student performance while creating a collaborative environment for parents, teachers and students to work together in preparing 21st century learners for the future. More information to come throughout the school year as the Department of Catholic Schools continues to lead and direct.
3. A school calendar is sent home at the end of each month for the following month. Bulletins and/or special flyers are sent home in a family envelope with the eldest child. Parents are encouraged to:
 - Help children develop habits of delivering school communications sent home.
 - **Please read** the materials sent home and keep for reference.
 - Return information promptly to the school. Put only information to be returned to administration or to the office into family envelopes.
4. This *Parent-Student Handbook* contains information about school policies and procedures. Parents/Guardians are expected

to read this handbook at the beginning of the year, and throughout the school year. The principal may amend the handbook for just cause. Parents will receive prompt notification of any changes made via *¿Qué Pasa ?* and online at www.saintelizabeth.us.

5. The *Diocesan Handbook* from our Oakland Diocesan School Department is another source of information about Catholic school policies in general. Parents/Guardians are welcome to come to school to refer to that handbook.
6. Parent Conferences are scheduled twice a year. See “Student Evaluations” for a fuller explanation.
7. Every parent is asked to attend the August “Welcome Back” night and to get involved by joining one of the parent committees or boards.
8. Teachers may send academic or behavioral communication through notes, phone calls, emails, or disciplinary forms. Parents are asked to sign and return those forms to school.
9. Parents/Guardians are encouraged to communicate to teachers/administrators any information that would be helpful in working with your child, especially in health, academic, or behavior matters. Parents/Guardians are welcome to visit the school. Prior arrangements should be made with teacher/principal when parents/guardians wish to visit classrooms during the school day. We encourage and welcome your help. Any positive communication from parents to teachers or administrators is always welcome!

For the safety and education of our children, any visitor in our school must first report to the office and wear a Visitor’s badge while on school grounds. Thank you to all family members and friends for cooperating with this rule.

10. Parents are asked to notify the school in the event that the parent or guardian will be out of town and children are to be left in the care of another adult. Please communicate to the

school who is responsible for the student/s in the absence of the parent/s.

11. Conflict Resolution: In order for communication to be effective and efficient, conflicts should be resolved in this order:
 - 1) Parent and child discuss the problem **and/or** parent speaks to teacher involved by phone or email.
 - 2) Parent makes appointment to meet with teacher and student if further resolution is desired.
 - 3) If the issue is not resolved, parent makes appointment to meet with principal (who may choose to invite teacher/student to also confer on the problem).
 - 4) Parent, principal, teacher, student meet.

12. Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school, that the family may be asked to withdraw from the school.

13. School Phone: Children are not allowed to use the phone without a serious reason and without permission from the office and teacher. Student’s after school social arrangements should be planned before the student comes to school. Parents are asked not to call the school to leave messages for children unless it is absolutely necessary to do so as it is not always possible to reach students with messages (especially if the call comes close to dismissal time). Please notify the school immediately of any change of phone number (cell, work, or home) or a change of address.

Academic Program

Curriculum

The school curriculum is designed to prepare the students for high school and to further the academic goals, which they may choose to pursue. The areas of study include Religion,

Reading, Mathematics, Language Arts, Social Studies, Science, Physical Education, Safe Environment, and Fine Arts.

Religious Education

Students receive daily religious instruction. Family Life education is a part of the curriculum for religious education. In a Catholic school dedicated to spreading the Gospel message of Jesus Christ, all students are expected to participate in religion class and school prayer. Students participate in a school liturgy (Eucharist or para-liturgical prayer service) approximately once a month. Students are responsible for helping in the planning of the school liturgies. Parents are always welcome to attend school liturgies.

Those children, grade 2 and above, who have been baptized in the Catholic Church and whose parents desire that they be prepared for the sacraments of **First Reconciliation** (Confession) and **First Eucharist** (Holy Communion) are given special instruction for these sacraments. Preparation for **First Reconciliation** and **First Eucharist** is part of the second grade religion curriculum. Parents attend a minimum of two mandatory informational meetings during students' sacramental preparation. (See fee schedule.)

Service Learning: Service Learning is a part of the curriculum at every grade level.

Different opportunities throughout the year are presented for our children to offer service or contributions to those in need (e.g. Thanksgiving food drives, Lenten money collections for the poor, classroom visits to the elderly in Convalescent Homes, etc.).

Promotion

Students satisfactorily completing a grade's work shall be promoted to the next grade.

Probation

It is expected that students comply with teacher requests for responsible behavior, class

participation, completed homework, and a willingness to cooperate with school regulations. Failure to do so will result in unsatisfactory grades in class work, effort, and conduct, and may result in probation.

If a student is placed on academic-disciplinary probation, a parent conference will be scheduled. An administrator, teachers, parent, and student will meet to discuss the probation. Progress notices will be sent approximately four weeks after the conference to inform parents of the student's progress. The parent/guardian is responsible for following up on the conference.

The probation will include a list of appropriate measures for implementation to improve the student's academic and/or behavioral performance. If there is no improvement and the student continues to receive failing grades on his/her report card, the parent/guardian may be requested to place the student in another school. All new students are on probation their first year in our school.

Retention

Retention is only appropriate, for developmental readiness reasons, in grades K, 1, and 2. Beyond those grades it should not be considered without an extraordinary reason. Allowing a child to remain in a grade for a second year requires careful consideration to determine if it would benefit the student. In consultation with the teacher, the student and the parent/guardian, the school principal will make the final decision regarding grade placement.

Government Programs

St. Elizabeth School participates in special programs financed by the Government that are designated for private schools (e.g. Title I, Century 21 - Community Learning Centers). Through these programs, auxiliary services, equipment, and materials provide supplemental academic support services for those who qualify.

Special Needs Program

St. Elizabeth Elementary provides an on-site Special Needs Director who serves as an advocate for students with special needs and also as a support for teachers and parents. The Mother Pia Special Needs Program is a pre-referral program through which all on-site resources are exhausted prior to referring a student for outside educational assessment or services.

Off-Campus Education Experiences

Field trips are planned for the students at various times throughout the year. These educational experiences enrich students' classroom learning and enable them to broaden their experiential knowledge. Students who fail to submit a written permission form from parent/legal guardian will not be allowed to participate in the excursion. Telephone calls will ordinarily not be accepted in lieu of written permission forms.

Students may be denied participation if they fail to meet academic or behavioral requirements. Since field trips are an important part of our curriculum, it is encouraged that all students experience any off-campus educational excursion planned by the teacher, unless this privilege is denied due to behavior and meeting of academic requirements.

Parents who accompany a class on a field trip may earn service hours. For transportation safety, every parent who assists as a driver must follow these guidelines: California Law requires 2 adults in the car transporting students.

1. California law requires drivers and all passengers to use a safety restraint system while riding in a motor vehicle.
2. Children under the age of 8 must be secured in a car seat or booster seat **IN THE BACK SEAT OF A VEHICLE** until they are at least 8 years old or 4' 9" or taller.
3. Children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat.
4. For vehicles with air bags, the National Highway Traffic Safety Administration recommends:

- Children age twelve and under should ride buckled up in a rear seat.
 - If children twelve years and younger must sit in the front seat, first ensure that they use seat belts and/or child restraints appropriate for their size and weight. Then move their vehicle seat all the way back. The child needs to be sitting with his/her back against the seat back, with as little slack as possible in the belt.
 - Additionally, Vehicle code Section 27360 (a) states that a child may not ride in the front seat of a motor vehicle with an active passenger air bag if the child is: under one year of age, weighs less than 20 pounds, or riding rear-facing in a child passenger restraint system.
5. Drivers must be twenty-five years old or older.
 6. Verification of insurance in the amount of \$100,000 per passenger and \$300,000 per accident and current driver's license must be given.
 7. No non-students are allowed on field trips (e.g. younger siblings).
 8. **NO SIDE TRIPS ARE PERMITTED** (e.g. stop at McDonalds).
 9. All chaperones must have completed the online program www.shieldthevulnerable.org and have the certificate of completion on file in the school office.

Homework Policy

Teachers assign homework to reinforce learning that has taken place at school and to develop habits of independent study. Parents/guardians are expected to assist their child in doing his/her best in school, provide a time and place that is quiet and has all of the necessary equipment (desk or table, pens, pencils, etc.) for regular periods of both written and non-written study. Parents are asked to help their child in doing his/her homework by giving assistance in following directions and help when needed or requested. Also, please be aware of whether your child has

homework each evening and is completing all assigned work. Grades 3-8 are required to record their homework assignments in a homework planner, which is provided through the school. Parents should check this nightly. Teachers may choose to communicate with parents through the homework planner. Teachers' websites also list daily homework assignments under "Students" at www.saintelizabeth.us,

It is the student's responsibility to complete homework assignments and turn them in on time. If a student is absent due to illness even for a prolonged period of time, he/she is responsible for completing missed homework, class work, and tests.

Depending on grade level and student's academic program, students will have different types and amounts of homework. Below are suggested homework times for students in different levels. We realize that all children do not work at the same pace and some students will consistently be unable to complete homework assignments in a given time. Please consult with the teacher in the event that this is a frequent occurrence in your home.

Parents of older students (gr. 4-8) should be aware that homework is not necessarily a one night, written assignment.

Older students need to be assisted in more mature study habits including: reading, reviewing notes or material covered in class, studying in advance for tests, working on long-range assignments. Older students should become accustomed to nightly home study, regardless of whether there is a written assignment due the next day.

Technological literacy is a necessary academic skill. Parents of older students (4-8) should anticipate using outside resources if necessary (public library, computer lab, etc.) to support student completion of assignments using computer and online research skills.

Suggested maximum homework time:

Grade Kinder, 1 and 2: 20 – 30 minutes

Grade 3 and 4: 30 – 45 minutes

Grade 5 and 6: 45 – 60 minutes

Grade 7 and 8: 90 – 120 minutes

As part of the homework, students are required to spend 20-30 minutes daily reading either independently or with a family member.

In all grades, homework is normally given daily. In the junior high, there may be more frequent assignments on Friday as well.

All homework is expected to be neat, complete, and turned in on time. If work is not turned in on the date due, it will affect the student's grades and other consequences may follow. Specific classroom policies will be outlined by each teacher at the beginning of the school year and presented at "Back to School" night.

Program Evaluations

The first Parent/Teacher/Student conference is a goal-setting conference in October. The second conference will be at the end of the second triad. Conferences are a time for teachers to communicate with parents about the child's goals and progress at that point in the triad.

The progress report is a written evaluation, which is sent home midpoint during the triad. Parents should sign and return the form promptly.

The school may schedule conferences with parents outside the formal conference time when a particular need arises. Parents and guardians are expected to attend these conferences as well.

At times, parents may be requested to seek additional professional help outside the school environment for the good of their child. This may be for specific needs of an educational, medical, or psychological nature. If parents are not willing to work with the school in providing for these individual needs of the child, the parents and the school are free to withdraw or request the removal of the child.

Report Cards

Evaluations of student progress will be sent home for parents and children to study and discuss at the end of each triad. The purpose of these evaluations is to help parents see how the children are progressing and to make them aware of those areas that need more attention. Efforts are made to positively reinforce children and to encourage them toward constant improvement and growth.

Testing Programs

The students in grades 2-8 are given the IOWA Test of Basic Skills (ITBS) during the fall of the year (see calendar for the exact dates), and in the spring. In addition, Cognitive Ability Testing happens in particular grades. These tests are an indication of your child's progress over the years. In order for the results to be accurate, it is essential that your child be at school for all of these days. Please be sure to make any medical appointments at another time. Reminder: students should be well rested and eat healthy foods, including breakfast!

Student Cumulative Records

Cum cards contain basic general information on the student, a single cumulative assessment grade for every subject at the end of each school year, tardy/attendance records, standardized test score information for each school year, and other pertinent school information. Parents wishing to review their child's cumulative school records should request to do so in writing at least a day before coming to the office to do so. If a child transfers to a new school, that school requests student records, and a copy of the child's cumulative file is sent to his/her new school.

In the case of divorced/separated parents, where one parent has legal custody of a child and the other parent is the non-custodial parent, it is up to the parent with custodial rights to furnish the school with a copy of the custody section of the divorce decree should there be any need for the school to withhold information from the non-custodial parent. The law holds that parents do not cease to be parents when they no longer have custody of their children, and St. Elizabeth's

abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. In any case where there are legal restrictions, the parent/legal guardian holding the court order specifying the restrictions must present two official copies of that order to the school. One will be kept in the office and one given to the child's teacher. In the absence of that order, equal rights will be afforded to both parents. The school is obliged to follow the court rulings. School information is sent home to only one parent. If the non-custodial parent wishes copies of the *¿Qué Pasa?*, please supply self-addressed, stamped envelopes to the office, and we will mail them to you weekly. The weekly newsletter is available online at www.saintelizabeth.us.

Student Recognition

Students are encouraged to do their best in all areas, both academically and in their attitude and conduct.

They are recognized with positive reinforcement and praise for any growth and improvement noted by individual classroom teachers. Incentives vary according to different teachers and grade levels, but there are some forms of recognition that are school wide.

Recognition Assemblies

On a regular basis there are Recognition Assemblies. Students from each homeroom are recognized at that assembly for SLE Awards. Parents of students being recognized receive a notification before the assembly inviting them to attend and join their child when his/her name is called. We encourage parents of students from all grades to be present for these assemblies. Parents and caregivers are welcomed to all assemblies.

Honor Roll (Grades 4-8)

This award is given to those who have achieved an average of B or better in all subjects, an A or B or a 1 or 2 in conduct and effort. A grade of D or F will make a student ineligible for Honor Roll. Anything above 3 absences or 3 tardies will also render a student ineligible for Honor Roll.

At the time of 1st/2nd/3rd triad report cards, teachers in grades 4 through 8 submit names of students in their homerooms who qualify for "Honor Roll."

Achievement Awards (K-3)

Grades K, 1, 2, and 3 recognize outstanding achievement at the awards assemblies that are held at the end of each grading period. SLE Awards are given for various reasons (achievement in academics and behavior).

End of the Year Awards

At the close of each school year, students from every grade are recognized for honors. Examples of these honors are:

- Academic
- Effort
- Most Improved
- Never Tardy
- Perfect Attendance

Graduation

Graduation exercises are dignified and simple. To be eligible for a standard diploma, students must pass all subjects and attendance must be satisfactory. If a student fails to meet these criteria, or if tuition or fees remain unpaid by the date communicated each year, the diploma may be modified or held until there is evidence of completion of requirements. Payment of all fees includes fundraising, Parent Service Hours, books and/or graduation fees.

Graduation awards include recognition for the following:

- Perfect Attendance and Never Tardy
- Conduct (all 1's, 2's, & 3's)
- Effort (all 1's, 2's & 3's)
- Christian Service (i.e. tutoring, rainy day helpers, classroom helpers, etc.)

- Student Council
- Subject Awards (religion, science, social studies, literature, vocabulary, writing, math, algebra, music, art, band, and P.E.)
- Spirit
- Most Improved
- Principal's Award (overall contribution to school and good performance in all areas)
- Outstanding Achievement
- General Excellence

Gold Cords are awarded to students who achieve a 3.5 (B+) average in their final cumulative academic subject grades and who maintain a 1, 2, and 3 in both Effort and Conduct in all subject areas throughout the eighth grade year.

Red Cords are awarded to students who achieve a 3.0 (B) average in their final cumulative academic subject grades and who maintain a 1, 2, and 3 in both Effort and Conduct in all subject areas throughout the eighth grade year.

Activities

The student activities programs are sponsored by the school and the parish to promote Christian leadership, service, responsibility, social skills, and fun. When your child brings home permission slips for participation in these activities, please discuss it seriously so that he/she will fulfill the commitments (i.e., altar servers).

Catholic Youth Organization (CYO)

This is a sports program for both girls and boys in grades 3-8. Students may participate in volleyball, basketball, and sand volleyball. A sports registration form is given out to interested students at the beginning of each season.

To qualify for CYO sports, students must maintain a C (2.0) average in core subject areas and a 3 average in conduct, with no grade lower than a 3- in all areas. CYO eligibility is based on the grades of the previous triad. (Eligibility for the fall will be determined by the 3rd triad grades

on the June report card.) The principal may make exceptions to this CYO rule.

Parent participation is required (more information will be given during the Parent/Player meeting). Parents are expected to model good sportsmanship from the bleachers.

Soccer

We continue to work on developing a soccer program.

Student Council

The name of the school's student government is Associated Student Body of Saint Elizabeth Elementary School. The student government provides students with opportunities to promote leadership and citizenship, to encourage a high standard of scholarship, to call forth school spirit, to demonstrate the practical application of democracy, and to advance the spiritual and physical welfare of the school and its members in every way. There are academic, attendance, and behavioral standards required of any student who wishes to participate in Student Council as specified in the Student Council Constitution.

Yearbook

A Yearbook Committee works with the faculty yearbook advisor in producing our school yearbook.

Traffic Squad (Safety Patrol)

A group of students volunteer to serve the school as members of the Oakland Traffic Reserve with written parent consent. All students are required to follow the direction of the students serving on Traffic. Disobedience of traffic rules will warrant disciplinary action. Parent cooperation is expected. Safety Patrol members are expected to maintain satisfactory grades in academics, effort, and conduct.

Assemblies: Parents Are Always Welcome!

- Wednesday Assemblies are held each week and all are welcome. They usually begin around 1:35 p.m.

- Special assemblies are held to celebrate special events, religious holidays, and student exhibits.
- Catholic Schools Week is a weeklong celebration exhibiting the many wonderful aspects of Catholic Education and what it means to be a part of a Catholic faith community. Parents receive notification of the different events scheduled during Catholic Schools Week, including "Open School" when visitors are invited to "come see us in action."
- Spirit Days during the school year are afternoons when special assemblies are scheduled for the children. There are games and team competitions to build spirit and unity among the classes.
- Field Day is a designated day close to the end of the school year when children participate in organized play in cross-aged competition.
- Halloween includes special events.

Student Services

Counseling

- St. Elizabeth Elementary School provides a part-time, bilingual counselor. The counselor is available for the children and parents of St. Elizabeth's. Teachers or parents may make referrals if deemed necessary for this short-term counseling. Students may also request to be seen by the counselor. However, no child can be seen after the initial visit without written consent from parents. Our school counselor will work with the families to find longer, family-centered counseling if necessary or desired.
- Our counselor coordinates a bilingual parent education program entitled "Parent Partnering" "Padres Unidos"

Extended Care

The Extended Care Program operates on all regular instructional days from 2:45 – 6:00 p.m. Services are available for students in grades K-8. Students must be registered in Extended Care

Program for each day they wish to participate. It is a “drop in” program.

Any child who remains on the school property after the yard sweep (15 minutes after dismissal bell) will be signed into Extended Care, supervised, and charged a fee for that “drop in” day. Students who attend CYO practice, school enrichment, or programs later in the afternoon must either go home or go to Extended Care until the event and after the event.

Library

1. Our school library is available to students of all grades at teacher-designated times. Please contact the school if you can regularly volunteer time in the library. Again, Safe Environment training is required for all adult volunteers. See the “Health and Safety” section for details. Parents are also urged to help their children obtain public library cards and to frequently visit any local library to borrow books for reading enjoyment.
2. Cesar Chavez Library has excellent resources. Students should not be going there unsupervised.

Lunch Program

Healthy lunches continue to be a goal. The cafeteria provides a daily lunch option for students (grades K-8) who wish to purchase lunch at school. There is a single-item “entrée” provided each day (e.g. salad bar, hamburger, pizza, burrito, potato bar, etc.). This item and the price are listed on the calendar that goes home before the first of each month. There are other supplementary food items available at varying prices for purchase as well; drinks, snack items, etc. Every effort is made to provide nutritious food if children wish to purchase lunch instead of bringing it. Salad bar occurs each Wednesday and Friday.

Children who don’t buy lunch must bring a healthy lunch with them. Parents are requested to deliver lunches to the children in the cafeteria, not

in their classroom. Children need to eat at snack and lunchtime. No fast food is allowed to be brought to school. No pizza, hamburgers, French fries, etc. On birthdays a simple dessert may be brought to school.

School Rules and Discipline

We are all unique and special at Saint Elizabeth School! We like to see others happy and ourselves happy. We respect the rights of other students and adults in our school. We understand that we are in school to learn. We understand our rights and responsibilities.

- I have the right to be respected and treated with kindness in our school.
- I have the responsibility to treat others with kindness.
- I have the right to be safe in our school.
- I have the responsibility to help make this school safe for everyone.
- I have the right to hear and be heard in our classroom.
- I have the responsibility to listen to other’s ideas.
- I have the right to learn in a clean and healthful environment.
- I have the responsibility to keep our school clean.
- I have the right to learn in the classroom.
- I have the responsibility to learn and to let others learn.
- I have the right to be myself in this school.
- I have the responsibility to treat others fairly.

Discipline

“Discipline with Purpose” is a school wide self-discipline program that went into effect during the 2007-2008 year. In this, our seventh year, we will continue to teach students the fifteen skills that they need to become self-disciplined. These skills are:

1. Listening
2. Following instructions
3. Questioning
4. Sharing time, space, people and things
5. Interacting socially

6. Cooperating with others
7. Understanding rules
8. Accomplishing a task
9. Exhibiting leadership
10. Communicating effectively
11. Organizing time
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing from a motive of love

The purpose of discipline is to encourage children to become responsible for their own actions and to maintain a safe, supportive, creative, and effective learning environment. Teachers and students establish classroom rules and policies at the beginning of each school year. Yard supervisors are responsible for enforcement of school safety and respect rules and determining and enforcing consequences of infractions. Yard problems must be handled on the yard. Depending on the seriousness of the matter, parent and/or principal may also need to be involved. Any flagrant disregard for rules of safety, conduct, or behavior will result in disciplinary action.

Classroom and Playground Behavior

Students are expected to:

- Maintain appropriate Christian behavior and attitudes in the classroom and on the playground at all times.
- Be gentle, share, speak kindly and courteously, care for one another, and show respect for all members of the school community.
- Be attentive, cooperative, and accept the leadership and authority of the school personnel.
- Walk calmly and quietly in the hallways and classrooms.
- Use appropriate language, both written and verbal, at all times.
- Put all wrappers, paper, and garbage in the proper containers.

- Not hit, shove, push, tackle, or throw any object at another student. Rough play is not permitted.

Fighting/Violence Policy

Providing a safe learning environment is a priority for our school. Fighting or violence (mutual physical/verbal aggression) in school will have the following consequences:

- 1st Offense – Parents will be notified by the administration or teacher regarding the fighting/violence. The child will receive an immediate in-school or home suspension with the full amount of schoolwork to do or other work as needed, or student will stay with the assigned class for the full day including recess and lunch.
- 2nd Offense – Parents will be notified by the administration or teacher regarding the fighting. The student will receive an immediate in-school suspension or home suspension. All assigned work must be finished. A conference with parent, student, principal, and teacher will be scheduled before the student may return to school.
- 3rd Offense – parents will be notified by the administration regarding the fighting. A conference with parents will be called by the administration. Parents will be asked to pick up the child immediately, or the child will be placed on in-school suspension. A third offense may result in immediate expulsion.

Abuse of School Personnel

1. Any parent/legal guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine and legal action.
2. Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a

threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense.

Cafeteria Behavior

Students are expected to follow directions of the cafeteria supervisors and personnel. Students are expected to:

- Be seated and eat in a polite manner.
- Place unwanted food on a tray or in the proper containers.
- Leave their table area clean, placing garbage and cans in the proper receptacles.
- Respect supervisors/all school personnel.
- Break down cardboard containers and follow recycling and composting directions.

General School Rules

Students shall:

- Never wear colors, tattoos, styles, jewelry, belts, or clothing, use hand signals, or indicate in any way gang affiliation.
- Be in complete uniform daily and follow school dress code regulations.
- Not chew gum at any time on school grounds.
- Not bring toys or any valuable articles to school.
- Not carry excessive amounts of money or expensive articles to school.
- Not sell articles at school.
- Not use the telephone without permission from school staff.
- Not deface school property, such as write on walls, desks, chairs, and textbooks.
- Not disrupt the orderly environment or the educational process of the classroom.
- Not enter the building before school begins or after school has been dismissed without teacher permission and supervision.
- Have sanitary and healthy bathroom practices.
- Not use pagers, phones, or electronic devices such as iPods, smart phones, etc., during school or on the school property. If students walk home or take public transportation, parents may consider a cell phone. To have

this device permission must be granted by the parent and the principal, and the cell phone must be kept in the student's backpack in the silent mode during the school day. Should any phone be seen or used by a student during the school day, the phone will be confiscated and the parent will be called and be required to retrieve the phone at the school. Cell phone and other electronic devices policy must be read, signed, and on file in the office.

- FACEBOOK use is illegal for elementary school use.

Disciplinary Probation

Students are placed on disciplinary probation by the principal/vice-principal when they have:

1. Consistently violated the school standard of conduct.
2. Committed an offense of a serious nature.
3. Received a grade of 5 or F in classroom conduct on a progress notice or report card.

Suspension / Expulsion

Suspensions will be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct. Any serious infractions or offenses committed by students that may reflect badly on the reputation of the school while under the jurisdiction of the school or beyond the school (e.g. FACEBOOK entries, online games) might be reason for suspension and/or expulsion. Fighting or leaving the school grounds without permission is grounds for immediate suspension. At the discretion of the principal (or representative), an in-school suspension may be the disciplinary action imposed. We will follow these procedures:

1. NOTICE: This is satisfied by telling the student that you are going to suspend him or her, informing him/her of what school rule or regulation has been broken and indicating to the student, by way of reference to the rule, that such a violation is a suspendable offense.
2. EVIDENCE: This is satisfied by making the student aware of what information the Principal (or representative) has which would

lead the Principal (or representative) to reasonably believe that a rule has been broken and that this student is the one who is responsible.

3. **OPPORTUNITY TO RESPOND:** This means an informal give and take between student and Principal (or representative). In other words, “Do you have anything to say?” etc., and listening to his/her side. Then, the Principal (or representative) may make a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.
4. **PARENT/LEGAL GUARDIAN CONTACT:** The parent/legal guardian will be informed of the specifics of the incident warranting suspension.
5. **RIGHT TO APPEAL:** The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists. This request must be made in writing to the school principal.
6. **A WRITTEN RECORD** of the procedures followed in the case of the suspension shall be kept in a file separate from the cum folder by the Principal or representative.

Expulsion Policies

Expulsion is an extreme but sometimes necessary disciplinary measure for the individual and/or common good. Prior approval of the Pastor and Superintendent is required before expulsion can take place.

Reasons for Expulsion The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion:

1. Continued willful disobedience/consistent violation of school rules.

2. Persistent defiance of school authority by any student or his/her parent/s.
3. Habitual profanity or vulgarity.
4. Use, possession, or exchange (whether or not for sale) of tobacco, drugs, or alcohol on or near the school premises or at school sponsored events.
5. Vandalism to school property.
6. Habitual truancy.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
8. Possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another, including laser pointers.
9. Theft.
10. Verbal, physical, electronic, or sexual harassment of any student, teacher, or administrator.
11. Abuse of the internet on personal or school electronics, including threats, ridicule, racist or sexist signs or language, verbal or graphic violence.
12. Infraction of School’s Technology Acceptable Use Policy.

Procedures for Disciplinary Expulsion

A. Cases of Cumulative Disciplinary Difficulties

1. The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
 - a. The pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
 - b. The evidence upon which this assessment is based.
 - c. The right of the student at this time to present a statement or information in support of being retained.
 - d. What specific courses of action or improvement in attitude will be sufficient in the school’s view so that expulsion will not be necessary?
2. If adequate improvement is not forthcoming within a reasonable time:

- a. The Principal or his/her delegate shall arrange a second conference with the student and parent/legal guardian. At this time the procedures outlined above shall again be followed (a through c). After this conference, a final decision will be made by the Principal in consultation with the Pastor and Superintendent.
3. Written records of the various proceedings leading to expulsion must be on file.

B. Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline.

In cases involving serious offenses or threats to safety that may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent/legal guardian.)

This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student or school personnel.

C. Right to Appeal

The parent/legal guardian may appeal the decision, first to the Principal, then to the Pastor, and later to the superintendent. However, **it is presumed that neither will overturn the decision** if the established procedures have been followed and sufficient reason for expulsion exists. The request must be made in writing to the Principal.

Uniform Dress Code

Students will take pride in their appearance. Complete uniforms are to be worn daily except

on free dress days and should always be neat, clean, and appropriate for elementary school.

Parental assistance is necessary to ensure that children are dressed in uniform when leaving home in the morning. If it is necessary for a student to come to school out of uniform for any reason, the student must present a note from the parent explaining why he/she is out of uniform. The uniform should fit comfortably, not tight or oversized. White shirt/blouse must be tucked in at all times.

**Uniform Guidelines
2013-14**

Please help us keep our students looking sharp at all times! Let them be an example on the outside and inside of all the Catholic Christian Values we teach them! Please review these guidelines BEFORE purchasing

Required for Girls Grades K – 8

- Uniform pleated plaid skirt or jumper no shorter than 3 inches above the knee.
- Plain white uniform blouse: round collar and short sleeves or white polo shirts. No logos or designs.
- Uniform long-sleeved sweater or sweatshirt with traditional or SLE school logo.
- Only white, royal blue, gray or black sturdy shoes may be worn with the uniform. This includes tennis shoes, oxfords, or rubber soled shoes (No platform shoes or boots). No fluorescent colored streaks, soles, etc.
- White or royal blue anklets or knee high socks may be worn.
- Clean hair free of streaks, highlights, dyes and out of eyes. All hair styles are subject to the approval of the school administration.
- Clean and trimmed natural nails without polish (except clear).
- No jewelry other than one simple medal or cross worn around the neck, one ring per hand, and one pair of simple post earrings. No bracelets including friendship bracelets.

Optional for Girls:

- Plain white turtleneck shirt may be worn under the blouse in cold weather.
- Uniform sleeveless slip-on vest with the traditional or SLE school logo.
- Uniform navy blue, cotton long pants or walking shorts (no denim, skinny tight fitting pants). White, royal blue, black or navy blue tights may be worn.
- Blue school fleece jacket with traditional or SLE school logo.

Required for Boys Grades K – 8:

- Navy blue cotton slacks. **NO OVERSIZED PANTS.**
- Plain white shirt with pointed collar and short sleeves or white polo shirt. No logos or designs. Must be **tucked in** during class.
- Uniform long-sleeved sweater or sweatshirt with traditional or SLE school logo.
- Only white, royal blue, gray or black sturdy shoes may be worn with the uniform. This includes tennis shoes, oxfords, or rubber soles shoes. **NO** fluorescent colored streaks, soles, etc.
- White, royal blue, or black socks.
- Clean hair free of streaks, highlights, and dyes. Boys' hair length may be no longer than the shirt collar and out of their eyes.
- Boys are not permitted to have shaved, "bald" heads, designs within their cuts, mohawks, spiked hair, or extreme hair cuts. All hairstyles are subject to the approval of the school administration.

Optional for Boys:

- Uniform navy blue walking shorts.
- Uniform sleeveless slip-on sweater vest with the traditional or SLE school logo.
- Plain white tee shirt or white turtleneck may be worn under the uniform shirt in cold weather.
- Blue school fleece jacket with the traditional or SLE school logo.

Required for Girls and Boys:

- On cold weather days, students may wear a coat or jacket over their uniform shirt and school sweater. It is recommended that they match the school colors. It is to be stored in the homeroom closet at the start of the morning. Students are not permitted to carry or wear these items while in class, but may wear them outside.

Free Dress Code:

- On free dress days, students are expected to wear clothes that are presentable and appropriate for school. Walking shorts and jeans (without holes) are allowed when designated on the school calendar. No oversized, gang-related clothing may be worn.
- Unacceptable
- Tee shirts with inappropriate messages, tank tops, beach wear, mini shorts, and spaghetti straps
- Fake nails or nail polish (except clear)
- Any visible piercing (e.g. face, lips)
- Makeup of any kind
- Any visible tattoos
- Jewelry, except a simple medal or cross worn around the neck, one pair of simple post earrings, and one ring per hand
- Articles of clothing displaying any extreme fads
- High heeled shoes, platform shoes, bare toe sandals, flip flops, slippers, or any unsafe shoe
- Girls may not wear low-cut or tight-fitting tops (free dress)
- Girls may not wear mini shorts or skirts with leggings underneath (free dress)
- No oversized pants or pants worn below the hip line.
- Knit hooded sweatshirts (pullover or zip up) are not allowed at any time on uniform days.

Unacceptable

- Tee shirts with inappropriate messages, tank tops, beach wear, mini shorts, and spaghetti straps

- Fake nails or nail polish (except clear)
- Any visible piercing (e.g. face, lips)
- Makeup of any kind
- Any visible tattoos
- Jewelry, except a simple medal or cross worn around the neck, one pair of simple post earrings, and one ring per hand
- Articles of clothing displaying any extreme fads
- High heeled shoes, platform shoes, bare toe sandals, flip flops, slippers, or any unsafe shoe
- Girls may not wear low-cut or tight-fitting tops (free dress)
- Girls may not wear mini shorts or skirts with leggings underneath (free dress). All dresses, shorts and skirts need to be no shorter than 3 inches above the knee
- No oversized pants or pants worn below the hip line.
- Knit hooded sweatshirts (pullover or zip up) are not allowed at any time on uniform days.

Classroom teachers enforce uniform regulations. If a student arrives at school in unacceptable attire, the parent will be called to either bring appropriate clothing, or take the student home to change clothes. Students who are out of uniform may forfeit a free dress privilege.

Health and Safety

Safe Environment for Children Project

The Diocese of Oakland has implemented the “Safe Environment for Children Project.” All volunteers, including parents, are required to complete a confidential Information form every year, and to take the “Safe Environment Training Class” online according to diocesan requirements.

Additionally, specific curriculum will be taught to help children recognize the behaviors of others that may jeopardize their safety.

Child Abuse

School administration and staff members are required by law to report known or reasonably

suspected incidents of child abuse to a child protective agency. All of these regulations are to provide the utmost safety for your child. These reports are made anonymously and response is made by Child Protective Services.

Contagious Conditions

If a child acquires any contagious disease (chicken pox, head lice, pink eye, TB, etc.), parents are required to inform the child’s teacher and office as soon as possible. It is required that parents have their child/ren tested regularly for tuberculosis.

Emergency Procedures

Regular fire, disaster, lockdown, and earthquake preparedness drills are conducted at school. Parents should be aware of the following procedures for a major emergency:

1. The children will be kept safe and secure at school to the best of our ability until an authorized adult comes for them. Please, remain calm. Children walking to school should continue to school. Children walking home should continue walking home.
2. Please, do not telephone the school. The telephone lines need to be kept open for contact with emergency services as needed by the school.
3. Outside entrances will be locked for security. Children should be picked up at the 34th Avenue entrance. Do not block the entrance with a vehicle. Do not double park, blocking the street, as this area must be kept clear for emergency equipment.
4. In the event of an emergency, children will be released only to parents or other persons designated on the school earthquake emergency form. In this case, children must be signed out by that designated adult. Exceptions will not be made.

Health Screening

The school provides regular eye, ear, and scoliosis examinations to the students. Parents will be informed of any problems that are observed, and parents are expected to make a

medical appointment if a referral is recommended. Results of the referral should be reported to the school.

Illness/Injuries at School

Please, do not send your child to school if he/she is not feeling well, has a fever or a contagious illness. Be sure the child is fully recovered before returning to school.

Should a student be injured or become ill, the parents shall be contacted. Ordinarily, no student shall be permitted to go home before this contact is made.

If the parents cannot be reached and the illness or injury is serious enough to require medical attention, the Principal shall consult the student's emergency care authorization.

Please, notify the school office immediately of any changes of telephone numbers on the emergency card (including numbers to contact in case parent/guardian cannot be reached) or any other health information.

Immunization Requirements

Immunization verifications will be required of all new students and continuing students to comply with state and county regulations. A copy of these requirements is available in the office.

Insurance

The children are covered by insurance while at school. The fee for this insurance is included in the annual registration fee. Claim forms for accidents that occur at school or school-sponsored activities may be obtained from the school office. Please, call the secretary or stop by the office to request these forms as soon as possible after the injury.

Medications

- May not be furnished to students by the school.
- No medications of any kind can be administered by school personnel without appropriate written consent from a doctor.

- Medication that needs to be taken during school hours must be brought to the office with a note of explanation from the parent regarding time and dosage. Consent forms are available at the office.
- All medications should be in a labeled container with the child's full name, physician's name, physician's telephone number, name of medications, dosage, schedule of dosage, and expiration date of the prescription.
- Students are not to carry medications of any kind with them during the school day. All medications must be turned in to the office at the beginning of the school day.

Nutrition

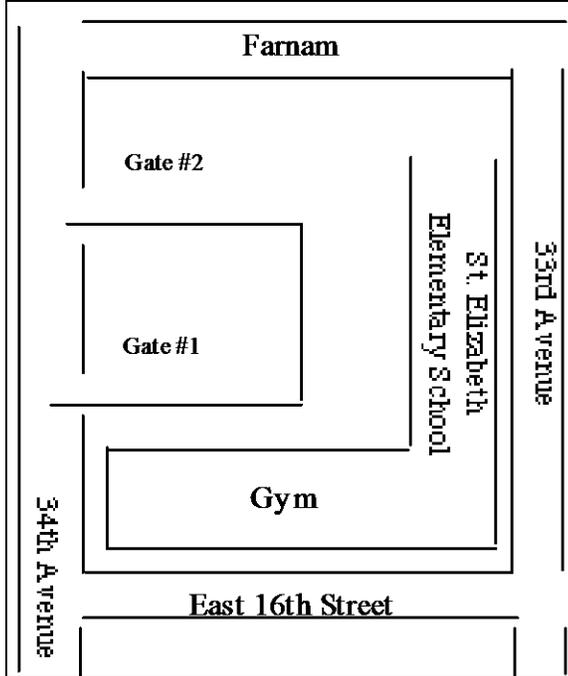
All students should have a healthy breakfast. Parents are encouraged to provide healthy, non-sweet snacks for their children for morning recess. Candy, soda, fast food, pizza should not be brought to school for snack or lunch. If it is your child's birthday, you may provide a simple dessert at lunch time. Please notify the teacher ahead of time.

Physical Education Class

Students who are not able to participate in physical education classes on a given day or week must have a written note from a parent or guardian. If health factors limit a student's participation for the school year or a major part of that year, a written document from a physician must be provided to the school.

School Safety

The school attempts to provide a safe environment for all students and staff members by abiding by the safety guidelines set by the Diocese of Oakland. The school seeks to establish an atmosphere of respect for all individuals regardless of age, gender, race, ethnic origin, language fluency, abilities, and religion. This includes an attitude of respect for individual and institutional property and belongings. Harassment of any kind is not tolerated. See *Student Sexual Harassment Policy* sent home with this book.



Traffic Safety

For everyone’s safety, please observe the following guidelines when walking to/from school, dropping off, and/or picking up students. When dropping off or picking up your child by car:

- The regulations of the Oakland Police Department must be observed regarding matters of traffic control and safety.
- Do not double park, block driveways, or leave car unattended.

Students who walk: Use crosswalks and follow the directions of the “Junior Traffic Patrols.”

- Before school: students may enter the school grounds through the gate on 34th Avenue beginning at 7:30 a.m. Please, do not enter by the front door. Main entrance is available for parents doing business at the office.
- After school: all students walking home must leave from 34th Avenue doors or gates. Students may not walk out to a side street to be picked up. Students may not be picked up on 33rd Avenue at dismissal time.

Before School Drop Off: Drive on the side of the street closest to the school. This makes it safer for students. It also keeps the other lane free for passing. Students need to exit cars using the car door closest to the curb.

- On 33rd Avenue, approach from Farnam towards East 16th Street.

- On 34th Avenue, approach from East 16th Street towards Farnam.

34th Avenue gate will be locked at 8:00 a.m. daily. Students and families coming after 8:00 a.m. enter on 33rd Avenue and receive an Admit to Class Slip in the office.

After School Pick Up Procedure

All students being picked up by car will be standing with their supervised class in the large schoolyard on 34th Avenue.

1. Vehicles will drive south on 34th Avenue and turn right into Gate #1 of the schoolyard. (No left turns into the schoolyard will be allowed.) Proceed through the yard as directed to pick students up next to the school building.
2. Cars load **THREE AT A TIME**. Tell your children to watch for your vehicle so you don’t have to stop several times in the loading zone.
3. If you choose to park in the school parking lot, student will then be crossed by traffic guards to the family vehicle at designated points.
4. Parents may then continue through the yard out through Gate #2, and turn right onto 34th Avenue.

If parents have business in the office or with a teacher, please enter the schoolyard as directed and park in designated areas. To assist in this procedure, please refer to the diagram. All areas will be clearly marked by cones and supervised by safety personnel. We ask all drivers to observe the directions given by these officials.

In keeping with our “clean sweep” policy, all students not picked up by 3:00 p.m. will be placed, for their safety, in Extended Care. If you will be later than 3:00 p.m., please pick your child up at Extended Care by ringing the doorbell at the 34th Avenue gym entrance.

Parental cooperation with safety measures is significant. Please be patient, attentive, and refrain from using cell phones while driving in the schoolyard.

Miscellaneous

Birthday Celebrations

Parents wishing to help children celebrate their birthdays at school may do so in a simple way. A simple dessert may be sent to school for all children in the class to enjoy at recess or lunch. Please do not send a bag of candy for each child. A simple cupcake or yogurt would be much more nutritious.

If a child is having a party **outside** of school time, invitations may not be distributed at school unless there is an invitation for each member of the child's class.

Parent Visits at School

Whenever parents come to school during the day (e.g. to deliver something for their child, to pick up their child from school), they are required to stop by the office and **not** go directly to their child's classroom. The office will deliver items to students or call a child from class to come to meet his/her parent. If a parent arrives to pick up a child a few minutes before dismissal, again, they are asked to wait by the office until after the bell rings. Children will come to meet them after dismissal. Parents wishing to speak to teachers may see them outside in the pick-up area or after 3:00 p.m. Parents are asked not to accompany children into school in the morning and attempt to conference with teachers as the morning bell is ringing or as class is starting. For safety and security reasons, any adult walking in the school hallways at any time during the day without a visitor's pass will be questioned about who they are and why they are in the school halls. Please, help us with our efforts for a safe school and uninterrupted classes by always stopping by the office for business and never going directly to classrooms.

School Security

In an effort to keep the school secure, all outside doors and gates are locked during the school day.

School Pictures

Annually, all students have school pictures taken at school. Parents are under no obligation to purchase school pictures, but if they wish to do so, they must pay for the package option of their choice on the day pictures are taken.

A second Picture Day is scheduled for any students who were absent on the original Picture Day. It takes about eight weeks before school pictures are processed and returned to students.

School Board

St. Elizabeth School has a consultative school board that assists the principal and pastor regarding the operation of the school, subject to the rules and regulations governing Diocesan School Boards.

The membership on the School Board consists of representatives of the school committees and boards along with a representative of the parish and Dominican Sisters, each holding three-year terms of office. Parents are asked to nominate themselves or others for terms on the School Board, and the appointments are made by the Board in the spring.

School Board meetings will be posted on the monthly calendar and are from 7:00 – 8:30 p.m. in the Faculty Room. Any interested parents are welcome to attend Board meetings.

The School Board has active committees; e.g. Development, Room Parents, Padres Unidos Parenting Group, Finance, Enrollment, Fundraising, and Facilities.

Parent Service Hour Requirement

The aim of the Parent Service Hour Program is to provide parents with the opportunity to become actively involved with the school community. It is also an opportunity to model our value of service. Hopefully, fulfilling the required service hours each year builds positive interaction between home and school in a variety of ways!

Hours Required: 40 hours per year for any household with two or more adults, or where

children reside with only one adult but another parent/guardian plays an active role in the child's school life. For any household with one adult, there are 20 hours per year required.

What's an "hour?" An "hour" might be a literal clock hour (as when a parent helps chaperone a field trip, works in the school garden, or gives time helping teachers, etc.). Sometimes an "hour" (or half-hour) represents a contribution given, as when an assigned time is credited to a donation (e.g. half-hour credit for aluminum cans, hour credit for donating cupcakes for a bake sale, etc.).

Record Keeping: Every month, a Service Hour Form will be sent home to you with your school calendar/bulletin. Please, fill in that form, claim any service hours you earned for the previous month, and return the form to school within a week. Whatever hours you claim on your monthly form will be credited to you – completely on the "honor system." We simply ask parents to accurately claim hours, return the forms monthly, and we thank you for the honesty with which we know you will do so.

Timeline: Hours claimed for the school year must be completed by May 25. Families who have not completed their required amount of hours will be billed for any unfulfilled hours. The amount per hour is listed on the service hour form. This information will be sent to parents again in a separate bulletin in September.

Photographs

Photographs of students may appear on the school Web site or in other school, parish, diocesan, or Dominican Sisters publications. Parents who do not wish their children's photographs to be placed in these public media must notify the principal in writing at the beginning of the school year by using the form provided by the school.

Student Emails

Email addresses provided to the students by the school are the property of the school. User names and passwords are provided. They belong to the school and are not private.

CATHOLIC SCHOOLS DIOCESE OF OAKLAND STUDENT SEXUAL HARASSMENT POLICY

Policy Statement

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students whether verbal, physical, electronic, or environmental. It is a violation of this policy for any employee or agent of the Diocese to harass a student or for a student to harass another student in a sexual manner as defined below.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as including, but not limited to, unwelcome sexual advances, requests for sexual conduct, or physical conduct of a sexual nature directed toward a student under any of the following conditions:

1. Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese.
2. Submission to, or rejection of, such conduct is used as a basis for an academic evaluation affecting a student.
3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating, hostile, or offensive environment.

4. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services sponsored by the Diocese.

Employee to Student Sexual Harassment

1. Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including termination of employment.

Student to Student Sexual Harassment

1. This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:
 - a. While on school grounds.
 - b. While going to or coming from school.
 - c. During the lunch period, whether on or off campus.
 - d. During, or while going to or coming from, a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Retaliation

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

Complaint Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the formal complaint procedure is contained in the Diocese of Oakland School Department's Administrative Handbook. Complaints may be reported to a school counselor, the principal, or associate principal. Written complaints may also be filed at the office of the principal or designee. Complaints should be presented in written form to the principal.

Diocesan Procedure Statement

The Schools of the diocese of Oakland prohibit any form of unlawful harassment of students or employees, whether verbal, physical, electronic, or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee.

Complaints may be reported to a school counselor, the principal or associate principal. Formal written complaints may also be filed at the office of the principal or designee. A complaint does not have to be written in order to be investigated.

Signature Page

_____ We have read the Parent/Student handbook of Saint Elizabeth Elementary School and agree to be governed by it and cooperate in fulfilling its requirements to the best of our ability.

_____ I/We have read the ***Student Sexual Harassment Policy*** (p. 25 & 26 in this book).

_____ Student & Parent have read, signed, and returned ***Telecommunications Responsible Use Policy***

_____ Student & Parent have read, signed, and returned (if needed) ***Cell Phone Use Policy***

_____ Parent has read, signed, and returned (if desired) ***Parental Permission for Photo Use***

_____ Parent has read and signed ***Dismissal Permission***

For questions regarding any general Diocesan policies, reference should be made to the Diocesan Administrative Handbook. It is available at the school office upon request.

PLEASE PRINT:

Student Name

Grade

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Signatures of each St. Elizabeth Elementary student/s in the family:

