



A Fully Accredited WCEA/WASC School

**Student-Family Handbook
2016-2017**

Father George Alengadan, SDB, Pastor
Dr. John Rizzo, Principal

MESSAGE FROM THE PRINCIPAL

Dear SJES Family,

God's blessings and welcome to the 2016-2017 school year! Jesus' great love is ever present throughout our SJES faith-learning community and in every aspect of our spiritual, academic, and extra-curricular programs. This 2016-2017 Student-Family Handbook is designed to provide our families with a comprehensive understanding of our policies and procedures and may be amended at any time. As you review both our Mission and Philosophy, know that our "Student's First" foundation is grounded in unconditional love of our students, first and foremost from God the Almighty Father and his son Jesus who was sent to not only save us but to teach us love. The unconditional love of our parents and families, who are the first, best, and most influential teachers of our students, in partnership with our dedicated faculty and staff, is a critical link to helping each student at SJES reach his/her full potential.

As educators, our caring and competent faculty and staff will also love your daughters and sons unconditionally by keeping the level of expectations high and by challenging our kids to do and be their best each day; by supporting their hopes and dreams; by laughing and allowing joy to be an integral part of our learning and teaching; by holding our children and teens accountable in a lessons-learned approach with dignity; and as educators, by always striving to improve our teaching and leadership, our programs, and the love we share for your children and one another by being role models of Jesus.

The village concept or *ohana* as we say in Hawaii, is strong within the St. Joseph Elementary School and Parish community led by our loving Shepherd and Pastor Father George Alengadan and Associate Pastor Father John Carillo. Add in the thoughts, prayers, and donations of thousands of parishioners and alumni/alumnae over the decades and our students have a solid foundation upon which to grow spiritually, academically, artistically, and athletically. I ask that you carefully review this Student-Family Handbook and return the signed portion within the first week of school. Please don't hesitate to contact the *appropriate* adult should you have any questions. Thank you for entrusting your child with SJES as it's a privilege to watch them grow in spirit, mind, and body. We truly are blessed!

God's Blessings always,

Dr. Jacky Rizzo, Principal

Table of Contents

I. GENERAL INFORMATION	7
A. History of the School	7
B. Mission Statement	8
C. Philosophy Statement/School-Wide Learning Expectations	9
Personnel	11
1. Bishop	11
2. Superintendent of Catholic Schools	11
3. Pastor	11
4. Principal	12
5. Faculty	12
6. Other Support Staff	12
7. List of School Personnel for 2016-2017	12
G. Boards, Committees, and Organizations	13
1. Diocesan School Board	13
2. Local School Board	13
II. ACADEMIC INFORMATION AND STANDARDIZED TESTING	15
A. Conferences	15
1. Scheduled by School	15
2. Requested by Parent	15
3. Guidelines for Conferences	15
B. Curriculum	15
1. Religious Education	15
2. Family Life/Christian Sexuality	16
C. Daily Schedule, Calendars	16
D. Arrival/Dismissal	17
E. School Communication	18
1. Weekly Electronic Blast	18
2. Weekly Syllabus	18
3. School Website/Electronic Mailing List	18
F. Electronic Information/Communications	19
G. Grading and Related Topics	19
1. Grade Equivalents	19
2. Honor Roll	20
3. Academic Probation	20
4. Homework	20
5. Progress Reports/Report Cards	21

6. Textbooks	21
7. Supply lists	22
8. Forgotten Items	22
H. Graduation	22
1. Graduation Ceremony	22
2. Graduation Attire	22
I. Promotion and Retention	22
1. Promotion	22
2. Retention	22
J. Standardized Testing	23
III. ADMISSIONS AND WITHDRAWAL	24
A. Application Process	24
B. Entrance Requirements	24
1. Minimum Age	25
2. Records at Entrance	25
3. Transfer Student Process and Requirements	25
4. Special Needs	25
C. Nondiscrimination Policy	25
1. Students	25
2. Employees	26
D. Withdrawal Process	26
1. Parent-Initiated Withdrawal	26
2. Non-Renewal of Student Enrollment	26
3. Procedures for Recommended Transfer	26
IV. ATTENDANCE	26
A. Reporting Process	26
B. Tardiness	27
C. Absence	27
V. CONDUCT	28
B. Discipline Policies	29
1. Cell Phones/Pagers/Electronic Devices	29
2. Dress Code/Uniform	30
3. Illegal Substances	30
4. Leaving School Grounds During School Day	30
5. Littering and Gum Chewing	30
6. Returning to the Classroom After Dismissal	30
7. Valuables	30
8. Vandalism/Property Damage	31

C. Disciplinary Procedures	31
D. Suspension Policies	33
E. Suspension Procedures	33
F. Expulsion Policies	34
G. Procedures for Disciplinary Expulsion	34
I. Catholic Schools/Diocese of Oakland Student Sexual Harassment Policy	35
VI. EMERGENCIES	41
A. Earthquake/Disaster	41
B. Emergency Information	41
C. School Lockdown	41
A. Tuition	41
1. Tuition Assistance	41
2. Tuition Delinquency	41
C. Fundraising	42
1. Traditional Fundraisers	42
2. Electronic Scrip	42
VIII. MEDICAL	43
A. Child Abuse or Neglect	43
B. Communicable Diseases	43
C. Health Screening	43
D. Immunizations	43
E. Medications	44
IX. PARENTS	45
A. Complaint/Issue Resolution	45
B. Custody	45
C. Emergency Information Forms	45
D. Family Cooperation/Removal of Students Resulting from Parental Attitude	46
E. Forgotten Items (Lunches, Supplies)	46
F. Messages to Students	46

G. Parent Service Hours	46
H. Parties	46
1. Class Parties	46
2. Out-of-School-Party Invitations	46
I. Student Photographs	47
X. SAFETY	47
A. Alcohol /Smoking Policy	47
B. Bicycles, Skates, Scooters, etc.	48
C. Emergency Drills	48
D. Weapons/Laser Pointers	48
E. Supervision of Students	48
F. Dismissal	48
G. Visitors	49
XI. STUDENT ACTIVITIES	49
A. Altar Servers	49
B. Assemblies	49
C. Athletics	49
D. Field Trips	50
E. Student Leadership Council	50
F. Student Service Projects/Christian Service Hours	50
XII. STUDENT DRESS CODE	51
XIII. STUDENT RECORDS	53
A. Student Education Records	53
B. School Directory	54
C. Emergency Disclosure Information	54
XIV. STUDENT SERVICES	54
A. Lost and Found	54

B. Lunch Services	54
C. Telephone	54
XV. VOLUNTEERS	55
A. Volunteer Background Checks – Megan’s Law Screening	55
B. Health Screening	55
C. Volunteer Code	55
D. Parent Volunteer Agreement	56
XVI. APPENDICES	49
Appendix A: Student Internet and Network Acceptable Use Policy	49
Appendix B: AIDS Policy for the Diocese of Oakland	54
Appendix C: Extension Program Handbook	55

I. GENERAL INFORMATION

A. History of the School

Notre Dame Academy, under the direction of the Sisters of Notre Dame de Namur, educated both elementary and secondary school students from 1881 until 1922, when the present elementary school was constructed. At that time, the pastor and principal encouraged as many students as possible to enroll in each grade. As a result, fifty students or more per room were instructed within the current eight-classroom building.

In 1952, the Parent-Teacher Group (PTG) was formed. From that time until the present, the PTG has been a vital force in the school. Through financial, physical, and spiritual assistance, the parents have worked diligently to further the ideals of Catholic education.

Under the leadership of Monsignor Alvin Wagner, who became pastor in 1957, the school continued to expand. In 1963, Monsignor saw fit to build the parish gymnasium that now serves both the high school and the elementary school.

Under the direction of Father Patrick Goodwin, pastor from 1983 to 1993, the parish and school plant was revitalized. Improvements included the building of spacious classroom closets, and the addition of a religion coordinator’s office and faculty room. In 1985, with space allocated in the adjacent high school building, St. Joseph accepted its first Kindergarten class.

In 1986, a school advisory board was established. The school board advised the principal on matters including the budget, school plant, capital improvements, and fundraising. Their unending support of the school's mission proved invaluable.

The school's first lay principal, Dr. Raymond John, was appointed in 1987. In 1988, retrofitting of the school was completed, and was proven successful the following year, when the Loma Prieta earthquake produced nary a scratch on the 67-year-old building. Under Dr. John's direction, St. Joseph Elementary School was awarded Blue Ribbon status by the United States Department of Education in 1993.

From 1995 until 2001, long-time faculty member, Linda Orear, served as principal. Revitalization of the school continued with the support of Pastor Jeremiah Holland (1993-2001). During that period, major remodeling was done in the kitchen, science lab, art room, and stage. The learning center expanded from a basic gathering space to a multi-functional library and media center.

In 2001, another long-time faculty member, Andrew von Haunalter, was selected to serve as principal. Under his direction, programs were expanded, the school received a six-year WCEA/WASC accreditation, Doherty Park was built, and decorative fencing was installed around the perimeter of the school.

In 2005, Mandy Tham was selected to serve as interim principal. She had a long history with St. Joseph Elementary School, having taught fourth through sixth grades as well as departmentalized mathematics in grades five through eight from 1987-1995. Mrs. Tham had also been principal of St. Barnabas School in Alameda and St. Raymond School in Dublin.

From 2006 to 2014, Monica O'Callaghan, having served for many years as a teacher in the Diocese of Oakland, was hired as principal St. Joseph Elementary School. Ms. O'Callaghan brought some inovative changes to St. Joseph Elementary School such as introducing Faith Families to the student body as a way to organize the students into cross-grade groups with eighth grade students serving as leaders of the "families."

In 2014, Mrs. Marilyn Marchi became principal. Mrs. Marchi came with many years of Catholic school experience in the Diocese of Oakland, Coordinator of Safe Environment for the diocese, as principal, she led SJES through their 6 year accreditation.

This school year, Dr. John Rizzo beccame principal of St. Joseph Elementary School. Dr. Rizzo recently retired as a public school principal and Superintendent in New England. He previously served as a Catholic school principal for many years in Massachusetts, Hawaii and Missouri.

Presently, the faculty and staff is composed of 2 religious and 29 lay teachers and staff. They are dedicated to providing students with opportunities to grow each day in spiritual, academic, and social areas.

B. Mission Statement

Serving Alameda and neighboring cities since 1881, Saint. Joseph Elementary School embraces the principles of learning, loving and living God's Word as Jesus taught us. We are dedicated to educating and nurturing the whole child by offering a time-honored and challenging Catholic education. Inspired by the teachings of the Catholic Church and driven by the spirit of effective collaboration, we join together as a diverse community to know Jesus and to make Him known.

C. Philosophy Statement/School-Wide Learning Expectations

We believe that the children of St. Joseph Elementary School are the future of the community of Saint. Joseph, the city of Alameda, and the Catholic Church. Our school is dedicated to the education of each student in a Catholic environment rich in the love and teachings of Jesus Christ. We believe that each child is created in the image of God and want each one to thrive in an environment where the Gospel message is taught and lived.

Through our educational approach of balancing the spiritual, academic, physical, and social development of our students, we believe that they become well-rounded and caring individuals. We challenge our students to develop a love of learning by utilizing a variety of teaching methods. We believe that this can be accomplished through a curriculum that fosters creativity, curiosity, and an understanding of their world. We motivate our students to realize their potential.

We are a Catholic school that builds our students' commitment to social justice and service to others through our outreach programs. We believe our dedication to community service helps students develop an active awareness of our local and global community.

We believe that the parents and guardians of our students bear the primary responsibility for providing the moral and religious development of their children. The school and the parish community enter into this active partnership to send forth responsible individuals who exemplify those values as well as the self-confidence and academic excellence necessary to attain personal success in their lives.

D. THE SCHOOL-WIDE LEARNING EXPECTATIONS

Here at St. Joseph Elementary School, we have...**FAITH!**

- Faith-filled
 - Academically Confident
 - Intelligent Communicators
- Thoughtful Community Members
 - Honorable Persons of God

Students of Saint Joseph Elementary School are

Faith-filled

- F-1.) knows the beliefs, traditions, and practices of the Catholic Church
- F-2.) embraces the Gospel message
- F-3.) develops a relationship with God through prayer and liturgical celebrations

Academically Confident

- A-1.) develops a love of learning
- A-2.) demonstrates knowledge in all areas of the curriculum
- A-3.) thinks critically and creatively
- A-4.) works independently and cooperatively
- A-5.) uses a variety of study skills and resources
- A-6.) engages in self-assessment

Intelligent Communicators

- I-1.) expresses ideas through the written and spoken word
- I-2.) listens actively
- I-3.) uses technology responsibly

Thoughtful Community Members

- T-1.) demonstrates a respect for all of God's creation
- T-2.) accepts responsibility for actions
- T-3.) values diversity and shows compassion for others
- T-4.) pursues social justice and contributes to the greater good through local and global outreach.

Honorable Persons of God

- H-1.) accepts everyone as a child of God
- H-2.) strives to know Jesus and make Him known
- H-3.) learns to treat others as they would want to be treated

PURPOSE OF THE HANDBOOK

The provisions in this handbook are designed to provide students and parents 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.**

Personnel

1. 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.

2. 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. She 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.

3. 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.

4. 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 all the stakeholders. 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.

5. Faculty

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

6. Other Support Staff

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

7. List of School Personnel for 2016-2017

Rev. George Alengadan	Pastor
Dr. John Rizzo	Principal
Mrs. Cristina Foley	Administrative Assistant
Mrs. Andrea Medulan	Office Assistant
Ms Liz Partick	Bookkeeper
Mrs. Carla VanDerveer	Assistant to the Bookkeeper
Mrs. Christy Betts	Kindergarten
Mrs Kelly Russi	First Grade
Mrs. Linda Radecke	Second Grade/Administrative Team
Mrs. Linda Green	Third Grade
Ms. Kathryn Culp	Fourth Grade
Mrs. Gret Gauntt	Fifth Grade
Ms Katherine Francisco	Sixth Grade
Mrs. Cheryl Connick	Seventh Grade
Sr. Marie Claire Pham, LHC	Eighth Grade
Ms. Laurey Hemenway	Science Teacher (4 – 8)
Sr. Kim Nguyen, SSND	Middle School Religion/Religion Coord.
Ms. Jessica Moore	Art Teacher
Mr. Steve Meyer	Music Teacher
Ms. Sandra Avitia	Spanish (K-4); Instructional Asst. Sci.
Ms. Patricia Felix	Spanish (5-8)
Mr. Scott Tully	P.E. Teacher
Mrs. Amy Carlson	Resource Teacher
Ms. Elizabeth Benavente	Instructional Assistant
Mrs. Kim Graves	Instructional Assistant
Mrs. Kathy Reynier	Instructional Assistant
Mrs. Elaine Nye	Instructional Assistant
Mrs. Mary Sims	Director Extended Care/Instruc. Asst.
Mr. Andrew Moreno	Extended Care Assistant
Mr. Jose Rodriguez	Facilities/Maintainance
Mr. Santiago Campos	Janitor

G. Boards, Committees, and Organizations

1. 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.

2. Local School Board

Just as the Diocesan School Board acts in an advisory capacity to the Bishop and Superintendent, so does the local school board act in an advisory capacity to the Pastor and Principal.

St. Joseph's School Advisory Board is made up of parents, parishioners, and representatives from the administration and Parent-Teacher Group. The School Advisory Board's mission is to bring its wisdom, talent, experience, faith life, and goodwill into the process of providing quality education for all the children served by the school. The School Advisory Board furnishes the support and leadership to carry out the Church's commitment to Christian education.

Those who serve on Catholic school boards, both diocesan and local school boards, support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship. They are called to model Catholic education.

The School Advisory Board has open monthly meetings, held the first Tuesday of every month at 7:00 p.m. Non-members may attend and address the Board by submitting a written request at least 5 days in advance of the scheduled board meeting. The written request should detail the subject and purpose and be provided to the president of the board. The board president will review and advise the non-member on participation and agenda. (See School Calendar.)

St. Joseph Elementary School Advisory Board for 2016-2017

Father George Alengadan, SDB--Pastor

Dr. John Rizzo, Principal

Ann Marie Anderer • Mike Canizzaro

Debra Early • Carolyn Gonot Moore

Jenifer Hoover • Ben Irving • Ron Manabat

Lee McGuire • Bob Orbeta • Josh Roben

3. Committees and Organizations

a) Parent-Teacher Group (PTG)

The Parent-Teacher Group (PTG) at St. Joseph is the main fundraising group of the school. All parents are members of the PTG. The PTG family membership fee is payable with the signed tuition contract. The PTG sponsors many activities during the year, including the hot lunch program, support groups, community outreach, art docent program, informative meetings and many others.

The PTG Board meets monthly, with general meetings held periodically throughout the year. Please check your calendar. All parents are invited and strongly encouraged to attend PTG general meetings.

Please feel free to call upon any PTG group member with questions or suggestions that you might have. Your support and suggestions are always welcome and necessary for the group to fulfill the needs of the school.

2016-2017 Parent Teacher Group Officers

President—Carla VanDerveer
Vice President—Celia Orozco Lopez
Parliamentarian—Ann Marie Anderer
Recording Secretary—Vanessa Chiu
Treasurer—Elena Gomez
Public Relations—Cindy Wondolleck
Auditor—Mirielle Garcia
Volunteer Coordinator—Maude Samaniego
Parent Coordinator—Adeline Finney
Head Room Parent—Jeanne Witherspoon
Auction Chairs—Marci Stewart & Rosanna Shook
Athletic Director—Rod Obligacion
Hospitality Coordinator—Nora Garcia
Enrichment Chair—Kristy Gray
Head Art Docent – Amy McDevitt

b) Room Parents

A maximum of two parent volunteers may serve as room parents for each class. Parents interested in serving as room parents fill out an application at the end of the school year, and are asked by teachers to serve. Room parents may assist teachers with field trip arrangements, party planning, and other projects at the request of the teacher. Room parents also work with parents to remind them of PTG meetings and to organize support for activities and events associated with their class. A list of current room parents will be sent home separately. Final selection of room parents is by SJES staff.

II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Conferences

1. Scheduled by School

Student goal–setting conferences are held after the first progress report in the fall trimester. Parents are encouraged to prepare to discuss goals, strengths, and areas for growth with their children prior to the conference. In working together, parents, teachers, and students will help to determine a plan of action for the coming year. In addition to this initial conference, a teacher may request a conference when he or she has concerns about a student’s progress or behavior.

2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year, must call the school office to arrange an appointment. Conferences are by appointment only.

3. Guidelines for Conferences

- a) Be courteous to the teacher at all times.
- b) Be open to both sides of the story if a problem arises.
- c) Discuss classroom difficulties with the teacher first before bringing them to the principal.
- d) If guidelines are not respected, the teacher/principal may end the conference.

B. Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved diocesan guidelines.

1. Religious Education

As a Catholic school, Saint Joseph is an academic community within a religious community. Religious instruction will be an integral and continuing element of the educational experiences of all students in all grades. Formal religious education is a daily part of our curriculum.

Additionally, we strive to live the Gospel message of Jesus by providing significant religious activities for our students. Every school day begins and ends with prayer. The entire student body attends liturgy once a week. When holy days occur on school days, the student body will attend Mass.

Prayer services are held in the Church or the learning center. These services celebrate special feasts or significant events and are part of the religion program.

Preparations for the Sacraments of Reconciliation and Eucharist occur in the second grade. First year of preparation (of a two year program) for the Sacrament of Confirmation begins in the eighth grade.

Students are encouraged to live a life of Christian service and are provided opportunities

to serve including Goodies-for-Good, collections for the Alameda Food Bank, helping other students, and becoming involved in Thanksgiving, Christmas and Lenten outreach projects.

Each trimester, students in grades 6-8 are required to perform 3 hours of Christian service to the school or greater community. Teachers in these grades will distribute forms for students to fill out upon completion of service hours. For more detailed information, see the section labeled **Student Service Projects/Christian Service Hours**. Forms are available on line.

Students of other faiths are expected to participate respectfully in the religious activities during the school year. Our students of other faiths are encouraged to share their faith and traditions as well.

2. 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.

Prior to the beginning of the program, each teacher will send the textbook home for parent perusal. Teachers will request parent signatures indicating that parents had the opportunity to view the text.

C. Daily Schedule, Calendars

DAILY CLASS SCHEDULE

Grades K-8	7:48 a.m.	First Bell
Classes Begin	7:50	Final Bell
Kindergarten	9:30 – 10:00	Recess
Grades 1-4	9:45 – 10:00	Recess
Grades 5-8	10:30-10:45	Recess
Kindergarten	12:00 – 12:45	Lunch
Grades 1-4	12:10-12:45	Lunch
Grades 5-8	12:25-1:00	Lunch
Grades K-8	2:40 p.m.	Dismissal
Minimum Day	12 Noon	Dismissal

Minimum days are listed on the school calendar. On these days, dismissal will be at 12:00 noon. On minimum days, Extended Care will be open from dismissal until 6:00 P.M., unless otherwise noted. Please check the calendar on the school website for the most up-to-date changes to the calendar.

EXTENDED CARE HOURS

Extended Care is available in the morning from 7:00 – 7:35 a.m.

Extended Care is available in the afternoon from 2:50 – 6:00 p.m.

On most minimum days extended care is available from 12:10 – 6:00
Please check the school calendar for exceptions and updates and the regular extended care hours. Please refer to the Extended Care Handbook (Appendix C) for specific policies and procedures.

LITURGY SCHEDULE

The entire student body will attend the parish liturgy at 8:00 A.M. one day a week. Students will also participate in the Mass on Holy Days of Obligation and other special occasions. Students are expected to be on time, in full dress uniform, and respectful at all times while in church.

SCHOOL CALENDAR

The school calendar is posted on the school's website, at www.stjosephalameda.org. The calendar is subject to change. Calendar additions and changes will be posted on our website, and will be sent out through e-mail notification.

D. Arrival/Dismissal

For safety and insurance reasons, students are to arrive on campus after 7:35 when teacher supervision commences. Students who arrive before that time will be placed in Extended Care and their parents will be billed accordingly.

Joseph Notre Dame High School has the same starting and dismissal times as St. Joseph Elementary School. For the safety of all students, staff, and families in our community, it is imperative that all our families follow the procedure for drop-off and pick-up of students.

For the safety of all children, Lafayette Street is designated as Saint Joseph Elementary School's drop-off and pick-up location. It is **only** on Lafayette Street that you may drop off your student/s for school in the morning and pick up your student/s in the afternoon. **CHESTNUT STREET OR SAN ANTONIO AVENUE MAY NOT BE USED FOR DROPPING OFF OR PICKING UP SJES STUDENTS.**

Traffic guards' instructions must be obeyed at all times. It is a misdemeanor to disobey traffic guards' instructions.

Note: STUDENTS ARE PROHIBITED FROM ENTERING AND/OR EXITING THROUGH THE CHESTNUT STREET GATES DURING DROP OFF AND PICK UP TIMES UNLESS THEY ARE ACCOMPANIED BY PARENTS OR HAVE A WALKING PERMISSION SLIP.

There is a clearly-marked White Zone on Lafayette Street parallel to Doherty Park. The White Zone is for the immediate loading and unloading of passengers only. The White Zone is not a parking zone. PLEASE DO NOT PARK IN THE WHITE ZONE AT ANY TIME. Cars parked in White Zone may be ticketed and towed at owner's expense by the Alameda Police Department. Thank you!

All students waiting for a ride are to stand against the fence on the Lafayette Street side of the

school. The yard duty personnel will direct students to the loading area. Please be sure to impress upon your children the need to be at the loading zone in order to insure a smooth pick-up. If students are not present to be picked up, drivers must circle the block or use the rectory parking lot and come locate their children. Please allow all teachers to properly supervise the areas of pick-up and waiting.

Double-parking on Lafayette Street and San Antonio Avenue is strictly forbidden. Please park in the lot next to the Kindergarten. Once you have parked, please meet your child on the playground. **Double parking is not only dangerous, but is a direct violation of the Alameda City traffic laws.**

Students who walk or bike home from school must have a walking permission slip on file with the school office.

Please follow these procedures RAIN or SHINE.

Please notify all people who pick-up your children of the information above.

PLEASE CONSIDER CARPOOLING AS A GOOD NEIGHBOR.

E. School Communication

1. Weekly Electronic Blast

The regular means of school/home communication is the **Friday Newsletter**. You will find information on calendar changes, holidays, Scrip information, letters from the principal, announcements of importance, as well as news from the PTG board and the school advisory board.

Any items to be included in the Friday Blast must be submitted to the office as a word document no later than Monday afternoon to allow time for administrative approval and processing.

2. Weekly Syllabus

Each teacher will communicate weekly with parents in his/her class by preparing a weekly syllabus outlining the week's agenda which will be available on-line at the school website. The syllabus is a preview for the upcoming week, and is subject to change as the need arises.

3. School Website/Electronic Mailing List

School news and information is available via the school's website:
www.stjosephalameda.org

An electronic mailing list is administered by the school to send out updates and notices.

If you are not currently subscribed to the list, please send an e-mail to:
techteam@stjosephalameda.org

Please include in your e-mail your name and the name of your youngest child enrolled at

St. Joseph.

All electronic news and information is subject to change.

F. Electronic Information/Communications

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

Access to telecommunications enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration are critically important for learning.

Parents and students must sign a Technology Acceptable Use Policy. See Appendix A.

Students who violate the Technology Acceptable Use Policy will no longer have the privilege of participating in technology classes and may face further disciplinary actions at the discretion of the principal.

G. Grading and Related Topics

St. Joseph Elementary School uses the grading scale set by the Department of Catholic Schools of the Diocese of Oakland. Grades are used by teachers to identify and monitor levels of student achievement. Assessment is based on the quantity and quality of student work, which includes daily class participation, assignments, tests and projects. Generally a reasonable amount of work is expected of each student and it is the quality of work that determines the grade. Extra credit is not accepted in lieu of incomplete assigned work. Increased quantity of work is not accepted in lieu of quality work.

1. Grade Equivalents

**DIOCESAN GRADING CODE
GRADES 4-8****

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

GRADES K-3 GRADING CODE*

	VG	G	S	I	U							
RANGE												

*PLEASE NOTE: STANDARDS BASED REPORT CARDS WILL BE USED IN GRADES K-2 .

**GRADING CODES SUBJECT TO CHANGE.

2. Honor Roll

Students in the middle school grades, six, seven, and eight, have the opportunity to earn a place on the honor roll. Honors are presented at the end of each trimester to sixth, seventh, and eighth grade students who exemplify high scholastic achievement, good conduct, and serious effort. Eighth graders who earn a place on the honor roll for all three trimesters will be recognized at the graduation ceremony.

Honors points are given in the following subjects: religion, math, literature, English, social studies and science.

The points given are as follows:

A	7 points
A-	6 points
B+	5 points
B	4 points
B-	3 points
C+	2 points
C	1 point
C-	0 points

First Honors: 40 – 42 points

Students must earn satisfactory conduct and effort in all subjects. No grade in any subject may be lower than a C.

Disciplinary violations may eliminate a student's eligibility for the Honor Roll.

3. Academic Probation

A student who earns a D+ or below in any subject area in a trimester will be placed on academic probation. The student is expected to improve the area in question to a C or above by the next reporting period.

If such progress is not attained, the teacher will call a conference with the parents to discuss strategies to improve the grade(s). If necessary, a written plan will be developed to help the student improve.

If the requirements of the contract are not met, the student may be asked to transfer at the end of the trimester.

4. Homework

Homework is a means of reinforcing and assessing the school day's lessons. Homework also develops responsibility and teaches time management. Teachers in the primary grades send homework sheets home each week. Students in grades 4 – 8 keep a planner in which to record daily homework assignments.

All students are expected to complete and submit assignments on time. Failure to take

such responsibility will result in a lowered grade. Long-range assignments should be carefully time-planned so as to avoid a last minute rush.

Parents are asked to help their child in the following manner:

- a. Provide a quiet place for study away from distractions.
- b. Supply reference books and resources.
- c. Schedule a regular time for study. If a student has no written homework, quiet reading should be done so that a habit of regular study time is formed. Homework will not be so excessive that a student will not have time for home responsibilities or leisure.
- d. Homework should be completed before sports activities and social outings.
- e. Do not do your child's work for him/her. You may assist or coach your child to help build independence.
- f. Review quality of work and encourage neatness, accuracy, correct spelling, etc.
- g. Weekend homework is generally not assigned, but may include finishing an assignment that is past due or working on a long-term project assignment.

Plagiarism

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are forms of plagiarism.

All parties to plagiarism and cheating are considered equally guilty. Under no circumstances should a student make his or her coursework available to another student unless the teacher gives explicit permission for this to happen. Consequences will include a zero on the entire assignment, a parent-teacher conference, and five detentions.

5. Progress Reports/Report Cards

Report cards will be provided to parents at the end of each trimester. Progress reports will be provided to parents for every student midway through each trimester. Report cards and progress reports must be signed by parent/guardian and returned to school the next day.

6. Textbooks

Textbooks shall be selected in accordance with school policy developed by the principal in close consultation with the faculty and will be used to implement Diocesan Curriculum Guidelines.

Textbooks should be covered at all times with non-sticky, paper. Lost or damaged books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

7. Supply lists

Student supply lists can be found on the school website. Please secure all necessary supplies for your child prior to the first day of class and please adhere to the teacher's request for needed supplies. Throughout the school year, students are responsible for maintaining and replenishing their own basic school supplies. This includes but is not limited to items such as pencils, paper, pens, crayons, markers, and glue.

8. Forgotten Items

Children are responsible for bringing assignments and supplies to class and therefore it is frowned upon to use the school telephones to request that parents bring forgotten items. In the event that a parent needs to leave an item for a child, the item should be plainly marked with child's name and grade and must be left at the school office. **Parents may NOT disturb the classes by bringing items to the classroom.** Thank you for your cooperation in this area as it also insures a safer school.

H. Graduation

There are many activities and privileges for the 8th grade graduates. Some of these include dances, field trips, the May Procession, and the graduation retreat. Graduation week may include free dress, graduation rehearsals and dinner, Baccalaureate Mass, and graduation.

1. Graduation Ceremony

Graduation from Saint. Joseph Elementary School is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed.

2. Graduation Attire

Graduating students wear the traditional gown for the Graduation Mass and ceremony. Tasteful/appropriate attire should be worn for the occasion: dress shirts, dress pants and appropriate shoes for boys; dress attire for girls is to be modest. The school "free dress" code applies to graduation attire; no baggy pants, over-sized shirts, tank tops, spaghetti straps or strapless dresses, bare midriffs, and skirts/dresses must be appropriate length. **Again, the administration and staff reserve the right to determine appropriate attire.**

I. Promotion and Retention

1. Promotion

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

2. Retention

Retention is only appropriate for developmental readiness reasons, in grades K - 3. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the superintendent. Both parent/legal guardian and teachers must consider the necessity of providing special assistance such as tutoring or summer school to the student in question, or of directing the student toward some alternative program that is suited to the student's needs.

Parents and teachers will begin conferencing as soon as possible in the school year if there is the possibility that a student may not appear ready for the next grade level. If retention is being considered, parents will receive notification by January of the school year.

J. Standardized Testing

Standardized testing is administered to all students in the Oakland Diocese in grades 2 – 8 during September. Test scores are **not** used to determine grades for report cards but serve as means of determining the academic growth of each student and of assisting in school curriculum planning and assessment.

Please do not schedule any appointments or family vacations during testing week.

III. ADMISSIONS AND WITHDRAWAL

It is the goal of Saint Joseph Elementary School to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions. Registration means that the family is willing to support the programs and policies of the school. Parents must be willing to support the school's philosophy, and be willing to actively participate in school events and activities.

Prompt payment of tuition, support of the school's philosophy, and a willingness to volunteer in school projects, are all pre-requisites to registration, and a condition for continued presence in school. The school may deny re-admission to any family who is delinquent in tuition, or who has not met the contractual requirements. In addition, failure to support the philosophy, objectives, and policies of the school may be cause to deny re-admission.

A. Application Process

Please contact the school office for specific dates and information on the application process.

The application process for each new school year begins the first week of December when application packets are available from the school office. Two Kindergarten Information Nights are scheduled for November 16th and December 7th of this school year. Open House and a new-parent information meeting take place in January during Catholic Schools Week. Prospective applicants are encouraged to attend. Completed application packets, including all requested paperwork, must be returned to the school office by the date specified in the packet. Kindergarten and first grade applicants are scheduled for individual testing; applicants for second through eighth grades are tested and interviewed on the scheduled testing day.

Once it has been established through interviews, testing, and recommendation that a child meets the academic and social requirements necessary for entry into a particular grade at Saint Joseph Elementary School, the following priorities will be used in accepting students:

1. Siblings of students currently enrolled in the school.
2. Students whose parents are active St. Joseph parishioners, as determined by the Pastor of Saint Joseph Basilica or his designate.

An "active parishioner" of the Saint Joseph Community is a registered Catholic in the parish, participates in the liturgy, uses the weekly envelopes to help support the parish, is involved in one or more of the groups and ministries sponsored by the parish community, attends celebrations and other special events of the parish, supports activities of the schools. An active parishioner is part of the community and is known and recognized by fellow parishioners and the pastor.

3. Children from Catholic families inside or outside the Parish of Saint Joseph.
4. All other students.

All students who are new to Saint Joseph Elementary School will be placed on academic, effort, and conduct probation for at least one year.

B. Entrance Requirements

1. Minimum Age

In keeping with the guidelines of the State of California, a child must be five (5) years of age on or before September 1st of the current school year to be admitted into Kindergarten. By state regulation the school may not have children younger than this without obtaining licensing for pre-school. To be admitted into the first grade a child must be six (6) years 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.

2. Records at Entrance

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

3. Transfer Student Process and Requirements

All financial obligations to the previous school must be current.

To complete enrollment in Saint Joseph Elementary School, the school office must receive an official transcript from the student's prior school.

4. Special Needs

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

The school must be made aware of any special needs regarding the student. Any test results or assessment results must be made available to the school at the time of application.

If a student is unable to meet the academic requirements of St. Joseph after being enrolled, testing will be recommended to determine the best educational plan for that student to ensure academic success.

Saint Joseph Elementary School is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement when possible.

C. Nondiscrimination Policy

1. Students

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school administered programs.

2. Employees

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.

D. Withdrawal Process

1. Parent-Initiated Withdrawal

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This allows the school time to prepare necessary information and settle accounts. **No student records may be forwarded until all financial accounts have been settled.**

2. Non-Renewal of Student Enrollment

If the school determines that it cannot serve the student, that the student cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right to not accept a student for continued enrollment.

3. 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 school has explored means to meet the needs of the student, and there has been sufficient discussion with the parent/legal guardian concerning the student's condition or the parent/legal guardian's attitude. The transfer is to take place at the end of a grading period, preferably at the end of an academic year. The final decision is made by the principal, in consultation with, the Pastor and Superintendent.

IV. ATTENDANCE

Regular attendance is required of all students in order to ensure student success.

A. Reporting Process

Parents are asked to notify the school by **8:30 a.m.** if their child will be tardy or absent from the school that day.

B. Tardiness

Students must be in line for the 7:50 a.m. bell. Students arriving after 7:50 a.m. must report to the office for a tardy slip. Chronic tardiness is very disruptive to the entire class once instruction has begun. Every effort should be made to ensure that students are conscientious about being on time.

“Excessive tardiness” is being late five (5) times per trimester or a total of fifteen (15) times per school year. A student who arrives after the 7:50 a.m. bell is marked tardy.

C. Absence

Please do not send your child to school with a severe cough or cold symptoms. Students may not return to school until 24 hours after temperature has returned to normal.

Please inform the school when your child has a contagious illness or head lice so other parents can be informed of possible exposure. (Please see Section VIII—Medical for details)

A student who has been absent is required to present a written note signed by the parent/legal guardian, stating the reason for his/her absence. The parent/legal guardian may also send an email directly to the classroom teacher stating the reason for the students’ absence. These notes shall be kept on file for three years.

“Excessive absence” is being absent from school for ten (10) days per trimester or a total of thirty (30) days per school year. A student who arrives after recess is marked a half (1/2) day absent.

Please try to schedule all family vacations during school breaks. For exceptions to the above, parents must notify the principal and all of their children’s teachers at least two weeks prior to departure.

Assignments will not be given in advance. All assignments must be made up upon the student’s return. Prolonged absence of any kind may result in an unfavorable academic report.

A child may not attend any school-sponsored activity at night if he or she was not present in school that day. If a child is absent on Friday, he or she may not attend or participate in weekend activities.

Please try to schedule doctor and dental appointments outside of school hours. If school-time appointments are unavoidable, a note from the parent/legal guardian is required, and the student will be released only with written permission from the parent/legal guardian. Parents or other authorized adults must call for their child at the school office and sign him/her out. The student will be excused only for the length of time needed for the appointment. Upon return to school, students must present a verification of the appointment from the doctor, dentist, or other medical office. Verified appointments during school hours will not be counted as tardies or absences.

Appointments not officially documented by medical offices/personnel are counted as tardies and/or absences.

Absence does not excuse a student from homework, tests, and project regulations. All work must be made up in a timely manner. Any work not made up will result in ZERO grade and a lower effort grade. **Homework requests must be made before 10 a.m. so the teacher can prepare the request.**

Upon return to school, it is the student's responsibility to check with the teacher to be sure all missed assignments are completed.

Excessive tardiness/absenteeism may result in termination of enrollment.

V. CONDUCT

The actions and attitudes of all persons in the Saint Joseph community should reflect a Christian ethic. Their behavior must be in accordance with the moral and religious expectations as outlined by the school in its philosophy and goals.

Discipline in the Catholic school environment is a vital and necessary component of development of character and Christian morals and virtues. Its purpose is threefold.

1. To provide and ensure a safe classroom setting conducive to learning.
2. To help teach students the importance of responsibility, self-discipline, and self-respect.
3. To help build and foster a sense of community.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

A. Abuse of School Personnel (Penal Code Section 71)

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.”

B. Discipline Policies

In our school, as in our community, we work together. The code of conduct for our students is based on our philosophy of providing a quality education in the framework of our Catholic tradition. Each component of our school community, in conjunction with the families, is committed to the welfare of the children, their growth in our faith, and their academic achievement.

This code of conduct is based on the Gospel values, on unconditional love and respect for our students and each other and the dedication of each person with the goal of contributing to an environment conducive to learning. We hold to the principle that each member of our school has the responsibility to come prepared to learn and to facilitate the learning of others. The success of this code will allow our school to maximize the education of the students and reinforce the values to which we are dedicated. Our approach to discipline is a “lessons learned” approach, where consequences are meted out with love, peace and justice and dignity.

Each teacher outlines his or her class rules and policies, and shares these rules with parents at Back-to-School Night. Our efforts are designed to foster in our students those behaviors that will contribute to a safe and positive learning environment for all students. Parental support of the classroom rules and regulations is key to a successful school year.

Generally speaking the overwhelming majority of consequences for inappropriate behavior involves the loss of recess privilege or after school detention. However, major offenses may result in suspension, (internal or external) and/or expulsion as explained in Section B-H.

Students are expected to be respectful toward all persons at all times. Inappropriate behavior includes physical aggression and disrespectful responses to teachers, staff, classmates, or supervisory personnel. Foul language is not accepted anywhere on the campus.

In all areas of discipline the Principal or his/her designee reserve the right to mete out consequences including but not limited to loss of recess, after school detention, suspension (internal or external) or expulsion from St. Joseph Elementary School.

Also, please note the specific rules regarding the following topics:

1. Cell Phones/Pagers/Electronic Devices

If parents deem it necessary for their children to carry cell phones, it is understood that the cell phone will NOT be used, seen, or heard during the day or on school property, including the yard and the pick-up line.

Other than stated above, students are not permitted to bring cell phones, pagers, walkie-talkies, CD players, i-Pods, MP3 players, video games systems, or other related electronic devices to school.

Failure to follow these rules may result in disciplinary action and/or confiscation of electronic devices, which will be returned to the parent/guardian.

2. Dress Code/Uniform

Neatness, cleanliness, and strict adherence to uniform regulations are expected from all students. There will be no exceptions to any part of the uniform requirements and violations will be subject to disciplinary action. Students who arrive at school inappropriately dressed may be sent home or parents may be notified to bring a change of clothes.

3. 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.

4. Leaving School Grounds During School Day

No student may leave the school grounds during school hours for any reason without the written authorization of parent/legal guardian. No child may leave the school grounds during the school hours unless accompanied by an authorized adult. The parent/legal guardian's authorization to release a student to a non-parent/guardian must be in writing. A student who is ill will be released only to a parent or authorized person as listed on the Emergency Information Card.

Students **must** be signed out at the school office before they leave for appointments and signed back in at the office upon their return.

Students may not leave the school grounds after school to go to the store, and then return to school for Extended Care or other after school sponsored activities.

5. Littering and Gum Chewing

As responsible members of the community, students are expected to take pride in and participate in maintaining the cleanliness of the school grounds.

Gum chewing is prohibited on school property. Sunflower seeds are also prohibited.

6. Returning to the Classroom After Dismissal

Students are not allowed to return to the classroom after dismissal to retrieve forgotten items without permission from the classroom teacher.

7. Valuables

Please do not allow your child to bring valuable items or large sums of money (over \$5 excluding fundraising returns) to school. Saint Joseph Elementary School will not be responsible for loss or damage of any items.

Saint Joseph Elementary School is not responsible for lost articles; however, proper labeling facilitates prompt return of lost items. Any unclaimed items will be taken to the Lost and Found. Any unclaimed items will be given to St. Vincent de Paul Society.

8. Vandalism/Property Damage

Students and their parent/legal guardian are liable for all damage to equipment or school property.

Children must be held responsible for their actions, therefore they will be charged for damage done to school property, equipment, books, etc. In the case of major damage, the principal will be notified. A new textbook will be purchased by the student's family if the book is written in or defaced in any way.

C. Disciplinary Procedures

School and classroom discipline will be based on clearly defined, reasonable rules of conduct. Teachers and administrators will enforce rules consistently and fairly. Students will be disciplined as necessary, based on the judgment of the teacher and administrator. The administration is the final recourse in all disciplinary situations.

The students' interest in receiving a quality Catholic education can be served best if students, parents, and school officials work together. Ordinarily, differences can be resolved amicably. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school at its discretion. These principles, include, but are not limited to, any policies, principles, or procedures set forth by St. Joseph Elementary School.

It is required, once the student is enrolled, that the parents/guardians of a student shall also conduct themselves to a standard of behavior that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students, parents/guardians, may respectfully express their concerns to the school's staff and administration. They may never do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. This pertains to conversations in person or on the telephone, letters, and/or emails.
3. These expectations for students, parents/guardians include, but are not limited to all school-sponsored programs and events (i.e. Extended Care, after school programs, class functions, athletics, field trips, etc.)

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles may include but are not

limited to: suspension of student or suspension of parent/guardian privileges to come on the campus grounds, participate in parish/school activities, etc., and/or withdrawal or dismissal from St. Joseph Elementary School.

Parental Guidelines for Communication

From time to time parents/guardians may have suggestions or concerns they wish to address. The proper protocol for airing these concerns are as follows:

1. Respectfully discuss concerns with child's teacher first.
2. If teacher does not address these concerns to the satisfaction of the parent, the parent should then request a conference with the Principal and the teacher together.
3. If the concerned parent still does not feel their concern has been addressed to their satisfaction, they should then request a conference with the Pastor, Principal and teacher.

These meetings should be kept confidential and should not be discussed with others in a manner that is destructive, discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or devisive.

Positive observations are always welcome and we will endeavor to do all within reason to reconcile that, which is a concern and warrants alteration.

Plagiarism

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.

Parents are encouraged to monitor their children's homework, and assist as needed. Parents should not do the homework for their children.

All parties to plagiarism and cheating are considered equally guilty. Under no circumstances should a student make his or her coursework available to another student unless the teacher gives explicit permission for this to happen. Consequences will include a zero on the entire assignment, a parent-teacher conference, and five detentions.

Please Note:

In the event of a major offense such as stealing, lying, forgery, plagiarism, cheating, blatant disrespect, harassment, vulgarity (by word, gesture, or deed), physically assaulting another student, throwing of objects, tripping, or any other behavior unbecoming of a Christian student, the individual will be immediately referred to the principal or vice-principal for disciplinary action.

The principal and/or the administrative team will determine an appropriate corrective action including, but not limited to suspension or expulsion.

D. Suspension Policies

Suspensions should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct. Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred.

No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as the completion of an investigation when the student's return poses a threat to the safety of others. The student must be given the opportunity to "make-up" work that was given during the time of the suspension.

E. Suspension Procedures

1. In cases where the absence of immediate suspension would pose a real threat to the health and welfare of other students in general or school staff, the teacher or principal may remove the student from class, or the yard, and contact the parent/legal guardian as soon as possible.
2. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures will occur
 - a. NOTICE The student will be informed regarding what school rule or regulation has been broken, that the violation is a serious offense, and that he or she is going to be suspended.
 - b. EVIDENCE The student will be informed of what information the principal has which indicates that a rule has been broken and what indicates that this student is the one who is responsible.
 - c. OPPORTUNITY TO RESPOND An informal give and take between student and principal. The principal has final say to suspend based on the evidence and student's responses to the presentation of evidence.
 - d. PARENT/LEGAL GUARDIAN CONTACT Parent/legal guardian will be informed of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian may be included in the steps listed above. When this is not possible, a parent/legal guardian has the right to be informed of the specifics of the procedure within a reasonable time thereafter.
 - e. RIGHT TO APPEAL The parent/legal guardian may appeal the decision, first to the principal and pastor, and later to the superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
 - f. A WRITTEN RECORD A 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 folder by the principal.

PLEASE NOTE: Suspension may preclude a student's participation in privileges such as field trips, class outings, graduation events, sports, and other school activities, at the discretion of the principal and his/her designee.

F. Expulsion Policies

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

The following offenses committed by students (or parent/guardian) while under the jurisdiction of the school may be reasons for expulsion:

- Continued willful disobedience/consistent violation of school rules.
- Persistent defiance of school authority by any student or his/her parents.
- Habitual profanity or vulgarity.
- 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.
- Vandalism to school property.
- Habitual truancy.
- Assault or battery, or any threat of force or violence directed towards any school personnel or students.
- Possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another, including laser pointers.
- Theft.
- Verbal or physical harassment of any student, teacher or administrator, or parent/guardian.

G. Procedures for Disciplinary Expulsion

1. Cases of Cumulative Disciplinary Difficulties

- a. The principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of the following:
 - 1) the pattern of conduct which leads the school to contemplate expulsion
 - 2) the evidence upon which this assessment is based.
 - 3) the right of the student at this time to present a statement or information in support of being retained.
 - 4) what specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.
- b. If adequate improvement is not forthcoming within a reasonable time:

The principal or his/her delegate shall arrange a second conference with the student and parent/legal guardian. At this time, procedures 1 through 3, outlined above shall again be followed. After this conference a final decision will be made by the principal in consultation with the pastor and superintendent.

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

2. Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follows progressive discipline. In cases involving serious offenses or threats to safety, the student is immediately suspended, the initial parent/legal guardian-principal conference is dispensed with, and the process begins with the procedures outlined in paragraph b above. In this case it would be a first conference with the parent/legal guardian. This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student, or school personnel.

3. Right to Appeal

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

H. General Harassment Policy

The Diocese of Oakland affirms the dignity of every man, woman, and child, and is committed to providing an environment in which all individuals are treated with respect and dignity.

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

Therefore, the Diocese of Oakland prohibits any form of harassment of employees, independent contractors, volunteers or students, whether verbal, physical, or environmental. The diocese prohibits harassing conduct even if it does not rise to the level of legal harassment.

A complaint does not have to be written in order to be investigated.

I. Catholic Schools/Diocese of Oakland Student Sexual Harassment Policy

DEFINITION OF SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student or staff member 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.

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.

To prevent sexual harassment, amorous relationships between a student and an agent or employee of the diocese are strictly prohibited.

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:

- a. While on school grounds;
- b. While going to or coming from school;
- c. During the lunch period whether on or off campus;
- d. During, or while going to or coming from, a school sponsored activity.

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

RETALIATION

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

COMPLAINT PROCEDURE

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

DIOCESAN PROCEDURE STATEMENT

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

A complaint does not have to be written in order to be investigated.

6640 ANTI-BULLYING AND HARRASSMENT POLICY

This student anti-bullying and harassment policy must be published in the Parent-Student Handbook and applies to all students. Separate harassment policies apply to employees, parents/guardians, and other adults in the school community.

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

Why we have adopted an anti-bullying and harassment policy

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

What is bullying?

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways.

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

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

What is harassment?

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

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

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

1. Adopt a school anti-bullying and harassment policy

Each school shall adopt a policy that prohibits bullying and harassment that includes

1. Definitions of bullying and harassment [as defined in this Diocesan policy] and how to distinguish these from conflict.
2. The respective responsibilities of school staff, teachers, parents, guardians and students to ensure that no student is the target of bullying or harassment.
3. A requirement that if any member of school personnel witness an act of harassment or bullying, he or she shall take immediate steps to intervene when safe to do so and shall report, in a timely and responsive manner, incidents of bullying which he or she witnesses or is aware of to a designated official.
4. A process for students, parents and guardians to seek help and report bullying and harassment to the school including provisions for anonymous reporting.
5. A statement defining how the school will respond and the timeline for response when it learns or receives notification of bullying or harassment, which response may include progressive discipline, mental health referrals, counseling and Solution Teams.
6. Procedures for promptly notifying the parents or guardians of a target of bullying and the actions taken to prevent any further acts of bullying or retaliation;
7. Explanation of how the school will protect complainants from retaliation, how it will maintain documentation of complaints and their resolution, and the appeal process to the school's Pastor for any parent or guardian who is dissatisfied with how the school has responded to his or her complaint.
8. A statement that the scope of the school's policy extends to any act of bullying and harassment during the school and after-school program, at school field trips, school or Diocesan sponsored events, through social media or any other electronic communication and when students are traveling to and from school and applies to all students, teachers, staff, specialists, and anyone who works on the school campus, whether employed by the school or the Diocese of Oakland, working as contractors, or volunteers.
9. Reference to the school's Sexual Harassment Policy and Telecommunications Responsible Use Policy which shall respectively be amended to be consistent with and cross-reference the anti-bullying policy

2. Publication of the school anti-bullying and harassment policy

- 1. The school shall post its anti-bullying and harassment policy in a prominent location in the administrative building on each campus and publish the policy in the Parent Student Handbook and any Faculty Handbook**
 - 2. The school shall inform new teachers of this policy and remind teachers, staff and students of their respective responsibilities under this policy at the beginning of each academic year.**
 - 3. The school shall inform parents and guardians how to seek help and notify the school if their child appears to be the target of bullying [Ask No Bully for example of a parent report form for incidents of bullying. do you want to make this standard across all schools?]**
- 3. Training for teachers and staff in bullying prevention and response**
- 1. Each school shall provide regular training for its entire staff, including, but not limited to, teachers, aides, support staff, and school bus drivers, on preventing, identifying, interrupting and responding to bullying and harassment.**
 - 2. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, target and witnesses to the bullying; (iv) research findings on bullying, including information about alternatives to suspension and solution-focused interventions (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying.**
 - 3. Training shall specifically include how certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability and provide guidance to school personnel on how to address such situations.**
 - 4. Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of a training plan at his or her school.**
- 4. Effective response**
- 1. Each school principal or their designee shall investigate any report of bullying and work collaboratively with relevant teachers and staff to ensure its resolution.**
 - 2. The school principal or their designee shall record all reports of bullying and the steps taken to resolve the situation and shall maintain these records in a safe and secure place for a minimum of five years (this timeframe is still being finalized by our diocesan legal counsel).**

3. **The school principal shall notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator.**
 4. **The school principal is responsible for informing the Diocese of any bullying incident which appears likely to involve a student suspension or lead to the involvement of local law enforcement or civil litigation.**
- 5. Social and emotional learning for students**
1. **The Diocese recognizes the importance of schools investing in bullying prevention by teaching our students modules that support social and emotional learning as a foundation for living by Gospel values.**
 2. **Each school shall review the scope of its existing social and emotional learning curricula and shall include teaching it across the curriculum at every grade level with age-appropriate evidence-based units that raise awareness of bullying and cyberbullying and build student skills in empathy, respect and inclusion.**
 3. **Schools shall make provision for informing parents and guardians about its bullying prevention curriculum including: (i) how parents and guardians can support the school in transfer of learning by reinforcing the curriculum at home and; (ii) how to recognize bullying; and (iii) information on how to support their child in being an ally or upstander to other students instead of a bystander, a target or a perpetrator of bullying.**

6641 Threats Made By Students

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

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

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

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

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

VI. EMERGENCIES

A. Earthquake/Disaster

In case of a serious earthquake or other disaster, students who have not been released into the custody of their parents or parents' designee according to the emergency card may be retained at the St. Joseph Elementary School Learning Center for up to 72 hours, which is the school's designated approved shelter.

B. Emergency Information

In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

C. School Lockdown

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

An order will be given by the school's administration to lock down the school.

1. Doors will be locked.
2. Drapes and/or blinds will be closed.
3. No one will be permitted to enter or leave the building.
4. Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

In the event of such an emergency, parents should not call the school so the phone will be available to emergency personnel.

VII. FINANCIAL

A. Tuition

1. Tuition Assistance

Application to the Diocesan Elementary School Family Aid for Catholic Education (FACE) program is encouraged when applicable. Each school receives applications for FACE tuition assistance in the spring for the following school year. Please contact the school bookkeeper at 510-995-9550 with any questions.

When needed families are eligible to apply for a tuition grant from the school. Each year funds are budgeted for this purpose. The yearly application process takes place in the spring and is kept strictly confidential. Grants are awarded on a "need" basis. It is the philosophy of Saint Joseph Elementary School, that no family desiring a Catholic education be discouraged from doing so because of financial considerations.

2. Tuition Delinquency

Saint Joseph Elementary School has contracted with an agency to facilitate the collection of tuition payments. All tuition payments are to be made through FACTS Tuition Management Program. Please see additional information and the tuition contract provided through the school office. Please contact the school bookkeeper with questions as they arise.

Any tuition that is not paid in full by the end of the school year or accounts that have been late for half of the payments to the school, will cause the student(s) to be denied readmission for the next school year.

Any families that experience difficulties in meeting their tuition requirements are expected to discuss the situation with the principal to reach a mutually satisfactory solution.

The school reserves the right to bill a family's FACTS account with regard to past due accounts for which no payment arrangements have been made. Additionally, a student may be denied enrollment for the following semester.

B. Returned Checks

Please see the financial agreement/contract as provided by the school for details of the policy regarding returned checks.

C. Fundraising

Please see the "Tuition Contract and Contract of Financial Responsibility" for specific fundraising obligations.

1. Traditional Fundraisers

There are two major fundraisers each year at St. Joseph: El Rancho Day, and the annual Auction.

a. El Rancho Day

El Rancho Day is a one-day festival, held annually on the 1st Saturday in October on the school grounds. The festival features game booths, food booths, bingo, entertainment, a barbecue and a raffle. The proceeds from this event are put towards the general budget and are relied upon to offset tuition increases.

b. The Auction

The auction is sponsored by the Saint Joseph Parent-Teacher Group (PTG). The PTG uses the proceeds for school capital improvements and teacher wish lists.

2. Electronic Scrip

Families are encouraged to enroll Safeway Club cards or other electronic Scrip cards (form available in school office). The cards enrolled do not have to be the parent/legal guardian's cards; they can be neighbors, friends, or relatives. Participation in the electronic SCRIP program helps us keep tuition at a manageable rate for our families.

3. Required Gift Card Deposit and Purchase Program

All families are required to pay a \$150.00 Gift Card Earnings deposit that will be automatically added to their tuition amount due. Once \$2000.00 worth of gift cards are purchased, the \$150.00 deposit will be refunded. Please see the Contract of Financial Responsibility for further details. This program also assists us in keeping tuition at a manageable rate for our families.

VIII. MEDICAL

A. 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 the following:

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 mandated reporters, and 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 requires that all school volunteers participate in the Basic and Intermediate Safe Environment Training program.

B. Communicable Diseases

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

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, the above-mentioned afflictions.

Students who have contagious diseases or conditions are not allowed at school until they have presented a written clearance from their physician. Students who had lice must be "nit-free" and will be checked by the school health chair before returning to class. Students who have a fever may not return to school for 24 hours after the fever breaks.

C. Health Screening

The Health Chairman will conduct eye, ear, and scoliosis testing at school. If follow-up attention is needed, notices are sent home. Results of the testing are recorded in the student's cumulative health record.

D. Immunizations

No child may be admitted as a student of a school unless he or she has been immunized according to California Immunization requirements.

TB screening should be completed upon entrance to school. The Mantoux test is the only acceptable screening test.

All incoming 7th graders are required by law to have proof of a whooping cough booster ('Tdap') shot. Students will not be allowed to attend classes without a shot record.

E. Medications

DIOCESCAN POLICY STATEMENT

- The school may not furnish any medications.
- All medication administration requires parent/legal guardian authorization.
- Forms are available on the website at stjosephalameda.org.
- All prescription medications and aspirin require physician and parent/legal guardian authorization.
- All medications must be secured in the school office (Exception: back-up of inhalers and epi-pens may be secured in the classrooms 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/her own medications**. 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.

All medications are left in the office and administered in the office by the parents or parents' appointee. Student health records are in the office.

Responsibility of Parents/Legal Guardians:

1. Parents/legal guardians will assume full responsibility for the supplying of all medications.
2. No medications, including cough drops, over-the-counter (OTC) or prescription, 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.

Any Other Over-the-Counter Drugs

The dispensing of aspirin will be treated as a prescription drug. **No aspirin will be administered to students by any school personnel without written authorization from the student's physician.**

Students requiring over-the-counter drugs, with the exception of aspirin, will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions, provided that a signed medication form is on file for the specific medication. All other guidelines and specifications listed must be met.

IX. PARENTS

A. Complaint/Issue Resolution

Concerns regarding individual school staff members must first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. If the concern is still unresolved, the pastor should be contacted. Finally, if the concern remains unresolved the parent should contact the superintendent.

B. Custody

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

C. Emergency Information Forms

The school has a file containing current emergency care information for each student. Each parent is responsible for keeping the following information current:

1. Student name, home address, telephone and birth date
2. Business addresses and telephone numbers of the parents/legal guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents/legal guardians should be recorded
3. Date of the latest tetanus immunization/booster
4. Name of the family physician and dentist, office addresses and telephone numbers
5. Name of medical insurance company and identification number
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication
7. Parents' approval to send the student to a medical facility for emergency treatment should this be necessary
8. Names of the persons to whom the student may be released
9. Signature of responsible parent/legal guardian

Emergency forms are to be filled out and updated by the first week of school. These forms are kept in the office and emergency backpacks, and used to contact parents or other specified adults when the parents cannot be reached. Please keep these records current for the safety and well being of your child. If at any time during the school year there is a change of address or telephone number, please notify the office and teacher (s) in writing immediately.

D. Family Cooperation/Removal of Students Resulting from Parental Attitude

Parents are expected to uphold the mission, goals and policies of St. Joseph Elementary School. Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or disruptive attitude and/or the actions of parents might so diminish the effectiveness of the school that the family may be asked to withdraw from the school.

E. Forgotten Items (Lunches, Supplies)

Children are responsible for bringing assignments, lunches, and supplies to class. **Students will not be allowed to use the school telephones to request that parents bring forgotten items. In the event that a parent needs to leave an item for a child, the item should be plainly marked with child's name and grade and must be left at the school office. Parents must NOT disturb the classes by bringing items to the child's classroom.**

Carry-out (fast food) lunches and lunches purchased from the high school are not permitted.

F. Messages to Students

Messages coming into the school for students that are not of an emergency nature cannot be accepted. **Parents should let their children know before they leave for school if and when they have appointments and transportation plans necessary for the appointments.** It is important that classroom interruptions be avoided.

G. Parent Service Hours

As stated in the "Tuition Contract and Contract of Financial Responsibility," each family must serve a minimum of thirty (30) service hours to the school. (Please see "Parent Volunteer Agreement," for more information.)

H. Parties

1. Class Parties

Class parties will be handled cooperatively between the classroom teacher and room parents. **Parties must be modest in nature, and subject to the approval of the classroom teacher.** Each family will be assessed a minimal fee, paid at the time of registration, to cover class parties and an end-of-the-year gift for the classroom teachers.

NO PERSONAL PARTIES OF ANY KIND WILL BE HELD AT THE SCHOOL OR DURING SCHOOL TIME.

Other celebrations in honor of Super Kids or student birthdays may be permitted at the discretion of the classroom teacher. Parents who wish to provide a simple, easily served treat for the class must first contact the teacher to make mutually acceptable arrangements. **The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school sponsored celebrations.**

2. Out-of-School-Party Invitations

Students may not give out home party invitations at school unless 100% of the class is

invited. Permission must be given by the teacher as to when is the best time to pass out the invitations.

I. Student Photographs

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 notify the principal in writing via the opt-out form in the back of this handbook.

X. SAFETY

A. Alcohol /Smoking Policy

The Diocese of Oakland/Roman Catholic Welfare Corporation is committed to a philosophy of good health, and a safe working environment. In keeping with this policy, all school site buildings are 100% smoke-free at all times.

Saint Joseph Elementary School abides by the Diocese of Oakland, Department of Catholic Schools Policy on Alcohol. The policy is as follows:

- Alcohol will not be served or consumed on the school premises during the workday or while children are present, e.g., extended care.
- Alcohol will not be served or disposed of by children.
- Alcohol will not be stored on the school premises for an extended time greater than 48 hours.
- Alcohol will not be served or consumed during any school-sponsored field trip by anyone.

Alcohol at Board/School Sanctioned Events

Consumption of alcohol is permitted on social and school fundraising occasions involving the school community provided that the requirements set out below are met.

The following procedures must be followed on each occasion where school boards, staff, and parent groups wish to provide or sell alcohol. Responsible alcohol consumption is the primary responsibility of each individual within our community. The guidelines below are established to ensure a safe and controlled environment.

- (a) The function must not occur during normal school hours or at times when any school activities involving students are in progress except for El Rancho.
- (b) Students present with their parents at social and school fundraising occasions are the responsibility of their parents.
- (c) Parents should be advised in advance when alcohol will be offered at the above social and school fundraising function.
- (d) When serving alcohol on the school campus alternative non-alcoholic beverages and food must also be served.
- (e) Where alcohol is to be sold, requirements under the City of Alameda and State of California Department of Alcohol Beverage Control are to be observed. A One-day Liquor license must be obtained from the City of Alameda.

- (f) Adults under the influence of alcohol, exhibiting unacceptable behavior (outside the norm) may be asked to leave the premises. The individual must immediately abide such a request.
- (g) Saint Joseph Elementary School reserves the right to further separate alcohol sales and consumption during “approved/sanctioned” school functions by limiting sales and consumption to certain areas on the school (parish) grounds.

B. Bicycles, Skates, Scooters, etc.

Students who ride bikes, scooters, or skateboards must wear protective head gear according to law.

Do not ride bicycles, skates, or scooters, on the school grounds.

All bicycles must be parked in the racks and LOCKED.

No borrowing or lending of bicycles, skates, or scooters.

Scooters and skateboards are allowed only if they are the specific mode of transportation to and from the school, and the teacher agrees to store them during the day.

Roller blades, roller skates, and/or shoes with collapsible wheels are not allowed at school at any time.

C. Emergency Drills

Emergency drills (earthquake, lockdown, alert warning system, and/or fire drills) will be held on a monthly basis. Students will be properly trained in each drill. Anyone who happens to be at school at the time of a drill will be expected to participate fully.

D. Weapons/Laser Pointers

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

E. Supervision of Students

Liability for supervision and control of students shall be assumed by the school fifteen (15) minutes before the first bell in the morning and end ten (10) minutes following the last bell of the school day, except for students participating in school-sponsored extra-curricular programs.

Since there is no schoolyard supervision before 7:35 each morning or ten minutes past dismissal each day, students should not be on the school grounds unsupervised before and after these times. Students will be automatically checked into Extended Care if they arrive before 7:35 in the morning or remain at school beyond the ten-minute dismissal period.

F. Dismissal

Following dismissal, students will attend Extended Care, school-sponsored activities on campus, or go home. No student is allowed to leave campus after dismissal and then return. Students are not to go home with a friend or go to any of the commercial establishments on Encinal Avenue or Chestnut Street and then return to school.

When teachers are on before or after-school yard duty, their focus must be on student safety. Please do not use this dismissal time for informal meetings or conferences.

Students are not allowed to return to the classroom after dismissal to retrieve forgotten items without the permission of a staff member.

G. Visitors

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

Note: A visitor is any person who is not a currently enrolled student or employee of the school.

XI. STUDENT ACTIVITIES

A. Altar Servers

Catholic students in grades 3 – 8 may sign up as altar servers through the parish office. They will be trained accordingly.

B. Assemblies

To help enrich our curriculum, the PTG coordinates several thematic assemblies throughout the school year. PTG dues help to offset the cost of such assemblies.

C. Athletics

The faculty and administration regard sports as an important part of the total education of our students. We are here to educate the whole student spiritually, academically, and physically.

The sports program at Saint Joseph Elementary School is sponsored and supported by the PTG. As in all elective programs, students should view their participation as a commitment and not involve themselves in too many extra activities.

The sports program at St. Joseph is governed under the auspices of East Bay Parochial League (EBPL). Please see separate EBPL Handbooks for information. Saint Joseph Elementary School fields competitive teams in a number of sports for both boys and girls starting in grade 3 and continuing through grade 8.

In grades three through eight, boys and girls may participate in cross country, track, and basketball. Girls in grades four through eight may participate in volleyball. Sand volleyball is offered for boys in grades six through eight.

Coaches are, for the most part, found among the parents. Anyone interested in helping the program should contact the Athletic Director or the PTG president. In-depth knowledge of a sport is not necessary for coaching. Interest in developing the character, teaching fundamental skills and teamwork, learning responsibility, and having fun, are the qualities desired for coaching

All coaches are required to attend clinics sponsored by the CYO, and must be certified by the Safe Environment for Children Program required by the Diocese of Oakland.

D. Field Trips

In keeping with the policies of the school department of the Diocese of Oakland, “every field trip must have specified educational goals clearly related to the curriculum.” Teachers plan field trips that they believe will be beneficial to their class. Teachers may request the assistance of room parents in organizing and planning these trips. Field trips are privileges and therefore students earn the opportunity to attend. The Principal reserves the right to not allow a student to attend a field trip for behavioral reasons.

An environmental education week-long program at Caritas Creek is planned for the sixth grade. No overnight trips are planned for any other grade.

Diocesan permission slips must be completed, signed, and turned in to the teacher at least 48 hours before the field trip. Permission slips may not be faxed or emailed to the school. Verbal permission including over the telephone or written notes are not acceptable. Permission slips will not be accepted on the day of the field trip.

Whenever possible, a bus will be used for transportation on field trips. When this is not possible, the teacher will request drivers. Diocesan forms will be sent home with specific requirements and expectations for drivers. Parents who drive on field trips must have their SEC information as well as drivers’ license and insurance verification on file in the office 48 hours before the field trip. Forms must be renewed every year.

Parents accept the responsibility to transport students to and from the field trip site only. Two adults are required in each car. Detours to other stops may not be taken.

Drivers are expected to follow all California state motor vehicle laws as they apply to transporting children. At no time may children be allowed to sit in the front passenger seat.

E. Student Leadership Council

In order to participate in student council, students must have earned C or higher in all subjects within the current academic year. Additionally, students must have earned **satisfactory** conduct and effort in **all** subjects within the current academic year.

Students entering grades 7 and 8 are encouraged to run for student council for the following year. Elections for the following school year are held in May. Application packets distributed to prospective candidates outline requirements for campaigning and duties of each office. Students in grades K – 7 are eligible to vote. The student council moderator and the principal will appoint any positions not filled through the election process.

Time and location of student council meetings is at the discretion of the moderator. Student council responsibilities throughout the year include planning Masses, providing student leadership, planning Spirit Week, and facilitating school-wide service projects. Full participation by student council members is expected in all activities.

F. Student Service Projects/Christian Service Hours

Students in Grades 6 - 8 are required to perform 3 hours of Christian Service each trimester. Student Service Hours are part of the religion grade. Forms are available online for students to fill out upon completion of service hours.

XII. STUDENT DRESS CODE

UNIFORM DRESS

BOYS (K-8)

Pants: Khaki front-pleated twill pants, available only from Dennis Uniform Company.

Shorts: Khaki front-pleated twill shorts, available only from Dennis Uniform Company.

Shirt: Short sleeve white cotton knit polo shirt with St. Joseph Elementary School logo, available only from Dennis Uniform Company. Must be worn tucked in.

Winter Option: In lieu of short sleeves, long sleeve white turtleneck shirts may be worn with sweater or sweatshirt.

Sweater: (K – 8) Navy blue cardigan with school emblem available only at Dennis Uniform Company or navy sweatshirt with St. Joseph Elementary School logo also available from Dennis Uniform Company. Note: Non-uniform sweatshirts, including CYO sweatshirts are not allowed. The only exceptions to this rule are as follows:

8th graders may wear the hooded sweatshirt designed by the class.

After they return from Caritas, **6th graders** may wear the Caritas sweatshirt for the remainder of their 6th grade year.

Undershirts: **White** shirt with no logos

Shoes: athletic/tennis shoes in one solid color—black, blue, navy, white, gray, brown. No checks or patterns, no cartoon or other characters, no flashing lights. **Absolutely no wheels!** Oxford-style shoes are also acceptable. Shoes must have shoelaces that are the same color as the shoes and must be tied correctly.

Belt: Brown or black leather belt.

Socks: White, plain with no logos. Must be above the ankle.

Outerwear (Optional): Saint. Joseph Elementary School polar fleece or Saint Joseph Elementary School jacket, available only from Dennis Uniform Company

GIRLS (K-8)

Skirts: Pleated skirt (Blackwatch Plaid) or Skort (Blackwatch Plaid), available only from

Dennis Uniform Company. Girls in the primary grades must wear the skirt straps under their blouses.

Winter Option: khaki pants available only from Dennis Uniform Company

Shorts: khaki shorts available only from Dennis Uniform Company

Blouse: (K-8) Short sleeve white cotton knit polo shirt with St. Joseph Elementary School Logo, available only from Dennis Uniform Company. Must be worn tucked in.
(K – 4) (option) White middie overblouse with navy tie, available only from Dennis Uniform.

Undershirts: White shirt with no logos

Winter Option: In lieu of short sleeves, long sleeve white turtleneck shirts may be worn with the sweater or sweatshirt.

Sweater (K – 8): Navy cardigan with school emblem available only at Dennis Uniform Company or navy sweatshirt with St. Joseph Elementary School logo also available from Dennis Uniform Company. Note: Non-uniform sweatshirts, including CYO sweatshirts are not allowed. The only exceptions to this rule are as follows:

8th graders may wear the hooded sweatshirt designed by the class.

After they return from Caritas, **6th graders** may wear the Caritas sweatshirt for the remainder of their 6th grade year.

Shoes: athletic/tennis shoes in one solid color—black, blue, navy, white, gray, brown. No checks or patterns, no cartoon or other characters, no flashing lights. **Absolutely no wheels!** Oxford-style shoes are also acceptable. Shoes must have shoelaces that are the same color as the shoes and must be tied correctly.

Socks: White, plain with no logos. Must be above the ankle. White or navy knee socks; plain white or navy blue footed tights. Tights may not be worn with shorts.

Outerwear (Optional): Saint Joseph Elementary School polar fleece or Saint Joseph Elementary School jacket, available only from Dennis Uniform Company

UNIFORMS SHOULD BE WASHED REGULARLY, ESPECIALLY SCHOOL SWEATERS AND SWEATSHIRTS.

Jewelry: Small crosses, school pins awarded by school, small stud earrings. Not more than one earring per ear.

UNACCEPTABLE ITEMS

Artificial hair coloring or hair dye
Bracelets
Lace socks.

Party shoes (i.e. patent leather, etc.)
Boots, boot-like shoes or shoes above the ankle

FREE DRESS: A “free dress” day will be given each month for birthdays. Parents are asked to check the calendar for “free dress” days. Student dress on these days must comply with school regulations. The following items are not considered appropriate free dress:

- baggy pants
- oversized shirts
- shorts shorter than school shorts
- shirts with offensive language/logos/statements
- tank tops
- spaghetti straps
- skirts/dresses shorter than uniform skirts.
- bare midriffs
- flip-flops
- shoes with more than a 1 inch heel
- leggings or jeggings
- jeans with holes

In addition to the above uniform requirements, the following regulations apply to all students:

Make-up, colored nail polish, and tattoos are not acceptable. Students may not write/draw on themselves or others.

All clothing must be appropriately sized.

HAIR

Boys’ hair must be worn above the collar and above the ears.

Hair is to be kept in a neat and conventional style at all times.

Extreme fad haircuts, dyed, tinted or artificially colored hair, shaved designs on parts of the scalp or hair are not acceptable. **The administration will determine the appropriateness of any hair style.**

The school reserves the right to determine appropriate and acceptable attire.

XIII. STUDENT RECORDS

A. Student Education Records

Parents of students currently in attendance at St. Joseph Elementary School may review their student’s education records.

All forms requesting student records/transcripts/recommendations should be submitted to the school office for completion and distribution. The school will send completed forms via regular U.S. Mail.

B. School Directory

Release of directory information (name, address, telephone number, email address) for elementary and secondary students shall be for legitimate parish and school use only. Directory information may not be released to anyone without permission of the principal or pastor.

C. 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.

XIV. STUDENT SERVICES

A. Lost and Found

Please do not allow your child to bring valuable items or large sums of money to school. Proper labeling of personal property facilitates return of lost items. The school cannot be responsible for loss of any items. It is the student's responsibility to report lost items to the school office. All unclaimed items will be taken to the Lost and Found. Unclaimed items will be given to St. Vincent de Paul Society.

B. Lunch Services

Students in Grades K-8 should bring a lunch each day. Please prepare a regular bag lunch. **Children are not allowed to receive carry-out lunches or lunches purchased from the high school.** Should your child forget his/her lunch, you may bring the bag lunch clearly marked with name and grade and leave it at the school office. **Parents will NOT disturb the classes by bringing items to the child's classroom. It is the student's responsibility to check the lunch drop-off area for delivery of lunches.**

Saint Joseph Elementary School PTG contracts with Choice Lunch School Program to provide daily lunches to our students who wish to purchase lunch. Information is sent home on this program at the beginning of the school year and on the company website choicelunch.com.

Periodically, the St. Joseph Elementary School Parent-Teacher Group sponsors and serves hot lunch. Parents will be notified of these hot lunch days in advance. Proceeds from the Hot Lunch Program are used to fund several scholarships for deserving 8th grade graduates. Additional hot lunches may raise funds for student projects or charitable organizations.

C. Telephone

School telephones are for school business purposes only and are not for student use. Forgotten books, homework, lunches, etc. are NOT reasons to call home. Please work with your child to assume responsibility by remembering necessary items.

Phone calls coming into the school for students that are not of an **emergency** nature are strongly discouraged. Parents should let their children know before they leave for school if and when they have an appointment and the transportation plans necessary for the appointments. **It is important that classroom interruptions be avoided.**

XV. VOLUNTEERS

Volunteers are welcome at St. Joseph Elementary School and assist the school in providing for the development and education of our students and provide a benefit to the school. It is the expectation that all volunteers adopt our “Student First” philosophy rooted in Jesus’ love and behave appropriately at all times with our students, staff, parents and other volunteers. The Principal reserves the right to not allow a volunteer at St. Joseph Elementary School if in his/her discretion it is not in the best interest of St. Joseph Elementary School.

A. Volunteer Background Checks – Megan’s Law Screening

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

- a. All volunteers who work at the school site or in school sponsored activities twelve (12) or more hours a month must be screened through California’s Megan’s Law database via Lifescan fingerprinting.
- b. 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 must be screened.

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

B. Health Screening

All volunteers who work at the school site twelve (12) or more hours a month must have TB testing. It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intra-dermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) 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.

C. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: school advisory board and committees, parents teacher group board and committees, annual auction committee, art docents, providing classroom assistance to teachers, hot lunch program workers, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

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

Volunteers work in a collaborative role with others ministering to the development of the children. Volunteers must respect the confidentiality and the dignity of those with whom they work and come into contact.

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

Should volunteers come into conflict on school/parish related issues resolution will be done through personal diplomacy and/or by an executive decision of the principal and/or the pastor of the parish.

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

All school volunteers must complete the Safe Environment for Children Training set up by the Diocese of Oakland.

D. Parent Volunteer Agreement

Recognizing that parents play an integral role in the life of the school and are critical to the success of the Saint Joseph Community, **each family** is required to serve thirty (30) volunteer hours per year. This is in addition to the El Rancho service commitment of two hours per parent per enrolled student. Upon completion of any service to the school, parents must submit a service hour form. Please see the Parents/Students section of our website for information on submitting service hours.

Staint Joseph Elementary School Advisory Board members, PTG board members, El Rancho chairperson, and auction chairperson are exempt from the thirty-hour requirement.

*Note: **Extra** El Rancho hours may be counted towards the thirty-hour requirement.*

Contractually, a \$100.00 fine will be assessed for each uncompleted service hour. Per terms of tuition contracts, this fine will be billed directly through FACTS accounts.

St. Joseph Elementary School Telecommunications Responsible Use Policy

Introduction

The Diocese of Oakland recognizes the various ways, both positive and negative, that students, personnel, and parents can use technology both in school and at home. Our schools seek to educate 21st Century learners through 21st Century teaching. 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.

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

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

The Diocese of Oakland discourages students, personnel, and parents from using technology in irresponsible ways both at school and at home and will hold all users responsible for their published words if they effect the school, administration, faculty, staff, students and families. Students, personnel, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion/dismissal.

Code of Conduct

St. Joseph Elementary School students are expected to model a code of conduct reflecting the school philosophy of St. Joseph Elementary School at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

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 public behavior reflects upon the school.

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.

Telecommunications Responsible Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom

As a school technology user, I agree to follow the rules and code of ethics in all of my work with telecommunications while attending St. Joseph Elementary School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, or utilizing mobile technology within the classroom, I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab or around the mobile lab equipment.
2. I recognize that copyright laws protect licensed media; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of my password and not share it with others; I will also protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. If I become aware of any misuse by others, I will notify the school site administrator immediately.
I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.
7. Cyber-bullying, cyber-harassment, and cyber-stalking are forms of bullying that utilize electronic means including, but not limited to email, texting, inappropriate images, posting, and instant messaging. These forms of harassment are taken seriously and are prohibited.
8. Students, personnel and parents may not take or transmit images that violate the Responsible Use Policy. Taking pictures, videos, or recordings without a person's knowledge is a violation. The transmission, display, and sharing of inappropriate images is subject to disciplinary and legal action.
9. Students are allowed to bring personal computers or mobile devices onto campus for educational purposes only and at the discretion of the classroom teacher or school administration. This privilege can be revoked at any time if the student violates the Responsible Use Policy. The school will not be responsible for the security, troubleshooting or repairing of student or personnel-owned computers. Students/parents/guardians and personnel accept full responsibility for the loss or damage to their computers or mobile devices.

Violation of Telecommunications Responsible Use Policy

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the loss of technology privileges, disciplinary action, and may face legal prosecution.

Student & Parent/Guardian User Agreements and Parent Permission Form

Part 1:

Before signing this form, parents/guardians and students should read and review all of the information above. Return this page with both the student's signature and a parent's/guardian's signature to your school's Technology Coordinator.

1. We have read and agree to comply with the terms of this policy governing the use of the school's technology resources and the responsible use of all telecommunications at school, home, and work - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.
2. We understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal actions.

Student Signature: _____

Date: _____

Printed Student Name: _____

Parent/Guardian Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Part 2:

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations of all provisions contained within the policy. I also understand that the Telecommunications Responsible Use Policy applies if I am a user of school technology.

Parent Signature _____

Date _____

Printed Parent Name _____

Photo - Video Release

Family Name: _____

Child(ren) Name(s):

Policies:

- 1. Parents/Guardians must give permission for their son/daughter/children to be photographed or videotaped at *St. Joseph Elementary School*.**
- 2. For safety and privacy, student names are not to be posted with any pictures used.**
- 3. Students, parents and/or guardians cannot take pictures of school personnel or other students at school or school sponsored events and post those photos online without the written consent of the personnel or student’s parents/guardians.**

Options for media sharing (please choose one):

- The school *may share* any photos/videos of you or your child online or in print.
- The school *may share* photos/videos of you and your child ONLY within the school community. This includes the use of websites with password protection.
- The school *may not share* photos/videos of you or your child. Photos taken by staff will be stored securely.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

AIDS POLICY FOR THE DIOCESE OF OAKLAND

Administrative Handbook, Diocese of Oakland

HIV POLICY

The Catholic School in its role as Christian Educator extends charity and compassion to those suffer from HIV. The school has an obligation to safeguard the health of those who are well, therefore, while the following guidelines are generic by nature, each case must be treated individually.

INTRODUCTION

The *human immunodeficiency virus* (HIV) is the virus that causes *acquired immunodeficiency syndrome* (AIDS) in humans. Extensive epidemiological data confirms that HIV is transmitted through very specific routes of transmission: blood, sexual activity, and from mother-to-baby before or during the birth process. Guidelines and precautions to prevent transmission of HIV have been developed which address exposure to blood and body fluids. These are called Standard or Universal Precautions and are applied universally to all persons. The precautions consist of hand-washing (whether or not gloves are used) and the use of gloves when contact with blood or blood containing body fluids may occur.

The recommendations below are excerpted from the guidelines by the Center for Disease Control and Prevention and the American Academy of Pediatrics (AAP).

No cases of transmission of HIV in the school setting have been reported, and no epidemiologic data justify excluding children with HIV infection from school or isolating them in school to protect other children. Therefore children can be admitted without restriction to school and allowed to participate in all activities to the extent that their health permits and in compliance with recommendations for other infections, such as tuberculosis.

Disclosure of a child's HIV status to the school is not required. Confidentiality of HIV infection status must be respected and maintained. Disclosure of the child's HIV status should be done only with the consent of the parents and age-appropriate assent of the student.

Students with chronic illness, including HIV, may need medications administered during the school day and according to the Administration of Medication Policy.

School personnel are reminded to follow Universal/Standard Precautions at all times. Important legal protections exist for children and adolescents with disabilities including HIV infection. Several laws have been enacted to improve the availability of services in schools to assist children with special health care needs and to enable them to benefit optimally from education

including Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA) reauthorized in 1997, the Education of the Handicapped Act Amendments of 1986 and the Americans with Disabilities Act of 1990.

It has been more than 3 decades since the beginning of the HIV epidemic. Treatment for HIV infection has enabled more children and youth to attend school and participate in the full range of school activities. The majority of children with HIV infection will reach adolescence and adulthood. Education will continue to promote compassion and understanding for families and children with HIV infection.

Department of Catholic Schools
January 2011

ST. JOSEPH EXTENSION PROGRAM

**Mary Sims
Extended Care Director**

PHILOSOPHY

Saint Joseph Extended Care Program is designed to be a place where a child can play and grow in a well-organized, yet flexible environment. Parents have the security of knowing that their child is in a safe and supervised program.

Saint Joseph Extended Care Program reflects the philosophy of Saint Joseph Elementary School and derives its existence from the school.

PROGRAM

Saint Joseph Extended Care Program is designed to meet the needs of the child. Activities include the following:

- Snack/Social Time/Outdoor Play
- Homework/Study Period
- Indoor/Outdoor Recreation
- Arts and Crafts
- Special Events as planned

SCHEDULE

Saint Joseph Extended Care Program opens at the time of school dismissal. The Extension Program is open only when school is in session and is closed on all school holidays, vacations, and the dates listed below:

- The Friday before a three-day weekend
- Halloween
- The last school day before Christmas and Easter Vacation
- The last two days of the school year
- Other dates subject to change. Please check your calendar for the most up-to-date information

St. Joseph Extended Care Program **will close at 4:30 pm** for the following events:

- Back-To-School Night
- Christmas Program
- Spring Sing
- 8th Grade Honorary Dinner
- Graduation
- End-of-Year Party
- Other events subject to change. Please check your calendar for the most up-to-date information

Additions or changes to the school calendar may necessitate additional closures of Extended Care. Please check your calendar for the most up-to-date information.

FEE SCHEDULE

“Registered” Fee (per child): Morning: \$6.00 per hour per child
Afternoon: \$6.00 per hour per child

A non-refundable registration fee of \$80.00 per family is required with proper registration forms. All forms and fees are due by August 24, 2015. If forms are received after this date, the fee for registration will be \$90.00 per family. Each family will be billed accordingly.

As stated in the school handbook, students who are not picked up within 10 minutes of school dismissal must be placed in extended care. Any student checked into extended care by the faculty after the 10-minute dismissal period will be automatically billed by the extension program. There are no exceptions to this rule.

Billing is based on whole-hour increments, with the following exception:

12:00 dismissals: children will be checked into the extension program by the faculty by 12:10. An hour charge will automatically be applied for the 12:10-1:00 time period.

There is a 10-minute grace period on every hour AFTER the first billing increment of each day. For example, you would not be billed for the 4 – 5 p.m. hour if you picked up your child before 4:10 p.m. [The 10-minute grace period for billing does not apply at the beginning of the day’s program because it coincides with the school-wide 10-minute dismissal period.]

For our records and your child’s safety, it is imperative that you sign IN in the mornings and OUT in the evenings. **ONLY PARENTS AND AUTHORIZED ADULTS WILL BE ALLOWED TO SIGN CHILDREN OUT.**

“Non-Registered” Fee (per child): Morning: \$8.00 per hour per child
Afternoon: \$8.00 per hour per child

For those who choose not to register in the program, drop-in is welcome.

All extended care payments are must be paid electronically through FACTS Management on the 20th of each month. Cash and checks are not accepted. Hours and dues will be calculated by the fifth of every month, and each FACTS account will be adjusted to withdraw on the 20th for previous months charges. If a family fails to register for extended care and a student is signed in as a “drop-in”, the charge for the drop-in hour(s) will be automatically deducted from the families bank using their FACTS tuition account on the 20th of the month following the dates that the charges were incurred.

AFTER HOURS FEE SCHEDULE

The extension program is open until 6:00 p.m., except on those special days listed. Any time after 6:00 p.m. or 4:30 p.m. on special days, or 12:10 on days when no extended care is provided is considered AFTER HOURS. The AFTER HOURS fee is \$5.00 per minute per child. There will be no exceptions. For this reason, it is highly recommended that you have someone that you can call in the event you will be unable to pick up your child by the 6 p.m. closing time. After hour fees will be billed monthly with your regular statement. If you are late more than 3 times, the rate increases to \$10.00/minute per child.

SNACKS

Snacks are provided by the extended care program. On minimum days students are to bring their lunches and something to drink. Children's Choice lunches are not served on minimum days. Regular snacks will be provided on these days.

ENRICHMENT PROGRAMS

Extended care offers various enrichment programs. These programs are run solely under the direct supervision of the extended care program director. Therefore, any student wishing to participate in the after school enrichment programs must be registered in the extended care program.

PERSONAL PROPERTY

Students are allowed to bring toys to extended care on Fridays only, and do so at their own risk with the understanding that they must share. The extended care program assumes no responsibility for broken, lost, or stolen items. Extended care reserves the right to restrict items which may be brought to school when deemed necessary. Please do not allow your child to bring toys of a violent nature. All items must be marked with your child's name.

PARENT RESPONSIBILITIES

NOTE: ALL RULES AND REGULATIONS, WHICH APPLY TO THE SCHOOL, ARE ALSO APPLICABLE TO THE EXTENDED CARE PROGRAM.

Parents are expected to cooperate with program policies.

Parents are responsible for the following:

1. Prompt payment of fees
2. Following sign in and out procedures
3. Picking up children on time
4. Notifying school office and program administrator in writing if anyone other than those listed will be picking up their child
5. Notification of any health problems, including food allergies
6. Notification of phone/address change

DISCLAIMER

Please note: Every effort has been made to include in this handbook those policies and regulations that will clarify procedures and facilitate the efficient operation of our school. The administration and staff of St. Joseph Elementary School reserves the right to amend the Student Family Handbook should the need arise to do so. In such circumstances, the decision of the administration will be final.

EACH YEAR FAMILIES MUST SIGN THE SIGNATURE PAGE WHICH STATES THAT THE HANDBOOK HAS BEEN READ AND ACCEPTED AS POLICY. THE SIGNATURE ACCEPTANCE FORM CAN BE FOUND IN YOUR SCHOOL ADMIN REGISTRATION PROGRAM. PRINT AND SIGN THE FORM AND RETURN IT TO THE SCHOOL OFFICE WITHIN A WEEK.

Thank you.

HANDBOOK SIGNATURE PAGE

The provisions in the St. Joseph Elementary School Parent/Student Handbook are designed to provide parents and students information and guidance as to the procedures and rules of the school.

The contents of this handbook may be changed as necessary at the school's discretion. Enrollment at St. Joseph Elementary School is a privilege and failure to uphold the school policies contained in this Student-Family Handbook may result in termination of enrollment.

Parent Agreement

I have read the material in the St. Joseph Elementary School Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Agreement

I have read the material in the St. Joseph Elementary School Handbook and agree to follow and uphold the school policies while enrolled at St. Joseph Elementary School.

Student Signature: _____ Date: _____ (First student in the family attending the school)

Student Signature: _____ Date: _____ (Second student in the family attending the school, if applicable)

Student Signature: _____ Date: _____ (Third student in the family attending the school, if applicable)