

# St. Elizabeth School



**A Lumen Christi Academy**

## Family Handbook 2018-2019

### Saint Elizabeth School

Since 1893... A Caring Community

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## **I. GENERAL INFORMATION**

### **PRINCIPAL'S WELCOME**

Welcome to the 2018-2019 school year! We are excited to work in partnership with you educating your children. We recognize that parents have the primary responsibility for the education of their children and that the school exists to help the parents accomplish this duty. Thank you for giving us the opportunity to share this responsibility with you.

### **PURPOSE**

This handbook is designed to provide parents and students with information and guidance as to the procedures and rules of St. Elizabeth Elementary School. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of our tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion. If changed, written notification will be provided to parents and students.

### **VERIFICATION OF COMPLIANCE**

A written statement signed by the parent should be returned after the handbook is received each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook.)

### **HISTORY OF ST. ELIZABETH ELEMENTARY SCHOOL**

Founded by the Dominican Sisters of Mission San Jose in 1893, St. Elizabeth Elementary School has been serving children of the Fruitvale neighborhood of Oakland for over 125 years. St. Elizabeth has provided quality education for children from Transitional Kindergarten through Eighth Grade for several generations.

In 1892, St. Elizabeth Parish was created and staffed by the Franciscan Fathers to serve the German-speaking Catholics of Oakland. One year later, on October 24, the Dominican Sisters of Mission San Jose opened St. Elizabeth Elementary School with an enrollment of 20 students. The school population increased slowly that first decade, but by 1913, St. Elizabeth was educating more than 400 students.

The initial school was located on the first floor of the church building. By 1924, a new two-story school building was completed, which provided for a grammar school on the first floor and a high school on the second floor, with a gymnasium included. Both schools prospered over the next several decades; by the mid-1950s, the schools were educating a combined total of more than 1,300 students. On October 18, 1959, a new building for the exclusive use of the elementary school was dedicated.

From 1920 to 1960, the area around St. Elizabeth, the Fruitvale District of Oakland, prospered, consisting of modest middle and working class family homes, and small family businesses. Before World War I, St. Elizabeth had a distinctive German flavor, with German composition a regular part of the curriculum; however, even in this early era, the school was multicultural as the student body included Irish, Portuguese, and Italian students. By the mid-1960s, increasing numbers of Latinos from Mexico and Central America, African Americans, and Filipinos and groups of Asians ancestry began settling in the Fruitvale area.

By the 1990s, the school was largely Latino, mostly from Mexico, but with a sprinkling of students from Central America. St. Elizabeth School supports our bilingual families by publishing weekly *Qué Pasa* newsletters in both English and Spanish, holding bilingual parent meetings, and making sure that a translator is present during parent-teacher conferences for those who are more comfortable with the Spanish language. Additionally, several staff members are bilingual, including our Director of Special Needs, Bookkeeper, Office Staff and all of the Instructional Assistants.

The centennial of St. Elizabeth was celebrated in 1993. In the same year, St. Elizabeth School expanded its program to support students with learning differences. The Mother Pia Special Needs Program was created to provide both student and family support for students who need additional help. This unique and comprehensive program is staffed by specialized professionals who are qualified to perform assessments and create personalized support plans.

In 2018, St. Elizabeth School became part of the newly-formed Lumen Christi Academies. The mission of the Lumen Christi Academies is to ensure equity, access, and excellence in educational practice to our students in a faith-filled environment. The organizational structure of the Academies is a departure from a customary parish school organization, with an Executive Director and Board of Directors assuming the roles of day-to-day leadership in the schools. Our pastor, Fr. Luis Guzman, OFM, supports our school as its spiritual leader.

Throughout the history of St. Elizabeth, a Dominican presence endures. Two Dominican sisters continue as part of the staff. One sister serves as the Development Director; the other is the Technology Coordinator. The school is an affiliate of the Dominican Sisters of Mission San Jose Congregation. In addition, we are blest to have two Sisters from The Society of the Sacred Heart Congregation serving in our school community.

Despite all the current financial and social challenges, St. Elizabeth has continued to provide a solid education to the children of the East Bay. St. Elizabeth, along with the Parish, has served as an anchor in a neighborhood with a high rate of mobility. We continue to offer a hope-filled community of faith to children from our own neighborhood and from neighboring communities.

## **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 and nurturing

environment, we prepare our students to become spiritually aware, socially conscious and lifelong learners who respond to the Gospel message.

## **PHILOSOPHY OF EDUCATION**

Saint Elizabeth Elementary School is a Catholic faith community committed to teaching the Gospel message in a safe, challenging and loving environment, grounded in the Dominican and Franciscan educational traditions of truth and peace. Together with parents as primary educators, teachers and staff strive to educate each child with dignity and respect. We challenge all students to reach their full potential by stimulating their intellectual curiosity and by fostering service to others.

## **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, and all creation

#### **An Effective Communicator who: (Preacher)**

- Actively listens
- Articulates clearly and confidently (orally, written, technologically)
- Respects the thoughts and 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 parentheses represent the four pillars of the Dominican Charism and Franciscan influence.**

## II. PERSONNEL

The faculty, staff, and students of St. Elizabeth Elementary School form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities are developed, strengthened, and nurtured.

### 2018/2019 PERSONNEL

Executive Director: Mr. Rodney Pierre-Antoine	Pastor: Father Luis Guzman, OFM
Principal: Mrs. Lynne Kennedy Mullen	Technology Coordinator: Sister Regena Ross, OP
Office Manager: Mrs. Veronica Lupian	Custodian: Mr. Tony Rodriguez
Bookkeeper: Mrs. Silvia Rodríguez	Development Director: Sister Julie Distel, OP
Counselor: Ms. Renee Grelecki	<b>Mother Pia Team (Special Needs)</b>
Health Chair: Sister Paula Toner, RCSJ	Director: Mrs. Maria Carrillo
TK- K Blueberry: Ms. Vanessa Cordova	Associate Director: Ms. Renee Grelecki,
1/2 Ruby Red: Ms. Minerva Corona	Ms. Jamie Lee (Teacher K - 4)
3 Silver: Ms. Mariafernanda Cuevas	Mr. Alan Perlberg (Learning Specialist)
4 Lavender: Ms. Samantha Vax	<b>Cafeteria</b>
5 Kite: Mr. Salvatore DiBrita	Mrs. Patricia Moreno
6 Rainbow: Mrs. Laura Ruffridge	Ms. Trini Lopez
7 Orange: Mrs. Pamela Emeahara	<b>21st Century/AfterSchool Program</b>
8 Yellow: Mr. Liam Dodson	Director: Ms. Utami Setiyadi
8 Royal Blue: Mrs. Katie Ascencio	Program Leader: Ms. Anna Smuda
Physical Education: Mr. LaRon Mitchell	Program Leader: Ms. Alba Lopez
Art: Ms. Adrianna Alvarez-Espelage	Program Leader: Ms. Karina Palacios



Music: Ms. Judy Cruces	Program Leader: Mrs. Geno Salcedo
Mrs. Annie Crater (Extended Care)	Program Leader: Mr. Chris Garcia
Ms. Sandy Campbell (Extended Care)	
Mrs. Margaret Topete Instructional Assistant Grade 1/2	Ms. Monica Meza Instructional Assistant TK/K

## **BOARDS, COMMITTEES AND ORGANIZATIONS**

### **Local School Board**

A local school board acts in an advisory capacity to the Executive Director and Principal.

The local school board's mission is to bring its wisdom, talent, experience, faith life, and good will into the process of providing quality education for all the children served by the school. The local board furnishes the support and leadership to carry out the Church's commitment to Christian education.

Those who serve on Catholic school boards support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship. They are called to model what they identify as the purpose of Catholic education.

### **Saint Elizabeth School Board Officers**

President: Ms. Paula Garcia

(Board is in process of development under Lumen Christi Academies Guidelines)

### **Room Parents**

Head of Room Parents: Ms. Alejandra Higuera-Toris

The primary responsibility of the Room Parent is to assist the teacher. Needs vary by grade and by teacher. Generally, Room Parents help in organizing class events/parties, arranging for field trip chaperones and drivers, and helping with parent/teacher communication.

Interested parents must be willing to attend Room Parent meetings and support the policies outlined in the Room Parents Manual. Room Parents receive service hours according to the hours they work and are responsible for the documentation of their hours.

### **Development Committee**

The overall objective of Development at St Elizabeth School is to ensure that a quality Catholic education is available to and affordable for current and future generations of St. Elizabeth families. Development efforts provide long and short-term financial stability for St. Elizabeth, staff, and the school community.

Members: Sister Jolene Schmitz, Dr. Judith Stanley (President), Mr. Miguel Bustos, Sister Julie Distel, Mr. Steve Forsythe, Sister John Martin Fixa, Mr. Frank Matarrese, Mrs. Lynne Mullen, Ms. Ann Magovern, Sister Karen Elizabeth Zavits, OP

### **III. ACADEMIC INFORMATION**

#### **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. In developing the general curriculum, we commit ourselves to educating the whole child in an environment that nurtures spiritual, intellectual, emotional, social and physical growth. The foundations of the curriculum are based on Diocesan Guidelines, State Standards, and Common Core Standards. Applying directives from these documents, the general curriculum reflects the school philosophy and was developed to offer the optimum in each program to support our students' academic achievement. As a school fully accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges, St. Elizabeth Elementary School evaluates key curricular areas annually and maintains high levels of professional development for its teaching staff.

#### **Religious Education**

Students receive daily religious instruction. 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. The school sponsors a monthly Family Mass on Sunday.

#### **Sacramental Programs**

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 mandatory informational meeting during students' sacramental preparation.

#### **Service Learning**

Service Learning is a part of the curriculum at every grade level. Different opportunities throughout the year are presented for our students to offer service or contributions to the betterment of our community and world. **In the 7th and 8th grade, service is required as part of their religion grade.**

### **Family Life/Christian Sexuality**

St. Elizabeth Elementary School's program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

### **Safe Environment for Children Project**

The Diocese of Oakland has fully implemented the "Safe Environment for Children Project." All volunteers and all parents who participate in on-campus activities and field trips are required to complete an online training course ([www.virtusonline.org](http://www.virtusonline.org)) in child safety and abuse prevention and be fingerprinted. Please see the "Diocese of Oakland Code of Conduct Involving Interactions with Minors" in the Appendix of this handbook for detailed information. All information collected related to the Safe Environment Program is highly confidential and is used only for the purposes of criminal background checks. No confidential information is disclosed. Additionally, specific curriculum will be taught in the classroom to help children recognize the behaviors of others that may jeopardize their safety.

### **TEXTBOOKS**

Textbooks shall be selected in accordance with school policy developed by the Principal in close consultation with the faculty and will be used to implement Common Core State Standards as directed by the Lumen Christi Academies. ***Technology is integrated throughout the curriculum and skills are presented as tools rather than as part of a separate class.***

***All textbooks should be covered at all times with regular, not sticky, paper or book covers. Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.***

### **SUPPLIES**

A supply list is given to each family. Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Some supplies may need to be replenished throughout the year.

### **HOMEWORK**

Homework is a necessary part of school life and is given as a meaningful part of education.

### **General Objectives**

1. To help students develop independent work/study habits
2. To help reinforce learning that has taken place at school

3. To bring the home and school closer together
4. To incorporate students' interests/talents into school learning

### **Types of Homework**

1. Skill reinforcement
2. Study for retaining information/tests
3. Reading - subject/interest
4. Projects and research

**Note:** At various times during the school year, a “long-term” or “extended” project, which requires more time to complete, may be assigned. These special assignments provide an opportunity for students to practice organizational skills.

Grades 3-8 are required to record their homework assignments in a homework planner, which is provided by the school. **Parents should check this nightly.** Teachers may choose to communicate with parents through the homework planner.

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.

### **Recommended Minutes for Homework**

Grades K, 1 and 2	20 minutes	Grades 5 and 6	45-60 minutes
Grades 3 and 4	30-45 minutes	Grades 7 and 8	60-90 minutes

As part of homework, students are expected to spend 20-30 minutes daily reading either independently or with a family member. All homework is expected to be neat, complete, and turned in on time. Specific classroom policies will be outlined by each teacher at the beginning of the school year and presented at “Back to School” night. ***Homework is considered part of life skills and will be assessed as such, and not included in formal grades.***

### **ACADEMIC HONESTY**

Honesty is expected of students in the performance of all academic work.

#### **Cheating**

Any of the following behaviors is considered cheating:

- Looking at someone else's work.
- Using another student's test or quiz to study from.
- Memorizing answers found, or copying said answers.
- Talking during a test.
- Plagiarism is stealing another's work and passing it off as one's own, and includes:
  - Copying words or ideas from someone else without giving credit

Failing to put a quotation in quotation marks  
Taking work from any source, printed or on the Internet

For a full explanation, consult your teacher or the website below:

<http://www.plagiarism.org/article/what-is-plagiarism>

Any of the above actions may lead to suspension and a zero on the test or paper. Students will be required to re-do any assignment which has been found to be plagiarized.

## **ELECTRONIC INFORMATION/COMMUNICATIONS**

The mission of St. Elizabeth School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. The use of the Internet for research is fundamental to preparation of citizens and future employees. Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning. Each year parents and students must sign an acceptable use policy for use of the Internet. See **Diocese of Oakland Technology Responsible Use Policy-Students and Parents**. Additional policies concerning use of technology are set forth in the Discipline section of this handbook. The signed form must be on file before your child is given access to technological opportunities at St. Elizabeth School.

## **GRADING POLICY**

*The following is the grading policy for Lumen Christi Academies. Grading is an opportunity to evaluate a child's progress in specific subjects. Each child's effort and consistency with daily class work, class participation, and homework assignments affect his/her grades. Teacher-prepared tests and end-of-chapter tests provide data for evaluating each child's comprehension of specific content areas. Oral and written reports and presentations also have an impact on a student's grade. Report card grades reflect a combination of these factors.*

<b>Standard Based Skills Assessment Grades K-5</b>	<b>Achievement Code Grades 6-8</b>	
4 = Student exceeds grade mastery	A = 95-100%	VG = Very Good
3.5 = Student has mastered grade level standards and displays partial mastery above grade level	A- = 90-94% B+ = 87-89%	G = Good S = Satisfactory N = Needs Improvement
3 = Student demonstrates grade level mastery	B = 83-86%	U = Unsatisfactory I = Incomplete
2.5 = Student is progressing toward mastery of grade level standards and displays mastery of some	B- = 80-82% C+ = 77-79%	
2 = Student is beginning to progress toward mastery of grade level standards	C = 73-76% C- = 70-72%	
1.5 = Student demonstrates grade level understanding with some support	D+ = 67-69% D = 63-66%	
1 = Student does not yet demonstrate grade level understanding with support	D- = 60-62% F = Below 60%	
NA = Not Assessed		

***An asterisk (\*) is placed next to a grade on a report card to indicate a modified curriculum in a particular subject.***

**CHARACTERISTICS THAT SUPPORT LEARNING**

***Work habits and social development are reflected separately from Academic Achievement on the report card. These work habits and behavior/social development effort marks communicate to parents matters such as behavior, participation, homework and completing assignments.***

***The grading is as follows:***

***Exceeds (E): student consistently demonstrates this characteristic.***

***Meets (M): student demonstrates the characteristic most or some of the time.***

***Needs improvement (N): Student seldom demonstrates this characteristic.***

## **PROGRESS REPORTS / REPORT CARDS**

Progress reports are sent home three times a year, approximately three weeks before the report card. (See the School Calendar for dates when students will bring home report cards.) Progress reports are sent to parents to inform them of any concerns about student progress. Additional progress reports may be sent home by teachers at any time to make parents aware of any significant change in grades or behavior. Parents must sign and return an acknowledgement of receipt. Parents may also request a progress report. Parents of students in Grades 4-8 have access to PowerSchool to be informed about their child's progress. Information about how to login to PowerSchool is provided by the school.

## **CONFERENCES**

Conferences are a time for teachers to communicate with parents about the child's goals and progress. Our yearly Parent/Teacher/Student conference is a goal-setting conference in October. Conferences are held for 20 minute periods. Follow up conferences will be held in Spring for students in the Mother Pia Program. Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment. Please do not attempt to conference with teachers at morning assembly or at pickup time, as they are actively supervising students.

## **Guidelines**

- Please, be as courteous to the teacher as you would expect him/her to be to you.
- **PARENT-TEACHER TEAMWORK:** We have set a goal for our school of creating and maintaining an atmosphere where optimal learning can take place. Parents and teachers must work in close partnership to successfully educate a child.
- **COMMUNICATION:** If parents have concerns, questions, or complaints, the teacher should be the first to know and be given the opportunity to remedy the situation. The child will be torn between authorities unless there is a genuine unity of purpose and practice among parents, children and faculty. Communication is essential. An appointment should be set at the earliest convenience for all parties. Only after this communication has taken place should the matter be referred to the Principal. The Principal is the final arbiter in all disciplinary situations and will determine whether further disciplinary action is necessary.

## **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.

### **Honor Roll (Grades 6-8)**

This award is given to those who have achieved an average of B or better in all subjects and satisfactory achievement in all life skills. A grade of D or F will make a student ineligible for Honor Roll.

At the time of 1st/2nd/3rd triad report cards, teachers in grades 6 through 8 submit names of students in their homerooms who qualify for Honor Roll.

### **Achievement Awards (K-5)**

Grades K, 1, 2,3, 4, and 5 recognize outstanding achievement at the awards assemblies that are held at the end of each grading period.

### **Student Learning Expectations (K-8)**

Student Learning Expectations (SLEs) awards are given to students whose behavior and achievement reflect our SLEs.

## **PROMOTION**

A student satisfactorily completing each grade's work will be promoted to the next grade.

## **TRANSFER**

A student who does not satisfactorily complete each grade's work may be transferred to the next grade if retention is not appropriate. Tutoring or summer school may be required.

## **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 and then only after consultation with the Executive Director of Lumen Christi Academies. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program, which is more realistically suited to his/her needs.

## **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 or 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.

***To help students stay on task, weekly progress reports may be given. The purpose of these reports is to help the student stay on task and communicate his/her progress to the parent.***

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.**

### **RECOMMENDED TRANSFER TO ANOTHER SCHOOL**

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

- The school has explored means to meet the needs of the child.
- There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.

The transfer is to take place at the end of a grading period, preferably at the end of an academic year. The final decision is made by the Principal in consultation with the Executive Director of Lumen Christi Academies.

### **GRADUATION**

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, student may not be allowed to participate in the graduation ceremonies, and the diploma may be modified or held until there is evidence of completion of requirements. ***Payment of all fees includes tuition, fundraising, Parent Service Hours, books and/or graduation fees are required to participate in graduation activities.***

#### **Graduation Ceremony / Attire**

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest. One celebratory lei is allowed at the Graduation Ceremony, but not the Baccalaureate Mass.

Graduation Awards include the following:

- Gold Cords are awarded to students who achieve a 3.5 (B+) average in their final cumulative academic subject grades and who maintain a MEETS in all of the life skills 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 MEETS in all of the life skills throughout the eighth grade year.

### **Graduation Celebrations**

School-sponsored graduation celebrations may be planned by the school and will be chaperoned by school-related personnel. The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school-sponsored celebrations.

## **IV. ADMISSION AND WITHDRAWAL**

It is the goal of St. Elizabeth Elementary School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

### **ADMISSION OF NEW STUDENTS**

***“The Catholic Schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, national origin, ancestry, religion, sex, sexual orientation, or disability to all rights, privileges, programs and activities generally accorded or made available to students at the schools.”***

Saint Elizabeth Elementary School therefore 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.

### **Entrance Assessment**

Applicants are required to take an entrance assessment of basic math, writing, and reading skills.

### **Forms/Records 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 report card for current school year and previous school year
- Copies of standardized test scores for current and previous school year

### **Records to be submitted after testing, before admission**

- Immunization/health records as required by state law

### **Minimum Age Requirement**

To be admitted into transitional kindergarten a child must be four (4) years of age on or before September 1st of the current school year. Children must be five (5) years of age for Kindergarten. It is not acceptable to admit students who are younger than the cut-off date without an a licensed preschool program. To be admitted into the first grade a child must be six (6) years of age on or before September 1st of the current school year. Principals may, at their discretion extend this acceptance date to September 15th if it is in the best interests of the student as determined by the school. Where a child has been legally enrolled in another school s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

### **Transitional Kindergarten in California**

A transitional kindergarten is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. A child must be four (4) years old by September 1st to enter our transitional kindergarten program.

### **TRANSFER STUDENTS**

All financial obligations to previous schools must be current. In some cases, St. Elizabeth Elementary School may ask for a parent conference regarding the applicant or may deem it necessary to conference with officials from the previous school regarding the applicant. If summer school is required, the parent must provide a report from an approved summer school program.

### **Special Needs**

Admission of transfer students with special needs will be dependent upon the school program's ability to meet these needs.

### **ACCEPTANCE**

Once a student has been accepted, registration forms must be completed and payment of non-refundable registration fee must be made within two weeks of notification or time specified in admission letter in order to ensure a place in the school. **If all fees are not current by the date specified by the school in the registration materials, children will not be admitted to class on the first day of school.** Summer school may be required, recommended, or offered as a condition for enrollment.

All new students are accepted as probationary for the first year at St. Elizabeth. 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. Ideally, this would occur at the end of a grading period when report cards are issued.

### **Priority of Acceptance**

1. Children of families who are active members of St. Elizabeth Parish

2. Children of families who have other children presently in our school
3. Baptized Catholic children
4. Children of other faiths and traditions

### **RE-ADMISSION OF CURRENT STUDENTS**

Registration of currently enrolled students takes place each spring. Re-admission is based on satisfactory behavior and effort of the students as well as parental cooperation and support of school policies. Re-admission 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. **If all fees are not paid in full and/or paperwork is not completed prior to the date specified on the registration materials, children will not be admitted to class on the first day of school.**

Should a family intend to return to St. Elizabeth 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 must approve readmission if a student has left St. Elizabeth due to the family's own decision and then wishes to return.

## **V. ATTENDANCE**

Prompt and regular attendance is required of all students in order to ensure student success. All students are expected to be in line with their classes by 8:00 AM and are considered tardy after the second bell rings. Students who arrive after the second bell will receive tardies. Students coming after morning assembly must come to the office to sign in and get their tardy slip for admission to class.

### **TARDINESS**

"Excessive tardiness" is being late 4 times per trimester or a total of 12 times per school year. A student is tardy if s/he arrives after the time fixed by school policy for the beginning of the morning (8:00 AM), afternoon, or any class session. Please be aware of traffic constraints in the morning. Tardy students must go directly to the office for a tardy slip before entering classrooms. Constant tardiness is unacceptable and will result in a student/parent conference. Arriving late is disruptive to classroom procedures and is uncomfortable for your child; therefore, we ask that you arrange your schedule to ensure that your child arrives at school on time. Tardiness is recorded on report cards and permanent records. Excessive tardiness, even if necessary and excused, may be grounds for disciplinary action at the discretion of the principal in consultation with the Executive Director of Lumen Christi Academies.

### **ABSENCES**

Experience has proven that children at **all** academic levels find it difficult, if not impossible, to make up work which they have missed because of absence from school. No amount of subsequent personal study can adequately replace the teacher's explanation and class discussion or drill. All absences must be accounted for in writing by a parent or guardian. These excuses shall be kept on file until the end of the school year. "Excessive absence" is being absent from school for 10 days per trimester or a total of 30 days per school year. When the student arrives after recess s/he is a half (1/2) day absent.

### **Reporting Process**

Parents are required to report absenteeism to the office by 9:00 This is vital for the safety of each child. Be sure to **send a note or email**, including the date and reason for absence, to the teacher when the child returns to school (state law requirement). If parents wish to pick up work for a missing day, they must contact the school with the request before 10:00 AM. Please do not ask a teacher to prepare work as the school day ends. Often teachers have meetings or tutoring planned for after school and cannot put together work on such short notice.

For a student to be granted a medical excuse, s/he must have a **doctor's note**. Otherwise, it will be listed as a tardy or an unexcused absence. Arriving late due to traffic will not be considered an excused tardy. A student will not be admitted to class late without a tardy slip or after an absence without a written note.

### **HOMEWORK DURING ABSENCE**

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

Homework may be picked up **before or after school** in the office in the case of long-term illness (more than three days). **The office must be notified before 10:00 a.m. for homework to be picked up later the same day. Please do not come to the office to pick up work without notifying the school before 10:00 AM. Teachers often have meetings or tutoring after school and cannot put together work at the last minute.**

### **CREDIT**

Any child with 30 or more absences will not be passed to the next grade without attending summer school to make up the missed days.

### **EARLY DISMISSALS**

**Children may not leave the school premises at any time for any purpose without the written authorization of parent or guardian and the principal. A special effort should be made to make medical, dental, or other appointments after school hours.** If a child

must be taken out of class early for an appointment (medical, dental, emergency, etc.), the required procedure is as follows:

1. Parent or guardian must send a written notice stating the time of the requested dismissal and the reason (for the approval of the principal).
2. The person picking up the child must come to the school office and present proper identification to the office. The school will not release any child to an adult not on The emergency form or one who does not present proper identification. The child Must be signed out and the reason for departure given. S/He must sign our Attendance book stating the time the child is being taken from the class.
3. If the child is returned to school the same day, the adult must sign the book Indicating the time of return.

### **RELEASING STUDENTS DURING THE SCHOOL DAY**

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian should be in writing and the authorized person must present a photo ID to pick up the child. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

### **VI. UNIFORM / DRESS CODE**

Students at St. Elizabeth School represent our school and will follow uniform guidelines. 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 or blue shirt/blouse must be tucked in at all times.

#### **UNIFORM GUIDELINES: 2018-2019**

Parents/Guardians should review these guidelines BEFORE purchasing and refer to them as necessary throughout the year. Any changes to these guidelines will be communicated to parents in our weekly school newsletter. Information about school uniforms is included with each family's registration packet.

#### **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. White or Royal Blue polo shirts. No logos or designs.
- Uniform long-sleeved sweater or sweatshirt with traditional or SLE school logo.
- Only black sturdy shoes may be worn with the uniform. This includes tennis shoes,

- oxfords, or rubber-soled shoes (No platform shoes or boots). No colored streaks, soles, etc. No ballet-type flat shoes.
- White or royal blue anklets or knee high socks may be worn.  
Clean hair, out of eyes and free of streaks, highlights, and dyes. All hairstyles are subject to the approval of the school administration.
- Clean and trimmed natural nails without polish (except clear).

### **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 black walking shorts (no denim or skinny, tight-fitting pants).
- White or black tights may be worn. No leggings or clothing hanging below the skirt length may be worn.
- Blue school fleece jacket with traditional or SLE school logo.

### **Required for Boys Grades K – 8**

- Black cotton slacks. NO OVERSIZED PANTS.
- Plain white shirt with pointed collar and short sleeves. White or Royal Blue polo shirt. Shirts must be tucked in at all times.
- Uniform long-sleeved sweater or sweatshirt with traditional or SLE school logo.
- Only black sturdy shoes may be worn with the uniform. This includes tennis shoes, oxfords, or rubber-soled shoes. NO colored streaks, soles, etc.
- White or black socks.
- Clean hair, free of streaks, highlights and dyes.
- Boys are not permitted to have designs within their cuts or extreme haircuts such as Mohawks or spiked hair. All hairstyles are subject to the approval of the school administration.

### **Optional for Boys**

- Uniform black 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 but not in lieu of the proper 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-or drug-related clothing may be worn nor clothing with inappropriate pictures or messages.

### **Unacceptable**

- Tee shirts with inappropriate messages, tank tops, beach wear, and spaghetti straps
- Low-cut or tight-fitting tops (Girls)
- Mini shorts or skirts with leggings underneath (Girls, free dress)
- Oversized pants or pants worn below the hip line
- Articles of clothing displaying any extreme fads
- High heeled shoes, platform shoes, bare toe sandals, flip flops, slippers, or any unsafe shoes
- Makeup of any kind, fake nails or nail polish (except clear)
- Jewelry, other than one simple medal or cross worn around the neck, one ring per hand, and one pair or simple post earrings
- Any visible piercings (e.g. face, lips) or tattoos. No tongue piercings are allowed.
- Hooded sweatshirts (pullover or zip up) are not allowed at any time on uniform days with the exception of eighth grade sweatshirts.

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.

### **VII. DISCIPLINE**

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined by each school in its philosophy and goals.

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. ***Discipline comes from mutual respect and concern for one another. Discipline is a part of learning and self-discipline begins at home.*** The purpose of discipline is:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To build a sense of Christian community.
4. Each classroom will establish its own classroom rules.
5. Disciplinary actions are handled by the classroom teacher, yard supervisor, 21<sup>st</sup> Century leader or any supervising adult or member of the St. Elizabeth School Staff. Students are to treat all members of our staff, regardless of position, with courtesy and respect and follow directions when given by any adult on campus without arguing.



Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions. Parents are welcome to contact the teachers or the principal about matters relating to their **own** child.

## **DISCIPLINE POLICIES**

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 others' 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.

## **General School Norms**

Students shall:

- Be gentle, share, speak kindly and courteously, care for one another, and show respect for all members of the school community.
- Use appropriate language, both written and verbal, at all times.
- Not hit, shove, push, tackle, or throw any object at another student. Rough play is not permitted.
- Never wear colors, tattoos, styles, jewelry, belts, or clothing, use hand signals, or indicate gang affiliation in any way.
- Not sell articles at school.
- Not use the school telephone without permission from school staff.
- Have sanitary and healthy bathroom practices.  
Not take or touch anything belonging to someone else.

## **Classroom, Hallway and Playground Behavior and Safety Rules**

Students are expected to:

- Maintain appropriate Christian behavior and attitudes in the classroom and on the playground at all times.
- Be attentive, cooperative, and accept the leadership and authority of all school personnel.
- Walk calmly and quietly in the hallways and classrooms.
- Not disrupt the orderly environment or the educational process of the classroom.
- Not enter the building before school begins nor after school has been dismissed without teacher permission and supervision.
- Students may not be in the hallways or in any classroom without adult supervision.

## **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.
- Respect supervisors/all school personnel.
- Place unwanted food on the sharing table or in the proper containers.
- Leave their table area clean, placing garbage in the proper receptacle.
- Break down cardboard containers and follow recycling and composting directions.

Food is to be consumed only in the cafeteria. No food may be consumed in the halls or in the yard.

## **Cell Phone / Electronic Device Use Policy**

With parent permission and knowledge, students may bring cell phones and other electronic devices and either keep them in their backpack or locker or turn them into the classroom teacher at the beginning of the school day. These are the rules regarding cell phones:

- Cell phones and other electronic devices may not be used on campus without a teacher's permission.
- Cell phones, etc., are to be turned off at all times when on campus.
- Cell phones, etc., are to be kept in the student's backpack, locker, or given to the teacher.
- If the cell phone rings, it will be taken by the supervising adult and the student's parent will need to come to the school office to retrieve the phone.
- If the cell phone is out of the backpack/locker and seen by a supervising adult, it will be taken by the supervising adult and the student's parent will need to come to the school office to retrieve the phone.
- Repeated abuse of the privilege of having a cell phone on campus may result in the cell phone not being returned to the student during the academic year.
- No phone calls will be made with the cell phone while on campus unless with the expressed permission of a supervising adult who is in close proximity.
- Absolutely **no** photos are to be taken at school and/or disseminated via the Internet.
- Any loss, damage, or vandalism to one's cell phone or other electronic devices that requires repair or replacement is the responsibility of the owner. We discourage personal cell phones/electronic devices at school.
- The above regulations apply to all electronic devices referred to above and any newer versions students may obtain.

For health reasons, students are encouraged to maintain their own earbuds or headphones for instructional purposes. These will be stored in labeled plastic bags and be made available to the student when needed.

***Please see our "Acceptable Use of Technology" at the back of this handbook for additional guidelines.***

### **Littering and Gum Chewing**

Students shall put all wrappers, paper, and garbage in the proper containers. Gum can be a choking hazard to a child, and is difficult to remove from rugs and furniture. Students are not permitted to chew gum on school grounds before, during, or after school.

### **Valuables**

Students should not bring toys or valuable articles to school, except on sharing days. Valuables are always the responsibility of the student, not the school. Students may not carry excessive amounts of money. Any money carried by students for extras at school should be put in an envelope with the child's name, the purpose for the money and the amount of money, and the envelope should be given to the teacher. The school is not responsible for keeping track of students' personal cash or for replacing lost money.

### **Vandalism/Property Damage**

Students shall not deface school property, such as write on walls, desks, chairs, and textbooks or the restrooms. It is the responsibility of the parent/legal guardian to pay for any property damages due to willful conduct by the child. Grades, transcripts or diplomas will be withheld until the damages are paid in full.

### **Illegal Substances**

The use, possession or exchange (whether or not for sale) of illegal substances on or near school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants, is prohibited and is grounds for disciplinary action up to and including expulsion.

### **Weapons/Laser Pointers**

Possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another, including laser pointers, will result in very serious consequences up to and including expulsion.

### **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. Student will stay in a supervised space for the full day including recess and lunch.

- 2nd Offense: Parents will be notified by the administration or teacher regarding the fighting/violence. The student will receive an immediate in-school suspension or home suspension for a duration of 3 days. 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/violence. A conference with parents will be called by the administration. Parents will be asked to pick up the child immediately. A third offense may result in immediate expulsion.

## **DISCIPLINARY ACTIONS**

### **Disciplinary Probation**

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

- Consistently violated the school standard of conduct.
- Committed an offense of a serious nature.
- Received a grade of N or U in classroom conduct on a progress notice or report card.

### **Serving Detention**

Requiring a student to serve a detention after school hours is an acceptable disciplinary measure. Students may not be detained for more than one hour. A teacher may require a student to serve a detention for up to 15 minutes without prior notice to the parent/legal guardian. If a student is to serve a detention longer than 15 minutes, parents/legal guardians should be notified in advance. Holding a student in at recess or lunch is also an acceptable disciplinary measure. Students held in at recess or lunch will always be given the opportunity to eat snack/lunch and use the restroom as necessary.

### **Suspension Policies**

Suspensions should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct. Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred. No student shall be suspended from school for more than five school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student must be given the opportunity to "make-up" work that was given during the time of the suspension.

### **Suspension Procedures**

1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as stated in #2 below may be adhered to after the fact.

2. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:

a. 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 violation is a offense.

B. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.

c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, “Do you have anything to say?” etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.

D. PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. When possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.

e. RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the Principal, and later to the Executive Director of Lumen Christi Academies. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.

f. A WRITTEN RECORD of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file by the Principal separate from the cumulative record.

### **Expulsion Policies**

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. The Principal shall determine if expulsion is warranted; however, approval of the Executive Director of Lumen Christi Academies is required before expulsion can take place. 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. Serious violation 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:
  - The pattern of conduct that at this time would lead the school to believe that expulsion is being contemplated.
  - The evidence upon which this assessment is based.
  - The right of the student at this time to present a statement or information in support of being retained.
  - The specific courses of action or improvement in attitude that 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 second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. 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 Executive Director of Lumen Christi Academies.
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 to the Executive Director of Lumen Christi Academies. However, it is presumed that the decision will not be overturned if the established procedure has been followed and sufficient reason for expulsion exists.

### **ABUSE OF SCHOOL PERSONNEL**

“Any parent/legal guardian, or other person whose conduct is 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 not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both.”

“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 punishable as follows:

1. Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
2. If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.

As used in this section, ‘directly communicated’ includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter.” (Penal Code Section 71) St. Elizabeth School also considers the use of social media as included in this provision.

### **VIII. GENERAL HARASSMENT POLICY STATEMENT**

The schools of Lumen Christi Academies prohibit any form of unlawful harassment of students or employees, whether verbal, physical or environmental or through the improper or harmful use of technology (i.e., using social media to post inappropriate or disparaging comments). It is a violation of this policy for any employee, agent, student, volunteer, parent, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, a teacher, or the 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.

## **SEXUAL HARASSMENT POLICY**

### **Policy Statement**

The schools of the Lumen Christi Academies 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 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**

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

### **Student-to-Student Sexual Harassment**

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:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period whether on or off campus
4. During, or while going to or coming from a school sponsored activity
5. Use of social media and/or email to send or forward inappropriate content

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**

Lumen Christi Academies forbids retaliation against anyone who, in good faith, reports conduct perceived to be illegal harassment or who participates in the investigation of such a report.

## **Complaint Procedure**

Complaints of harassment or retaliation may be made verbally or in writing. No particular written form is required for a written complaint. Complaints should be made to the Principal, unless the complaint involves the Principal, and then it should be made to the Executive Director of Lumen Christi Academies. Complaints should provide as much information as possible to permit prompt and thorough investigation.

## **IX. EMERGENCIES**

### **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:

- 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.
- Please, do not call the school. The telephone lines need to be kept open for contact with emergency services as needed by the school. The school communication system, School Messenger, will be used to communicate important information and directions to all parents/guardians in our system.
- 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.
- In the event of an emergency, children will be released only to parents or other persons designated on the school earthquake emergency form.

### **EMERGENCY PREPAREDNESS**

#### **Earthquake / Disaster Evacuation**

In case of a disaster, please check in the student release area first for the whereabouts of your child. This area will be located, clearly marked, in the playground. Only people named on authorization forms will be permitted to take children off site. Parents may not go directly to classrooms or other areas to find their children. Keeping all the children calm is extremely important at this time.

Staff and students perform regular drills to prepare for earthquakes, fires, and lock-downs due to dangerous intruders. Parents are notified of drills at Back to School Night. Authorities will give specific evacuation instructions after a natural disaster. Schools will be given top priority in terms of evacuation. Please, inform your children that, in such event, it could be

up to 3 days before they are reunited with you. Families will provide “Comfort Kits” for emergencies consisting of water, nonperishable food items and family photos if desired. These kits will be collected at the beginning of each school year and will be returned at the end of that school year.

### **Emergency Information**

In emergencies, information, such as found on the emergency information card, may be released to appropriate persons if it is necessary in the judgment of the Principal or his/her designee to protect the health or safety of the student or other persons.

### **Emergency Information Card**

The school has a file containing current emergency care information for each student. **Each parent is responsible to keep the following information current during the year and annually update:**

1. The name of the student, his/her home address, telephone and birth date.
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. Cell phone numbers of parents should be recorded.
3. The date of the latest tetanus immunization/booster.
4. The name of the family physician and dentist, office addresses and telephone numbers.
5. Name of medical insurance company and identification number.
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication.
7. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary.
8. The names of the persons to whom the student may be released.
9. The signature of responsible parent(s) or legal guardian.

### **Secure the Building Procedures**

In some situations, it may be necessary to secure our school building. As per police or the discretion of administration, the following procedures will be implemented for security reasons:

1. Doors will be locked.
2. Drapes and/or blinds will be closed.
3. No one will be permitted to enter or leave the building.
4. The school will remain secured until the school receives an “all clear” signal from emergency personnel.
5. Parents/guardians will be notified of the situation by SchoolMessenger or by a letter from the office with details explaining the situation.

## **X. EXTENDED CARE**

### **EXTENDED DAY CARE HOURS**

The Before and After School Program is open from 6:30 AM until 7:50 AM each school day for TK thru Grade 8, and from 3:00 PM until 6:00 PM. The program operates on our minimum day schedule which is 12:00 PM on early dismissal days and 2:15 PM on Wednesdays. Homework and snack are part of our Extended Care Program, with time for students to play and engage in enrichment activities.

### **REGISTRATION- Extended Care**

Registration forms must be completed for all families that use the program, whether contractual or drop-in. Extended Care payment is separate from school tuition. Checks are made payable to St. Elizabeth Extended Care. The rate is \$5.00/hour for each child. Charges are rounded up to the next half hour. Parents must sign out their children in person from Extended Care.

### **21st Century Program**

**The 21<sup>st</sup> Century Extended Learning Program**, funded by the government and administered by the University of California at Berkeley, is available to families based on published criteria. There is room for 80 students in the program. It is a before school, after school, summer school, Easter break, and 5 flexible days program. This extended learning program provides educational enrichment in the areas of Science, Technology, Engineering, Arts, and Mathematics (STEAM). Homework is **not** part of the 21st Century program, as enrichment is the focus of the program. ***The same school behavior is expected for 21st Century students after school as is expected during the regular school day.*** More information about this program is available from Ms. Utami Setiyadi, the 21st Century Director.

## **XI. FINANCIAL**

### **REGISTRATION**

A Registration fee is charged per child per year and is due by the date indicated on the registration materials unless arrangements are made with the Principal. New students pay after acceptance. If registration and fees are not paid by the date specified by the school, students will not be admitted to class on the first day.

### **TUITION & SCHOOL FEES**

Tuition is a yearly rate. For convenience, parents may pay on an annual, semi-annual, quarterly, or monthly (ten equal installments) basis, beginning in August or September and ending in May or June. Your annual tuition is not tax deductible as a charitable contribution.

All payments are to be made via automatic withdrawal through the FACTS Tuition Management Program and 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. No cash will be accepted at the front office for tuition or registration fees.

“Catholic” families are those families whose children have been baptized in the Catholic Church. Exceptions can be made upon request if a non-baptized child enrolls in Baptismal program and is child of a Catholic parent or guardian. The distinction is made because it is presumed that Catholic families contribute to their parishes on a regular basis.

### **Special Fees**

The fee for the Sacramental Program for Reconciliation and First Eucharist is due on November 1st. The Graduation fee (8th graders only) is due May 10, 2019.

### **REFUNDS**

The registration fee is nonrefundable. Please understand that the registration fee covers materials we need to prepare for your child. Parents are responsible for the full cost of the yearly tuition. Refunds for tuition may be given based on a prorated basis due to early withdrawal at the discretion of the Principal.

### **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* and on the monthly calendar. Applications must be filed annually. Grant funds are provided through Family Aid – Catholic Education (FACE), and the BASIC Fund. Notification of Grants received or not received come in July or August. ***To qualify for any school assistance, the FACTS form must be completed and submitted on time.***

### **FUNDRAISING**

Parents are required to participate in our annual school fundraisers to contribute a minimum of \$200.00. Our required fundraising activities this year are the Fun Run and the Raffle. Parents may pay to opt out of fundraising activities. Please see your tuition contract.

### **DELINQUENT ACCOUNTS**

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Hold the student out of class until the past due amount is paid in full.
2. Withhold report cards.
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.
4. Deny readmission to the family for the following school year.

## **XII. MEDICAL**

### **CHILD ABUSE OR NEGLECT**

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. Physical abuse or corporal punishment
2. Emotional abuse or deprivation
3. Physical neglect and/or inadequate supervision
4. Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse. A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse" (Penal Code Section 1166a). Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

### **COMMUNICABLE DISEASES**

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school retractable diseases or conditions in students are head lice, chicken pox, mumps and measles. Students who have retractable diseases or conditions must be excluded from school ***as per Lumen Christi Academies policy.***

### **Parent to School Notification**

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

### **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. The school also participates in the Shoo the Flu county program.

### **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. We must be able to reach you in the event of an emergency or urgent concern.

## **IMMUNIZATIONS**

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements. TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test or a current note from a physician stating that no risk factors exist.

### **Conditional Admission**

A student who lacks the required immunizations has one (1) week to begin immunization. **Thereafter, students without proper forms will be excluded from school until parents provide the information required.**

## **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.

Additional Student Accident Insurance coverage is optional, although encouraged. A form is available throughout the school year.

## **MEDICATIONS**

Guidelines for the administration of medications at school are as follows:

- Schools may not furnish any medications.
- All medication administration requires parent/legal guardian authorization.
- All prescription medications and aspirin require physician and parent/legal guardian authorization.
- All medications must be secured in the school office.

### **Inhalers And EpiPens**

Inhalers and EpiPens may be secured in the classrooms as well as the office. Use of an EpiPen always necessitates a 9-1-1 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the EpiPen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:

- Risk of not carrying medication
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

### **Glucose Testing and Insulin Administration**

Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school Principal.

### **Responsibility of Parents/legal guardians**

- 1 Parents/legal guardians will assume full responsibility for the supplying of all medications.
- 2 **No medications may be brought to school by students.**
- 3 Parents/legal guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.

### **Aspirin and Other Over-the-Counter Drugs**

The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel without written authorization from the student's physician. Students requiring over-the-counter drugs (with the exception of aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above have been complied with.

### **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, and fast food should not be brought to school for snack or lunch. **If it is your child's birthday and you wish to celebrate with your child's class, you must consult with the teacher well in advance of the special day or your treats may not be distributed.** The teacher is the one aware of the class's schedule, allergies, etc and will inform parents at the beginning of the year what simple treats are appropriate for school.

### **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. Students who have been excluded from physical education due to serious injury must provide a doctor's note to be readmitted to physical education class. If a child has been injured in any way which limits other physical activities such as recess/lunch play, a note from parents is required to notify the school of any restrictions for non-PE activity.

## **XIII. PARENTS**

### **FAMILY COOPERATION**

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.

### **Maintaining a Positive Home-School-Partnership**

All schools in the Lumen Christi Academies are intended to be environments that educate, nurture and support students according to basic Catholic principles. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Catholic principles include but are not limited to the following:

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.

2. Students, parents, guardians and family members may respectfully express their concerns about the school. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner. Communicating in these ways may result in a family being required to leave the school.

3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child's parents. Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its sole discretion.

### **PARENT VISITS AT SCHOOL/CLASSROOM INTERRUPTIONS**



We welcome and appreciate our parents! For safety reasons, **all visitors, including parents, must report to the office, sign in, and wear a visitor badge.** Parents may 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. Classroom disruptions are kept to a minimum and learning time to a maximum.

We love having our parents attend morning assembly and begin the day prayerfully with us. Please do not converse with teachers or other parents during prayer. Please do not follow your child to their classroom. Morning assembly needs to clearly mark the beginning of the day for our students and staff.

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.

### **COMMUNICATION / CONFLICT RESOLUTION**

Open and mutually supportive communication between school and families benefits students. The teachers and the administration wish to be of help to you. Parents may send a note requesting a phone contact from a teacher or the principal. To make a request for teacher appointments, call the school office, email, or send a note to the teacher. **Parents may not accompany children into school in the morning to attempt to conference with teachers as the morning bell is ringing or as class is starting.** Teachers need to be welcoming their students and starting the day and teachers on morning yard duty need to be supervising their students, not conferencing with parents about private matters.

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 notifies the homeroom teacher via phone call 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/staff member and student to also confer on the problem).
4. Parent, principal, teacher/staff member, and student meet to clarify concerns.

### **PARTIES**

#### **In-school Birthday Celebrations**

Parents wishing to help children celebrate their birthdays at school may do so in a simple way. In consultation with the teacher, a simple snack may be sent to school for all children in the class to enjoy at recess or lunch. **If you do not consult with the teacher in advance, your treats may not be passed out.** Please, do not send candy or "goodie

bags” for each child. For any celebrations at school, whether you are providing birthday treats or Valentines, you must provide one for **every** student in the class.

### **Out-of-School Parties**

Invitations to out-of-school parties for any occasion may not to be brought to and/or distributed at school. Parents should keep in mind the hurtful social consequences of excluding small numbers of children from out-of-school parties.

## **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**

30 service hours per year are required 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, 15 service hours per year are required.

### **What Is An Hour?**

An “hour” might be a literal clock hour (when a parent helps chaperone a field trip, or works in the cafeteria, etc.). Sometimes an “hour” represents a contribution, 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).

### **Record Keeping**

When you complete an hour, please have the supervising person sign the hour form. Send the top copy to the office and retain the duplicate for your records.

Periodically, 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.

Periodically, a Record of Hours Worked will be sent home in the family envelope. If there are any discrepancies, please contact the school office.

## **XIV. 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.

### **SCHOOL SECURITY**

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

## **VISITORS**

A visitor is any person who seeks permission to enter school premises. All visitors must report to the main office where they will be issued a badge to be worn throughout their time on campus.

## **SUPERVISION OF STUDENTS**

The arrival and dismissal procedures are designed for the safety of your child and all children during arrival and dismissal times. 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.*

Students waiting for a ride after school must wait **in the schoolyard, not outside the school gates**. Supervision is provided in the yard for 15 minutes after dismissal. After that, students are to be taken to Extended Care and parents charged accordingly.

### **“No Student Left Behind” Policy for After-School Management of Students**

***All 21<sup>st</sup> Century students will be picked up in their classrooms at 2:55 or (2:10 on Wednesdays or 11:55 on Noon dismissal days).***

There is schoolyard supervision for 15 minutes after dismissal daily. After that, the yard is locked. Teachers will escort any remaining students to the Extended Care Program and parents will be billed accordingly. If a student is checked into Extended Care, a parent must sign him/her out.

Any student staying for after school activities must be picked up after the activity or they must check into Extended Care. 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, and parents are required to arrange for this with the supervising adult or teacher. Supervising adults must personally sign out the students and parents must provide written permission for them to do so.

## **TRAFFIC SAFETY**

Please follow the traffic signals and directions given by members of the Safety Patrol or morning yard duty personnel. For everyone’s safety, please observe the following guidelines when walking to or from school and when dropping off 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 Safety Patrol.

### **Before School**

- Students must enter the school grounds through the gate on 34th Avenue beginning at 7:30 am. Students will not be admitted through the door on 33rd Avenue. At no time may parents double-park on 33rd Avenue or on 34th Avenue for any reason.
- 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.
- 34th Avenue gate will be locked after morning assembly. Students and families coming after morning assembly enter together on 33rd Avenue and the student will receive an Admit to Class Slip in the office.

### **After School**

- All students walking home must leave from 34th Avenue 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.
- All students being picked up will be with their supervised class in the large schoolyard on 34th Avenue.
- Vehicles will drive south on 34th Avenue and turn right into the schoolyard. (No left turns into the school yard will be allowed.) Proceed through the yard as directed to pick up students next to the school building.
- 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.
- If you choose to park in the school parking lot, students will be crossed by traffic guards to the family vehicle at designated points.
- If parents have business in the office or with a teacher, please enter the schoolyard as directed and park in designated areas. 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.
- Parental cooperation with safety measures is crucial. Please be patient, attentive, and refrain from using cell phones while driving in the schoolyard.
- In keeping with our "No Child Left Behind" policy, all students who have not been picked up by 3:15 pm (2:30 PM on Wednesdays and 12:15 PM on designated minimum days will be placed, for their safety, in Extended Care. They will be supervised and charged a fee of \$5.00 per hour 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 begins and after the event ends. Coaches or supervising adults with written permission from parents are required to sign out the students.

## **ALCOHOL /SMOKING POLICY**

1. Alcohol will not be served or consumed on school premises.

2. Alcohol will not be served by children at adult school functions.
3. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.
4. The Roman Catholic Welfare Corporation is committed to a philosophy of good health, and a safe working environment. In keeping with this policy all school site buildings are 100% smoke-free at all times.

## **SCHOOL CLOSURE**

In case of a school closure, **School Messenger** will be used to notify parents and guardians.

## **XV. STUDENT ACTIVITIES**

Student activities 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).

### **ALTAR SERVERS**

Altar servers are trained during school hours by Mrs. Lupe Soltero. New students meet twice a month; returning students meet once a month. Altar servers are given an alb; they are responsible for its care during their service. Students return the alb when they are no longer 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, sand volleyball, cross country, and track. 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 E, or M in most life skills. ***All students are expected to be scholar athletes. A student who does not meet these requirements may be put on weekly or biweekly probation to determine eligibility to play.*** Parent participation is required. More information will be given during the Parent/Player meeting held at the beginning of every season. ***Athletes and their parents, as well as their families and guests, are to behave appropriately and supportively at all times toward the CYO Directors, referees, opposing teams and their supporters, and each other. Failure to observe these rules will result in disqualification from the program.***

### **STUDENT COUNCIL**

The name of the school's student government is the 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 Safety Patrol with written parent consent. All students are required to follow the direction of the students serving on Safety Patrol. 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**

Wednesday Assemblies are held **periodically**, and all are welcome. They usually begin around 1:35 pm. Special assemblies are held to celebrate special events, religious holidays, and student exhibits. Notice of such events will be communicated via the monthly calendar and/or the *Qué Pasa*.

## **CATHOLIC SCHOOLS WEEK**

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 House," when visitors are invited to come see us in action.

## **SPIRIT DAYS**

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**

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**

Halloween may include a parade and a classroom party.

## **FIELD TRIPS**

For each field trip the following information should be available:

1. Student Permission Slips

2. Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time)
3. Current copy of **DECLARATION PAGE** of insurance and driver's license;
4. All adult chaperones must be fingerprinted and complete Virtus training.

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 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:

1. Diocesan guidelines require 2 adults in every car transporting students.
2. California law requires drivers and all passengers to use a safety restraint system while riding in a motor vehicle.
3. Children 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.
4. Children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat.
5. 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.
6. Drivers must be twenty-five years old or older.
7. Verification of insurance in the amount of \$100,000 per passenger and \$300,000 per

- accident and current driver's license must be on file with the school before the field trip.
8. No non-students are allowed on field trips (e.g. younger siblings).
  9. NO SIDE TRIPS ARE PERMITTED (e.g. stop at McDonalds).
  10. All chaperones must have completed the online program [www.virtus.org](http://www.virtus.org), have the certificate of completion on file in the school office, and be fingerprinted through the Diocese of Oakland's Safe Environment Office.

## **XVI. STUDENT SERVICES**

### **COUNSELING**

St. Elizabeth Elementary School provides a part-time counselor. The counselor is available for the children of St. Elizabeth. 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/will 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.

### **LIBRARY**

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. Note: Our Library is Currently undergoing refurbishment as a Library/Media Center. Stay tuned for exciting developments!

### **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 for children who wish to purchase lunch instead of bringing it. Salad bar occurs each Wednesday and Friday. Children who do not 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. Parents are discouraged from bringing fast food to school and soda of any kind is prohibited at all times.

### **GOVERNMENT PROGRAMS**

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

### **MOTHER PIA PROGRAM**



St. Elizabeth Elementary School provides an on-site Learning Support Team who serves as advocates for students with special needs and also as a support for teachers and parents. The Mother Pia 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. This program may also support the creation of SST (Student Success Team) plans involving parents, teachers, and students to monitor/support student achievement.

## **XVII. STUDENT RECORDS**

### **Review of Student Education Records**

Parents of students currently in attendance at St. Elizabeth Elementary School may review the student's education records.

### **Procedures for Challenging the Content of the Record**

Challenges to the content of the record are concerned with the correction of data in the student record not with substantive decisions on the assignment of grades.

### **Student/Family Records**

St. Elizabeth School will not make student records available to immigration officers or other government officials unless the school is presented with a valid subpoena or warrant.

### **School Directory**

Release of directory information (name, address, telephone number) for elementary and secondary students shall be for legitimate parish and school use only. If a directory is to be developed for parent/legal guardian or other use, it must be done with the permission of those whose names are included.

Permission to use any part of this Directory for mailing list purposes (e.g., home room list) must be granted by the Principal or Pastor. Directory information must not be released to anyone without permission from the Principal or Pastor.

### **Emergency Disclosure Information**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **XVIII. VOLUNTEERS**

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

## **VOLUNTEER BACKGROUND CHECKS – MEGAN’S LAW SCREENING**

A Megan’s Law screening must be done for any volunteer who falls under the categories listed below:

1. All volunteers who work at the school site or in school sponsored activities 12 or more hours a month must be screened pursuant to the identification process established under California’s Megan’s Law and be fingerprinted through the Diocese of Oakland’s Safe Environment Office.
2. All volunteers who participate in any overnight experiences (e.g., environmental educational camp) must also be fingerprinted. The screening results must be returned to the school by the Department of Justice prior to participation in the overnight field trip.
3. In addition, any other volunteer who has contact with or access to children must be screened and fingerprinted. Conviction of any sexual or violent crime will prevent an individual from volunteering in any capacity at St. Elizabeth School.

## **HEALTH SCREENING**

All volunteers who work at the school site 12 or more hours a month must have TB testing. It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every four (4) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years; a two (2) step skin test procedure is required.) If a skin test is positive, a chest x-ray is needed one (1) time only. Therefore, a symptom screening is recommended each year, documented by a physician.

## **VOLUNTEER CODE**

Before anyone engaged in volunteer activity, a volunteer must read the “Code of Conduct Involving Interactions with Minors in the Diocese of Oakland” in the Appendix. A volunteer must always, without exception, comply with this Code of Conduct.

All volunteers that have any access to or contact with children, at school or away from school at any school-sponsored activity, must be fingerprinted through the Diocese of Oakland’s Safe Environment Office. Fingerprints will be run through the Department of Justice database prior to any volunteering activity. Conviction of any sexual or violent crime will prevent an individual from volunteering in any capacity.

## **XIX. Appendices**

### **A. CODE OF CONDUCT INVOLVING INTERACTIONS WITH MINORS IN THE DIOCESE OF OAKLAND**

## **PREAMBLE**

As leaders in the Church founded by Christ, priests, deacons, and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, all are expected to act properly at all times, especially when in contact with young people. This Code of Conduct establishes general guidelines and boundaries when ministering to minors. Many items mentioned in this document are applicable to ministry with adults, but this Code addresses explicitly proper contact with persons under 18 years of age. Further guidance and advice can be sought from the Chancellor of the Diocese of Oakland or the Coordinator of Safe Environment, as needed.

This Code is applicable to all persons who work or volunteer in any of the parishes and institutions in the Diocese of Oakland. This includes, but is not limited to: priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school, parish and diocesan volunteers, seminarians serving internships, and lay theology students. This Code is not an attempt to anticipate every situation that might arise, but to provide a set of standards and appropriate behavior to guide all those in pastoral ministry to children and young people.

This Code of Conduct is to help create a safe, appropriate, and Christian environment for minors and their relationships with adults involved in Church ministry.

## **RESPONSIBILITY FOR COMPLIANCE**

All who disregard this Code of Conduct will be subject to remedial action by the Diocese of Oakland. Corrective action may take various forms – including verbal or written warning, termination of employment, or removal from ministry – depending on the specific nature and circumstance of the offense. Those who witness or who receive reports of suspected abuse (except under the seal of Confession) are required both legally and morally to report to the appropriate civil (e.g. Child Protective Services, Local Police or Sheriff) and pastoral authorities. If you are an adult who is responsible for children, you are a mandated reporter obligated by civil law to report any suspicious abuse or neglect of a minor to Child Protective Services immediately or as soon as practically possible.

## **EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS**

**MINORS ARE NOT INDEPENDENT INDIVIDUALS:** Any and all involvement with minors is to be approached from the premise that minors should always be viewed – whether in a social or ministerial situation – as restricted individuals, that is, they are not independent. Minors are subject to specific civil laws in the State of California, which prohibits certain activities. They are not adults and are not permitted to make unfettered decisions.

**TRAINING AND SCREENING:** All those in contact with young people in a ministerial role must complete Safe Environment Training and be screened according to the requirements established by the chancellor and the Diocesan Safe Environment Office.

**ADULTS ARE NEVER TO BE ALONE WITH CHILDREN:** Adults (minimum 18 years of age) should avoid situations that place them in a position to be alone with a minor in the rectory, parish residence, school, or in a closed room other than a confessional.

**MEETINGS AND/OR PASTORAL COUNSELING:** In meeting and/or pastoral counseling situations involving a minor, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an administrator, etc.) another adult should be informed that the meeting would be taking place. The meeting place must be accessible and visible with the door left open where the meeting is taking place unless there is a clear window built into the door.

**SACRAMENT OF PENANCE/RECONCILIATION:** The Sacrament of Penance/Reconciliation is normally to be celebrated in a place identified for that purpose, e.g. reconciliation chapel, confessional, or other areas with visibility: The location should be acceptable to the confessor and confessee.

**RECTORY RESTRICTIONS:** An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters. Minors age 16 and over are permitted to work in the professional area of the rectory, when there are two adults over 18 years of age present.

**THE SACRISTY DOOR:** The sacristy door is always to be unlocked whenever minors are present within the sacristy.

**SUPERVISION AT SPORTS EVENTS AND GAMES:** At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engages in organized games or sports activities. At the High School level (nine-twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 8th grade and under must be under the supervision of the CYO Office.

**BATHROOMS AND DRESSING FACILITIES WITH CHILDREN PRESENT:** Adults must avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities.

**TRANSPORTATION IN PRIVATE VEHICLES:** Adults are prohibited from taking youth home or to another location, unless another adult is present in the vehicle.

**UNACCEPTABLE TOPICS AND LANGUAGE:** Comments of a sexual nature are not to be made to any minor except in response to a specific classroom or otherwise legitimate questions from a minor. Topics or vocabulary such as profanity, cursing and vulgar humor must not be used in the presence of a minor/minors.

**YOUTH TRIPS AWAY FROM PARISH FACILITIES:** At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom

should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

While on youth trips the adults as well as the minors may not use alcohol or controlled substances and anyone under the influence of these substances may not participate in the event. One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors. Any overnight trip for children or youth must include supervision around the clock. If adults are not rooming with the youth, there **MUST** be an adult (over the age of 18) on duty, in the hallways or outside of cabins at all times when youth/children are present in the rooms/cabins. This can be accomplished with live scanned and cleared volunteers, employees of the Diocese, or someone who is hired specifically for security.

**PROHIBITED SUBSTANCES:** It is absolutely prohibited that adults serve or supply alcohol, cigarettes, inappropriate reading material, or controlled and illegal substances to minors. Alcoholic beverages will not be served or consumed at parish or school social activities intended primarily for minors. Minors may not serve alcohol at events. Event leaders should take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs.

**AGE-APPROPRIATE MEDIA:** Audiovisuals, music lyrics, and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an “R” rated movie or movies that have been rated with an even stronger designation. The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.

**BOUNDARIES OF PHYSICAL CONTACT:** Careful boundaries concerning physical contact with a minor (beyond a handshake) must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.

**SOCIAL MEDIA:** The Diocese of Oakland prohibits any irresponsible use of technology both at work sites and at home. All users will be held responsible for their published words. If they negatively affect the Diocese or any parish/school site in ways that are contrary to our mission, users will face disciplinary action up to and including termination. Employees and volunteers will be held accountable for use policies that are in place at their local parish or school site.

**GUIDELINES AS APPLIES TO RELATIVES OF THE MINOR:** Some adaptation in applying these guidelines when the minor is a relative ought to be the norm, but appearances in public nevertheless need to be maintained.

## **EXPECTED BEHAVIORS IN PASTORAL COUNSELING OF MINORS**

**SETTING:** Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters.

Offices or classrooms used for pastoral counseling of a minor must have a window in the door, or the door is to be left open during the counseling session.

**SUPERVISION:** Another adult should be in close proximity during any counseling session.

**PARENTAL NOTIFICATION:** Unless the subject matter precludes their presence or knowledge, parents or guardians of minors must be made aware of the counseling session. If counseling is expected to extend beyond one session, evaluation of the situation should be made with the parents or guardians.

**INAPPROPRIATE ATTRACTION:** The adult is responsible to recognize any personal and/or physical attraction to or from a minor. In such a situation, the minor must be immediately referred to another qualified adult or licensed professional. If the attraction is acted upon, the parents/guardians must be notified and appropriate action taken.

### **ENFORCEMENT / REPORTING**

Violations of the Code will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop) in accordance with Civil Law and this Diocesan policy. Penalties may take various forms ranging from counseling to removal from ministry. Violations of this Code must be reported immediately to the appropriate parish, diocesan or civil authority. Allegations of sexual misconduct by priests, church employees, or volunteers must be reported to the local authority (e/g. Police or Sheriff Department, County Child Protective Services). In the cases involving priests or religious, the Office of the Chancellor of the diocese (510-267-8334) will be notified. In cases involving other employees or volunteers, the Office of Human Resources (510-267-8359) will be notified.

The Diocese of Oakland is committed to addressing allegations of sexual misconduct by priests, church employees and all in ministry, observing the prescriptions of civil and canon law. The diocese has made a commitment to assist victims of sexual misconduct and to cooperate fully with public authorities investigating such allegations.

### **IMPLEMENTATION**

Additional policies and procedures may be adopted and enforced by the various ministries, parishes, institutions and departments within the diocese. Such policies must be congruent with the spirit and policies contained within this Code, and must be approved in advance by the Chancellor of the diocese or designee.

## **B. Diocese of Oakland Technology Responsible Use Policy Students and Parents**

### **Introduction**

The Diocese of Oakland recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community. While using technology, students are expected to:

Treat others with respect and compassion in all interactions, including online communication

Care for school devices and systems, and not vandalize or intentionally damage them in any way. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission.

Use school technology resources for educational purposes only.

Use personal technology only as directed by staff while at school.

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

### **Jurisdiction and Definitions**

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's jurisdiction with respect to conduct includes:

- When the student is on school grounds, or on the way to or from school

- At officially sanctioned school-sponsored events, or on the way to or from such events
- Outside of the school when a student's actions negatively impact another student, staff member, or the school

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community. For purposes of this document, "technology" includes, but is not limited to:

- Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
- Software: operating systems and programs
- Services: email, web sites, web apps, learning platforms, internet service
- Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

"Personal information" includes a person's name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

### **Technology Responsible Use Agreement**

As a member of the school community, I agree to the following rules and code of ethics:

**1. I will treat others with respect and compassion in all interactions**, including online communication. I will treat others kindly in all communications, including "private" messages. I will not publicly disparage the school, staff, students, or other members of the school community. I recognize that anything sent using technology can be copied and saved forever online.

I will not transmit inappropriate material to others via messages, social media, or other ways. Examples of inappropriate material include messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence. Such material usually upsets other students and is brought to the attention of teachers, even when sent outside of school.

**2. I will care for school devices and systems**, and not vandalize or intentionally damage them in any way. This includes hardware, software, and internet services owned, provided, or supported by the school. I will not waste school resources like paper or ink.

**3. I will respect others privacy and work**, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission. I will not attempt to log into any device, program, or service as another person. I will protect and respect others work: for other students, I will not attempt to alter or delete their work without permission. For creators who have shared their work online, I will respect copyright, abstain from piracy, and avoid plagiarism.

**4. I will use school technology resources for educational purposes only.** I will stay on task during classroom activities using technology. I will not use school devices, software, or systems



(like wifi) for non-school purposes like chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

**5. I will use personal technology only as directed by staff while at school.** I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal technology is still governed by this Technology Responsible Use Policy and/or the school's BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the restriction or loss of technology privileges, disciplinary action, and may face legal prosecution. Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name:  
\_\_\_\_\_

By signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name:  
\_\_\_\_\_

Copies of this form will be sent home for the signatures of parents/caregivers and students.





