

*ST. MARY OF THE IMMACULATE CONCEPTION SCHOOL
1158 Bont Lane, Walnut Creek, California 94596
925-935-5054
www.st-mary.net*

***PARENT – STUDENT
HANDBOOK
2016-2017***



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St. Mary of the Immaculate Conception School
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Walnut Creek, CA 94596
Phone: (925) 935-5054
Fax: (925) 935-5063
Website: www.st-mary.net

This Handbook contains policies of St. Mary of the Immaculate Conception School and of the Catholic School Department of the Diocese of Oakland. It is subject to the Administrative Handbook of the Catholic School Department.

ADMINISTRATION

PASTOR.....REV. FRED RICCIO

PRINCIPAL.....MRS. TRACEY SCHMIDT

LEADERSHIP TEAM..... MRS. JENNY BELLOWS
MRS. DANIELLE GRAHAM
MS. KRISTINA LEVESQUE
MRS. LISA SANDERS

**OFFICE MANAGER/
SCRIP DIRECTOR..... MRS. JENNIFER CUSHING**

**ACCOUNTING/
FINANCE..... MRS. PEGGY MULLIGAN**

Dear Parents/Guardians:

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all our school buildings for friable and non-friable known or assumed ACBM (Asbestos Containing Building Materials) was completed October 19, 2005 at St. Mary School.

As part of this requirement, visual re-inspection was completed and all previously considered non-friable materials were touched to determine if they had become friable since the last inspection.

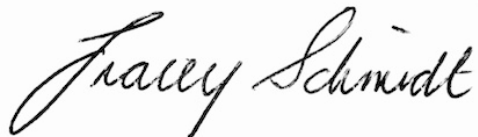
Locations of less hazardous (non-friable) ACBM were identified. The school has instituted a periodic surveillance and maintenance program to ensure that this does not become hazardous. As a result of the re-inspection, an accredited inspector found that the asbestos-containing material in the school and parish hall has not significantly changed since our last surveillance.

A copy of the school's asbestos management plan, including the inspection report, is in the school office and available for your review.

This, in keeping with the EPA / AHERA, is simply notification that there is non-friable material in the school and that we comply with all rules in regard to proper procedures.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Tracey Schmidt". The signature is written in a cursive style with a large, flowing "T" and "S".

Tracey Schmidt
Principal

Students from St. Mary School are guided
by Christ's LIGHT to be:



Lifelong Learners:

- Have mastered the common core curriculum.
- Have developed organizational and study skills.
- Use technology for learning across all subjects.
- Demonstrate curiosity, creativity and enthusiasm for learning.

I ndependent Thinkers:

- Demonstrate the ability to be a problem solver.
- Will set, plan and work toward achieving goals effectively.
- Think critically and innovatively.

Globally Aware Citizens:

- Respect individuality and cultural diversity.
- Understand global issues and their effect on others.
- Demonstrate civic responsibility.
- Have an awareness and concern for God's creations.

H elpful and Respectful Individuals:

- Work collaboratively with others.
- Take responsibility for their own actions.
- Actively listen to other points of view.
- Demonstrate respect for others and self.

T houghtful Catholic Leaders:

- Demonstrate knowledge of the teaching of the Catholic Church.
- Model the Christian values of compassion, justice and respect for life.
- Make choices based on Catholic faith.
- Participate in liturgical celebrations.



**ST. MARY OF THE IMMACULATE CONCEPTION SCHOOL
STUDENT FAITH COMMUNITY EXPECTATIONS**

I. WE SHOW RESPECT FOR GOD WHEN WE:

- Say our prayers
- Follow the commandments
- Love God and others
- Are honest
- Do not use God's name in vain
- Ask "What would Jesus do?"
- Are kind and nice
- Remember Mass is a time for worshipping and communicating with God. All other talking should be saved for after Mass but, if necessary, use a quiet whisper.
- Respect others
- Learn all we can about God and His Church during daily religion class

II. WE SHOW RESPECT FOR ALL ADULTS WHEN WE:

- Don't talk when they are talking and don't talk back or argue
- Be courteous, polite and use our manners
- Treat adults as we would treat our parents
- Follow directions
- Respect the yard duty people
- Tell the truth
- Use respectful words
- Raise our hand – do not yell out
- Say "please" and "thank you"
- Acknowledge adults
- Pay attention
- Respect all adults at home and at school
- Listen with our eyes, ears and a kind heart
- Encourage each other to live our faith

III. WE SHOW RESPECT FOR OTHER STUDENTS WHEN WE:

- Show sportsmanship by building one another up and not tearing one another down
- Don't talk when others are trying to learn
- Act with humility, justice and a compassionate heart
- Don't call one another names
- Treat everyone fairly
- Don't harass
- Respect others' names and bodies
- Don't tease or bully
- Listen with our eyes, ears and a kind heart
- Treat others the way Jesus would treat them
- Encourage one another to live our faith
- Honor one another and ourselves as unique children of God

IV. WE SHOW RESPECT FOR OURSELVES WHEN WE:

- Take care of ourselves
- Like ourselves
- Do our best
- Keep our bodies healthy: No drugs, alcohol or smoking
- Get enough sleep
- Wear our St. Mary uniform proudly and keep it clean and neat at school and away from school
- Accept responsibility for completing class and homework assignments
- Follow school rules
- Treat others the way Jesus would treat them
- Honor each other and ourselves as unique children of God

V. WE SHOW RESPECT FOR OUR SCHOOL WHEN WE:

- Take care of our school property and don't litter
- Put things back the way we find them
- Obey school rules
- Say positive things about the school
- Don't graffiti
- Show school spirit
- Keep all textbooks adequately covered and treat them with care
- Arrive on time and enter the classroom quietly and ready to learn

INTRODUCTION

Mission Statement

Catholic schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

Philosophy

St. Mary of the Immaculate Conception School is a faith-based community consisting of clergy, staff, parents, and students who work together to foster the teachings and traditions of the Catholic Church. In partnership with parents, we are committed to academic excellence and to educating the whole child: spiritually, academically, socially, physically and culturally.

We provide a safe, secure, and welcoming environment that promotes a sense of self-worth and an acceptance of others as children of God. Our primary mission is to nurture and develop students who are lifelong learners, independent thinkers, globally-aware citizens, helpful and respectful individuals, and thoughtful Catholic leaders. We believe that each child is a unique gift from God with unlimited potential.

Purpose

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

SCHOOL GOALS

Religious Education Goals

To create a Christian community where children grow to understand the Gospel message, develop a personal relationship with Christ and a commitment to serving God in society.

- To offer regular instruction in the teachings and traditions of the Catholic Church
- To prepare students for the reception of the Sacraments of Reconciliation and Holy Eucharist and initiate the process leading toward the Sacrament of Confirmation
- To provide opportunities for students to prepare and participate in the liturgy of the Eucharist, prayer services, stations of the cross, reconciliation, retreats and a variety of prayer styles - personal, communal and liturgical
- To teach students to use and appreciate the Bible and apply its message to their daily lives
- To build school community and share Christian fellowship through Faith Family activities
- To participate in school-wide, local and global service projects
- To provide instruction and guidance in moral decision-making consistent with Catholic teaching.

Academic Goals

To help children acquire and master the skills and knowledge necessary to survive and function successfully in their world and in society as a whole.

- To follow Diocesan Curriculum Guidelines and the State of California Frameworks
- To use various teaching methods to address individual learning styles
- To provide many opportunities for success through the use of cooperative learning, hands-on activities and independent work
- To enrich the academic program by integrating technology into the curriculum
- To have open communication with parents regarding class work, homework and the social development of their children
- To utilize the services of the resource specialist for student testing and outside referral as needed
- To offer opportunities to develop creativity, critical thinking, problem solving and communication skills
- To incorporate a variety of outside resources into the curriculum
- To use various assessment tools, including testing, written assignments and oral presentations to monitor the progress of students
- To promote the love of learning

Social Goals

To promote self-confidence, encourage an acceptance of the uniqueness of others and provide a basis for positive relationships, which reflect the Gospel message.

- To create a loving community environment that fosters respect for each individual and concern for the needs of others
- To communicate and work with parents/guardians to develop a plan that will motivate their children to be responsible students and Christian witnesses
- To establish rules which encourage appropriate behavior and develop self-discipline
- To provide activities which develop leadership, promote self-esteem and offer opportunities for individual growth

Physical Goals

To provide a safe atmosphere which will contribute to the healthy physical development of each student and promote good sportsmanship.

- To provide a physical fitness program which develops lifelong athletic skills, personal fitness and enjoyment of team sports
- To strengthen fine and gross motor skills by offering a well-defined motor skills program in kindergarten through 2nd grade
- To offer a family life program, Youth Educators, Character Counts and Parent Educator Program (P.E.P.) classes which focus on hygiene, nutrition, maturation of the body and avoidance of substance abuse
- To support student participation in the Diocese of Oakland C.Y.O. sports program
- To provide a safe environment by communicating basic rules of safety and scheduling regular fire and earthquake drills
- To achieve and preserve good physical health by offering a nutritious hot lunch program and providing health screenings in vision, hearing, lice detection and scoliosis

Cultural Goals

To cultivate a sensitivity to, and an appreciation for, ethnic diversity and the contributions of many cultures toward the enrichment of our society.

- To acknowledge role models of various ethnic backgrounds and celebrate their achievements
- To incorporate into our foreign language program and other curriculum areas opportunities to explore the customs and values of various cultures
- To develop an appreciation for the performing and fine arts

ACADEMIC INFORMATION

Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own, plagiarism from the Internet, etc.), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including suspension.

Conferences

Communication between parent/guardian and teacher is essential for establishing a good working relationship. The principal is also available for consultation, but only after the parents/guardians have discussed the matter with the classroom teacher.

Scheduled by School

Compulsory Parent/Teacher Conferences are held for 20-minute periods at the end of the first trimester. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parent

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.

Besides formally scheduled conferences, teachers and parents/guardians are encouraged to communicate with each other by note, telephone, email or visit regarding the progress and behavior of the children. If a parent/guardian wants to contact a teacher, he/she should send a note to the teacher or phone the school office to arrange an appointment. **No parent/guardian may go to the classroom to confer with the teacher during teaching hours nor contact teachers at their homes without expressed permission from the teacher.**

Guidelines

Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority in front of the child is not helpful. If you have such a disagreement, please request a private interview with the teacher.

Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly may lead to unnecessary confrontation with the teacher.

Discuss classroom difficulties with the teacher first before bringing them to the principal.

If the teacher and parent/guardian are not able to resolve a difficulty, an appointment may be arranged with the parent, the teacher and the principal.

Curriculum

Basic Studies

Local curriculum development is the responsibility of the principal and faculty following the approved Diocesan and State of California standards. All schools in the Diocese of Oakland, grades kindergarten through eight, have adopted the curriculum which includes instruction in the following areas: Religion, Social Science, English, Reading, Literature, Spelling, Handwriting, Mathematics, Science, Health and Safety, Art, Music, Physical Education and Family Life. Additional enrichment classes include: Character Counts, P.E.P., computer proficiency, Spanish and Motor Development.

Religious Education

Religious instruction will be an integral and continuing element of the educational experiences of students in all grades.

Family Life/Christian Sexuality

The Oakland Diocesan Catholic elementary school 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.

Maximizing the wholesome influences of the Catholic classroom requires an approach, which integrates the Catholic value system and moral convictions throughout the curriculum.

Worship

Emphasis is placed on providing a religious education for all students. Religious activities normally participated in by all students attending St. Mary of the Immaculate Conception School are:

- School-wide morning prayer
- Daily Prayer: morning, lunch and at the end of the day or upon need
- Special Liturgies and Prayer Services scheduled periodically throughout the year
- Opportunities for the Sacrament of Reconciliation provided during the year for students in grades 2 - 8
- Student Body Masses: 8:15 a.m.
 - ◇ First Friday of each month
 - ◇ Every Friday during Lent
 - ◇ Friday Mass attendance on a rotational basis
 - ◇ Church Holy Days
 - ◇ Special Feast Days of Mary (Our Patron)
 - ◇ Closing of School

Physical Education

PE classes are held for kindergarten through eighth grade each week. Participation in these classes is mandatory and a student must have a written note from a parent to be excused from classes. Extended non-participation in PE mandates a note from a physician indicating the duration of inactivity. Students excused from PE classes will also be excluded from physical activity at recess, lunch and extracurricular activities.

Attire: All students are requested to wear sturdy athletic shoes for PE and Motor Development. Grades 5-8 are required to wear a school-issued PE uniform and K-4 girls must wear shorts under uniform skirts if they are not wearing uniform shorts.

Technology

St. Mary of the Immaculate Conception School provides all faculty, staff and students full Internet access to a password protected network system. The library circulation procedures and catalog are automated. Devices such as ipads, desktop computers, chrome books and laptops allow users to access the Internet and educational, office and multi-media software. In the junior high One-to-One device program, students receive a device for their exclusive use during school hours and to take home throughout the academic school year. The technology curriculum at St. Mary of the Immaculate Conception School focuses on using various devices as tools to enhance learning in all curricular areas. Students gain experience in the following including but not limited to: Keyboarding, word processing, spreadsheets and graphing, presentation tools, Google suite of tools, web page design, research (Internet) and communications (Internet).

Grades K through 3 meet weekly for computer class in the Computer Lab. Grades 4 through 8 use student assigned devices to integrate technology into their curriculum. Computer Keyboarding is taught in the 4th grade on AlphaSmart computer companions. Keyboarding skills are reviewed and practiced regularly in grades 5-8. Please refer to the Technology Responsible Use Policy for further details on the school's technology policy.

Enrichment

St. Mary of the Immaculate Conception School offers Spanish and Art Appreciation classes. Each grade has a scheduled time with required minutes met for each class.

Daily Schedule, Calendars

The school office is open from Monday through Friday 7:45 am to 3:30 pm. The school day for Grades K through 8 is **8:00 am to 3:00 pm Monday, Tuesday, Thursday, Friday and 8:00 am to 2:00 pm every Wednesday.** On minimum days, school is dismissed at **11:45 p.m.** Minimum school days are given for faculty in-service and before certain holidays, as granted by the Diocesan Office of Education. The School Department allows a maximum of 20 minimum days. These days are noted on the school calendar and/or in the weekly newsletter.

School Schedule:

8:00 am	Opening bell rings/School-wide prayer
9:45 – 10:00	Recess – Kindergarten
10:00 - 10:15	Recess - Grades 3-5
10:15 - 10:30	Recess – Grades 1-2
10:10 - 10:25	Recess MWF – Grades 6-8
10:35 - 10:50	Recess TTH – Grades 6-8
11:20 - 12:00	Lunch - Kindergarten
11:40 - 12:15	Lunch - Grades 4 - 5
12:00 - 12:35	Lunch - Grades 1 - 3
12:30 - 1:00	Lunch MWF - Grades 6 - 8
12:50 - 1:20	Lunch TTH - Grades 6 - 8
3:00	Dismissal Monday, Tuesday, Thursday, Friday
2:00 (Wed. ONLY)	Dismissal every WednesdaY

Field Trips

Educational field trips may be offered to enhance the curriculum. These trips are financed by fundraisers, enrichment fees and parental contributions. Each student must have a permission slip filled out completely and signed by his/her parent or guardian to participate. Chaperones must have completed Safe Environment certification and have a current TB vaccination on file in the school office. In addition, chaperones must have Livescan fingerprinting administered through the Diocese of Oakland on file in school office. For driving field trips, drivers must have a copy of their Driver's License and a copy of the Declaration Page of their automobile insurance on file and ALL adults in the car must have completed their Safe Environment certification. Trips are generally held during school hours. Parents may not bring non-siblings on field trips. **Participation in school field trips is left to the discretion of teacher and principal and is contingent upon satisfactory academic performance and conduct.**

Grading

Grading Equivalents

The grading scale for grades 1-3 is as follows:

VG = Very Good

G = Good

S = Steady Growth

N = Needs Improvement

Diocese of Oakland Grading Scale - Grade 4 - 8:

95-100%	A	73-76%	C
90-94%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	59% - under	F

*** = MODIFIED CURRICULUM**

(The * is placed next to a grade on a report card to indicate a modified curriculum in a particular subject. The * is given only after consultation with and written agreement of the parent(s)/legal guardian(s) and with consultation and approval of the Principal.)

Honor Roll

Honors are presented at the end of each trimester to students in grades 6-8 who exemplify high scholastic achievement, good conduct and consistent effort. Honor points are given in Religion, Math, Literature, Language Arts, Social Studies, Science and Spanish. If for some reason a student is not in Spanish, he/she may qualify for Honors. For a student to qualify for the honor roll (or CJSF in grade 7 and 8), work habit grades MUST be E= Expectations Met in all subjects. The grade of C or lower nullifies honors status.

Highest Honors	95%: 46-49 points
Honors	87%: 42-45 points
Point Calculation:	A = 7
	A- = 6
	B+ = 5
	B = 4
	B- = 3
	C+ = 2

Characteristics that Support Learning

“Although work habits and social development criteria are reflected separately from Academic Achievement on the report card, they are still a very important part of communicating to parents about their child’s progress. Reporting on such efforts and work habits communicates information to parents about whether their child is working hard, or hardly working. By including effort and work habits as a separate reporting category, teachers can more honestly communicate about such matters as behavior, participation, homework and completing assignments without distorting a student’s actual achievement in learning.”

California Junior Scholarship Federation (CJSF) ASK PAULA BRYANT

Students in schools without the ninth grade who have qualified for two trimesters in grade seven and two trimesters in grade eight qualify.

Scholarship Eligibility

Language Arts, Mathematics, Literature, Religion, Science, Spanish and Social Studies are the subjects designated as honor roll or CJSF category. Three (3) points are awarded for a grade of A and one (1) point for a grade of B. The points earned must be TWICE the number of subjects qualifying for CJSF - Fourteen (14) points for seven subjects. In accordance with the requirements for the California Scholarship Federation, grades in Physical Education classes are not considered for membership. A grade of “D” or “F” in any subject shall disqualify student for that trimester.

Report Cards

Progress reports and report cards are sent home mid-way and at the end of each trimester respectively. These academic reports and the information on the school grading website, powerschool for 4th thru 8th grade, communicate to parents regarding the successes or areas in need of improvement for their child.

Kindergarten students will receive an evaluation at the end of each trimester. In grades one through eight, report cards are issued at the end of each trimester. These reports are indications of your child’s progress in school. Parents of students in 4th through 8th grade can access their student’s academic progress and final grades on the Powerschool Internet based student information system as well. The Log in is: <https://csdo.powerschool.com/public/home.html>. This information is also available on the school website.

Mandatory parent/guardian-teacher conferences are scheduled in October. If your child is experiencing difficulty, please make arrangements to meet with the teacher to see what can be done to help your child.

The principal is also available for consultation, but only after the parents/guardians have discussed the matter with the classroom teacher.

Graduation

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. While these exercises should be scheduled so as not to conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year.

Along with the graduation gowns, appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest and follow free dress guidelines.

A student must be in good academic and conduct standing in order to participate in all graduation activities.

Homework

Homework is given to reinforce class work and to encourage the habit of responsibility and self-study. Parents are encouraged to provide an appropriate environment for study. The Diocese of Oakland suggests the following daily homework schedule. These times are only an **average** and may vary depending on student abilities and work habits. Homework is expected to be done on the evening that it is given unless otherwise stipulated by the teacher.

Grade 1 and 2	20 minutes
Grade 3 and 4	30 to 45 minutes
Grade 5	45 to 60 minutes
Grade 6, 7 and 8	60 to 90 minutes

Weeknight activities, which interfere with schoolwork, are discouraged. Home assignments are not generally given on weekends except for long-term assignments. This is, however, at the discretion of each individual teacher. The maximum time allowed for completion of missed assignments due to absence equals the number of school days the student was absent. Long-term assignments are due on the assigned date.

Requests for homework and class work for students absent from school must be made **by 9:00 a.m.** Indicate at the time of the request if the assignments are to be delivered to another student or picked up. Assignments will be available for pickup on the homework table until 4:00 p.m. **No one is to go directly to the classroom to retrieve assignments before, during or after school.**

Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade. Students shall be advanced to the next grade upon completion of academic standards established for the grade and if they demonstrate the maturity to advance to the next grade, in the professional judgment of the teacher in consultation with the principal. Advancement of special

needs students will occur upon completion of standards developed in consultation among principal, classroom teacher, resource teacher and parent/legal guardian.

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 superintendent by the principal. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, resource program, etc.) to the student in question or of directing the student toward some alternative program that is more realistically suited to his/her needs.

Student Benchmark Testing

Schools participate in the Diocesan benchmark-testing program (STAR Assessments) throughout the school year. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the current class as well as assist in student learning and progress.

Written Work Standards

Teachers set written work standards and parents and students will be provided with these guidelines in the fall of each year. Examples include but are not limited to: 1 – using complete headings on written work, 2 – when to use pen versus pencils, 3 – using proper margins, 4 – font style and size, 5 – cursive and handwritten work is neat and legible, 6 – documents are proofread before submission, 7 – pages are numbered and double sided when printing and 8 – proper salutations are used on all student to teacher correspondence.

ADMISSIONS AND WITHDRAWALS

It is the goal of St. Mary of the Immaculate Conception 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.

Application Process

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 and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of Oakland do not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarships and loan programs and athletic and other school administered programs. Likewise, the Catholic Schools in the Diocese of Oakland do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin. (Administration Handbook).

The following is the order of priority for all new admissions to St. Mary of the Immaculate Conception School:

1. The children of parents from St. Mary of the Immaculate Conception Parish who are noteworthy because of their attendance at Mass, the Sacraments, Christian leadership, parish participation and support. The principal, in consultation with the parish, determines who is noteworthy.
2. Children who have been in attendance at another Catholic school, the family having recently moved into the parish, and who have been noteworthy in those matters mentioned above; this being ascertained by contact on the part of the principal with the pastor/principal of the parish/school from which they came.
3. The children of parents who live in another parish and in which they are noteworthy in those matters mentioned above, this having been ascertained by contact with their pastor on the part of the principal.
4. The children of non-Catholic parents who attend their own church and who exercise Christian leadership, to be ascertained by the pastor.
5. All others.

Applications for prospective students will take place in late January or early February.

Entrance Requirements

Minimum Age

To be admitted into kindergarten a child must be five (5) years of age on or before September 1st of the current school year. By state regulation the school may not have children younger than this without obtaining licensing for pre-school. 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. 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.

Non-Discrimination Policy

“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 the rights, privileges, programs and activities generally accorded or made available to students at the schools.

The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school administered programs.”

Records at Entrance

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable) and a record of state required immunizations.

Special Needs

Admission of transfer students with special needs will be dependent upon the school program’s ability to meet these needs. It is the parents’ responsibility to inform the school of a child's special needs prior to acceptance.

Transfer Student Process and Requirements

All financial obligations to previous school must be current.

New Student Probation Status

Students new to St. Mary of the Immaculate Conception School are accepted on a probationary condition during the first year after admission, with periodic evaluations made on a regular basis. The following points will be evaluated during the probationary periods: (a) student achievement, attitude and behavior; (b) parental support and cooperation as expressed by telephone, in letters, in conferences and in compliance with the Family Admissions Policy. If the results of the probationary evaluation are unsatisfactory, the probationary period will be extended or the student will be transferred out of the school (usually at the end of a trimester).

Non-renewal of Student Enrollment

If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent(s)/legal guardian(s), or the family's failure to meet their financial obligations, the school maintains the right to not accept the child for continued enrollment. Non-renewal of student enrollment should be considered only after all other resources have been exhausted and it has been determined that this is in the best interest of the student, school, and/or family.

This decision must include consultation with the Pastor and the Superintendent.

Procedures for Recommended Transfer

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 student is clearly unable to profit from the school by reason of ability, serious emotional instability or repeated uncooperative or destructive behavior.
- The repeated uncooperative or destructive attitude of parent(s)/legal guardian(s).
- There is a lack of cooperation by student.
- Failure of the family to fulfill their financial obligations.

The Principal, in consultation with the Pastor and Superintendent, makes the final decision.

Recommended Transfer on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the action of the parent/guardian. However, the principal may recommend transfer of a student when the parent/guardian have failed to meet the obligations to the school which they accepted upon enrolling their child or have been uncooperative with the school staff, policies, regulations or programs or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children. The procedure for a recommended transfer will be followed and documented and the documentation must be retained on school files.

Actions of parents should at all times reflect a Christian attitude. Any actions of parents/legal guardians, or other persons that are abusive toward school personnel could initiate the school's request for transfer of related pupil.

Serious Infractions

When a student is sent to the office because of a severe infraction, the student's parent/guardian may be notified. A meeting will take place to discuss the school's options such as: service projects, contract, suspension, transfer, or expulsion. See section in Discipline more details.

ATTENDANCE

Prompt, regular attendance is required of all students in order to ensure student success. Experience has proven that no amount of study can adequately replace the teacher's explanations, class discussions, drills, visual presentations and board work.

Reporting Process

Parents must notify the school by 9:00 a.m. if their child will be tardy or absent from the school that day and must request homework at that time. If the school is not notified, parents will receive an automated call at 9:45 a.m. reporting that your child is not in attendance.

Absence/Tardy

A student who has been absent is required to present a written excuse stating the reason for his/her absence and signed by the parent(s)/legal guardian(s). Once received by the school, the student's absence will be marked as "Excused" in PowerSchool. These excuses must be kept on file until the first day of the next school year.

"Excessive absence" is being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year. When the student arrives after recess s/he is a half (1/2) day absent.

"Excessive tardiness" is being late four (4) times per trimester or a total of twelve (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, afternoon or any class session.

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action. School site absence/tardy policies should be consistent with this policy and clearly stated in the local Parent-Student Handbook. An accurate record of tardies and absences of a half (1/2) day or more shall be recorded in PowerSchool.

Truancy

California has a compulsory education law, which requires that children between the ages of six and eighteen must attend school. We are required to abide by this law as a private, accredited educational institution.

"Excessive absence" is being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year. Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. Our goal as educators is to get the student back into the classroom. Parent(s)/legal guardian(s) should be contacted as soon as the school becomes aware of a truant status, before that if possible. A conference should be scheduled to discuss the situation and develop a plan for the student to return to school or transfer to another educational institution. If all methods of communication with the parent(s)/legal guardian(s) have been unsuccessful in resolving the truancy, the Principal, in consultation with the Superintendent may contact their local County Office of Education (Alameda/Contra Costa) and ask for assistance from their school attendance review board (SARB). The student may be referred to a probation officer or district attorney mediation program.

Homework During Absence

If a child is kept home due to illness, the parent must notify the school office (935-5054) by **9:00 a.m.** Homework will be placed on the hall table opposite the office or given to a sibling **only when requested.** A written excuse from the student's parent/guardian is required in the classroom in all cases of absence, tardiness or dismissal. Therefore, when a student has been absent, a written note stating the reason for and the date of absence, signed by the parent/guardian is to be sent to the classroom teacher the day the child returns to school.

If a student will be out of school due to vacation, the parents are to notify, **in writing**, the principal and the teacher about the time and duration of the absence. Assignments will not be compiled and given to the student until his/her return. It is the **student's** responsibility to see that the missed work is completed.

Late/Missing Work

If there are an insufficient number of summative assessments to show mastery of content standards by the end of the 1st or 2nd Trimester due to late, missing or incomplete work then a student can receive an "Incomplete" until the work is turned in and the grade can be updated. If the work is not completed and there are an insufficient number of summative assessments to show mastery of content standards by the end of the 3rd trimester, students in grades K-5 would receive a "1" and students in grades 6-8 would receive an "F".

In these cases, the student would not be promoted or allowed to re-register without completing a summer course of study (transcripts provided) showing a passing grade in the content area. The only other option would be "Transferring" the student to the next grade after consultation with the Department of Catholic Schools and a discussion and written letter to the parents of what this means (the student has not completed the grade level course of study but is being moved to the next grade).

Medical/Dental Appointments and Early Dismissal

Parents should avoid making appointments for a child during the school day. If a child must be excused early, **a written excuse must be sent to the child's teacher the morning of the appointment stating the reason for the early dismissal, otherwise the absence will be considered an unexcused absence or a tardy dependent on time of arrival to school.**

Medical Absences

A medically excused absence is given for time spent in medical and dental treatment **only if** dated slips are brought from the doctor or dentist stating the time spent there.

COMMUNICATIONS

Ongoing communication and cooperation between school and home is essential. We must work together and follow the rules of the school to help the children succeed. Every attempt is made to keep the lines of communication open on all levels. Individuals and group concerns are heard and addressed. However, anonymous communications cannot and will not be considered for action.

There is an appropriate chain of command for parent/legal guardian concerns:

1. Appropriate teacher/staff member
2. Principal and teacher
3. Principal
4. Pastor
5. Superintendent

Address, Phone and Website

The school address is 1158 Bont Lane Walnut Creek, California 94596. The school telephone number is (925) 935-5054. No student will be called to the telephone to take a call. Important messages will be delivered. Students must have permission from the principal or a teacher to place a call. No authorization will be given to students to call for forgotten lunches, assignments or to schedule after school activities.

The school e-mail address is: **stmary@st-mary.net**

The school website address is: **www.st-mary.net**

Family Envelope and Information Distribution

The Wednesday Packet that includes our weekly Newsletter and accompanying fliers is distributed electronically. You will receive an email reminder each Wednesday to visit our website at www.st-mary.net to review the packet. The Family Envelope (see Family Envelope Section) is distributed every Wednesday to the oldest child and contains any information that cannot be included in our website's Wednesday Packet. This envelope is to be signed and returned the following day. Any items (fliers, letters, etc.) to be included in the Wednesday Packet must be submitted and approved by the principal no later than 3:00 p.m. on the Monday before the packet is to be posted. All information distributed to school families must be approved by and have the principal's initials in the lower right-hand corner of the page. This is to ensure that the principal has approved all information distributed to school families. The Leadership Team members have authorization to approve information in the principal's absence. Personal or business solicitations will not be distributed in the Family Envelope.

School Directory

Release of directory information (name, mailing address, email, 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., homeroom list) must be granted by the principal or pastor. Directory information must not be released to anyone without permission from the principal or pastor. Parents may not use the directory information for personal or business solicitation.

Electronic Information/Communications

The mission of St. Mary of the Immaculate Conception 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. Electronic information research skills are now 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 are critically important for learning.

Photographs of students may appear on the school Website or in other school publications. Parents who do not wish their children's photographs to be placed in public media must note this preference on the signature page found at the end of the handbook and turn this form in to the office at the beginning of the school year.

Each year parents and students must sign and adhere to the Technology Responsible use policy. See "Forms" section at back of handbook.

DISCIPLINE

Discipline Policies

Students' actions and attitudes should reflect a Christian ethic and their behavior should be in accordance with the moral and religious expectations as outlined by St. Mary of the Immaculate Conception School in its philosophy and goals. Students are expected to respect and obey all forms of authority, i.e. the faculty, staff, substitutes, yard duty personnel, parents, volunteers, chaperones, etc.

Discipline in the Catholic school is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To build a sense of Christian community, values, responsibility and respect
- To provide a classroom environment conducive to learning
- To teach students the importance of responsibility, self-control and respect

Discipline is attained in a classroom or school when parents/guardians and students work cooperatively with the administration, teachers, and support staff toward the attainment of class and school objectives. We ask for parent support with this. Our common goal is to provide a safe, comfortable, respectful place for the children to learn and grow. This discipline plan is another step toward that goal.

RULES

Students must:

- Conduct themselves in a manner in accordance with the Catholic school and church
- Respect all authority figures and classmates
- Follow the uniform code
- Walk respectfully and quietly through the halls and all quiet zones
- Follow all classroom rules
- Be on time
- Complete and hand in all required assignments on time
- Respect all school property and the property of others
- Eat and drink in designated areas only and dispose of trash properly
- Use restrooms in a dignified manner
- Remember to get a drink and use the restroom during recess
- Walk and line up when the bell rings
- Line up quietly in the morning and after recess, lunch and P.E.; and refrain from playing ball or tag games once the bell rings
- Follow all rules of safety listed in handbook
- Use technology in an appropriate manner

Students must not:

- Harass students, faculty, staff, volunteers, visitors or school personnel verbally, physically or in writing
- Use, possess or exchange illegal substances, including but not limited to tobacco, drugs, alcohol and various types of inhalants on or near school premises or at school-sponsored activities
- Assault or threaten violence on any school personnel, student or volunteer
- Possess or threaten assault with a deadly weapon and/or any object which can be used to cause harm to another
- Bring, exchange, or use prescription or non-prescription drugs without following the Administration of Medications policy stated in this handbook
- Possess cigarettes, matches or lighters
- Leave school grounds during school day without permission of principal and written authorization of parents or guardian
- Enter or remain in any classroom without supervision by school personnel
- Fight, push, shove, hit or harm other students
- Cheat or intend to cheat
- Engage in behavior or use language which is immoral, disruptive, profane, vulgar or obscene on or off campus and on the Internet
- Chew gum or seeds/nuts with shells or hulls on campus
- Ride bicycles, skateboards, or rollerblades on campus
- Bring toys or any electronic equipment to school
- Bring glass containers to school
- Wear shoes with wheels on campus

Student Harassment, Bullying and Hazing Policy

All schools in the Diocese of Oakland are committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care.

A statement that the scope of the school's policy extends to any act of bullying and harassment during the school and after-school program, at school field trips, school or Diocesan sponsored events, through social media or any other electronic communication and when students are traveling to and from school and applies to all students, teachers, staff, specialists, and anyone who works on the school campus, whether employed by the school or the Diocese of Oakland, working as contractors, or volunteers.

Why we have adopted an anti-bullying and harassment policy

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore the Diocese of Oakland has adopted this policy to ensure that our schools prevent and respond to bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate

or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.
- **Cyberbullying** is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame or isolate another student. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students talk it through.

What is harassment?

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy.

Harassment in any form is illegal. Our Diocese does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment. For these reasons it is the policy of the Diocese to ensure that each school takes the following measures.

“All schools in the Diocese of Oakland are committed to providing a safe and respectful learning environment that promotes Christian values and is free from harassment, bullying, or hazing in any form regarding a student's gender, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry or sexual orientation. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, and school volunteer; or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and

thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parent(s)/legal guardian(s), and students.”

“Substantiated acts of harassment, bullying, or hazing by a student will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school’s handbook. Students who file false or frivolous charges will also be subject to disciplinary action up to and including expulsion. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through twelfth grades, the disciplinary action may include suspension or expulsion.”

“Harassment/bullying based upon a protected characteristic and retaliation for opposing or participating in investigations of harassment/bullying is illegal. Any student who engages in harassing/bullying behavior or reprisal against another student will be subject to disciplinary action up to and including expulsion. Reprisal is defined as any action intended to intimidate, retaliate against, harass, bully or disadvantage any person because the person has opposed harassment/bullying, has reported or complained of harassment/bullying, or has testified, assisted or participated in any investigation, proceeding, or hearing, under this policy or otherwise, regarding harassment/bullying.”

“Student to student harassment/bullying is prohibited whether it occurs:

- a. While on school grounds;
- b. While going to or coming from school;
- c. During the lunch period whether on or off campus;
- d. During, or while going to or coming from, a school sponsored activity.
- e. Through social media or any other electronic communication.”

Harassment

“Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

1. Verbal Harassment: Derogatory comments, questions and jokes; threatening words spoken to another person
2. Physical Harassment: Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another’s movements; any intimidating interference with normal work or movement
3. Visual Harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)
4. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, conversation containing sexual comments and other verbal or physical conduct of a sexual nature.”

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person.

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyber bullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

Read about cyber bullying on StopBullying.gov.

Hazing

“Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.”

School Responsibilities

“It is the responsibility of the school to:

- Establish a school anti-harassment/bullying policy
- Provide training for staff members, volunteers, and students on how to recognize and address harassment, bullying, social alienation, and the consequences of such behavior
- Provide age-appropriate information to students that is designed to create a school environment free from discrimination, intimidation, and harassment
- Publish this policy in the local Parent/ Student Handbook and review, update and disseminate the policy annually
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Investigate and respond to all concerns regarding harassment, bullying and hazing
- Remain watchful for conditions that create or may lead to a hostile, offensive school environment and work proactively to maintain a safe environment for all”

Student Responsibilities

“It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying, or hazing
- Not engage in acts which tend to injure, degrade, embarrass, or threaten the safety, privacy, or respect of other students or school employees, independent contractors, volunteers, or anyone in a school setting or at school-sponsored event.
- Inform the other person if possible that the behavior is offensive and unwelcome
- Report all incidents that may be considered discriminatory, intimidating, harassing, bullying, or hazing to the principal, teacher or support staff
- Complete a formal written complaint (as appropriate and if asked) that the school will investigate thoroughly and will involve only the necessary parties; the schools will maintain confidentiality as much as possible”

Threats Made By Students

“The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Pastor, the Principal, or a teacher. The Principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The school will notify the parent(s)/legal guardian(s) of the student who has made the threat. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including expulsion.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the Pastor and Principal will make any decision to re-admit a student who has made a threat. This student threat policy shall be communicated clearly to students, parent(s)/legal guardian(s), faculty, staff, and volunteers.”

Complaint Procedure

“Students who feel aggrieved because of conduct that may constitute harassment, bullying or hazing in violation of this policy should, if possible, directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop.

If the above is not an option or is not effective, they should complain to a teacher, staff member, Vice-Principal or Principal. Students may have their parents act as advocates for them in these procedures as well. Students may, with their parents, complain to the Pastor, or Superintendent of Schools if the Principal is involved.”

Administrative Procedures for Dissemination of Policy

“In order to ensure that all students have knowledge of this policy and administrative procedures, a copy of the policy:

1. Shall be posted in a prominent location in the administrative building on each campus;
2. Shall be provided to all students currently enrolled in the Diocese and shall be distributed at all orientation programs conducted for new students at the beginning of each academic year and summer session;
3. Shall be provided for all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired;
4. Shall appear in the Administrative Handbook for Catholic Schools, in the Parent-Student Handbook of each school and in all Diocesan publications that set forth comprehensive rules, regulations and standards of conduct.”

Response to Complaints

“At a minimum, when a complaint about harassment/bullying/hazing is made, the

School/Diocese will:

1. Conduct a timely and appropriate investigation and make a determination about whether this policy against harassment/bullying/hazing has been violated; and
2. Take timely and appropriate action if this policy against harassment/bullying/hazing has been violated.”

Abuse of School Personnel

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 communication to the recipient of the threat by telephone, telegraph or letter.”

Penal Code Section 71.

Also includes but not limited to social media, email, text, or any other electronic communication.

Harassment Policies and Procedures

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical, written or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to the principal or assistant 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.

Catholic Schools Diocese of Oakland Student Sexual Harassment Policy

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students whether verbal, physical, 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 unwelcomed sexual advances, requests for sexual conduct, posting sexual material on the Internet 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 of the Diocese are strictly prohibited. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including termination of employment.

Student to Student Sexual Harassment

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) On any technology devices (email, social networks, live chat, video, phone or texts)

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Retaliation

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

Sexual Harassment Complaint Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic Schools, Diocese of Oakland and listed below. Complaints may be reported to a school counselor, the principal, or assistant/vice principal. Written complaints may also be filed at the office of the principal or designee. Complaints should be presented in written form to the principal.”

School Property Damage/Vandalism

Students and their parents/legal guardians will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Grades, transcripts or diploma will be withheld until the damages are paid.

Disciplinary Procedures

When disciplinary issues occur, the teacher and/or principal attempt to work with the student to achieve a positive change in behavior. All faculty, staff, volunteers, and yard duty personnel will use the following four-step consequence for behaviors.

- (1) Adult discusses the behavior and ways to improve with the child.
- (2) A discipline referral is sent to the parent for signature.
- (3) A referral is sent to the parent indicating that the child will serve detention the next detention day.
- (4) The child is sent to the principal.
- (5) Student/child may lose school sanctioned privileges.

Detention

Requiring a student to serve a detention after school hours is an acceptable disciplinary measure.

Some reasons for assigning detention are:

- (1) Unacceptable behavior in the classroom and/or school yard
- (2) Disrespect and/or disobedience
- (3) Use of unacceptable language
- (4) Failure to observe school or classroom rules
- (5) Failure to observe uniform regulations
- (6) Gum-chewing and/or eating at unspecified times or places

Parents are informed of the detention in writing. Detention in grades K-3 is left to the discretion of the teacher. For grades 4-8, detention will be from 3:05-3:45, at which time students may be asked to complete a service activity. No one is excused from serving detention for **any** reason, including carpools.

Guidelines for detention:

- (1) Detention will be on Thursday afternoons.
- (2) Parents must make arrangements for carpools, daycare, etc..
- (3) Detention earned on Thursday will be served on the following Thursday.
- (4) Parents must pick their children up in the detention classroom.
- (5) If a child does not show, then 2 detentions will be served.
- (6) Parents may not be present in the classroom during detention.

Continual detention may result in suspension.

Academic Probation

A student may be placed on academic probation if he/she receives any letter grade below a C-per grade reporting period. At the teacher's and principal's discretion, a student may also be placed on academic probation for the following reasons:

- (1) Continued low test scores
- (2) Continued missing/incomplete assignments
- (3) Poor or non-participation in class

A conference will be required for the student, parent/guardian with the recommending teacher and principal. The student's presence is required at such conferences. At this conference, the specific problems will be discussed and an agreement will be drawn up that clearly states:

- (1) How the student is expected to improve
- (2) How and when the improvement will be evaluated
- (3) Consequences if the student does not meet the agreement

If the requirements of the agreement are not met, the student may be required to get tutoring, attend summer school, or transfer.

Disciplinary Probation Process

Disciplinary probation is a serious step taken with a student who, after normal parent/guardian contact, teacher conferencing and disciplinary measures, continues to exhibit behavior unacceptable at St. Mary of the Immaculate Conception School. The principal determines what is unacceptable behavior.

- (1) Recommendations for disciplinary probation come from teachers and/or the principal.
- (2) A conference is called with parents/guardians, child, recommending teacher and principal to discuss the areas of behavioral change necessary for the child to remain at St. Mary of the Immaculate Conception School.
- (3) A time allotment for compliance is set.
- (4) Evaluation of the student's progress is made during that time and parents/guardians are notified of his/her progress.
- (5) If, by the end of the time period stated, the student has not met the conditions necessary to remain, he/she will be asked to transfer.

Activity During Academic and/or Disciplinary Probation

A student on probation is denied the privilege of participation in extra-curricular school activities. During this period, students may not actively participate in school-sponsored practices, games/tournaments, meetings and/or activities.

If students do not fulfill conditions of probation, students may permanently be cut from the team/organization. Any second probation period may result in permanent termination from the extra curricular activity. This does not apply during application and/or tryouts for an activity.

(*Core classes include: Religion, Reading/Literature, Spelling, Language Arts, Math, Social Studies and Science. Spanish is included for grades 6-8.)

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 (5) 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. A student will make up work that was given during the time of the suspension when she/he returns.

Suspension Procedures

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 to due process as stated in #2 below may be adhered to after the fact.

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:

- (1) NOTICE: This is satisfied by telling the student that he or she will be suspended; 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 suspendable offense.
- (2) 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.
- (3) 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.
- (4) 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. Where 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.
- (5) RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the principal and pastor, and later to the superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
- (6) 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 by the principal in a file separate from the cum folder.

Expulsion Policies

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the superintendent is required before expulsion can take place.

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion considering the severity of the offense and decision will be at the discretion of the principal and the Diocese of Oakland.

- Actions deemed by the principal as gravely detrimental to the moral and spiritual welfare of other students which include any form of harassment

- Outrageous, scandalous or serious disruptive behavior
- Habitual lack of effort leading to failure in classroom work
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and church
- Continued willful disobedience, insubordination or disrespect for authority
- Persistent defiance of the authority by a student or his/her parent guardian of any school employee/volunteer
- Language or behavior which is immoral, profane, vulgar or obscene
- Smoking or having tobacco, matches or cigarette lighters
- Use, sale, distribution or possession of any alcohol/drugs or any other legally controlled substance on or near school premises or at school-sponsored events
- Unauthorized absence, continued tardiness or habitual truancy
- Assault or battery or any threat of force or violence directed towards any school personnel, student or volunteer
- Possession of, or assault with, a deadly weapon and/or any object which can be used to cause harm to another
- Serious theft or dishonesty
- Vandalism to school/church property
- The verbal, physical, visual or sexual harassment, bullying or cyber bullying of any student, teacher or administrator.

If, at the discretion of the principal, any of the above reasons do not warrant immediate expulsion, then suspension procedures shall be followed.

Expulsion Procedures

Cases of Cumulative Disciplinary Difficulties

The principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:

- (1) The pattern of conduct that at this time would lead the school to contemplate expulsion.
- (2) The evidence upon which this assessment is based.
- (3) The right of the student at this time to present a statement or information in support of being retained.
- (4) What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

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 (1 through 3). After this conference a final decision will be made by the principal in consultation with the pastor and superintendent.

Written records of the various proceedings leading to expulsion must be on file.

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 which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian and principal conference is dispensed with, and the process begins with the procedures outlined 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.

Right to Appeal

The parent/legal guardian may appeal the decision, first to the principal, then to the pastor, and later to the superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

DRESS CODE

General Dress Code Guidelines

St. Mary of the Immaculate Conception School students show pride in themselves and their school by the way they dress. Clothes must always conform to standards of modesty, good taste and appropriateness. Student and parent cooperation is expected; therefore, **parents will be called when students are not dressed appropriately.** A change of clothes must be delivered before the student can return to class. Written notification of student non-compliance with school rules will be issued for all dress code infractions. Repeated infractions will result in disciplinary action.

- Please label all items of clothing clearly on inside tags with permanent marker.
- No excessively loose or excessively tight clothing is allowed.
- Underwear must not be visible.
- Sweaters, sweatshirts and jackets will not be worn tied around the waist in the classroom.
- Pants, shorts, skorts and skirts must be worn at the waist and not rolled around the waistband.
- The length of the skirt, jumper, skort and shorts must be no shorter than 1 inch from the middle of the knee.
- Under shorts must be worn under skirts and jumpers at all times, including PE, and must not show below the skirt or jumper hem.
- Shirts must be tucked in except during recess, lunch and PE.
- Pants must be hemmed so as not to drag on the ground.
- No torn clothing is allowed at any time.

Uniform Requirements

Students must be in school uniform at all times unless specified in the school newsletter/calendar. Regulation uniforms are available at **Bancroft Uniforms, 590 Dutton Avenue, San Leandro, 510-638-1622.** Non-uniform logos, stripes, extra pockets, flared, tight, baggy or slit styles are not allowed. Polo shirts must not have logos or other decoration except the St. Mary logo from the uniform company.

GIRLS:

All Grades: navy blue shorts, skort, navy blue long pants, blue plaid skirt/jumper
Grade 8: may wear khaki shorts, skorts or long pants
Grade K-8 St. Mary logo or non-logo white/light blue short or long sleeved polo shirt;
white/navy long sleeved turtleneck may be worn under short-sleeved polo
Undershirts must be plain white no frills or lace on bottom
Grades K-6 navy blue St. Mary sweatshirt and/or navy St. Mary's fleece jacket
Grade 7-8 hunter green St. Mary sweatshirt

BOYS:

All Grades: **correct size** navy cords, twill pants or shorts, **worn at waist**
Grade 8: may wear **correct size** khaki shorts or long pants, **worn at waist**
Grade K-8 St. Mary logo or non-logo white/light blue short sleeved polo shirt;

white/navy long sleeved turtleneck may be worn under short sleeved polo.
 Undershirts must be plain white.
 Grades K-6 navy blue St. Mary sweatshirt and navy St. Mary's fleece jacket (jacket optional)
 Grade 7-8 hunter green St. Mary sweatshirt and hunter green or navy St. Mary's fleece jacket (jacket optional)
 Belts are required for grades 3-8

MASS UNIFORM

Please check your school calendar and newsletter announcements for all school Masses

GIRLS:

- A plaid skirt or plaid jumper is required
- Long pants may be worn during the winter months (November through March)
- All shirts must be tucked in
- Navy sweatshirts are required for all Masses unless otherwise noted

BOYS:

- Long pants are required for all school Masses in winter months (November – March) and other designated activities
- All shirts must be tucked in
- Belts are required for grades 3-8
- Navy sweatshirts are required for all Masses unless otherwise noted

Shoes, Socks and Tights

School shoes must be navy (no other blues), black, gray, white or any combination of these colors. No other color allowed on school shoes. When in doubt please choose one of these solid colors. School tennis shoes must have laces or Velcro and rubber soles; beige shoes can be worn by 8th graders ONLY. No florescent colors, no royal blue. On free dress, colored shoes may be worn BUT shoes must have Velcro or laces and rubber soles. **Shoelaces MUST be white, black or navy.** For the safety of the children, no sandals or shoes with buckles and no slip on sandals/shoes are to be worn. No wheeled shoes are allowed. Socks must be worn at all times (WHITE, BLACK OR NAVY ONLY). No leggings or leg warmers are permitted. Socks and tights cannot have distracting logos or patterns. White, black or navy blue tights may be worn.

Sweatshirts/Spirit Wear

Official CYO and/or Student Council sweatshirts may be worn on non-Mass uniform days with uniform bottoms. Spirit wear, grey full zipped hooded, may be worn on non-Mass uniform days with uniform bottoms.

Undershirts

Undershirts should not be visible under the uniform. Undershirts should be solid white (no colors, patterns, or logos) .

Hair Code

HAIR MUST BE CLEAN, DYE FREE, NATURAL IN COLOR, AND NOT EXTREME. The following styles are not permitted: bleached or colored hair, shaved heads, hair that requires constant attention, excessive gel to spike hair, Mohawks or tails. Hair must not obstruct vision. Boys' hair must be above the collar, above the ears, and above eyebrows. **Hair should not** have designs or cuts that stand out or bring undue attention. NO hair pieces, feathers, colored

extensions, etc. are allowed. No bandannas or hats may be worn with uniforms. Hair accessories must not be distracting. **Students will be given one week's notice to get a haircut. If the student does not comply within that week, they must serve detention.**

Makeup

Make-up is **not** to be worn. This includes colored lip gloss. Only clear nail polish is allowed. No fake or acrylic nails are permitted. No nail polish on any day including non-uniform dress days.

Accessories

Excessive jewelry, visible body piercing (except ears), visible tattoos or body art and non-functional accessories are not allowed. The following accessories may be worn:

Earrings: Small post (girls only) - one only per ear; no cartilage or other facial piercing

Necklace: One small chain or medal (no chokers)

Ring: One ring on each hand

Watch: One modest sized watch with alarm and tone turned off. No Apple watches.

Bracelet: One non-distracting bracelet

Belt: Brown, black or blue with non-distracting, small buckle.

Non-Uniform Dress Days

The school regards Non-Uniform Dress Day as a **privilege** and expects students to conform to rules of good taste and modesty. Parents/guardian cooperation and support for guidelines is expected. **No non-uniform dress on field trips. Birthday non-uniform dress will be once a month - noted on the calendar.**

Non-Uniform Dress Code

- **NO** tank tops, spaghetti straps, bare backs, bare midriffs, half-shirts, or halter tops
- **NO** baseball caps in the classroom
- **NO** short shorts for free dress. Shorts must be the length of the uniform shorts **for all grades**
- **NO** tight or baggy/saggy pants, biker or exercise shorts/pants, basketball shorts, athletic shorts or pants, sports jerseys or sweat pants
- **NO** jeggings (legging jeans)
- **NO** ripped or torn clothing
- **NO** nail polish on any day
- **NO** boots, Uggs, cowboy boots, flip-flops, wheels, lights or other forms of distraction
- **NO** mini-skirts. Skirts and shorts must be the proper length (same as uniform) **or this privilege will be omitted completely.**
- **NO** shirts advertising alcoholic beverages, objectionable groups or other inappropriate sayings or images (including skulls)
- **NO** articles of clothing with writing across the buttocks
- Belts are required for all boys grades 3-8
- Shoes must have laces or Velcro and rubber soles
- Socks must be worn
- All clothing must allow for modesty throughout the day

Dance attire must follow non-uniform dress guidelines.

Clothes must always conform to rules of modesty, good taste and appropriateness.

The decision of the principal as to what is acceptable dress for any student will be final.

Violations will result in disciplinary action.

EMERGENCIES

Emergency Information Form

Parents are asked to complete the Emergency Information Form sent home with the Registration Packet specifying those persons to whom they wish their child(ren) released in the case of an emergency. Each parent is responsible for keeping the following information current during the year and updated annually:

- (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. If applicable, the cell phone and/or pager 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.

Earthquake

In case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee indicated on the Emergency Information Form will remain under the care and supervision of the staff on school grounds until the parent/guardian or a pre-arranged designee comes for them.

Release of Information

In emergencies, information such as found on the Emergency Information Form 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.

School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- (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) Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

Evacuation Policy

In the event of evacuation, the principal will give the signal to evacuate the building. The fire alarm will be sounded. In the event that there is no electricity, a hand bell will be rung. All students will assemble at the designated areas in the playground after the exits have been checked and found clear of hazards.

Assembly Areas

Teachers will take roll and report to the designated person. They will immediately notify the principal of any injuries or special problems.

Students and staff will remain outside until the designated person checks the gas lines, electricity and safety of the building. The signal to return to the classrooms will be made.

Release Policy

- Students will be dismissed from school **ONLY** to a parent/guardian or individual designated by them as indicated on the Emergency Information Form.
- Students will **NOT** be permitted to leave with anyone other than the person/s designated on the Emergency Information Card.
- All parents/guardians or designated persons who come to pick up students must go to the school office and sign the student out. Signs will be posted on all school gates if an alternate location for signing out children is necessary. There will be only one area for sign-out to insure the proper release of all students.
- We are prepared to care for children in times of critical situations. If you are not able to reach the school, we will care for children on site. Our staff is certified with first aid and CPR training and we will be in communication with various local emergency services. We do ask for your help in the following areas:

Do NOT telephone the school. We must have the lines open for emergency calls. You may call the following numbers if necessary:

Parish Office.....	891-8900
CCD Office.....	891-8930
American Red Cross.....	687-3030

Turn on your radio on KNBR or KWUN 1480 on the AM dial. Information will be given over the radio.

Following an earthquake or other emergency, **DO NOT IMMEDIATELY DRIVE TO SCHOOL.** Streets and access routes to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.

EXTENDED CARE/KIDS' CLUB

Please see Extended Care Handbook (enclosed) for details.

Attendance

Parents/guardians are responsible for notifying program personnel in advance as to the time their child will arrive and the time their child will be picked up. Any parent/ guardian who fails to pick up their child by 6:00 p.m. will be charged \$1.00 per minute per child and will be billed accordingly at the end of the month.

Drop-In Extended Care

We will allow drop-in appointments. The fee will be \$6.75 per hour per child for drop-ins. However, after 10 hours of use, **your child MUST be registered with St. Mary Kids' Club.** The director should be notified in advance if your child needs to be in the program. Billing will follow the same procedure as for daily use. You will be billed for registration if your child is not already registered.

Eligibility

The Extended Day Care Program is exclusively for students attending St. Mary of the Immaculate Conception School in grades kindergarten through eight.

Financial Arrangement

St. Mary Kids' Club invoices will be sent through FACTS on the 12th of each month. Payment is due by the 24th of each month. Payments returned will incur and automatic \$30.00 returned item charge. Late payments will incur a \$30.00 late fee.

Program Hours

The hours of Extended Care/Kids' Club are 7:00 a.m. to 6:00 p.m., Monday through Friday, when school is in session unless otherwise specified in the St. Mary of the Immaculate Conception School newsletter. Most minimum school days are included.

Rules and Regulations

- Respect staff, other students, materials and environment
- Follow directions
- Remain at Extended Care/Kids' Club until picked up by parent/guardian
- Follow all rules that apply to the regular school day, as stated in this handbook.

Telephone Number

Our Extended Care/Kids' Club direct telephone line is 938-5114.

FINANCIAL

Insurance

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

Tuition

Tuition Assistance

Fees and tuition payments are required of families of children attending St. Mary of the Immaculate Conception School. The school will make every effort to see that no one is denied access to a Catholic education based solely on lack of funds to pay tuition. Limited tuition assistance grants are available. To qualify for tuition assistance, the families must have a genuine financial need occasioned by medical expenses, special education situations, size of family or some other financial situation. Financial aid forms are available from the school office in January and are due at the end of February. Decisions regarding tuition assistance are completely confidential.

Tuition Policy

Tuition is due and payable beginning in August. FACTS is the tuition payment program in use at St. Mary School beginning with the 2016-17 school year. Registering online with FACTS is a mandatory part of your registration.

Tuition payment options are:

- 1) Ten monthly payments beginning in August and continuing through May
- 2) Two payments due in August and January
- 3) One payment due in August

Payments returned will incur an automatic \$30.00 returned item charge. Late payments will incur a \$30.00 late fee.

If all financial obligations are not met by May 20 and no other arrangements have been made with the Principal, the family's child(ren) will not be considered registered for the next school year. Graduate diplomas will be withheld until accounts are paid in full.

A discount is given for the second and third child. There is no charge for the fourth and successive children. To qualify for the special tuition rate, families must be registered for one calendar year prior, be active participants in the liturgical life of St. Mary of the Immaculate Conception Parish and contribute in the collections regularly, **verifiable through the use of Sunday envelopes**. It is recommended that a minimum of \$250 be donated to St. Mary of the Immaculate Conception Church during the calendar year.

Additional Fees

Registration Fee

A \$500.00 fee for each new and returning student is charged at the time of re-registration at St. Mary of the Immaculate Conception School. All uncollected tuition and fees (i.e., unfulfilled SCRIP requirement, unfulfilled volunteer hours) must be paid in full before a child is registered

for the upcoming academic year. Parents will not receive a registration packet for the upcoming year unless all tuition and fees are paid in full. **Registration fees are non-refundable.**

Foundation Fee

All new families must pledge a \$400.00 one-time only donation to St. Mary of the Immaculate Conception School Capital Improvement Fund, which may be paid in installments. This fund is set aside for capital improvements. **The Foundation Fee is non-refundable.**

Scrip Program

The SCRIP purchasing period is May 1 through April 31 each year. Families have the option of purchasing SCRIP during the year or choosing to pay a tuition assessment at the end of the year OR a combination of the two, as follows:

\$4,000+	SCRIP purchased	\$ 0 assessment
\$2,000-3,999	SCRIP purchased	\$ 125 assessment
\$0-1,999	SCRIP purchased	\$ 250 assessment

Volunteer Hours/Fees

Parents/guardians are expected to assist in activities, which help reduce the operating costs and/or provide enrichment opportunities for students. A minimum of 40 hours of service is expected of parents/guardians during each school year. In lieu of completing all 40 volunteer work hours, parents/guardians must financially compensate \$20.00 per hour. Single parents/guardians are expected to complete 20 volunteer hours. (See Parent Service Programs)

Auction Commitment

The Dinner/Auction is the major fund-raiser that has raised significant funds for school programs. Families must support this endeavor by donating an item of service with a minimum value of \$100. (See Parent Service Programs)

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 and Notification to the School

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictive diseases or conditions in students are head lice (Pediculosis), chicken pox, mumps and measles.

Parents must 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, strep throat, poison oak or head lice. Students **MAY NOT** attend school while any disease/infection/infestation is in the contagious stage. Students with head lice may return to school only after they have been cleared by qualified school personnel.

Students with fevers and other flu-like symptoms **MAY NOT** attend school; they may resume classes when their temperature has been normal for 24 hours and/or they have not had flu-like symptoms in 24 hours.

Illness

If a child becomes ill at school, the office personnel will notify the parent/guardian. No child is permitted to leave the school grounds without the principal and/or teacher's knowledge. The parent/guardian, or person designated by the parent/guardian, must sign out their child in the sign-out log in the school office before leaving the school premises. No student will be permitted to leave the school by him/herself and must be picked up by the parent/guardian or person designated on the Emergency Information Form.

Immunizations

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements. Refer to Guide to Immunizations Required for School Entry Grades K-12 in the Diocesan Health Manual.

Immunization requirements will change effective July 1, 2016 per SB 277.
(*cf.*, *SB 277*)

All Students must have a TB Screening completed prior to entrance to school. Acceptable screening is the PPD/Mantoux skin test or a physician's statement of "negative symptom screening" or "no risk assessment" is required. The risk assessment is mandatory for kindergarten and should be done within 6 months of entry. New students in all other grades must produce proof of a TB Risk Assessment performed within 2 years of entry.

Conditional Admission: A student who lacks the required immunizations has thirty days (30) to begin immunization.

The school must follow-up, notify parent(s)/legal guardian(s), verify documentation and update Blue Health Cards.

Medication Policy - Prescriptions and Over the Counter Medications

- (1) Schools may not furnish any medications
- (2) All medications – prescription and/or over-the-counter - require physician and parent/legal guardian authorization.
- (3) All medications including cough drops, aspirin, inhalers, etc. must be secured in the school office (Exception: back up of inhalers and epi-pens may be secured in the classrooms upon notification to the office and the classroom teacher). Use of an epi-pen necessitates a 911 call. No student may carry his/her own prescription or over-the-counter medications, including throat lozenges. In the event that a student is seriously at risk without the epi-pen or inhaler on his/her person, consideration will be given to a variance if the physician and parent document the following:
 - (a) Risk of not carrying medication
 - (b) 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.
 - (c) Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school principal
- (4) If a child has an allergy or medical condition requiring an epi-pen, two epi-pens must be supplied to the school (one for the office and one for the classroom)
- (5) Parents are responsible to insure that all medication is current and has not expired.

Responsibility of Parents/Legal Guardians:

- (1) Parents/legal guardians will assume full responsibility for supplying all medications.
- (2) No medications including over-the-counter medicines 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.
- (4) Medication must be accompanied by a medication release form available in the school office. The child's parent/guardian and the child's physician must sign this form.

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('s)/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. A physician's authorization is advised but not required for over-the-counter medication except for aspirin.

Tuberculosis Testing for Volunteers

An intradermal skin test (Mantoux PPD) or chest x-ray is required by State Law for all adults who work with children at school or who chaperone on class field trips. Parent/guardian volunteers are required to have proof of freedom from tuberculosis on file in the school office. The test must be administered within 60 days of contact with our students and renewed **every 2 years**. The Concord Health Department offers "drop-in" clinics for TB tests at 2355 Stanwell Circle, Concord.

PARENTS/GUARDIAN INFORMATION

Before-and-After School Supervision

The school does not assume any liability for injuries received on or about the school premises before or after school hours. With the exception of school-sponsored activities, there is no supervision BEFORE 7:50 a.m. or AFTER 3:10 p.m. Students are not to arrive before 7:50 a.m. and are not to remain after school. Students arriving before 7:50 a.m. or who remain after 3:10 p.m. will be sent to Kids' Club and parents will be billed accordingly.

Parents are not permitted in the school **BEFORE or AFTER** School unless previous arrangements have been made with a faculty member.

Students are not allowed to leave campus on their own(i.e., walk home, walk downtown) without written authorization from parent.

Birthday Policy

No edible treats are to be passed out at school for student birthdays. In lieu of treats students may hand out a non-food item or donate a book to the classroom. Parents may consult with the classroom teacher for further details and ideas.

Classroom Interruptions

For safety reasons, ALL visitors, INCLUDING PARENTS who are working in the school, are to obtain a Parent Volunteer/Visitor badge and sign the Volunteer/Visitor Log in the school office UPON ARRIVING AND WHEN LEAVING the school EACH VISIT. Parents and other visitors are **NOT** permitted to visit the classrooms and/or student bathrooms at any time unless arrangements have been made with the teacher and/or principal, they have registered in the office and have obtained a parent volunteer/visitor badge. **No one is to interrupt a classroom without prior permission.**

Parents may not bring non-students on field trips or when volunteering on campus. We ask that parents/visitors turn off their cell phones and refrain from eating and/or drinking in the classrooms.

Before any guest is invited to give students a presentation, approval must be secured from the principal and he/she must be notified. A thank-you note should be sent to the person either by the teacher or by the class.

Classroom disruptions must be kept to a minimum and learning time to a maximum. Parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Appointments are recommended. Classroom instruction should not be interrupted nor delayed. Younger siblings must not be left unattended, and may not be left with a school-age family member during school hours.

Complaint/Issue Resolution

The Rectory does **not** handle school business. Concerns regarding individual school staff members or other school issues should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor may be contacted.

Custody and Release of Minors

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

Family Envelopes

On Wednesday the oldest child in each family will be given a family envelope. The family envelope contains any items that cannot be downloaded from our school website. Parents will be sent an email reminder each Wednesday indicating that our electronic news packet is available for viewing. Parents/guardians are to place any school communication notices that require a signature back into the envelope and return it to school with the child **on Thursday mornings**. (See Communications)

Family Illness/Death

Students should be encouraged to notify homeroom teachers and the school office whenever there is illness or a death in the family so that prayers can be offered and cards sent.

Forgotten Items

All forgotten lunches or other school items must be placed on the hall table next to the office for delivery to students. Items must be clearly marked with student's name and grade. Acceptance of late schoolwork items for credit is at each teacher's discretion. **Do not take items directly to a child's classroom.**

Messages to Students

Pagers, cell phones and palm pilots **MUST** be on "off" mode on school premises. Students may not be called during school hours. All messages to students must be made by contacting the school office.

Money Collection

Money must always be sent in a sealed envelope, labeled with the child's name and grade and the purpose of the money. The school is not responsible for non-designated money.

Parent Service Programs

Parents/guardians are expected to assist in activities, which help reduce the operating costs and/or provide enrichment opportunities for students. A minimum of 40 hours of service is expected of parents/guardians during each school year. In lieu of completing all 40 volunteer work hours, parents/guardians must financially compensate \$20.00 per hour. Single parents/guardians are expected to contribute a total of 20 work hours.

Listed below are the job categories that qualify toward work assessment hours. It is the **PARENT/GUARDIAN'S** responsibility to record all hours worked in the log book on the front counter in the school office. If you have questions about what qualifies for work assessment hours, contact the president of the Parents Club.

- Auction Volunteers
- Computer Lab Aides
- CYO Coaches
- Earthquake Preparedness Team
- Hospitality Volunteers
- Junior Achievement Parent
- Health Aides
- Library Aides
- Yard Duty
- Maintenance Volunteers
- Office Aides
- Parent Education Program (P.E.P)
- Room Parents
- Scout Leaders
- SCRIP Volunteers
- Uniform Volunteers
- Wednesday Envelope Aides
- Yearbook Volunteers

Auction

The Dinner/Auction is the major fund-raiser that has raised significant funds for school programs. Families must support this endeavor by donating an item or service with a minimum value of \$100. Volunteering time and attending the evening's function involves all families. Students benefit greatly from its financial success.

Parents Club

The Parents Club is an organization of all parents/guardians of St. Mary of the Immaculate Conception School. The Parents Club sponsors a variety of social and fund-raising activities for parents/guardians and families. All are encouraged to participate in the organization and attend scheduled meetings and functions. An elected Board meets every month.

School Advisory Board

The School Advisory Board is an advisory group to the pastor and principal and is composed of interested parents/guardians. Meetings are usually held on the second Monday of each month and visitors are welcome.

Parties

In School

There will be one designated free-dress day each month for birthdays. Summer birthdays will be acknowledged during the school year. Parents must consult with the classroom teacher if they wish to bring in a small nut-free treat. Celebration of birthdays with balloons, entertainment, banners, deliveries, etc. are not permitted during the school day.

Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

End of the Year Party

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 fund-raising for non-school sponsored celebrations. Invitations for non-school-sponsored events cannot be disseminated at school.

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.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Form. All students **must** be signed out at the main office.

Verification of Compliance

A written statement signed by the parent should be returned at the beginning of 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.)

SAFETY

Alcohol /Smoking Policy

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

Asbestos Notification

(See attached letter)

Bicycles, Skateboards, Skates and Scooters

Students may not ride bicycles, skateboards, roller blades or roller shoes on school premises. Bicycles must be locked on the racks provided. Bicycles must be walked onto the campus. All students must obey the law and wear helmets. Skateboards and roller blades are not to be brought to school.

Emergency Information Forms

IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO KEEP INFORMATION ON THE EMERGENCY FORM ACCURATE AND UP-TO-DATE AT ALL TIMES.

In case of illness or injury, a student will be sent home with a parent/guardian or designated person only. If a parent/guardian cannot be reached, the other person/s listed on the emergency form will be called. If there is a regular after school baby-sitter, this also must be indicated on the form. It is extremely important for the safety of the children that emergency forms be kept complete and accurate. (See also Emergency Section)

Personal Communication and Electronic Devices

The use by students of personal communication and/or electronic devices such as cell phones, or any other unnecessary devices deemed potentially disruptive is prohibited at St. Mary of the Immaculate Conception School. These devices must remain off and shall not be visible during instructional time: including passing periods, recess, school-sponsored programs or activities and school transportation. Unauthorized use of such devices disrupts the instructional program and distracts from the learning process and classroom environment.

Students cannot bring any electronic devices for class projects. Failure to comply with this policy and procedure may result in confiscation of electronic devices, and students may be subject to disciplinary action.

Strangers

The principal should be notified immediately if there is ever a stranger on the playground or in the building.

Supervision of Students

The school does not assume any liability for injuries received on or about the school premises before or after school hours. With the exception of school-sponsored activities, there is no supervision BEFORE 7:50 a.m. or AFTER 3:10 p.m. Students are not to arrive before 7:50 a.m. and are not to remain after school. Students arriving before 7:50 a.m. or who remain after 3:10 p.m. will be sent to Kids' Club and parents will be billed accordingly.

Transportation: Drop-Off/Pick-up of Students

For the safety of our children and to comply with various police and fire regulations, drivers must observe the following regulations:

- Cars are not to be parked in the parking/play areas during school as these areas are used for play.
- Maximum speed limit in the schoolyard is **5 miles per hour**.

All cars are to enter the yard at the Bont Lane entrance. There is **NO** entry from Alpine Road. Parents must follow the coned area and drop off their children at the end of the carpool line, leaving via the Alpine exit. Parents may not park and/or leave cars in the drop-off or pick-up lines. Students are always to exit the cars from the RIGHT SIDE ONLY and are expected to remain behind the cones nearest the school. Parents must not get out of their cars in the carpool line. **Cell phone use is not permitted in the carpool line.** When crossing the coned area to go to either parking area, parents **must** accompany their children to their vehicle. If you need to park, please drive **slowly** into the parking lot by the basketball standards. Parents and students must use the two designated crosswalks in the carpool lane. Parents may not park in the schoolyard after 8:00 a.m. **Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol shall be guilty of a misdemeanor.**

Weapons/Laser Pointers/Glass, Etc.

Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, including laser pointers, will result in very serious consequences up to and possibly including expulsion. Laser pointers are strictly prohibited. No food or drink in glass containers is allowed on the school grounds. Snacks and lunch are to be eaten in designated areas only.

Visitors

All visitors/parents/guardians must report to the main office where they will sign in and be issued a badge to be worn throughout their time on campus.

Note: A visitor is any person who seeks permission to enter school premises

STUDENT SERVICES AND ACTIVITIES

Altar Servers

Students who are St. Mary of the Immaculate Conception parishioners in grades 5 - 8 are encouraged to assist on Sunday as Mass servers. Serving at school liturgies is open to all students in grades 5 - 8. Training of altar servers begins in the spring for 5th graders. The parish will arrange training for those interested.

Assemblies

Whenever the school has a general assembly, the students are expected to come to the auditorium in good order. At all times the students are expected to refrain from talking during the actual presentation. They are likewise expected to show courtesy to those conducting assemblies or making presentations by clapping appropriately at the proper times.

Athletics and Eligibility

Before students can participate in extra-curricular activities (such as sports, band, student council) they must maintain a C (2.0) average in all core classes and an "E" or "M" in work habits to the discretion of the teacher. Core classes include: Religion, Reading/Literature, Spelling, Language Arts, Math, Social Studies and Science. Spanish is included for grades 6-8. A final decision in exceptional situations will be made by the principal in consultation with the teacher.

See also "Activity During Probation" under Academic Probation

Catholic Youth Organization (CYO)

Each parish in the Diocese of Oakland sponsors a Catholic Youth Organization as one dimension of its total ministry to youth. It is an athletic program open to all children in the parish boundaries. CYO sports at St. Mary's include: cross-country (fall), basketball (fall and winter), track (spring) and girls' volleyball (spring). The ultimate responsibility for the success of CYO programs lies with the volunteer adult participants. Adults involved in CYO should remember that the program exists for the Christian growth of young people. The conduct of adults should always model Christian values and virtues.

Dances

Students from Catholic Schools in our root are invited to attend school dances. Students will adhere to the free dress guidelines as well as the following rules:

Dance Dress Code

- no bare midriffs
- no tank tops
- no spaghetti strap dresses
- no T-shirts. Collared shirts only

- no short shorts
- no hats
- no baggy pants
- no torn jeans
- no back packs
- skirts/dresses must be of suitable length (no higher than 3 inches above the knee)

Dance Conduct Code

- demonstrate respect and responsibility
- attend school on the day of the dance
- be courteous and respectful to chaperones and each other
- abstain from inappropriate dancing

Students who do not follow these rules for any junior high dance will not be admitted and their parents will be called to pick the student up immediately.

Library

The school library is open to students Tuesday through Thursday except during vacation periods. Students may borrow books for a specified period of time, but may not take out any books until those previously checked out are returned. Students/parents/guardians are responsible for replacing or paying for lost or damaged books. Students may **NOT** be in the library without adult supervision. Students may visit the library during lunch on Tuesday through Thursday with a library pass.

Lost and Found

Articles found on the school grounds are kept in the school hallway and may be claimed there. School supplies, lunch boxes and backpacks **must have name and grade level marked on them**. Unclaimed articles will be sent to the St. Vincent de Paul Society on a monthly basis.

Lunch Program

The lunch period is from 11:20 - 12:00 for Kindergarten, from 11:40 - 12:15 for Grades 4 - 5, from 12:00 - 12:35 for Grades 1 - 3, and from 12:30 - 1:00 MWF and 12:50-1:20 TTH for Grades 6-8. No student is allowed to leave the school grounds during lunch. If a child forgets a lunch, parents may leave the lunch on the hall table next to the office door, clearly marked with the name and grade of the child on the container. Parents are **NOT** to take lunches directly to the classroom. Children may **NOT** call home to ask parents to bring forgotten lunches. Students may share lunch with classmates who do not have one. Children's Choice from Gagnon's offers students the opportunity to purchase lunches every full school day. Orders must be placed and paid for in advance at www.choicelunch.com. No same-day lunch orders will be accepted. Lunches are NOT available for purchase at school.

- **Students may NOT bring sodas or "energy" caffeinated drinks to school**
- Parents are encouraged to pack healthy, nutritious snacks and lunches
- Fast food and junk food is highly discouraged
- All lunches are to be placed on the hall table, **NOT** delivered to the classrooms

- One piece of candy is allowed in lunch boxes, but it is highly discouraged
- No glass bottles are allowed at school

It is the responsibility of the pupil's parent/guardian to notify the teacher and site principal of any food allergies their child may have and what precautions are required to address their needs.

Pictures

Each year an approved studio takes pictures of all the children in the school for school records. Parents are given the opportunity to purchase these pictures, but there is no obligation to do so.

The fall pictures will be taken in complete uniform. Spring pictures, which will not be pre-paid, will be taken again in appropriate free dress.

Scout Programs

Students in grades K - 8 may participate in various scouting programs. For more information contact the Head Room Parent.

Student Council

The student government program gives students the opportunity to use and develop skills they are learning about self-government. The purpose of this organization is to foster spiritual growth, promote good citizenship, promote school spirit, demonstrate the practical application of democracy and encourage stewardship throughout the school community.

The Student Council is composed of elected and appointed positions. Representatives of the student body are under the supervision of a faculty moderator. Meetings are held monthly and activities are subject to the approval of the principal and teachers. Student council bylaws and handbook are available at the office.

Telephone

The school telephone number is (925) 935-5054. Messages for any member of the faculty/staff may be left at this number. Students must have a telephone pass from the teacher to place a call. Authorization will not be given for students to request forgotten lunches, assignments or to schedule after school activities.

Textbooks/Personal Property/Technology Devices

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 Diocesan Curriculum Guidelines.

All textbooks should be covered at all times with regular paper and/or "Book Sox". Lost books will be replaced at the parent's expense and there will be no refund if the book is then found.

Individual damage to books will be assessed at the end of the year and appropriate charges made. Students are not permitted to write in or on non-consumable books. Students may not take home any book unless it is in a book bag.

All books and personal property (i.e., uniforms, sweatshirts, jackets, lunches, backpacks, etc.) **must be clearly marked with the student's name and present grade.** These markings should be checked periodically to make identification easier. Damage to books, equipment, technology devices or school/parish property by students must be paid for by parent/guardians. This includes the cost and replacement of materials.

Students are not allowed to bring any personal technology devices to campus. Refer to the Technology Responsible Use Policy for specifics on cell phone use. The school does not assume any responsibility if any devices owned by a student are lost or damaged. Damage to any school technology device will be paid by the parent.

STUDENT RECORDS

Review of Student Education Records

Parents of students currently in attendance at St. Mary of the Immaculate Conception School may review the student's education records. Parents must call the principal and schedule an appointment.

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.

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.

VOLUNTEERS/VISITORS

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

Volunteer Requirements

Volunteers at the school site or at school-sponsored activities must meet the following requirements:

- All parents are screened annually through the Megan's Law website.
- All volunteers must complete Safe Environment On-line Training at www.shieldthevulnerable.org. Certification is valid for three years. A copy of certification and \$10 processing fee must be submitted to school office.
- All volunteers must be Livescan fingerprinted. Livescan forms are available on above-mentioned website **FOLLOWING** completion of the Safe Environment training. They can also be downloaded at www.oakdiocese.org/safe-environment. Oakland Diocesan Livescan results are valid the duration of your involvement within the diocese. Once forms are downloaded, you can schedule fingerprint appointment at the Chancery, a local live scan office or police department.

Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

Health Screening/Tuberculosis Testing

All volunteers who work at the school site twelve (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 two (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

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Board and committees, Parents' Club and committees, annual auction committee, art literacy, library aides, classroom assistance to teachers, cafeteria/ hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and diocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

All volunteers must sign a volunteer agreement form found in the back of this handbook.

Volunteers/Visitors Sign-in

For safety reasons, ALL visitors, INCLUDING PARENTS who are working in the school, are to obtain a Parent Volunteer/Visitor badge and sign the Volunteer/Visitor Log in the school office UPON ARRIVING AND WHEN LEAVING the school EACH VISIT. Parents and other visitors are **NOT** permitted to visit the classrooms, schoolyard, and/or student bathrooms at any time unless arrangements have been made with the teacher and/or principal, they have registered in the office and obtained a parent volunteer/visitor badge. **No one is to interrupt a classroom without prior permission.**

Parents may not bring non-students on field trips or when volunteering on campus. We ask that parents/visitors turn off their cell phones and refrain from eating and/or drinking in the classrooms.

Before any guest is invited to give students a presentation, approval must be secured from the principal and he/she must be notified. A thank-you note should be sent to the person either by the teacher or by the class.

St. Mary School Technology Responsible Use Policy

Introduction

The Diocese of Oakland recognizes the various ways, both positive and negative, that students, teachers, and parents can use technology both in school and at home. Students, teachers and parents in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming or modeling responsible citizens of our global community.

As a community of faith that embraces technology, we recognize the following:

- Words transmitted using the Internet and related technologies are published Materials, available for worldwide access, and are public documents
- The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
- Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community is contrary to the mission of each of the schools

The Diocese of Oakland discourages students, teachers, and parents from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students, teachers, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion. Parents, in turn, are responsible for their published words in the school environment and are expected to be positive role models for their children.

The Diocese of Oakland is pleased to offer to the staff and students access to a computer network, electronic mail, multiple technological devices and the Internet for educational purposes. To gain access to the school's computer network, software, Google applications, student information system, e-mail and the Internet, as well as, have access to the various forms of devices, all students under the age of 18 must obtain parental permission and must sign and return this form to the Technology Coordinator. All parents and staff members must sign this form and return it to the principal or Technology Coordinator.

Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of the school community conduct themselves in a responsible manner consistent with federal and state law while utilizing the school's computers and network. Access to the school's network, Diocesan e-mail, Google applications and the Internet will enable students and staff members to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

What are "Technology Resources?"

When used in this policy, the term "technology resources" refers to the school's entire computer network as well as all technological devices. This includes, but is not limited to: the school's computer system, file servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, ipads, alphasmarts, chrome books, leapfrogs, cameras, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network.

Who is a "User?"

When used in this policy, the word "user" refers to all students, employees, consultants, temporary workers, parents and other persons or entities who use or come into contact with the school's technology resources.

Ownership of the Technology Resources

The technology resources are the property of St. Mary School. Access to the technology resources is provided solely for the purpose of carrying out the educational and operational needs of the school. All use of the technology resources must be supportive of the educational objectives and must be consistent with academic expectations. Use of technology resources is a privilege that may be revoked at any time. . Students are not allowed to bring personal devices on campus at any time except cell phones for emergency use only.

No Expectation of Privacy

Users should never consider electronic communication to be either private or secure. E-mail can be stored indefinitely on any number of devices. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.

St. Mary School has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing the school to assess and review all materials users create, store, or receive on the computer system, Internet or any other component of the computer network or any other device. Users understand that the school may use human or automated means to monitor use of the technology resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, reviewing material posted on social websites, reviewing material written and posted on school devices and reviewing e-mail sent and received by users. Use of passwords to gain access to technology devices and system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The school has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.

Netiquette

Because we believe that dignity and respect for every person should apply to all of our interactions, users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. User messages should not be abusive to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Do not reveal user personal address or phone number or the addresses and/or phone numbers of students or colleagues.
- d. Illegal activities are strictly forbidden.
- e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be private property of the school.
- h. Inappropriate or hurtful postings of material, written or otherwise, on the Internet are strictly forbidden.

Quality of Communications

Users should make each electronic communication truthful and accurate. Users should use the same care in drafting e-mail, posting images and other electronic documents as you would for any other written and graphic arts communication. Please keep in mind that anything created or stored in the computer system or uploaded and posted on the internet, may, and likely will, be reviewed by others. Information published or otherwise distributed electronically is subject to the same policies and procedures regarding the distribution of school system information, including, but not limited to, policies regarding public requests for information and distribution of information to the public.

Security

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail. A user's ability to connect to another computer system does not imply a right to connect to those systems unless authorized to do so.

Each user is responsible for ensuring that use of outside computers, other tech devices and networks such as the Internet, does not compromise the security of the school's technology resources. This duty includes taking reasonable precautions to prevent intruders from accessing the school's network without authorization. Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the school's network. All material not belonging to the school must be scanned for viruses by the technology staff prior to being placed on the school's computer system. Users should understand that their home computers and laptops might contain viruses.

All disks, CD's, and flash drives transferred from these computers to the school's network must be scanned for viruses.

Offensive Material

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that some of these pages may include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Although the school provides filtering software to protect students to the highest degree possible, the school cannot guarantee that this material will not come from a search and is not responsible for material viewed or downloaded by users from the Internet. Students, parents and staff responsible for posting offensive material will face disciplinary action, up to and including expulsion and/or dismissal.

Prohibited Activities

Users may not send, upload, create or post material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent or posted, whether it is by e-mail or other form of electronic communication. Further, such material may not be displayed on or stored in the school's technology devices or on-line. Users encountering or receiving such material should immediately report the incident to the administration. Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in on-line networks, making postings to news groups or social networks, sending e-mail, or any other type of communication on-line. Without prior written authorization from the administration, users may not do any of the following to the school's computers or networks:

- Copy software from their home computers;
- Provide copies of software to any independent contractors or clients of the school or to a third person;
- Install software on any of the school's work stations or servers or other devices;
- Download any software or apps from the Internet or other on-line service to any of the school's technology devices;
- Modify, revise, transform, recast, adapt any software; or reverse engineer, disassemble or decompile any software.

Users who become aware of any such misuse of software, technology devices or violation of copyright law should immediately report the incident to the administration. Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating proprietary data or other confidential information is strictly prohibited. Users may not send unsolicited e-mail to persons with whom they do not have a prior relationship without the express permission of the administration.

Users who take home school devices may use them for educational purposes only. Users may not use school devices for gaming, social networking, personal work, commerce, etc.

Social Networking

Social networking sites including but not limited to Instagram, Facebook, vine and Xanga are very popular today. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. With this in mind, no user shall create or maintain a public electronic presence that in any way links to or publicizes schools in the Diocese of Oakland. The following guidelines apply:

- Users may not use school information such as logos, official seals, or photographs.
- Users may not link their personal website to the school's website.
- Users may not post inappropriate photographs or content (including information about the school, students, staff, or parents) containing any form of school identification from the school.
- Users may not post content, including blogs or online journals, linking them in any way to the school.
- Users may not post content, or engage in any topics that are not in keeping with the mission of the School
- Be mindful that on-line content is not private and there could be long-term ramifications.
- Faculty and staff can not friend parents or children under any circumstances

Cyber bullying

Cyber bullying is being cruel to others through electronic means by sending or posting harmful material using the Internet or other electronic means. This can be done through email, instant messaging, chat rooms, or online sites such as MySpace or Facebook, etc.

Schools in the Diocese of Oakland will not tolerate harassment in any form whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy. Parents or students who feel that they have been the victims of cyber bullying should print a copy of the material and report the incident to the administration. Harassment reports will be investigated fully. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from school.

Users must:

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not share passwords nor use another user's passwords.
 - Not distribute or post private or personal information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, other resources, or devices.
 - Conserve, protect, and share network, hard drive, and printing resources with other network users

3. Respect and protect the intellectual property of others.
 - Not infringe upon copyrights (no making illegal copies of text, pictures, music, games, or movies).
 - Not plagiarize. Copying another's work, without giving credit to the source, will be considered cheating and subject to the cheating policy in the student handbook.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or inappropriate sites or materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are inappropriate, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business.

Students are to notify an adult immediately, if, by accident, he/she encounters material that violates the rules stated above.

System Abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the school network to gain unauthorized access to any computer systems.
- Knowingly performing an act, which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse or violation of acceptable use
- Forging email messages.
- Attempting to circumvent data-protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting technology resources.
- Downloading, displaying uploading, posting or transmitting obscenity or pornography, as legally defined.
- Electronically communicating, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California computer crime laws.

- Accessing other's data and files through screen sharing or other means
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the school network.
- Impersonating another person on the Internet to cause harm to others.

Google Applications at www.google.com/a/st-mary.net

Students and teachers use Google Applications for communication (email), collaboration, and document storage. These tools allow students to create, edit, save and share files at school and home. Some of the applications available to students are email, word processing, slideshow presentations, and spreadsheets. Students can share their work with other students at St. Mary School and work simultaneously on the same document. Teachers and administrators have access to student accounts and will be providing feedback and monitoring student work and communication. Students cannot email to the general public, nor can they receive emails from the general public.

Google designed these applications specifically for educational institutions. These services are secure and free to our school. Please take a moment to review the Google Security and Privacy Page at <http://www.google.com/a/help/intl/en/edu/privacy.html>. All Google Apps accounts are secure and require a user name and password that St. Mary School creates and maintains.

By signing the Student Use Agreement and Parent Permission Form you give your children permission to use Google Applications at www.google.com/a/st-mary.net at home and school.

Student Information System

The Oakland Diocese School Department supports an Internet based student information system. The system called PowerSchool allows students and parents/guardians in grades four through eight to look in the teacher's online grade book where all assignments and scores are listed for viewing. The PowerSchool Server is secure. No one else will see your student's information because you log in with the student's unique ID and password that St. Mary School creates and maintains. If a computer with Internet access is not available you may use a public access computer, such as that found at your public library to access this information. Please notify your child's teacher in advance if accessing a computer with an Internet connection poses a problem for you so that we can make other arrangements.

By signing the Student Use Agreement and Parent Permission Form you give your children permission to access their grades at PowerSchool. The Log in is: <https://csdo.powerschool.com/public/home.html>. This information is also available on the school website.

Copyright

In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and on-line activities. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

Internet and Electronic Communication Rules

All users are responsible for appropriate and Christian behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules behavior and communications always apply when working with the school's computers, devices and network. The network is provided to conduct research and communicate with others for educational purposes. Access to network services is given to all users who agree to act in a considerate and responsible manner. Parent permission is required for students under 18 years of age. Access is a privilege - not a right. Access entails responsibility. No student will be allowed on the network without signed consent. Other users need to read and sign the Acceptable Use Policy at the beginning of each school year. Individual users of the school's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with Diocesan standards and will honor the agreements they have signed. Network storage areas, like school lockers and classrooms, are the property of the school. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers would always be private. All information is subject to the Freedom of Information Act and should not be deemed private. With this educational opportunity comes responsibility. The school will take steps, such as using filtering programs (software designed to restrict access), access controls, and monitoring by teachers, to restrict access to controversial material. On a global information network, such as the Internet, however, it is impossible to restrict access to all potentially inappropriate materials. It is the responsibility of all users to understand and abide by the Diocesan Technology Acceptable Use Policy to ensure that accesses to those resources provided by the school are not abused. The following actions are not permitted:

- Sending, posting or displaying offensive, sexually explicit, pornographic messages or pictures
- Using or communicating obscene, sexually explicit, threatening language
- Harassing, insulting, or attacking others
- Revealing personal information e.g. address, school, phone number
- Damaging or vandalizing computers, computer systems or computer networks
- Violating copyright laws or using property of another individual or organization without permission
- Plagiarism
- Establishing any official representation of the school or Diocese without obtaining prior approval of school administration
- Using another's password
- Trespassing in another's folders, information, work or files
- Intentionally wasting limited resources e.g.. inappropriate downloads, spamming, chain letters
- Using chat rooms without expressed permission of a faculty member
- Employing the network for commercial purposes
- Friending a student (if you are a teacher) or teacher (if you are a student) on a Facebook, MySpace or a social network site
- Blogging for non educational purposes during school hours
- Screen sharing another student's device
- Tampering with other students' work

Violations may result in a loss of access as well as other disciplinary or legal action.

Please note: Employees of the schools in the Diocese of Oakland are required to check their e-mail daily.

Cell Phone Use

Use of cell phones on a school site is limited to before and after school with permission from a teacher or Principal ONLY. Students and Staff may not use a cell phone for the following purposes:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing another person
- Texting during school hours
- Texting inappropriate messages
- Use during emergencies that will obstruct any school emergency evacuation procedure

Technology Device Policy

All users of technology devices are responsible for the devices they are given. If a technology device is lost, stolen or broken, it is the user's responsibility to replace or repair it as dictated by the school administration. Users may not upload software or use the technology devices for personal reasons without permission of the school administration. Please refer to the one-to-one laptop policy for further details regarding student usage of one-to-one devices. Both policies need to be signed by the student and parent.

Students are prohibited from bringing any personal devices on campus other than a cell phone for emergency use. St. Mary School is not responsible for any lost personal devices and cell phones will be confiscated if the student has the phone on during regular school hours.

Photo-Video:

- Many school events are photographed. Parent/Guardians must give permission for their student to be photographed or videotaped at St. Mary School.
- For safety and privacy, student names are not to be posted with any pictures used.
- Students, parents and/or guardians cannot take pictures of school personnel or other students at school or school sponsored events and post those photos to an open social media network without the written consent of the personnel or student's parents/guardians.

NOTE:

The principal is the final recourse in all disciplinary situations. The principal retains the right to amend the handbook for just cause and parents/guardians will be given prompt notification if changes are made.

**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.

2 June, 2013

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 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 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 to be celebrated in a place so designated for that purpose (e.g. a reconciliation chapel, a confessional or other designated area with visibility). Only extreme inconvenience or impossibility would be an acceptable reason to deviate from this standard.

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 21 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. Sports leagues sponsored by parishes or Catholic schools from 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 3 June, 2013 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: Youth 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. 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. Groups must have a minimum of one adult chaperone for every ten to twelve minors.

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.

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.

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.

4 June, 2013

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.

***ST. MARY
KIDS' CLUB
HANDBOOK***



St. Mary's Elementary School

1158 Bont Lane • Walnut Creek, CA 94596 • (925) 935-5054

Dear Parents,

The following material is presented as an ongoing Handbook for the St. Mary Kids' Club (Extended Care) Program. We have tried to include all information considered important to your child's safety and for the basic operation of the program, but realize some things may have to be modified or changed. As the year progresses, you too may have some ideas which should be included. We welcome your suggestions as we all work together to make this a happy and worthwhile experience for both child and family.

Please call us at (925) 938-5114 at any time with questions or suggestions.

Sincerely,

Kids' Club Director
Vicki Schwartz

St. Mary Kids' Club Philosophy

The St. Mary Kids' Club (Extended Care) Program was created to supplement the family by providing quality care for its students in a secure, nurturing Christian environment. It serves families whose children are enrolled in St. Mary of the Immaculate Conception School in kindergarten through eighth grade. The staff's primary concern is the emotional and physical well being of each child. The program is designed to offer a positive after-school experience with recreation and enrichment activities available to meet the needs of every student. Within the larger extended family environment, the program strives to provide individual attention to enhance self-esteem, which will result in cooperative play and a positive attitude about sharing and caring for each other in a group setting. Though primarily designed to serve the needs of working parents/guardians, we welcome all of our St. Mary's School families on an occasional basis as needed.

Program goals:

To assure parents/guardians that their children will be in a safe, healthy environment where staff will strive to meet emotional, social, and physical needs.

To create a happy, warm, and exciting environment that is fun, inviting, comfortable, flexible, and manageable for the children.

To promote respect for self and others, while responsibilities and social skills are both enhanced and encouraged.

To support a caring staff who show genuine respect for the children, have confidence in each child's potential, and seek to promote the self-esteem of each child.

To provide a variety of developmentally appropriate activities that includes, but is not limited to, arts, crafts, self-directed play, dramatic play, physical activities (indoor and outdoor), community service, reading, quiet time or offer an environment where homework will be encouraged. Cooking opportunities will be provided, as resources are available.

To give individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian values and goals.

To support and work with the children's teachers and school administrators in building a stable and consistent team to promote an environment where children may learn and grow.

To provide quality services to parents/guardians during program hours.

ORGANIZATIONAL STRUCTURE

St. Mary Kids' Club is an extension of the overall school program at St. Mary of the Immaculate Conception School and is under the supervision of the school principal. The director of the program is selected by the school principal, which also has final approval in the hiring of all Kids' Club personnel.

PROGRAM

Students have a wide choice of activities including:

Arts and Crafts	Holiday Celebrations
Outdoor Recreation	Homework Assistance
Indoor Games	Computers
Movies	

For an additional fee, we will offer optional enrichment programs at various times throughout the year. These classes include chess, art appreciation, dance, drama, band and etiquette and are available to all St. Mary students. Parents will be notified of upcoming programs through the weekly electronic news packet.

HOURS

The St. Mary Kids' Club is open from 7:00 a.m. to 6:00 p.m. each school day, including minimum days, with the exception of the last minimum day before Christmas vacation and the last day of school. Check updates in the school weekly newsletter.

REGISTRATION

Any child using the St. Mary Kids' Club must be registered. Each family will pay a non-refundable registration fee of \$65.00 for one child, \$120.00 for two children and \$125.00 for per family of 3 or more upon enrollment in the program. An additional Snack/Supply Fee of \$50 PER family is payable with registration. If you register after August 1st the fees will increase by \$10.00.

FEES

St. Mary Kids' Club invoices will be sent through FACTS on the 12th of each month. Payment is due by the 24th of each month. Payments returned will incur and automatic \$30.00 returned item charge. Late payments will incur a \$30.00 late fee.

Hourly Rate for 30 Hours or More

The rate is \$5.75 per hour for the first child and \$5.50 per hour for each additional child. A full hour will be charged for any part of an hour. Billable time begins at 3:00 p.m.

Hourly Rate for Less than 30 Hours

The rate is \$6.00 per hour for the first child and \$5.75 per hour for each additional child. A full hour will be charged for any part of an hour. Billable time begins at 3:00 p.m.

Hourly Rate for 10 Hours or Less AND Occasional Drop-In

The rate is \$6.75 per hour for drop-ins. Billable time begins at 3:00 p.m. The director should be notified in advance if your child needs to be in the program.

Snack/Supply Fee

There is a one time \$55.00 snack/supply fee PER family.

Class Rate

There is a \$25.00 flat rate for a child who is enrolled in an after-school related activity or after-school enrichment program. If your child stays after class, regular Kids' Club rates will apply for that period of time.

Delinquent Accounts

Families who do not keep their Kids' Club account current will not be allowed to use the program.

SCHEDULES

At the time of registration, parent/guardian will be asked to fill out a schedule for each child. This schedule will remain in effect until the parent/guardian requests a schedule change. Our staff would appreciate as much advance notice as possible.

SIGN-IN/OUT

Kindergarten students will be walked to the clubhouse. All children, grades 1 - 8, **must report and sign in** immediately upon dismissal at 3:00 p.m. **No child will be dismissed from Kids' Club without a parent/guardian or authorized person signing them out.** These precautions are for your child's safety and the school's accountability.

ABSENCES

In the event of absence from the program due to illness or vacation plans, please notify the director in writing or by phone.

If the parent/guardian takes a child from the school for any reason, the director should be notified that day.

AFTER SCHOOL ACTIVITIES AND CLASSES

All students enrolled in the After School Enrichment Program must report directly to Kids' Club and sign in at this location. No child will be dismissed from Kids' Club without a parent/guardian, or an authorized person, signing them out. These precautions are set for safety and accountability purposes.

There is a \$25.00 Class Rate for students attending after school enrichment classes. Students will receive a snack from Kids' Club, and a St. Mary Kids' Club staff member will walk students to and from the enrichment class. If your child stays after class, regular Kids' Club rates will apply for that period of time.

DESIGNATED PLAY AREAS

Children will be expected to remain in the designated areas as activities dictate. Children will be supervised at all times.

HOMEWORK

We offer quiet time from 3:30 to 4:15 for children to do their homework. Help is available if needed, but it is the parents' responsibility to check their children's work. Please let us know in writing if you do not want your child to do homework at Kids' Club.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a Christian and caring community, the children will be expected to respect the staff, each other and the materials and environment provided. They must never leave the building or grounds without explicit permission from the staff of the St. Mary Kids' Club. Such permission will only be granted by written order of the parent/guardian. Any disciplinary action deemed necessary at the time of an incident will be discussed at pick-up time. Recurring incidents will be brought to the attention of parents/guardians and the principal. Conference time is available upon request. **The discipline policy in the School Handbook is applicable to the St. Mary Kids' Club as well.**

ILLNESS OR ACCIDENT

1. In cases that appear to be of minor nature, First Aid will be administered on the premises.
2. In cases that appear to be serious, the director will make an effort to carry out the instructions as given on the emergency form.
3. Parents/guardians with special instructions for treating their child or who do not want their child treated in any way should indicate such on the emergency form and should give directions to be followed in the space marked "Special Instructions".
4. No medication is administered unless the school has on file both a written statement from a physician detailing the method, amount and time schedule AND a written statement from the parent/guardians authorizing the staff to assist a child in taking such medication. The St. Mary Kids' Club will follow Diocesan directions regarding administration of medicine.
5. Parents/guardians will be expected to make provisions for taking sick children home. Our program does NOT have facilities for the transportation of children.

6. If the parent/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act according to their best judgment for the welfare of the child.
7. Fire drills and earthquake procedures will be coordinated with school policy.

LATE PICK-UP

For all St. Mary Kids' Club members, the latest pick-up time is 6:00 p.m. A late charge of \$1.00 per minute, per child, will be billed at the end of the month. Please be respectful of our staff's personal time. Late pick-up fees will be enforced.

MINIMUM DAYS

Children must report immediately to Kids' Club at 11:45 p.m. A snack will be provided at 3:00 p.m.

PARENT/GUARDIAN RESPONSIBILITIES

1. With the children's safety and well being in mind, it is most important that the parent/guardian fill out the emergency form and then adhere to the instructions given.
2. Parents/guardians should not take children from the school grounds or other areas without notifying the program staff AND signing the child out.
3. Personnel will not permit children to leave the facility unless accompanied by a parent/guardian or a person whose signature is on the emergency form.
4. Parents/guardians are also responsible for prompt fee payment and prompt pick-up of their child. The latest pick-up time is 6:00 p.m. Staff members are employed only until 6:00 p.m. After that, parents/guardians will pay a late fee of \$1.00 per minute, per child, at the time of pick-up.

SNACKS

A nutritious snack will be provided every day. Any food allergies should be noted at the time of registration and on the emergency form.

TELEPHONE USE

The St. Mary Kids' Club telephone number is **(925) 938-5114**. Please instruct your child that the facility telephone is for business only. **No cell phone use is permitted.**

TOYS FROM HOME

Please do not let your child bring toys from home. This includes all hand-held electronics. The school (including Kids' Club) is **not** responsible for any lost and/or damaged items.

UNIFORMS/CLOTHING

Everything must be labeled, including uniforms, jackets, sweatshirts and sweaters that go over uniforms. There will be a lost and found in the clubhouse, but if an item has not been claimed by Friday of each week, it will join the school lost and found. Students are allowed to change into play clothes as long as they follow the school dress code.

WITHDRAWAL

Any family choosing to withdraw from the program should give written notification to the director. Our staff would appreciate as much advance notice as possible.

ON A PERSONAL NOTE:

Our staff wishes to give your child the very best care. In order to accomplish this, we need to work together. We seek your support and cooperation. Please communicate any special needs your child might have and inform us of any events that might influence your child's behavior - such as lack of sleep, an illness or death in the family or change in family routine. We will respect any confidence shared with us for the welfare of your child. We want your child to think of St. Mary Kids' Club as an extended "home away from home". We want the children to be happy, active and interested.

HANDBOOK SIGNATURE PAGE
(Due August 31, 2016)

PLEASE CHECK BOXES BELOW AND SIGN BOTTOM OF THIS FORM

FAMILY NAME _____ (please print)

PARENT/STUDENT HANDBOOK

The HANDBOOK provisions provide information and guidance as to the procedures and rules of the school. The handbook is not a contract. The contents of this handbook may be changed at the school's discretion, at which time written notification will be provided to parents and students. **I/We have read the material in the St. Mary of the Immaculate Conception School Handbook, and, as parents/guardians and students, agree to follow and uphold the school policies.**

PARENT VOLUNTEERS CONTRACT/CONFIDENTIALITY AGREEMENT

We have instituted a contract/confidentiality agreement to ensure the absolute privacy of our students and help assure the success of the program.

- I understand that I am a resource for the teacher when I am in the classroom.
- I promise to keep confidential any information learned or observed about any student in any class while assisting the teacher on campus or off campus a school activity.
- I understand that if I breach this confidentiality, I will be asked not to continue this position.
- My presence will never disrupt the class in any way; my cell phone will be turned off.
- There will be a list of people to call if I am signed up and cannot come in.
- If a teacher needs help in the classroom he/she will call the volunteer or send a note home.
- I will respect knowledge.

AUTHORIZATION FOR USE OF STUDENT WORK, VOICE, PHOTO AND/OR LIKENESS ON THE INTERNET

1. As we work on projects that move outside the school walls (web page, brochures, fliers, podcasts, etc.), we hope to have samples of student/class work/drawings, as well as photographs of students, staff and faculty. We will never use last names. On students' work, we will use first names only. On students' photographs, no name will appear. As parents/guardians of St. Mary School students, we have read the provisions for use of student work, photographs, voice and/or likeness of our child(ren).

CHECK THE BOX BELOW TO ALLOW YOUR CHILD(REN)'S WORK, VOICE, PICTURE AND/OR LIKENESS TO BE POSTED ON THE INTERNET SCHOOL SITE.

WE AGREE

WE DO NOT AGREE

TECHNOLOGY/INTERNET STUDENT USER AGREEMENT AND PARENT PERMISSION

We have read and discussed the St. Mary School Technology Responsible Use Policy as stated in the St. Mary School Handbook. Access is designed for educational purposes and we agree to comply with the terms of this policy governing the use of the school's technology resources. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal action. As a user of the computer network, I hereby agree to comply with the stated rules - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions. We also recognize it is impossible for St. Mary to restrict access to all controversial materials and we will not hold the faculty responsible for materials acquired on the network. We give our permission for our child(ren) to access school technology resources, including but not limited to, the Internet, use of Google Applications, PowerSchool student information system, eTextbooks and streaming videos and to participate in on-line discussion groups while supervised at St. Mary School.

STUDENT USER AGREEMENT AND PARENT PERMISSION

As parents/guardians and students, we agree to follow and uphold the school policies, contracts, and agreements as stated above.

Father/Guardian _____ Date _____

Mother/Guardian _____ Date _____

Student 1: _____ Gr _____ Student 2: _____ Gr _____

Student 3: _____ Gr _____ Student 4: _____ Gr _____