

# ST. MARY OF THE IMMACULATE CONCEPTION SCHOOL



## 2023 - 2024 FAMILY HANDBOOK

1158 Bont Lane, Walnut Creek, California 94596 925-935-5054

[www.st-mary.net](http://www.st-mary.net)

## School Office Hours

Monday through Friday from 7:45 am to 3:30 pm

Office is closed during holidays and extended vacations.

Summer hours are subject to change.

## Office Directory

Principal	Mary Caren Heffner	mcheffner@csdo.org
Vice Principal	Jenny Bellows	jbellows@csdo.org
Office Manager	Jennifer Cushing	jcushing@csdo.org
Bookkeeper	Peggy Mulligan	pmulligan@csdo.org

## St. Mary Parish Office Directory

Pastor	Fr. William Rosario	925.891.8909
Parish Office		925.891.8936

## **STATEMENT OF INTENT**

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.

# TABLE OF CONTENTS

<b>INTRODUCTION</b>		<b>6</b>
Philosophy of Catholic Education	Mission Statement	
Philosophy	Accreditation	
Student Learning Expectations	Personnel	
Boards and Organizations	School Schedule	
<hr/>		
<b>PARENT INFORMATION</b>		<b>12</b>
Parent Partnership	School/Parent Communication	
Parent/Teacher Communication	Conferences	
Grievance Procedures	Family Probation	
School Directory	Morning Prayer/Assemblies	
Classroom Visitation	Delivery of Lunch/Forgotten Items	
Messages to Students	Releasing Students	
Class Parties/Birthdays	Out of School Party Invitations	
Family Volunteer Hours	Volunteer Guidelines	
Volunteering in Classroom	Chaperoning on Field Trips	
<hr/>		
<b>ACADEMICS</b>		<b>19</b>
Academic Integrity	Religious Education	
Family Life/Christian Sexuality	Worship	
General Curriculum	Physical Education	
Technology	Textbooks	
Enrichment	Homework	
Homework During Absence	Academic Credit	
Benchmark Testing	Grading	
Honor Roll	CJSF Eligibility	
Report Cards	Academic Probation	
Promotion	Retention	
Graduation		
<hr/>		
<b>STUDENT SERVICES</b>		<b>25</b>
Counselor	Learning Center	
Lost and Found	Lunch Program	
Pictures	Student ID Cards	
<hr/>		
<b>ACTIVITIES</b>		<b>26</b>
Altar Servers	Choir	
CYO	Dances	
Faith Families	Field Trips	
Library	Service Learning	
Scout Programs	Student Council	

<b>ADMISSIONS AND WITHDRAWALS</b>		<b>28</b>
Entrance Requirements and Application Process	Entrance Requirements	
Minimum Age	Records at Entrance	
Special Needs	Transfer Student Process	
1 <sup>st</sup> Year Probation Period	Non-renewal of Student Enrollment	
Procedures for Recommended Transfer		
Recommended Transfer on Grounds of Parent Behavior		
<hr/>		
<b>ATTENDANCE</b>		<b>31</b>
Reporting Process	Absence	
Non-Medical Absences	Excessive Absences	
Appointments/Early Release	Tardiness	
Excessive Tardiness	Truancy	
<hr/>		
<b>DRESS CODE</b>		<b>33</b>
General Dress Code Policy	Uniform Requirements	
Uniform Pieces	Guidelines for Free Dress Days	
Ultimate Free Dress	Dance Attire	
Field Trip Dress		
<hr/>		
<b>STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICIES</b>		<b>38</b>
Code of Conduct	Student Expectations on Campus	
School Building Expectations	Classroom Behavior	
Cell Phones	Electronic Devices/Toys	
Laser Pointers/Items of Harm	Chewing Gum/Candy	
Smoking and Illegal Substance	Discipline Policies	
Disciplinary Actions	Disciplinary Probation Process	
Junior High Discipline and Expectations	Vandalism/Property Damage	
Activity During Academic/Discipline Probation	Bully Policy and Reporting Process	
Abuse of School Personnel	Out of Uniform Notice	
Threats Made By Students	Suspension Procedures	
Detention	Sexual Harassment Policy	
Expulsion Procedures		
<hr/>		
<b>EMERGENCY PREPAREDNESS</b>		<b>52</b>
Emergency Information Form		
Campus Evacuation		
School Lockdown/Shelter in Place		
<hr/>		
<b>SAFETY</b>		<b>53</b>
Asbestos Notification	Bicycles, Skateboards, Scooters, etc.	
Pets on Campus	Visitors	
Glass on Campus	Transportation	
Alcohol/Smoking Policy	Weapons	
Custody and Release of Minors		

<hr/>		55
<b>FINANCIAL</b>		
Insurance	Tuition	
Tuition Policy	Tuition Classification	
Tuition Assistance	Withdrawal-Adjustment of Tuition	
Tuition Delinquency	Additional Fees and Requirements	
<hr/>		
<b>MEDICAL</b>		57
Illness	Communicable Diseases	
Parent to School Notification	Lice Policy	
Child Abuse or Neglect	Immunizations	
Medications	Responsibility of Parents	
Aspirin and Other Over the Counter Drugs		
<hr/>		
<b>STUDENT RECORDS</b>		60
Review of Student Education Records	Emergency Disclosure Information	
School Directory/Roster	Student Photograph Publication	
Subpoena of Student Records	Administrative Disclaimer	
<hr/>		
<b>APPENDIX</b>		61
Technology Expectations and Acceptable Use Policy		
Code of Conduct involving Interactions with Minors in the Diocese of Oakland		
Extended Care Handbook		
Asbestos Notification		

# INTRODUCTION

## PHILOSOPHY OF CATHOLIC EDUCATION DIOCESE OF OAKLAND

The Catholic elementary and secondary schools within the Diocese of Oakland are the expression of the educational ministry of the parishes, religious congregations, and of the Diocese itself. Under the authority of the Bishop, the schools share a common Christian vision, resources and responsibilities as they strive to serve the youth that are reflective of the diverse counties. The Diocese and individual schools are committed to include the poor in Catholic school education.

The tenets and the tradition of the Catholic faith are integral components of the philosophy and goals of each school. All facets of Catholic education contribute to the faith development of the students and reflect the commitment to teach and model Catholic principles founded in the liberating love of Jesus Christ and the Good News as proclaimed by the Roman Catholic Church in contemporary society.

The schools prepare youth to respect the sacred dignity of the person as an individual and as a responsible member of the community and also enable students to translate the Good News into action within a challenging and disciplined environment provided by caring and capable teachers.

Finally, schools acknowledge that parents, who have the primary responsibility for the moral and religious development of their children, are partners with the parishes and the entire Christian community in the continuing educational process. Together, they participate in the development of school policies, curricula and the budgetary process based on Christian values within the constraints of the local school.

Consequently, Catholic schools are committed to provide:

- A. activities that allow students to experience prayer and liturgy;
- B. quality educational opportunities for students of varied academic abilities;
- C. financial aid programs to assist those families unable to assume full financial responsibility for tuition;
- D. opportunities for students to serve others in order to fulfill the mandate of the gospel and the demands of justice and to recognize that society requires the cooperation and contribution of each of its members.

It is this sense of common purpose which inspires each school community to strive to meet the challenge of the goals set by the Catholic bishops of the United States: "To be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents and members of the faculty."

### 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.

### Accreditation

St. Mary of the Immaculate Conception School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

# Schoolwide Learning Expectations (SLEs)

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.

## Independent 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 and digital responsibility.
- .Have an awareness and concern for God's creations.

## Helpful 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.

## Thoughtful 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.

# Personnel

## BISHOP

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements, which contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

## SUPERINTENDENT OF CATHOLIC SCHOOLS

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese.

The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines. In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

## PASTOR

The pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

## PRINCIPAL

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The principal is responsible for implementing school policies.

## OFFICE MANAGER

The administrative assistant is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

## FACULTY

The faculty (and students) of the school forms a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

## OTHER SUPPORT STAFF

Other staff are responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

# Boards and Organizations

## Diocesan School Board

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself. The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

## St. Mary School Advisory Board

The purpose of the Advisory Board shall be to provide advice and assistance to the pastor and principal in establishing goals which shall direct the operation and planning of St. Mary of the Immaculate Conception School, subject to such rules and regulations that precede from the Bishop through Canon Law and the corporate structures of the Diocese and the Diocesan Superintendent of Schools and the Diocesan Board of Education. The Advisory Board can be discontinued at any time at the prudent wisdom of such authority.

## Parents Club

The Parents Club helps bring the school community together for fun activities throughout the school year, organize fundraisers, and build friendships that make the community so great.

The mission of Parents Club is...

- To promote a greater interest in and support for the St. Mary parish school.
- To promote parental involvement in the education of their children.
- To coordinate fundraising for St. Mary School.
- To encourage and sponsor social events to enhance fellowship among its members.
- To encourage and sponsor educational events to enrich the lives of members

as Christian parents and teachers.

## School Schedule

The school office is open from Monday through Friday 7:45 am to 3:30pm. 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. Campus arrival time starts at 7:50 am. The school day for the Transitional Kindergarten program is from 8:15 am to 2:30.

On minimum days, school is dismissed at 11:45 pm for grades K-8 and 11:30 pm for TK. Minimum school days are given for faculty in-service and before certain holidays, as granted by the Department of Catholic Schools. Minimum days are noted on the school calendar and/or in the weekly newsletter.

# PARENTS AND LEGAL GUARDIANS INFORMATION

## Parent Partnership

### Maintaining a Positive Home-School-Partnership

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

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.
3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The School reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the School in its sole discretion.

### School – Parent Communication

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.

Parents are responsible to retrieve information from the school website and e-newsletter at least once a week to view updates. The e-newsletter/website contains messages from the principal, information and announcements, calendars, information on school and Parents' Club activities, Student Council updates, as well as other information. All flyers and other information to be sent home to families must be approved by the principal and must be emailed to the office.

#### Parent – Teacher Communication

All parent communication with the school should work to strengthen the working relationship between the school and the parent. Email should be used for quick questions or clarifications. If parents/legal guardians have concerns, questions, or feedback about classroom or school expectations, they should speak directly with the teacher over the phone or in person. All concerns should be shared directly with the teacher or staff; after which they may be shared with the administration. A goal of all communications should be to maintain the dignity and integrity of all members of our community. Impromptu meetings should not be held in the courtyard and teachers, staff and administration should not be contacted at home.

#### Conferences

Parents/Legal guardians are encouraged to confer with their child's teacher regularly. Formal conferences are scheduled for parents/legal guardians during the first trimester of the school year.

#### Grievance Procedures

Should a Parent have a grievance about or with a teacher, the following procedure must be followed:

- If a parent has any grievance with or about a teacher the parent must first discuss the complaint with the teacher involved. This discussion shall take place with all parties present and never over the telephone.
- Should the matter not be resolved to the satisfaction of the parent(s) or teacher, a "written notice" of complaint shall be forwarded within a reasonable length of time by the parent(s) or teacher to the principal with a copy to all parties involved. This written notice should state that the parent(s) met with the designated teacher and should also state the specific date and time of set meeting. A brief summary of the conference and outcome should be stated in this written notice.
- After review by the principal, the principal and teacher shall review and discuss the complaint at hand. A meeting shall then be scheduled between the parent(s), the principal and the teacher to discuss the grievance.
- If there is a need to confer with the pastor on any unresolved issue, the principal shall notify the pastor and a meeting shall be scheduled between the parent(s), the teacher, the principal and the pastor.

Should a parent have a grievance about or with Principal, the following procedure must be followed:

- If a parent has any grievance with or about the principal the parent must first discuss the complaint with the principal. This discussion shall take place with all parties present and never over the telephone.
- Should the matter not be resolved to the satisfaction of the parent(s) or teacher, a "written notice" of complaint shall be forwarded within a reasonable length of time by the parent(s) or principal to the pastor with a copy to all parties involved. This written notice should state that the parent(s) met with the designated Principal and should also state the specific date and time of set meeting. A brief summary of the conference and outcome should be stated in this written notice.
- After review by the pastor, the pastor and principal shall review and discuss the complaint at hand. A meeting may then be scheduled between the Parent(s), the principal and the pastor to discuss the grievance.
- If there is a need to confer with the Superintendent on any unresolved issue, the pastor and or principal shall notify the Superintendent for any possible intervention.

If a parent does not follow the procedure stated above, the administration will not hear the complaint. The parent and the principal will be advised to follow the established procedure. Parents are to refrain from speaking about any teacher, staff, administrator, student or other parent in a manner that violates the Christian Code of Conduct. Spreading gossip about a situation resulting from a grievance is harmful to the Christian community of the school. Parents who maliciously spread rumors or purposefully malign the character or professionalism of the faculty or staff will be asked to leave the school. The use of e-mail, blogs or other public forms of communication to negatively characterize the faculty, staff, administration or school population will be asked to leave the school as well. The playground should never be the place for gossip or the spreading of rumors.

#### Family Probation

Maintaining a faith-filled community of respect is of utmost importance. Parent/legal guardians who illustrate a lack of cooperation and partnership may be placed on probation. Therefore, the requirements of probation will be discussed and determined at a conference with the administration and family.

#### School Directory

Release of directory information (name, mailing address, email, telephone number) 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.

### Morning Prayer/Assemblies/Student Body Events

Parents are welcome to attend the events intended for the student body. Parents who choose to attend need to be respectful of the rules guiding student behavior. Parents should not use these events as a place to talk, meet or gather in a manner that is contrary to the expectations of the students. During Morning Prayer all parents, regardless of where they are standing in the area, are to withhold all conversations and respect the nature of the ceremony.

### Classroom Visitation Policy

Parents/legal guardians must first “check-in” and “check-out” by signing the ledger book in the main office and receive a “visitor’s badge” at the office so that the office staff is aware of who is in the building at all times. 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.

### Delivery of Lunch and/or Forgotten Items

Lunches may not be delivered directly to the classroom. Late lunches must be left on the table outside the office. Your child must know to check and is required to check the table before ordering an “Emergency” lunch. **With the exception of lunches and/or medication, no forgotten/late items (i.e. homework, assignments, PE uniforms, backpacks, etc.) will be accepted for drop off during the school day.**

Students are not permitted to receive lunch deliveries such as Doordash or Uber Eats.

### Messages to Students

Parents must either call or report to the office with messages for their children. They may not disturb the class. The office staff will do their best to get the messages delivered 15 minutes before dismissal. Please try to keep messages to a minimum.

### 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 Card. Please sign out at the main office.

### Class Parties and Birthdays

The teacher plans class parties in conjunction with the room parents. When selecting foods for the event, please be considerate of student’s allergies (please check with the classroom teacher).

No edible treats are to be passed out at school for individual 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.

### 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. Invitations may not be distributed via Friday folders or by teachers.

### Family Volunteer Hours

Parent involvement is valued and important to fulfill the Mission of the school. In volunteering, parents model service, and ensure both cost savings and fundraising income for St. Mary School.

St. Mary of the Immaculate Conception School is committed to ensuring that all families have opportunities to participate in the life of the school. In order to meet this goal, each family is expected to contribute thirty hours for the 2022-2023 school year (fifteen for single parents) of service to the school each year. The participation of all families in the service of the school fosters a closer community and helps our school thrive. The Parents Club will report progress of volunteer hours three times a year. A fee of \$20 per hour will be assessed for hours not completed.

It is the parents/legal guardian's responsibility to record all hours worked in the logbook on the front counter in the school office. If you have questions about what qualifies for work assessment hours, contact the Parents Club president(s).

## Volunteer Guidelines

### Volunteer Code

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. Persons coming into the classroom environment should contribute to a positive learning experience and the faith formation of students. Therefore, parents are welcome to participate in field trips, classroom projects, and activities as deemed appropriate by and under the direction of the classroom teacher. This participation may also be in consultation, if needed, with the principal.

### Volunteering in the Classroom

When parents/guardians are participating in the class, they are under the same ethical expectations as school personnel. Namely, they will respect the dignity and rights of each student and the classroom teacher. In order to preserve this dignity, anything observed about a student or a student-teacher interaction should be discussed exclusively with the teacher. Whatever takes place in the classroom must remain confidential, whether it pertains to a teacher, a child's comments, behavior or school work.

## Volunteer Requirements

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

### A. Megan's Law Screening

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

1. All volunteers who work at the school site or in school-sponsored activities must be screened pursuant to the identification process established under California's Megan's Law.
2. All volunteers who participate in any overnight experiences (e.g. environmental educational camp) must be screened pursuant to the identification process established under California's Megan's Law. The screening results must be returned to the school by the Department of Justice prior to participation in the overnight field trip.

In addition, any other volunteer who has contact with or access to children may be screened. Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

### B. Safe Environment Training

The Diocese of Oakland announces our affiliation with VIRTUS; an internationally known and well-respected best practices platform for Safe Environment training. It is a comprehensive and multi dimensional training that specializes in assisting churches and religious organizations in creating safe environments for children. Its mainstay course, Protecting God's Children, assists the church in its efforts to recognize and stop abuse. As a community of faith, we believe that the prevention of child sexual abuse begins with each person. Increased awareness and a willingness to take action are steps for every person to take to eradicate abuse in our society, in the community, in the neighborhood, and in the family.

All those who minister (volunteers, employees and clergy) in the Diocese of Oakland are to be educated about the nature of child sexual abuse, how it is perpetrated, how to report it and strategies for prevention. Training is mandatory for all who minister, first before starting work or volunteering and then every 3 years thereafter. This includes all school volunteers, including parents. Please visit: <http://www.virtusonline.org>

### C. Health Screening/Tuberculosis Testing

All volunteers who work at the school site 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 four (4) years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every four (4) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years, a two (2) step skin test procedure is required.) If a skin test is positive, a chest x-ray is needed, one (1) time only. Therefore, a symptom screening is recommended each year, documented by a physician.

#### D. LIVESCAN Fingerprints

All volunteers must have completed LIVESCAN fingerprints through the Diocese of Oakland.

#### Chaperoning on Field Trips

For each field trip all of the following information must be available:

1. Signed Student Permission Slips
2. Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time; no use of cell phones while driving.)
3. Provide verification of a valid, unrestricted California driver's license
4. Provide current automobile insurance coverage that includes \$100,000/\$300,000 in automobile liability insurance when private car transportation is used.
5. All chaperones for field trips must be screened per Megan's Law. Safe Environment Certification and fingerprint clearance will also be required.
6. Drivers must drive directly to the point of destination and follow the planned route with no side trips. Each passenger must wear a seat belt and when appropriate a car seat or booster per the California State Law. Parents/Legal guardians should not talk on cell phones while driving students. Insurance and school policy dictate that only students enrolled in the class participating in the field trip may attend; no siblings or other non-students may attend a field trip.

Parents who violate the above-mentioned policies will impact future participation on field trips.

# ACADEMICS

## Academic Integrity

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.

## 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

## General Curriculum

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  
Spelling  
Handwriting

Mathematics  
Science  
Health and Safety  
Art  
Music  
Physical Education

#### Physical Education/Motor Development

Physical Education/Motor Development classes are held for TK 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. Students in grades TK-2 participate in weekly motor developments classes.

#### Technology

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).

The school utilizes a variety of devices across the grade levels to enhance and support learning such as, ipads, desktop computers, Chromebooks and laptops. 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. Please refer to the Technology Responsible Use Policy for further details on the school's technology policy.

#### Textbooks

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.

#### Enrichment

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

#### Homework

Homework is a regular part of the instructional program. The amount of homework

varies, depending upon the grade level of the student. The goals of homework assignments include:

- 1) Development of personal responsibility for completing assigned tasks;
- 2) Reinforcement of the idea that learning continues at home;
- 3) Reinforcement and enhancement of the curriculum;
- 4) Development of good study habits.

Each teacher provides specific information regarding homework expectations at the beginning of the school year. Homework assignments generally are given Monday through Thursday. Weekend homework may include a long-term assignment or make-up of overdue work.

#### Homework During Absence

Homework for students who are absent must be requested by 10:00 am.

Homework will be placed on the hall table outside of the office or given to a sibling only when requested.

#### Academic Credit

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-3 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).

#### Benchmark Testing

St. Mary School follows the Diocesan standardized testing program. The STAR Renaissance test is administered digitally once per trimester. The results of these tests are shared with parents at conferences and/or at the end of each trimester. The scores are used by teachers as a diagnostic tool to more effectively adapt the academic program to the strength and needs of the current class.

#### Grading

Kindergarten through Fifth Grade - Standards Based Grading

1 = Does not demonstrate grade level understanding

2 = Beginning to progress toward mastery of grade level

3 = Demonstrates grade level mastery

4 = Exceeds grade level mastery

(1) - A below basic level of performance indicates the student has minimal understanding of the concept or skill. Performance is inconsistent even with guidance and support.

(2) A beginning level of performance indicates the student has basic understanding and is partially proficient at meeting grade level expectations. A student receiving a level 2 understands the basic concept or skill but has not yet reached the mastery level. Students performing at this level may understand the basic vocabulary but do not yet understand the "how" and "why".

(3) - A mastery level of performance represents those students who can independently meet the standard, as described in the proficiency scale. Students who perform at a level 3 understand and use concepts/skills and vocabulary. These students understand not only the "what", but can correctly explain and/or demonstrate the "how" and "why". A level 3 is something to be celebrated, as this is the expectation.

(4) - An advanced level of performance is usually demonstrated by evidence of learning beyond or in addition to what is normally required for mastery performance in any standard, concept or skill and demonstrated at a higher or more complex cognitive level.

#### Grades 6 through 8

Diocese of Oakland Grading Scale:

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. Honor points are given in Religion, Math, Literature, Language Arts, Social Studies, and Science. For honors courses i.e. Algebra, a student earns 1 extra point. For a student to qualify for the honor roll (or CJSF in grade 7 and 8), work habit grades MUST be M= Consistently Meets Standards subjects. The grade of C- or lower nullifies honors status.

Highest Honors 95%: 40-42 points

Honors 87%: 37-39 points

#### Point Calculation:

A = 7

A- = 6

B+ = 5

B = 4

B- = 3

C+ = 2

#### CJSF 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. For honors courses i.e. Algebra, a B earns 2 points. 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 a student for that trimester.

#### Report Cards

Report Cards are distributed/published at the end of each trimester. Parents of students in 6th 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>.

#### Academic Probation

Students in grades 6 - 8 will be placed on academic probation if the student has D's or F's in any academic subject. In grades K-5, a student is placed on academic probation as determined by the administration in consultation with the teachers. The average probation period will be one trimester.

At the end of the probation period the student's progress will be reviewed by the principal and teachers. If sufficient progress has been made, the probation will be lifted. If there is insufficient progress, the student will remain on probation. A conference will be scheduled with the administration, teachers, parents, and student to discuss further terms of probation. Participation in school sponsored extracurricular activities will be restricted during the probation period(dances, Student Council, etc.). If there are still difficulties after the first probation period, the administration, together with the teachers and parents, will determine whether or not the academic learning environment of St. Mary School is appropriate for the student.

#### Promotion

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on

a more advanced level.

Promotion to the next grade depends on the successful completion of the course of study for all subject areas. The administration may recommend the repetition of a grade (TK-2 students only), tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

The parent(s)/legal guardian(s) of a student who is in danger of not graduating because of documented academic or ongoing behavioral issues must be notified as soon as possible but not past the second trimester.

#### Retention

Retention is only appropriate, for developmental readiness reasons, in grades TK, 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.

#### 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.

Attire should be appropriate for the occasion and modest, as determined by the eighth grade teacher and principal. A student must be in good academic and conduct standing in order to participate in all graduation activities.

# STUDENT SERVICES

## Counselor

The school counselor provides social learning services for social/emotional needs in and out of the classroom; the counselor supports, advises, and consults with parents, administrators and teachers. Furthermore, the counselor teaches SEL classes weekly/monthly in grades TK – 8.

## Learning Center

The Learning Center provides reasonable accommodations to support students who have been evaluated for learning differences. Additionally, academic support is offered to students as needed without a diagnosis.

Students with physical or health challenges may require extra support to be academically successful, like extra time on homework and tests or preferential seating. They may need help to prioritize or organize their work and tasks. The Learning Center team provides additional support, including small group instruction and brainstorming strategies. They will direct parents to additional resources, consult with teachers, provide testing accommodations, and write and monitor accommodations plans.

## Lost and Found

The school is not responsible for lost articles; however, proper labeling facilitates prompt return of lost items. Articles found on the school grounds are kept in the lost and found rack.

## Lunch Program

St. Mary School partners with Children's Choice to offer students the opportunity to purchase lunches every full school day. Orders must be placed and paid for in advance at [www.choicelunch.com](http://www.choicelunch.com). No same-day lunch orders will be accepted. Lunches are NOT available for purchase at school.

Students are not permitted to receive lunch deliveries such as Doordash or Uber Eats.

## 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.

## Student ID Card

SB 972 (a) Commencing July 1, 2019, a public school, including a charter school, or a private school, that serves pupils in any of grades 7 to 12, inclusive, and that issues pupil identification cards shall have printed on either side of the pupil identification cards the telephone number described in paragraph (1) and may have printed on either side of the pupil identification cards the telephone numbers described in paragraphs (2) and (3): (1) The telephone number for the National Suicide Prevention Lifeline, 1-800-273-8255. (2) The Crisis Text Line, which can be accessed by texting HOME to 741741. (3) A local suicide prevention hotline telephone number.

## ACTIVITIES

**Altar Servers:** Students who are St. Mary of the Immaculate Conception parishioners in grades 5 - 8 are encouraged to assist on Sundays 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 5<sup>th</sup> graders. The parish will arrange training for those interested.

**Choir:** Choir members participate in school performances and concerts, school Liturgies and other community events. Practices are held after school weekly.

**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 include: cross-country (fall), basketball (fall and winter), track (spring) and girls' volleyball (spring).

**Dances:** Students in grades 7 and 8 from various schools in the Diocese of Oakland are invited to attend school dances. All students must follow the Diocesan Code of Conduct required to attend dances and follow the required dress code. Students who do not adhere to these policies will need to be picked up. Attendance at dances is a privilege, not an expectation. Students who are absent from the school day are not permitted to attend the dance.

**Faith Families:** One student from grades TK-8 will be a member of a Faith Family led by the eighth grade student. Faith Families meet weekly to participate in activities to build community.

**Field Trips:** Educational field trips may be offered to enhance the curriculum. Each student must have a permission slip filled out completely and signed by his/her parent or guardian to participate. Participation in school field trips is left to the discretion of teacher and principal and is contingent upon satisfactory academic performance and conduct.

**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.

**Service Learning/Stewardship:** A critical aspect of our faith is our ability to guide each student to have a heart for service. Several times during the year, the school community participates in a school wide service project, i.e. collecting food, clothes, etc. for needy families. Furthermore, students in grades 6-8 are required to complete 15 hours of service to the community per year.

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 leadership 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 and are expected to maintain exceptional academic and behavioral standing. Meetings are held twice monthly and activities are subject to the approval of the principal and teachers. Student Council members and prospective members are to abide by the policies and procedures outlined in the Student Council Bylaws (both prior to election and afterward). Failure to not meet any of the qualifications, expectations, and/or responsibilities outlined in the bylaws will result in temporary or permanent removal from a position.

## 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.

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.

### Entrance Requirements and Application Process

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

1. Siblings of current students
2. Parishioners of St. Mary of the Immaculate Conception Parish
3. Parishioners of Deanery parishes
4. Non-parishioners/non-Catholic

Members of the administration, including the principal and possibly the pastor, interview the parents.

### Entrance Requirements

Application procedures include completion of an online application form, payment of the non-refundable application fee, and submission of required documents from child's previous school. Once received and reviewed, an interview and test will be scheduled if there is space available in the appropriate grade.

### Minimum Age

To be admitted into Transitional Kindergarten a child must be four (4) of age on or before September 1<sup>st</sup> of the current school year.

To be admitted into kindergarten a child must be five (5) years of age on or before September 1<sup>st</sup> of the current school year.

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.

#### Records at Entrance

Once accepted, parents/guardians will be sent information regarding fees and mandatory paperwork.

#### 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.

#### 1<sup>st</sup> Year Probation Period

Any student/family who are new to the school are considered to be on probation status for the entire first year of attending school. 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 administration 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.

# ATTENDANCE

Prompt, regular attendance is required of all students in order to ensure student success.

## Reporting Process

Parents must EMAIL or CALL the school by 8:30 am if their child will be tardy or absent. 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

- Please present a written excuse to the teachers stating the reason for his/her absence and the required parent or guardian's signature. These excuses shall be kept on file until the end of the school year.
- When the student arrives after recess he/she is half-day absent.
- The school may require a physician's authorization and documented medical reasons for students who are excessively absent due to illness.
- At no time during the school day shall pupils be allowed to leave the school grounds, even during recess or lunch periods, without being properly checked-out from the office.

## Non-Medical Absences

Family vacations or trips during the school year are strongly discouraged because they cause a disruption of the child's educational process. Teachers will not provide assignments in advance and should not be expected to provide make-up work. Make up work will be provided at the teacher's discretion and only when the student returns to school. Parents are responsible for the loss of educational progress caused by these absences.

## Excessive Absences

Excessive absence is being absent from school for 7 days per trimester or a total of 21 days per school year. When a student has missed 7 or more days of classroom instruction in a trimester, the student may be considered truant. Excessive absences, even if necessary and excused, may be grounds for decreased credit (lower grades) or disciplinary action.

Once a student has 5 unexcused absences, a letter will be sent home notifying the parent(s) of the total number of absences and the proven impact excessive absences have upon student achievement. If absences continue to occur and reach 7 within a trimester, a parent conference will be requested with the teacher, parent and principal to create a plan to address the absences and prevent any further tardiness..

## Appointments/Early Release

Parents should make all appointments for the child outside of school time to avoid disruption of the child's learning. Parents are required to sign out the child at the office and back in when they return to school.

## Tardiness

1. Any student arriving after the 8:00 am bell is considered tardy. School begins at 8:00 am and students will be marked tardy if not in line for outdoor assembly or in the classroom for indoor assembly at 8:00 am, even if they are on campus.
2. Students coming from a medical/dental/optical appointment should bring a form or note from the doctor. Students will not be admitted to class without a tardy slip from the office.

## Excessive Tardiness

Excessive tardiness is being late more than 4 times per trimester. If a student has been tardy 4 times within a trimester, a message will be sent home reminding the parents/guardians of the importance of being on time for school and classes.

If a student has been tardy 5 times within a trimester a meeting will be scheduled to create a plan to address the tardiness and prevent any further tardiness.

If a student continues to be tardy after the plan has been implemented, additional consequences may be put in place in collaboration with the pastor, such as suspension, loss of tuition assistance, not being invited to register for the following year, contacting the Contra Costa School Attendance Review Board (SARB) or other consequences at the discretion of the school administration.

## 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.

Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. Those would be listed in PowerSchool as Medical (M). 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 (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.

# DRESS CODE

## General Dress Code Policy

Student and parent cooperation is expected; therefore, parents may 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.

Uniform Requirements: St. Mary School uses a single source supplier, Bancroft Uniforms. It is required that uniform items mirror the approved uniform to provide school wide conformity to our uniform code.

Bancroft Uniforms

510-638-1622.

590 Dutton Avenue, San Leandro

School Code: marywalnutcreek

- All uniforms must match the design of the Bancroft Uniform (same number of pockets, pocket placement, color, etc.). Any uniform items distinguishable from Bancroft uniforms may not be worn at any time. Please contact the school office for questions.
- Students must be in school uniform at all times unless specified in the school newsletter/calendar.
- Students are expected to wear a clean, neat, and proper fitting and sized uniform without tears, holes, rips, or ragged hemlines.
- Please label all items of clothing clearly on inside tags with permanent marker.
- No excessively loose or excessively tight clothing is allowed.
- Underwear or undergarments must not be visible.
- Pants, shorts, skorts, and skirts must be worn at the waist and not rolled around the waistband.
- Under-shorts must be worn under skirts and jumpers at all times, including PE, and must not show below the skirt or jumper hem.

## UNIFORM PIECES

### Uniform Shirts

- Students have an option to wear either white or gray polo shirts.
- ONLY white non-logo polos may still be worn.
- All gray polos MUST have the school logo
- Shirts must be tucked in on Mass days only
- Optional
- White long sleeved turtleneck may be worn under short-sleeved polo Undershirt – solid – must be solid white and not visible
- Uniform Bottoms
- Navy blue shorts worn at waist

- Navy blue skort worn at waist
- Navy blue long pants at waist
- St. Mary School plaid skirt, skort, or jumper

(SKIRTS AND JUMPERS ARE NO LONGER MANDATORY FOR MASS DAYS)

\*\* The length of the skirt, jumper, skort, and shorts must be no shorter than 3 inches from the top of the knee.

#### Tights

- Solid white, black or navy blue tights may be worn.
- No footless tights, leggings or leg warmers are permitted.

#### Sweatshirt

- (TK-5) Navy blue St. Mary sweatshirt (Mandatory for Mass days)
- (6-8) Hunter green St. Mary sweatshirt (Mandatory for Mass days)

#### Optional Jacket/Fleece

Navy St. Mary School jackets and fleece available through Bancroft

#### Optional Spirit Wear

Spirit wear options may NOT be worn on Mass days.

- Official CYO
- Student Council sweatshirts (for past and present members only)
- Approved spirit wear

#### Physical Education Uniform (5<sup>th</sup>-8<sup>th</sup>)

- Navy St. Mary School athletic shorts
- Gray St. Mary School short sleeve t-shirt
- Optional – St. Mary School sweatpants

NON UNIFORM SHORTS, SWEATPANTS, AND T-SHIRTS ARE NOT PERMITTED FOR PE CLASSES

PE uniforms may be worn to school on the days that students have physical education class. If a uniform is left at home, a student will not be allowed to call home and request that a parent/guardian deliver the uniform to the school.

If free dress lands on a PE class day, the student can either wear his or her approved PE uniform or appropriate free dress. This does not warrant a day for ultimate free dress.

#### Socks

Socks must be solid white, black, or navy only (no patterns). Logos must be small in size and not span the length of the sock. Socks must be visible with the shoe on.

#### Shoes

- School tennis shoes must have laces or Velcro and rubber soles no thicker than 1".
- No pictures, lights, sounds, rollers, or distinguishable heels.

- For the safety of the children, no boots, sandals, or shoes with buckles or zippers and no slip on sandals/shoes are to be worn.

#### 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:
- Necklace: One small chain or medal (no chokers)
- Ring: One ring on each hand (simple and small)
- Watch: One modest sized (no larger than 1" in diameter) watch with alarm and tone turned off. No "Smart" watches, such as an Apple watch.
- Bracelet: One non-distracting bracelet
- Belt: Brown, black or blue with non-distracting, small buckle.
- Earrings: Small post (no dangling) - one only per ear; no cartilage or other facial piercing

#### Hair

- Neat, clean, and modest
- Must be child's natural hair color (NO hair dye or highlights)
- Must not obstruct vision
- No hair pieces, hats, head scarves, bandanas, feathers, Mohawks, shaved head designs, glitter, bead strings, tails, and extreme styles.
- Hairstyles and hair accessories must not be distracting (teacher's discretion).

#### Nails and Makeup

- No make-up of any kind is permitted. This includes lip-gloss.
- Only clear nail polish is allowed.
- No fake or acrylic nails are permitted.
- Nail polish may not be worn on non-uniform dress days.

### GUIDELINES FOR FREE DRESS DAYS

The school regards Non-Uniform Dress Day as a privilege and expects students to conform to rules of good taste and modesty. The faculty and staff of St. Mary School reserve the right to determine whether a student's attire meets the established guidelines.

#### Shirts

- Must be in good taste
- NO shirts that advertise, promote, or glamorize drugs, alcohol, tobacco products, or displays foul or sexually suggestive language or symbols
- NO halter/tank tops, muscle shirts, sleeveless shirts, spaghetti straps, bare midriffs or backs, cut off sleeves, or see through fabrics
- Jerseys must have short sleeve shirt underneath

### Jeans/Pants

- Must be in good condition, taste, and properly fitted
- NO holes, tears, rips, or ragged hems
- NO sweatpants
- NO jeggings or leggings
- NO writing across the buttocks

### Shorts

- Must be in good taste. Shorts must be no shorter than 2 inches from the top of the knee. Shorts must be worn at the waist – no sagging
- NO athletic/basketball shorts, short shorts, exercise shorts or bike shorts
- NO holes, tears, rips, patches, frayed ends, cutoffs, or extreme styles
- NO writing across the buttocks

### Skirts/Dresses

- Must be in good taste. Length must be no shorter than 2 inches from the top of the knee.
- NO mini skirts, tutus, or spaghetti strap dresses

### Shoes

- NO boots, Uggs, cowboy boots, flip-flops, wheels, lights or other forms of distraction
- Shoes must have laces or Velcro and rubber soles
- Socks must be worn

## ULTIMATE FREE DRESS

On occasion, students will be granted Ultimate Free Dress. On these days, students may wear athletic attire. The faculty and staff of St. Mary School reserve the right to determine whether a student's attire meets the established guidelines.

### Shirts

- Must be in good taste
- NO shirts that advertise, promote, or glamorize drugs, alcohol, tobacco products, or displays foul or sexually suggestive language or symbols
- NO halter/tank tops, spaghetti straps, bare midribs or backs, cut off sleeves, or see-through fabrics
- Jerseys must have a short sleeve shirt underneath

### Pants

- Must be in good condition, taste, and properly fitted
- NO holes, tears, rips, or ragged hems
- NO writing across the buttocks
- Leggings/spandex pants must be worn under shorts if shorts are shorter than 3" from the knee

#### Shorts

- Must be in good taste. No shorter than 3" from the knee. Any shorter, and pants must be worn under the shorts
- Shorts must be worn at the waist – no sagging
- NO holes, tears, rips, patches, frayed ends, cutoffs, or extreme styles
- NO writing across the buttocks

#### Shoes

- NO boots, Uggs, cowboy boots, flip-flops, wheels, lights or other forms of distraction
- Shoes must have laces or Velcro and rubber soles
- Socks must be worn

#### Dance Attire

Clothes must always conform to rules of modesty, good taste, and appropriateness. Attire for dances will be published at the time of the dance. Students must follow the Diocese of Oakland Dance Dress Code for dances. The decision of the teachers and administration as to what is acceptable dress for any student will be final. Violations will result in disciplinary action.

#### Field Trip Dress

Dress for field trips or for school outings is uniform. Exceptions will be determined by the teacher.

# STUDENT CODE OF CONDUCT: BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICIES

## Student Code of Conduct

A St. Mary School student assumes personal responsibility for his/her conduct. As part of the school community, students are expected to be considerate and respectful of fellow students, faculty and staff members, parents, visitors, and school property. Students should act in such a manner as to enable themselves to acquire the fullest education possible.

Each student understands that he/she shall:

- Be honest, courteous, attentive and respectful in all dealings with fellow students, teachers, school personnel and visitors.
- Always respect the rights and the value of each individual person on the school premises, on the way to and from school, or at school sponsored events.
- Behave in a manner, both on and off campus, that is consistent with the Christian values of the school.
- Respect and respond promptly to the directives of the teacher and other school personnel.
- Obtain permission from the proper authority for use of the school facilities, equipment or other materials.
- Be courteous, attentive and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body.
- Be responsible for the care of books and all other materials loaned to the students for course of studies during the year.
- Keep the campus clean and follow the rules for disposing trash properly.

## Student Expectations on Campus

- When arriving at school in the morning students are to proceed directly to the courtyard for prayer during warmer months and directly to the classroom during colder months. This is not a recess period. Children should wait calmly.
- When the school bell rings or if a whistle is blown to begin the day or to end recesses, play is to stop and students are to go promptly and quietly to their class line and wait for their teacher.
- Students are not allowed in the school building before or after school and during recess periods without permission.
- Rough play is prohibited on campus.
- Running is not allowed in the school building at any time.
- Students are never to leave the school grounds without permission.
- Harassing, ridiculing, "roasting", or "making fun" of other students is prohibited.

- Vulgar or offensive language whether verbal or written, is prohibited.
- Dangerous objects, including but not limited to, knives, firecrackers, lighters, water-spraying instruments, may not be brought to school.
- Hardballs, skateboards, scooters, or toys that could injure any student if used on the playground are not allowed on campus.
- Rocks, tanbark, sand, dirt, seed pods, sticks, and any other object that is potentially dangerous may not be thrown on the property.
- During lunch, students are to sit in designated areas while eating or waiting to be dismissed.
- Eating in the classroom is allowed only on rainy days or on special occasions designated by the teacher.
- Gum, sunflower seeds, unshelled peanuts, etc., are not allowed on campus or at any school functions, including field trips.
- Students may NOT bring sodas or “energy” caffeinated drinks to school.

### School Building Expectations

Students should walk quietly while in the hallways and stairway. Students may not be in the school building during recess and lunch without permission. Classes should walk on the right side of the hallway and stairway in single file. At no time should a student be in a classroom without adult supervision. The use of playground equipment is prohibited in the classroom.

### Classroom Behavior

Each teacher will establish his/her own classroom rules for students based on overall school policies, Student Learning Expectations, and Mission. A few basic rules apply in every class:

1. Students should demonstrate Christian values: respect, kindness, courtesy and cooperation.
2. Students should not leave their seats, assigned areas, or classrooms without permission or prior approval from a teacher.
3. Objects are never to be thrown in the classroom.
4. Calling out or excessive talking that interferes with a student’s ability to learn or a teacher’s ability to teach is considered disruptive and therefore will not be tolerated. Excessive disruption will result in a conduct referral, detention, parent conference, and/or other disciplinary actions.

### Cell Phones

Cell phones are a distraction and are not to be used on campus during the school day, including morning/afternoon carline and morning/afternoon Kids Club. Please do not call, text, or message your child during school hours or while at Kids Club. However, at carline students may use their phones to text or call parents under the supervision of St. Mary faculty or staff. All phones must be powered down and brought to the classroom teacher or Kids Club personnel to be stored for the duration of the school day (including Kids Club). Phones are not to be kept in lockers, pockets, lunch bags, or backpacks.

Anyone found in violation of this policy will have his or her phone confiscated. The school reserves the right to periodically inspect backpacks, desks, lockers, etc. Should a phone be confiscated, a tech violation will be marked in the scholar folder and a parent will need to retrieve the phone from the school office or Kids Club personnel. Should a student fail to give his or her phone to the homeroom teacher or Kids Club personnel and proceed to use the phone in an inappropriate manner, more serious consequences will be given. The school is not responsible for lost, damaged, or stolen cell phones. Cell phones are brought to school at the family's risk.

#### Electronic Devices/Toys

Radios, e-readers, iPod/mp3 players, fitbits, iwatches, electronic devices, or toys of any kind are not allowed during the school day or at Kid's Club. These items and any others the teacher or administration deem inappropriate must not be brought to school unless requested. These items will be confiscated and may only be returned to the parent.

#### Laser Pointers/ Items of Harm

Possession of 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.

#### Chewing Gum and Candy

The use of chewing gum by any individual is prohibited on school or parish property at all times. Eating candy in the classroom during classes is not allowed without permission of the teacher. One piece of candy is allowed in lunch boxes, but it is highly discouraged.

#### Smoking and Illegal Substances

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

## DISCIPLINE POLICIES

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:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To build a sense of Christian community.

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. Our common goal is to provide a safe, comfortable, and respectful place for the children to learn and grow as a child of God.

## DISCIPLINARY ACTIONS

Non-conformity to the rules as set by the school may result in verbal warning, loss of privileges, conduct referral, detention, behavior contract, suspension or expulsion as outlined by the Diocese of Oakland according to the discretion of the teacher and/or the Administration.

The school's jurisdiction with respect to conduct includes:

- At all times when the student is on school grounds.
- At all times during the school day, both on and off school grounds.
- At all officially sanctioned school-sponsored events.
- Outside of the school day when the student's behavior reflects upon the school.

Inappropriate behavior for St. Mary School that may result in disciplinary consequences includes (but is not limited to):

- Fighting, provoking a fight between other individuals, any verbal abuse, or participating in violent activities that include physical violence (such as hitting or biting), or emotional harm to any person.
- Theft or damage to property of the school, another student, visitor or school personnel.
- Using vulgar or unacceptable language verbally or in writing.
- Leaving the campus during the day without permission.
- Disturbing the classes in such a way that others are unjustly hindered from learning.
- Possessing dangerous items such as: firearms, knives, box cutters or other dangerous weapons (as defined by California State Law), firecrackers, fireworks, handcuffs, etc.

## Junior High Discipline and Expectations

Students in Junior High must also adhere to the expectations and policies outlined in the Junior High Handbook. Please refer to the Junior High Handbook (found in Appendix).

## Disciplinary Probation Process

1. 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. Recommendations for disciplinary probation come from teachers and/or the administration.
2. A conference is called with parents/guardians, child, recommending teacher and administration to discuss the areas of behavioral improvement.
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 expectations outlined, additional disciplinary action will result.

#### Activity During Academic and/or Disciplinary Probation

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

#### Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property. 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. The child may be suspended for an indefinite period of time and grades, transcripts or diploma may be withheld until the damages are paid.

Note: The school retains the right to discipline students for their actions; regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming, chats, digital transmissions and other technology related activities.

#### Abuse of School Personnel

1. "Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both.

2. "Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

(1) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.

(2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court

trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.

“As used in this section, ‘directly communicated’ includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter.” Penal Code Section 71.

## Bullying Policy

St. Mary of the Immaculate Conception School is committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care. Bullying of any kind goes against our call to be like Jesus and so it is never acceptable at any time.

### 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 St. Mary of the Immaculate Conception school has adopted this policy to ensure that our school prevents and responds 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, emails, instant messaging, the Internet and social media to threaten, shame or isolate another student, including outside of school hours. 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.

### Reporting

The goal of the St. Mary School anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The school utilizes Social Emotional Learning curriculum to assist in building an environment of trust and communication, as preventative measures against bullying. The following steps will be taken when dealing with bullying incidents:

Isolated or initial incidents, which do not constitute bullying, will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, administration and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.

Incidents that may constitute bullying should be reported immediately to the teacher in charge at the time of the incident(s). Administration must be notified of all allegations of bullying. If necessary, administration will launch an investigation into the matter.

If a student or students are found to have engaged in bullying behavior then appropriate disciplinary actions will be taken. If the bullying does not cease after the student has been disciplined, parents will be notified and further action will be taken.

St. Mary of the Immaculate Conception School forbids retaliation against anyone who reports bullying or who participates in the investigation of such a report. In addition to the above outlined steps, anti-bullying policy requires the following:

Staff members of St. Mary School should:

a. Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy.

b. Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and notify parents.

c. Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed. Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

Parents of St. Mary School students should:

a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge.

b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

Students of St. Mary School should:

a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.

b. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.

c. Treat others with the respect and dignity that is expected of any Catholic school student.

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 un-welcomed 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

Complaints may be reported to a school counselor, the principal, or 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."

### 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 administration, or a teacher. The administration will 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 the decision to re-admit a student who has made a threat.

### School Searches

Students' legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the students' parents/guardians of any search of a student's person or personal effects.

### Expectation of Privacy

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Generally, students should be asked to empty their pockets, purses, backpacks or other bags for inspection of the contents by school officials. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Diocese of Oakland Technology Use Policy for Students and Parents. ([Technology Use Policy](#)) This policy concerns cell phones and other electronic devices, whether the devices belong to the student or the school.

### Student Cooperation

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral. ([6251 - Home School Partnership Policy](#))

### Confiscating a Student's Personal Property

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a written statement, signed by the student, acknowledging that the item was in his or her possession at the time it was found.

### Out of Uniform Notice

A Uniform Violation Alert of student non-compliance with the uniform policy will be sent home. This form is designed to inform the parent their child needs to make a change to his or her uniform. There is a place for the parent to sign and return the form to the teacher acknowledging that the change will be done. Repeated uniform infractions will result in disciplinary action.

### Detention

A detention may be issued for misconduct and/or for not following school or classroom rules. Detention slips must be taken home and signed by a parent or guardian, and returned to the issuing teacher the following school day. Detentions may be given in students in the elementary grades at the discretion of the teacher and administration. Detention for grades 4-8 will be Thursdays from 3:05 pm – 3:45 pm.

Additional Detention Notices may be issued for failure to return the original Detention Notice on time. Failure to report for detention may result in further disciplinary action. A student will not be excused from detention in order to participate in extracurricular activity (such as sports, cheerleading, student council, field trips, etc.), under penalty

of suspension from the activity.

Upon receipt of a third Detention Notice within a single trimester, the following consequences include but not limited to:

- The student will receive in-school service hours.
- The student will be suspended from extra curricular activities for a specified period of time.
- The student will receive an in-school suspension.
- The student will be suspended from school.
- The student will be placed on behavioral probation.

### Suspension

The principal or pastor may suspend a student's attendance at school for a period of time, though not for more than five consecutive days. A student, when exceptional circumstances exist, such as to complete an investigation, or a student who poses a chronic discipline issue may be suspended for an indefinite period of time—up to and including the end of a term. This long-term suspension may be necessary when the student's return poses a threat to the safety of others. The student may be given the opportunity to "make-up" work that was given during the time of the suspension.

Student suspensions may occur for the following reasons, such as:

- Leaving school premises without permission
- Disrespectful/harassing conduct toward students, teachers, or other adults
- Repeated failure to observe school rules or academic expectations
- Excessive tardiness
- Serious misconduct as determined by the Administration/Pastor; e.g. fighting, hitting, physical abuse of any kind.
- At the principal's discretion, an "in house" suspension may result. The student would be suspended from regular school activity but would remain under supervision on the school premises.

### Suspension Procedures

1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the principal may remove the student from class, or the yard, etc. and contact the parent(s)/legal guardian(s) as soon as possible.

2. 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:

a. NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.

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

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

d. PARENT(S)/LEGAL GUARDIAN(S) CONTACT: It is always necessary to inform the parent(s)/legal guardian(s) of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent(s)/legal guardian(s) might be included in these steps so that the parent(s)/legal guardian(s) is aware of the total situation prior to the decision to suspend. When this is not possible, a parent(s)/legal guardian(s) has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter. (cf., Sample Suspension Letter, Appendix 6016)

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

#### 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.

1. The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion, such as:

- a. Continued willful disobedience/consistent violation of school rules.
- b. Open, persistent defiance of the authority of any school employee by student or parent(s)/legal guardian(s).
- c. Habitual profanity or vulgarity.
- d. Use, possession, or exchange, whether or not for sale, of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
- e. Vandalism to school property.
- f. Habitual truancy.
- g. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
- h. Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another.
- i. Theft.
- j. The verbal, physical, visual or sexual harassment, bullying or cyberbullying of any

student, teacher or administrator.

## 2. Procedures for Disciplinary Expulsion

### A. Cases of Cumulative Disciplinary Difficulties

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

- a. The pattern of conduct, which at this time would lead the school to believe that expulsion, is being contemplated.
- b. The evidence upon which this assessment is based.
- c. The right of the student at this time to present a statement or information in support of being retained.
- d. What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

2. If adequate improvement is not forthcoming within a reasonable time:

a. A second conference with the student and parent(s)/legal guardian(s) shall be arranged by the principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference the principal in consultation with the pastor and Superintendent will make a final decision.

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

### b. Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent(s)/legal guardian(s)-principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent(s)/legal guardian(s). 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. Where immediate suspension followed by probable expulsion is a school procedure due to the violation of specific rules, such rules and the consequences of their violation should be clearly made known to students and parent(s)/legal guardian(s) at the time of admission to school and should be re-stated at least once a year in the Family Handbook.

B. Right to Appeal The parent(s)/legal guardian(s) 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.

## EMERGENCY PREPAREDNESS

Each year, St. Mary School conducts regular fire, earthquake and lock down drills for the safety of our students, faculty, and staff. The Emergency Operations Plan is reviewed annually and updated with recommendations from the Department of Emergency Services, Homeland Security and local government agencies.

### Emergency Information Form

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

### Campus Evacuation

In case of a serious earthquake or campus evacuation, 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.

### School Lockdown / Shelter in Place

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:

- No one will be permitted to enter or leave the building;
- 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.
- Students are evacuated to the safest location determined by law enforcement, Incident Commander and/or faculty and staff. Therefore, students may be evacuated off campus to a different location such as Forma Gym.

# SAFETY

There is no formal supervision in the schoolyard before and after school. Students arriving before 7:45 a.m. or who remain on campus after 3:10 p.m. will be sent to Kids' Club and parents will be billed accordingly.

Students in grades 6 – 8 are not allowed to leave campus on their own (i.e., walk home, walk downtown) without written authorization from parent. Students who leave campus with written authorization cannot return to school later. If they return, they will be sent to Kids' Club and parents will be billed accordingly.

## Asbestos Notification

Please see notification letter located in the appendix of the Family Handbook.

## Bicycles, Skateboards, Skates and Scooters

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

## Pets on Campus

No dogs, cats, or pets are to be on campus, brought to class, or brought into the school building unless authorized by the administration. Pets are not allowed on the playground at any time unless it is during Blessing of the Animals.

## Visitors

All visitors must report to the main office where they will 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.

## Glass on Campus

No food or drink in glass containers is allowed in student lunches.

## Transportation

The safety of our children during the school day is essential. Except for designated times, no cars are allowed in the schoolyard. Speed Limit is 5 mph on parish and school property.

#### 1. Students Who Walk To/From School

Students are permitted to walk to and from school with written permission on the designated school form. Students must leave school premises immediately after dismissal.

#### 2. Carpool Drop Off/Carpool Pick-up of Students

Carpool begins at 7:45 a.m. and 2:45 p.m.(M,T,TH,F) / 1:45(W) / 11:30(Minimum Days)  
TK doors open at 8:15 a.m. with dismissal at 2:30 (11:30 on Minimum Days) Faculty, staff, and the student safety team will facilitate supporting students into the car and ensure efficient flow of traffic.

- Morning drop off: All cars are to enter the yard at the Bont Lane entrance.  
Afternoon Pick-up: All cars are to enter the yard at the Bont Lane entrance or, for TK-1st grade, along the church.
- 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 enter and exit the cars from the RIGHT SIDE ONLY and are expected to remain behind the cones nearest the school.
- 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.
- Parents and students must use the designated crosswalk(s) in carpool lanes.
- 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.

#### 3. Park to Drop/Park to Pick-up

Parents/Legal guardians who need to drop off and/or pick up students may do so. For the safety of the students, please DO NOT drop students off on Bont Lane on the opposite side of the school.

#### 4. Ride Services

Students will not be released to any car service such as Uber or Lyft. Parents should inform the school if they intend to have their child picked up by a bonded childcare service.

#### 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.

### Weapons

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

### Custody and Release of Minors

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parent or guardian.

The school requires that the custodial parent file a court-certified copy of the custody section of 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

## FINANCIAL

### Tuition

Tuition at St. Mary School does not cover the cost of educating a student. The community supplements tuition through parents' efforts with Scrip, the Auction, and other fundraisers.

### Tuition Policy

Tuition is paid monthly from July through May. Due to registration, there will be no tuition payment charged in April. Tuition and incidental fees will be billed and paid through the school's tuition management system.

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.

### Tuition Classification

A discount is given for the second and third child. There is no charge for the fourth and successive children per school year. To qualify for the special tuition rate, families must be registered and contribute a minimum of \$300 the calendar year prior, be active participants in the liturgical life of St. Mary of the Immaculate Conception Parish.

To qualify for the in parish tuition rate, families must be registered and active participants in the liturgical life of St. Mary Parish and contribute at least \$300 through the weekly collection, verifiable through the use of EFT auto debit or the use of envelopes with name, the previous calendar year - NO EXCEPTIONS WILL BE MADE

### Tuition Assistance

Partial tuition scholarships are available to all families who have a genuine financial need. Application forms for tuition scholarships are completed online on the school website in March. Deadlines are published in the weekly newsletter and monthly calendar. Parents are notified of scholarship awards in May.

At this time, FACE grants, the BASIC Fund, and St. Mary School funds provide tuition assistance to eligible families. The school website provides a link to the Diocese of Oakland webpage about FACE and BASIC.

#### Withdrawal-Adjustment of Tuition:

Students are accepted at St. Mary School with the understanding that they will remain for the entire year. The school's operating budget is based on projected enrollment and the school's financial obligation does not change when students withdraw. The tuition adjustment policy is based on the principle that the family of a student who does not complete the school year nonetheless bears the financial obligations incurred by the school.

No adjustment is made because of late registration, absence from class, leaves of absence or the suspension or dismissal of a student by official action of the school. Accordingly, it is the general policy of St. Mary School that no adjustment shall be made to the fees and our tuition set forth in the tuition contract/promissory note.

However, if due to a unique set of circumstances, a parent or guardian feels that an adjustment or refund is in order, they may request such in writing from the principal. The consideration of the request is at the principal's sole discretion. If any refund or adjustment is deemed allowable, a check will be mailed to the parent or guardian.

#### Tuition and Fees Delinquency

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

1. Deny daily attendance of student until tuition is current.
2. Deny a student enrollment for the following trimester.
3. Deny a student enrollment for upcoming academic year.

#### Additional Fees

##### Registration

A non-refundable registration fee per student is due in April. During the admissions process for new students, projected vacancies are determined by the non-payment and completion of the online registration form and fee of current students.

##### Foundation Fee

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

### Scrip Requirement

The SCRIP purchasing period is June 1 through May 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 \$ 150 assessment
- \$0-1,999 SCRIP purchased \$ 300 assessment

### Auction

All families are required to donate an item or a service valued at a minimum of \$100 to the St. Mary School Auction. If item or money are not received by the due date published, a \$100 assessment will be billed to the family.

### Volunteer Hours

A minimum of 30 hours of volunteer service is required per family during each school year (15 hours for single parent homes). Any parents not completing their hours will be billed a \$20/hour at the end of the school year.

## MEDICAL

### Illness

If a child becomes ill at school, or is seriously injured, the office personnel will notify the parents or the chosen alternates. Please make sure your family emergency information is always current and notify the school for any necessary changes. If parents or alternates cannot be contacted and school personnel judge that a doctor should see the child, school personnel will contact the doctor listed on emergency card and transport the child or dial 911 if so advised. If the injury is judged life threatening by school personnel, 911 will be called; then the parents will be notified.

- Parents are urged to safeguard the health of the school population; children must be symptom free for 24 hours after having a fever or vomiting.
- Allergies – school notification of any allergies is required and necessary for your child's safety.
- Asthma – students with asthma should have an asthma action plan on file at school.

### Communicable Diseases

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. Keep in mind that symptoms of a common cold are often the same as early

signs of many communicable diseases.

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 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. 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 qualified school personnel have cleared them.

#### Lice Policy

If you detect lice at home, you must notify the school immediately. Any family with a student found with lice at school will be sent home. Parents will be given information to assist in eradicating the problem. The school's Health Chairperson and staff will be available for consultation and support. Any time lice or nits are detected on children, a

notice will be sent to parents of all children in that classroom. The school will follow Diocesan procedures for special school cleaning during times of infestation. Children are not to share any head coverings, hooded sweatshirts, or backpacks.

#### 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.

The Diocese of Oakland Safe Environment for Children Project requires that ALL parish and school volunteers be trained. Each training fully explains the components of the project and raises awareness of child abuse signs and reporting procedures.

#### 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.

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 TB Screening 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 Screening performed within 2 years of entry.

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

### Medications

- Schools may not furnish any medications
- All medication administration requires parent/legal guardian written authorization.
- All prescription medications and aspirin require physician and parent/legal guardian written authorization.
- All medications must be secured in the school office (Exception: backup of inhalers and epipens may be secured in the classrooms, Kid’s Club, as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry his or her own medications, including throat lozenges. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:
  - Risk of not carrying medication
  - The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
  - Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school principal
  - If a child has an allergy or medical condition requiring an epi-pen, two epipens must be supplied to the school (one for the office and one for the classroom)
  - 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 completed medication release form online.

### 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.

## STUDENT RECORDS

### Review of Student Education Records

Student records are maintained by the school and are available for inspection by the student's parent/guardian in the presence of the teacher or principal. Records may not be removed from the school grounds. 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.

### School Directory /Roster

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

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

### Student Photograph Publication

Photographs of students may appear on the school Web site or in other publications. Parents who do not wish their children's photographs to be placed in public media must indicate this on the online registration form. If parents wish to change this response, then the office must be notified.

## Subpoena of Student Records

When a subpoena or other judicial order requesting school records is served, a copy should be forwarded immediately to the Superintendent or an Assistant Superintendent. No school records or copies thereof should be furnished without the approval of Diocesan legal counsel. If it is necessary to produce the requested records in court or at a deposition, the person taking the records should be familiar with the manner in which the records are prepared and maintained. Only those connected with the school faculty or administration should be permitted to see school records, obtain copies thereof or otherwise learn of their contents without the permission of the involved student's parent(s)/legal guardian(s). In case of doubt the Department of Catholic Schools should be contacted.

### ADMINISTRATIVE DISCLAIMER

St. Mary of the Immaculate Conception School, under the discretion of the principal and/or pastor, may amend this Family Handbook at any time. All interpretations of the handbook, where they may be question, will be at the discretion of the principal/pastor. All additions and changes will be forwarded to the parents within 24 hours of the changes. However, by signing the online Agreement Form, parents are consenting to any and all additions to the Handbook as long as they remain consistent with the philosophy and the Mission of the School.

## APPENDIX

### I. DIOCESE TECHNOLOGY RESPONSIBLE USE POLICY Students and Parents

#### Introduction

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

1. Treat others with respect and compassion in all interactions, including online communication
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
4. Use school technology resources for educational purposes only
5. Use personal technology only as directed by staff while at school

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

### Jurisdiction and Definitions

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

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

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, "technology" includes, but is not limited to:

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

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

### School Responsibilities

Protecting student data:

The school maintains electronic records and shares information from those records in order to provide online educational technology services. Electronic records allow the school to efficiently distribute information to school officials - such as teachers receiving parent phone numbers and email addresses - and to online services. For example, the application Mathletics receives each student's name, grade level, gender, and email address, used to set up their account. The school only uses services that have high

standards for security and privacy, and do not sell or share student data. Most have signed the Student Privacy Pledge ([studentprivacypledge.org](http://studentprivacypledge.org)). Parents may request a review of services in use by the school.

By signing the Tech Responsible Use Policy, the signer (guardian) allows the school to store and share student information electronically for purposes of distributing that information to school officials and providing educational technology services.

Efforts to protect students online:

Internet within the school is filtered with the intent to block access to obscene and non-educational material. In addition, the school has adopted and enforces an Internet safety policy to monitor network activity, promote safe communications, educate students in Digital Citizenship, and prevent unauthorized access to the school network and community data.

### Technology Responsible Use Agreement

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

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

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

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

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

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

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

5. Students are prohibited from bringing any personal devices on campus other than a cell phone for emergency use before or after school and they must abide by the school cell phone policy stated above. 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.

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

The goal of the technology program is to educate students to become self-directed learners, ethical and 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.

#### St. Mary School Device Program:

The policies, procedures and information within this document apply to all devices used and distributed at St. Mary School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for student device use in their classroom.

#### Student One-to-One Device Program Guidelines:

Devices will be distributed to students in grades 4-8 following the parent and student training sessions. In 6-8 grades, a student may not take the device home until a parent completes the online training session. Devices will be assigned to students in grades 3-5 for in school use only following student training sessions. All parents are encouraged to attend any Parent Tech Speaker Presentations scheduled by the school. Furthermore, parents and students must sign and return a separate Device User Agreement document before the device can be issued to their child to be sent home. All devices used by students are for use for educational purposes only, on and off campus.

St. Mary School has the right to monitor any and all aspects of its technology system and users accessing the system.

#### Google Applications at [www.google.com/a/st-mary.net](http://www.google.com/a/st-mary.net):

Students and teachers use Google Applications for communication, collaboration, and document storage. Google Apps accounts are secure and require a user name and password that St. Mary School creates and maintains.

By signing this Technology Responsible Use Agreement, you give your student(s) permission to use Google Applications at [www.google.com/a/st-mary.net](http://www.google.com/a/st-mary.net) at home and at 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 access the online grade book where all assignments and scores are listed for viewing. The PowerSchool Server is secure. 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.

The Log in is: <https://csdo.powerschool.com/public/home.html>. This information is also available on the school website.

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

### **PREAMBLE**

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

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

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

## RESPONSIBILITY FOR COMPLIANCE

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

## EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS

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

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

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

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

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

**RECTORY RESTRICTIONS:** An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters.

Minors age 16 and over are permitted to work in the professional area of the rectory, when

there are two adults over 18 years of age present.

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

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

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

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

**UNACCEPTABLE TOPICS AND LANGUAGE:** Comments of a sexual nature are not to be made to any minor except in response to a specific classroom or otherwise legitimate questions from a minor. Topics

Or vocabulary such as profanity, cursing and vulgar humor must not be used in the presence of a minor/minors.

**YOUTH TRIPS AWAY FROM PARISH FACILITIES:** At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

While on youth trips the adults as well as the minors may not use alcohol or controlled substances and anyone under the influence of these substances may not participate in the event.

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

**PROHIBITED SUBSTANCES:** It is absolutely prohibited that adults serve or supply alcohol, cigarettes, inappropriate reading material, or controlled and illegal substances to minors.

Alcoholic beverages will not be served or consumed at parish or school social activities intended primarily for minors. Minors may not serve alcohol at events. Event leaders should take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs.

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

The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.

**BOUNDARIES OF PHYSICAL CONTACT:** Careful boundaries concerning physical contact with a

minor (beyond a handshake) must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.

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

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

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

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

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

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

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

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

parents/guardians must be notified and appropriate action taken.

## **ENFORCEMENT / REPORTING**

Violations of the Code will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop) in accordance with Civil Law and this Diocesan policy. Penalties may take various forms ranging from counseling to removal from ministry.

Violations of this Code must be reported immediately to the appropriate parish, diocesan or civil authority.

Allegations of sexual misconduct by priests, church employees, or volunteers must be reported to the local authority (e/g. Police or Sheriff Department, County Child Protective Services). In the cases involving priests or religious, the Office of the Chancellor of the diocese (510-267-8334)

will be notified. In cases involving other employees or volunteers, the Office of Human Resources (510-267-8359) will be notified.

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

## **IMPLEMENTATION**

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

## **III. EXTENDED CARE HANDBOOK**

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.

## **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.***

***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, who 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 Movies

### **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.

### **FEES**

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

#### **FEE IF REGISTERING**

Per Child \$100.00

#### **HOURLY RATE FOR REGISTERED CHILDREN:**

Per Child \$8.00

#### **HOURLY RATE FOR UNREGISTERED CHILDREN:**

Per Child \$10.00

#### **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.

### **SIGN-IN/OUT**

TK and Kindergarten students will be walked to Kids' Club. All children, grades 1 - 8, **must report and sign in** immediately upon dismissal. **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.

### **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 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 administration. Continual discipline issues may result in the suspension of utilizing Kids' Club services. Conference time is available upon request. **The discipline policy in the Family 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 PICKUP**

**For all St. Mary Kids' Club members, the latest pickup 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 pickup 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 school registration 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.*

## ASBESTOS NOTIFICATION

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 the school principal.