

SAINT PATRICK SCHOOL  
PARENT/STUDENT HANDBOOK

2018-2019



907 Seventh Street  
Rodeo, CA 94572  
Web Site Address: [www.stpatschoolrodeo.org](http://www.stpatschoolrodeo.org)  
School: (510) 799-2506  
Fax: (510) 799-6781

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Dear Parents and Students,

*"What greater work is there than training the mind and  
forming the habits of the young?"  
St. John Chrysostom*

Welcome to Saint Patrick School! In choosing Saint Patrick School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Saint Patrick School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Saint Patrick School during the 2018-2019 school year.

The faculty and staff of Saint Patrick School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Kelly Stevens

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## SAINT PATRICK SCHOOL

Saint Patrick School is a Pre-Kindergarten (including Infant Care) through Grade 8 Catholic Elementary and Middle School under the Diocese of Oakland Schools Department. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint Patrick School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of California guidelines, and Common Core Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

## HISTORY OF ST. PATRICK SCHOOL

St. Patrick School is a Parochial school, and part of the educational system of the Diocese of Oakland. Fr. George Moss, Pastor of St. Patrick Parish, opened the school in the fall of 1956, enrolling students in the 1st through 4th grades. During the 1957-58 school year, the building was completed by adding rooms for fifth through eighth grades, a library, parish kitchen, and a hall to be used as a temporary church/auditorium. The Immaculate Heart Sisters have staffed the school since its opening. In 2001, the sisters returned to their mother house in Arizona.

When the school burned to the ground in April, 1982, the students finished the year at our neighboring school, Saint Joseph School. The school used portable buildings until the completion of the present building. Bishop Cummings dedicated the new building on Feb. 15, 1983. In the fall of 1989, the first kindergarten class opened in a rented portable.

With encouragement from Father Paul Engberg, the construction of two new Junior High classrooms began in August, 1990 with most of the labor done by parents and volunteers. The construction was completed on May, 1991 under the direction of Father Melvin Hary.

In addition to the usual grade school curriculum, St. Patrick School offers technology, coding, Spanish, physical education, and music instruction to all students, Transitional Kindergarten through eighth grade, Pre-Algebra to the seventh graders, Algebra to the eighth graders, and Art to the fifth, sixth, seventh and eighth graders. Saint Patrick School has a garden where students learn how to plant, maintain, and cook fruits and vegetables.

In 2001, the first lay principal was hired. In 2002, a pre-school was opened in the old convent with an enrollment of 30 children. In the following years, the preschool has expanded to include 45 students and 20 babies aged 6 weeks to two and a half years. Saint Patrick School is one of 4 Catholic schools in the country that offers Infant Care. By 2008, Saint Patrick School was able to offer students one-to-one technology in the Middle School and a full Computer Lab and 3 ipad labs for grades K-5. In 2010 the school completed new Middle School buildings that allowed 6-8 grade to be together in the Junior High area. The building also includes a state of the art Science Lab and School Garden.

The present pastor of Saint Patrick Parish and School is Father Larry Young.

## MISSION STATEMENT

Saint Patrick School, as part of the Diocese of Oakland, educates children in the Catholic Faith and nurtures their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

## MOTTO

We are faith-filled people of God, we are life-long learners, we serve others. Saint Patrick School, we are people of character.

## PHILOSOPHY

St. Patrick School provides a quality Infant Care through Eighth grade education emphasizing the growth of the whole person in the Catholic tradition. We graduate students who are prepared to meet the challenges of the twenty first century and who have a commitment to peace, justice and service as taught in the Gospel. St. Patrick Catholic School provides a strong academic foundation for its students through quality education and development of a value system stressing religious and moral beliefs. The faculty and staff, as facilitators of learning, strive to provide an innovative, student-centered curriculum that encourages self-expression, embraces diversity and balances independent thought with cooperative effort. Technology supports the curriculum in which students are challenged with age appropriate lessons and taught the basic skills needed to become life long learners. Emphasis is placed on providing students with the critical thinking skills needed to be independent, self-directed and cooperative problem solvers who can read and communicate effectively through written, oral and multi-media presentations. The school strives to accomplish these goals in a Christ centered atmosphere rich in Catholic tradition and Gospel values, which fosters a sense of service to others. The school recognizes the fact that parents have the primary responsibility for the religious and academic upbringing of their children and that the school exists to help parents accomplish this goal.

SAINT PATRICK SCHOOL  
STUDENT LEARNING EXPECTATIONS

**FAITH FILLED PEOPLE OF GOD WHO:**

- ♣ Demonstrate knowledge of and responsibly practice Catholic traditions, beliefs and moral teachings
- ♣ Actively contribute to the St. Patrick School family and community
- ♣ Practice self-discipline skills (DWP) that result in self-management

- |                 |                     |                          |
|-----------------|---------------------|--------------------------|
| ◆ Listening     | ◆ Cooperation       | ◆ Following Instructions |
| ◆ Organization  | ◆ Reason for Rules  | ◆ Resolving Problems     |
| ◆ Leadership    | ◆ Completing a Task | ◆ Initiating Solutions   |
| ◆ Sharing       | ◆ Asking Questions  | ◆ Fact vs. Feeling       |
| ◆ Social Skills | ◆ Communication     | ◆ Making Sacrifices      |

**LIFE LONG LEARNERS WHO:**

- ♣ Facilitate their own learning by setting goals and evaluating progress
- ♣ Demonstrates age-appropriate mastery of basic curriculum, skills, and concepts
- ♣ Pursue all aspects of physical fitness and demonstrate positive sportsmanship
- ♣ Demonstrate an appreciation for the Visual, Dramatic and Musical Arts
- ♣ Use technology responsibly to enhance the learning experience and increase productivity

**PEOPLE OF SERVICE WHO:**

- ♣ Live the Gospel message and
  - ♣ Promote social justice to improve the life of others
  - ♣ Recognize the dignity of the human person by treating others with compassion and respect
  - ♣ Resolve conflicts peacefully
  - ♣ Share their time and talents with others
  - ♣ Appreciate creation and act as stewards of the earth
  - ♣ Demonstrate an understanding of personal responsibility in the global community

## **PURPOSE OF HANDBOOK**

The provisions in this handbook are designed to provide parents and students with information and guidance of the procedures and norms 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.

### **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. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese. The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines. In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

### **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 faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish and Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The Principal is responsible for implementing school policies.

### **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. Secretary**

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

### **7. 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 description.

## FACULTY AND STAFF

	Position	Extension #'s
Mrs. Kelly Stevens	Principal	14
Mrs. Doris Salmi	Secretary	10
Mrs. Leslie Rogers	Bookkeeper	12
Mrs. Shelly Angell	EDC Director	17
Mrs. Stephanie Holt	Pre-School/Infant Care Director	799-6683
Ms. Calista Dunn	Pre-School/IC Assistant Director	

	Grade or Position	Extension #'s
Mrs. Rene Gutierrez	Transitional Kindergarten	16
Mrs. Suzanne Smith	Kindergarten	18
Ms. Jessica Cantiller	1st Grade	19
Mrs. Marnie Acedo	2nd Grade	20
Ms. Hailey O'Connor	3rd Grade	21
Mrs. Karen Thomas	4th Grade	22
Mr. Jules Perez	5th Grade	15
Ms. Fernanda Olivera	6th Grade Homeroom/English Language Arts	28
Mr. Mykel Gaspar	7th Grade Homeroom/Math and Science	33
Mrs. Julie Buscaglia	8th Grade Homeroom/ Religion & Soc Studies	28
Ms. Cecily Stevens	Music PK-8/6-8 Accelerated Math	32
Mrs. Stephanie Borchers	Physical Education K-8	29
Ms. Darci Kosmal	PK-8 Spanish/Counselor	26
Mrs. Loretta Airoidi	5-8 Art /Marketing Director	29
Mrs. Maribelle Hoadley	K-5 Science/Green Team	29
Mrs. Shari Palladino	Resource Teacher	17
Mrs. Sheryl Tamayo	Resource Teacher	
Mr. Alexander Heng	Network Administrator	25
Mr. Benjamin Stevens	Technology Coordinator	25
Ms. Marly Ruiz	Hot Lunch	16
Mrs. Irma Simmons	Teacher Aide	
Mrs. Ann McLoughlin	Teacher Aide	
Mrs. Colleen Padilla	Teacher Aide	
Mrs. Linda McCain	Teacher Aide	
Mrs. Teresa Tallerico	Teacher Aide	
Ms. Connie Reed	Teacher Aide	
Mrs. Anne Carrell	Teacher Aide	
Mrs. Shannon Dutra	Teacher Aide	
Mrs. Allison Heng	Preschool Infant Care Office Manager	799-6683
Mrs. Kacie Castellano	Preschool Teacher	24
Ms. Jessica Contreras	Pre-school Teacher	24
Mrs. Toni Grace	Pre-school Teacher	24
Mrs. Cyanna del Rosario	Pre-school Teacher	24
Ms. Stephanie Silva	Pre-school Teacher	24
Mrs. Jaime Tarin	Preschool Assistant	24
Ms. Cindy Nguyen	Preschool Assistant	
Mrs. Sara Azam	Infant Care	24
Mrs. Tracie Larson	Infant Care	24
Mrs. Chalee Bessolo	Infant Care	24
Mrs. Reina Moreno	Infant Care	24
Ms. Juleah Lantican	Infant Care	24
Ms. Megan Pierce	Infant Care	24
Mrs. Jacqueline Clark	Infant Care	24



## Absence

Regular attendance is required of all students in order to ensure student success. According to California State Law, a dated note must be presented to the classroom teacher after each absence, if you want the absence to be labeled as a Medical absence. These excuses shall be kept on file until the end of the school year. It is extremely difficult for primary children to make up school work independently. It is the responsibility of all parents to be in contact with the teacher to facilitate the make-up process. Please do not call the school office to make arrangements for make-up/homework assignments. If your child leaves school due to illness, state law requires that a note from the parent be presented to the classroom teacher when the child returns to school.

Because absences often leave gaps in basic skill development, parents are encouraged not to plan vacations that would take students out during school days. Students will be responsible for making up missed work upon arriving back from vacation. Students can check the teacher website for daily homework.

**When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. **Students should be fever free for 24 hours before returning to school.**

As per diocesan guidelines, "Excessive absence" is being absent from school for 10 days per trimester or a total of 30 days per school year. Students who are absent excessively will need to successfully show proficiency in their current grade or shall be retained to repeat the current grade.

"Excessive tardiness" is being late 4 times per trimester or a total of 12 per school year. A student is tardy if she/he arrives after the 8:00 bell.

On the report card tardies and absences will be marked in the following way:

- Tardies - number of tardies per trimester
- Absences - number of days missed during the school year due to vacations, sickness, etc. (Excused Absences for Medical Reasons - Absences will be excused due to a dentist, doctor, orthodontist appointment - child must have a note from the doctor - but this still shows as an absence on the report card)
- If a child comes to school after the morning recess, it is considered a half-day absence.

Parents will be charged \$25.00 for each tardy for their students who are tardy more than 12 times a year (four times a trimester). A phone call may be given to new parents in warning on the third tardy but it is the responsibility of the parents to know the number of their child's tardies and make sure the student is at school on time.

## Appointments

Whenever possible, medical and dental appointments should be made outside school hours. It is required by State Law that students have a note from the doctor/dentist office upon returning to school. Student must report to the school office with notice from doctor/dentist office before returning to the classroom.

Procedure to follow for release of student during school hours:

- Parent must send a note with child prior to the appointment.
- Report to the school office to have child released.
- Check into the school office upon return.

Students are not permitted to leave the school grounds during school hours without a written and signed request from the parents. The student may be released only to the parent, legal guardian or person specified

in writing. Students are also not permitted to leave school grounds after school hours and return for CYO, tutoring, etc. unless accompanied by an adult.

#### Homework During Absences

Students have one extra day for each day they are absent to make up missed assignments. It is the responsibility of the student to follow through on missed assignments and make up tests with the classroom teacher. Students may check teacher websites for daily homework assignments. **Teachers are not required to give assignments in anticipation of a vacation.** Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. School policy states that students get missed work upon return of an absence or vacation. Any exceptions to this rule are at the discretion of the teacher. All arrangements for work to be picked up must be made **directly with the teacher** and not through the front office.

#### Academic Information

##### **General Curriculum:**

The goal of St. Patrick School is to empower children as active agents in their own learning and to establish themselves as successful lifelong learners. At all levels parents are encouraged to take part in their children's education through appropriate homework, active involvement in the school, and in modeling an enthusiasm for learning in the home. Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines. The St. Patrick School curriculum follows National, State and Diocesan guidelines and offers an integrated and critical thinking approach to subject matter. The following is a generalized overview of the scope of the subjects offered. Specifics for each grade level are explained at Back-to-School Night.

Saint Patrick School offers students opportunities for growth in the following major subjects:

##### **Religion:**

Religious instruction is an integral and continuing element of the educational experiences of students in all grades. The Religion program includes the study of Scripture, participation in the Liturgy with emphasis on the Mass and Sacraments, and the importance of a personal prayer life. Preparation for the Sacrament of First Eucharist and Reconciliation are a part of the Religion curriculum. Parents are involved as active partners in both preparations and celebrations, along with the parish Religious Education Program.

The students participate and help plan liturgies, prayer services, reconciliation services and celebrations to increase their active participation in their faith life development. These are done both within the school community and in partnership with the larger parish community. Children and their families are expected to attend mass on a regular basis in order to support this commitment and model enthusiasm for an active faith life.

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. The ultimate goal of the series is to provide children with an understanding of the nature and importance of human sexuality as faithful Christians.

Conflict Resolution and problem solving are also a part of the program designed to help children develop the skills to deal with others with respect and responsibility.

##### **Family Life:**

Each grade teaches family life throughout the school year as a part of the Religion program.

**Language Arts:**

The goal of the Language Arts program is to develop effective communicators who will function as informed, moral decision-making, and active citizens in society. This means that all instruction will be with intent to empower literate, fluent and life-long readers and writers.

**Social Studies:**

The Social Studies program emphasizes the value of the diversity of our heritages. It is designed to promote awareness of the world around us, help students gain knowledge, and create responsible citizens who can make sound decisions in the future. The Social Studies program includes the study of: People and Communities, California, United States, Cultures of the world - ancient and modern, and the United States Constitution and Government.

**Mathematics:**

The Mathematics program is designed to provide a meaningful understanding of facts and the application of processes. It includes Problem Solving, Estimation and Mental Arithmetic, Numbers and Operations, Geometry, Measurement, Relations and Functions, Probability and Statistics, and Logical Thinking. The program incorporates active learning centers and application to other areas of the curriculum.

**Middle School Mathematics:**

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 6-8 are placed into math groups.

GRADE 6

Students will be placed into instructional math groups based on grades, STAR Renaissance scores, and teacher recommendation. All 6<sup>th</sup> grade math groups will complete the same curriculum. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

GRADE 7

At the end of Grade 6, students will be placed into instructional math groups according to their score on a placement test, their final math average, STAR Renaissance Math Scores, and teacher recommendation based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either 7<sup>th</sup> Grade Pre-Algebra OR Comprehensive 7<sup>th</sup> Grade Math.

GRADE 8

At the end of Grade 7, students in 7<sup>th</sup> Grade Pre-Algebra will be eligible to take 8<sup>th</sup> Grade Algebra if the following criteria have been met:

- Final average of at least 80% in 7<sup>th</sup> Grade Pre-Algebra
- STAR Renaissance Composite Math scores from the previous school year at 75% or above.
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.
- Student contributes to the learning environment for others.

Upon meeting the criteria listed above, students will be placed in 8<sup>th</sup> Grade Algebra in their eighth grade year. This placement is probationary and contingent upon on-going acceptable performance in the Algebra class. This is a high school level course which moves at a high school pace.

Students in Comprehensive 7<sup>th</sup> Grade Math will be eligible to take the Algebra placement test if the following criteria have been met:

- A final average of 94% or above in Comprehensive 7<sup>th</sup> Grade Math
- Teacher recommendation
- STAR Renaissance Composite Math score from the previous school year at 75% or above.

Upon successful completion of the placement test, students may be placed in 8<sup>th</sup> Grade Algebra. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum. This placement is probationary and contingent on acceptable performance in the Algebra class.

**Science:**

The Science program is designed to develop in the students the skills necessary for observing, communicating, comparing, measuring, organizing, relating, inferring and applying. The emphasis is on hands-on learning, which incorporates lab experiences and creative challenges. It encompasses life, physical, and earth sciences. In some years, the school offers a Science Faire as an important part of this program.

**Caritas:**

As part of the Science curriculum, eighth grade attends Caritas Camp in the fall as a part of Environmental Science. Caritas is a five-day outdoor education camp experience that incorporates religion and science education. An extra fee for Caritas is charged to parents during the eighth grade year. Scholarships are available to families in financial need. Students who do not attend camp are expected to attend school and will be accountable for related curriculum. Students will be marked absent for any days missed from school when their class is away at camp.

**Physical Education:**

The Physical Education program provides the students with the opportunity to acquire and develop physical skills, confidence, camaraderie and physical and mental well-being. Motor development, eye-hand coordination and physical fitness are emphasized as well as seasonal, life sports and first aid.

**Spanish:**

The Spanish program is designed to develop conversational, written and verbal skills and develop an awareness and appreciation for the Spanish speaking cultures. Upon successful completion of the program, credit is given for the first level. Semester grades for students who complete the first level in elementary school are entered on their high school transcripts. Colleges and universities recognize these grades as equivalent to a high school course. (Students may be asked to take a special examination before placement in high school is determined).

**Music:**

The objective of the music program is to increase sensitivity to music as an art through understanding of its elements. The program encompasses listening, reacting, singing, performing, instruments, playing games, and dancing.

**Art:**

The objective of the Art program is to develop and encourage creative expression. Different media are introduced and appreciation for different artists and art forms is encouraged. Art is integrated across the curriculum.

**Musical Theater:**

The objective of the Musical Theater program is to develop and encourage creative expression. Students will explore different methods and techniques including public speaking, monologues, dialogues, mime and scene performances. Students will also have the opportunity to work on sets and practice other skills needed to put on a production. Students in grades K-2 may participate in the Earth Day Musical, in Grades 3-5 a mini musical, and in 6-8 a full length Spring Musical.

**Library:**

All K-5 classes have assigned library times each week with a librarian on duty. The library is used as a valuable resource for developing library and research skills. The librarian works closely with teachers and students to provide needed materials. Students are encouraged to use our school library for an appreciation of books, and

their suggestions for new books to enhance and expand our library are always welcome. We encourage parents and students to use their local public library to enhance their opportunities to discover and appreciate the beauty and knowledge found in books.

**Tutoring:**

After school tutoring is open to all students at St. Patrick School. Tutoring is provided from 3:15-4:15 p.m. as arranged by the classroom teacher. Extended Day Care students may attend tutoring after signing into Extended Day Care. Tutoring for grades 6-8 take place one day a week with each of the Middle School teachers. For emergency and accountability purposes all students must sign in and out of the tutoring room upon entering and exiting.

**Technology Program:**

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

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization. By integrating the current curriculum with skills and information that are based on and utilize computer technology, students learn to apply technology skills to real life situations.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Each year parents and students must sign an acceptable use policy for use of the internet. There is a zero tolerance policy for internet misuse. If a student does not use the internet appropriately, their privileges of use will be immediately revoked.

**Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is below a 2.0 will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (70% or higher).

**Accreditation**

Saint Patrick School is accredited through the Western Catholic Education Association and the Western Association of Colleges and Schools. In 2004,2010, and 2016, Saint Patrick School was awarded a full six year term of accreditation. This school was recognized to have strong leadership, high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve.

## Admissions Process

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

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, program 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, sex or religion.

St. Patrick School is a parish school, established for the children of the parish. The school also recognizes its responsibility of mission and service to the community at large, so other families are welcome to send their children to the school if space is available and if they pass other admission criteria. Since St. Patrick School is a parish school, priorities are given to ACTIVE parishioners first as stated below. In all categories, things being equal, developmental placement will be the determining factor in each category.

An active parishioner is determined by the following criteria: registered in the parish, worshipping regularly, involvement in the parish, contributing members (determined by regular use of the Sunday envelope).

- Children of ACTIVE parishioners who have brothers/sisters presently attending or who have graduated from St. Patrick School or parents who are alumni of the school.
- Children of ACTIVE parishioners.
- Children of NON-ACTIVE parishioners who are willing to become involved in the parish community.
- Children of Catholic non-parishioners (actively involved in another parish).
- Non-Catholics.

Applications are taken year round. Assessments are given for Kindergarten applicants in February. Assessments for other grades are ordinarily given in February. In some instances they may be given at other times if openings occur for which there is no active waiting list. Students are accepted both for openings and active waiting lists after these assessments.

There is a \$25.00 non-refundable testing fee due at the time of application.

At the time of registration, all new students seeking admission to Saint Patrick School are evaluated on the basis of current school recommendations, placement testing, standardized test scores and report cards.

Requirements include:

- \*Health Records
- \*Immunization Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of Individualized Education Program(IEP)/Special Needs Records

Copies of the current report card and standardized test results will be reviewed to determine whether the program at Saint Patrick School will meet the educational needs of the students. An interview with the student is part of the admission process.

### *Nondiscriminatory Policy*

No qualified students will be denied admission to this school on the basis of race, color, sex or national origin. Saint Patrick School admits all students to the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Any new student and their family is on a six month probation upon entering the school. If academic or behavior ability is not up to grade level expectations, or if a family is uncooperative with school policies and procedures, the child can be dismissed from the school anytime during the first year. The recommendation and decision of the school is final.

### ENTRANCE REQUIREMENTS

#### Minimum Age

To be admitted into kindergarten a child must be five (5) years of age on September 1st of the current school year. By State regulation the school may not have children younger than this without obtaining licensing for pre-school. To be admitted into the first grade a child must be six (6) years on September 1st of the current school year. Where a child has been legally enrolled in another school s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

#### Records at Entrance

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.

#### Transfer Student Process and Requirements

All financial obligations to previous school must be current.

#### Special Needs

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

### WITHDRAWAL PROCESS

Families should be current with their tuition accounts upon departure from St. Patrick School. All books and other items that belong to the school must be returned.

#### Non-renewal of Student Enrollment

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

#### 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,

1. The school has explored means to meet the needs of the child;

2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude;
3. The transfer is to take place at the end of a grading period; preferably at the end of an academic year.
4. The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

### **Alcohol/Smoking Policy**

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

### **Allergy Policy**

Saint Patrick School recognizes that having an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school each year. Training is updated as needed. Other families are encouraged to be supportive and help keep the classroom environment safe for all students.

#### ***Asthma Medication:***

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

#### ***Record Keeping:***

At the beginning of each school year, or when a child joins Saint Patrick School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

#### ***The School Environment:***

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

#### ***Food Allergy Policy:***

Saint Patrick School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Saint Patrick School will maintain a school procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

#### ***Classrooms:***

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), a child's parent will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.



Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Asbestos Notification**

Each year the Diocese inspects the school site for asbestos. A letter informing parents of the results of this inspection will be sent out in the Family Envelope immediately upon receiving feedback from the Diocese.

### **Back to School Night**

In late August, a Back to School Night is scheduled for all parents. The purpose is to provide parents with the opportunity to meet with their child's teacher and receive an outline of the year's curriculum and classroom expectations. It also provides the opportunity to meet the school staff and Boards.

### **Birthday Observances**

Students in Grades Pre-K through Grade 8 may come to school in Free Dress on their birthday or at the end of the year for summer birthdays. In addition, birthday treats may be brought to school for students. Snacks are to be dropped off in the office and will be served at lunch recess or 2:40 pm. Healthy treats are strongly encouraged and should be of a small portion and only enough for the class. When choosing treats, consider the following:

- Treats that do not need to be refrigerated or frozen
- No liquids
- No gift bags
- Treats that are individually wrapped and can be sent with the child at the end of the school day
- Treats that are healthy in nature - fresh fruit, yogurt, muffins, etc.

In order not to interrupt the academic tenor of the day, parents will not be let down the hall to their child's classroom. Treats should not be eaten during traffic pick-up.

Students may not pass out party invitations at school unless the entire class is invited to the party.

### **Boards, Committees, and Organizations**

#### **Diocesan School Board**

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

#### **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. The local school board's mission is to bring its wisdom, talent, experience, faith life, and good will into the process of providing quality education for all the children served by the school. The local school 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 what they identify as the purpose of Catholic education.

The School Board is composed of the Pastor, Principal and up to eight members selected through a discernment process. The School Board responsibilities include:

- Advise the Pastor and Principal on finances, public relations, and other concerns.
- Advise in the development of school policies within the framework of Diocesan regulations.
- Reflect the views of school parents/parishioners by acting as a liaison group between parents and school.
- Help create a better understanding of Catholic Education in the parish and in the community.
- Plan with the Pastor and Principal for the school's educational needs of the future.

The St. Patrick School Board members serve as selected representatives of the parent community for a three-year term. Please check the monthly calendar for the School Board meeting date. They are held on the 2nd Monday of the month. Parents are encouraged to attend and make suggestions and can earn up to 2 hours towards their participation hours.

#### Parent Teacher Group

All parents are members of the PTG and are encouraged to participate fully in the many facets of social, educational, classroom, and fundraising involvement. All families are encouraged to participate in all major fundraisers. Please check the monthly calendar for PTG meeting dates. They are held on the 2nd Monday of the month. All parents are encouraged to attend and participate in the activities which support the school and community needs.

#### Buckley Amendment

Saint Patrick School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

#### Bullying and Cyberbullying

Saint Patrick School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Please see Diocese of Oakland Anti-bullying and Harrassment Policy at the back of the handbook.

#### Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should keep the cell phone in his/her backpack upon arrival in the morning for the entire day. If a cell phone is taken by school staff during the day it may be picked up by the parent(s)/guardian(s) at the end of the school day in the principal's office.

#### Cheating

Academic Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another

person's homework assignments are all forms of academic dishonesty. Cheating of any type will not be tolerated. Students who choose to cheat, face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating may also be unable to participate in CYO sports.

### Child Abuse Laws

Saint Patrick School abides by the Child Abuse laws of the State of California. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### Communication

Open Parent/Teacher communication is essential in order to ensure the best for each child. Teachers communicate essential information through the weekly classroom envelope with student work, through SchoolSpeak, and via their website depending on teacher preference. If you need to contact your child's teacher please email or call them via the school's direct telephone number. For the purposes of privacy and professionalism, it is the school's policy that teachers do not give parents their personal cell phone numbers.

### Complaint/Issue Resolution

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

### Conferences

Parent/Teacher Conferences are held for 20 minute periods at the end of the first trimester. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. Frequent communication is very important to assure the best results in the education of the child.

In addition to the scheduled conference, parents are urged to confer with their child's teacher regularly, especially if there has been some notification of concern regarding studies and/or behavior.

Parents will be notified of difficulties by progress reports, phone calls, or deficiency notices.

Please send a note directly to the teacher to schedule a conference any time you have a question or concern.

## Guidelines For Conferences

- Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request a meeting with the teacher privately;
- Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions;
- Discuss classroom difficulties with the teacher first before bringing them to the Principal.

## **Conflict Resolution - Peer to Peer**

When students have a conflict with another student they should follow the following protocol:

- Let the other child know they do not like the behavior
- If the behavior continues, seek out an adult to help mediate the conflict
- Continued problems with student conflict may result in a parent conference

## **Counselor**

A certified counselor serves the needs of students and parents through class and individual consultation.

## **Crisis Plan**

Saint Patrick School will execute the "Emergency Preparedness Plan" in case of a lockdown or other major emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency requiring students to leave the building and school grounds, circumstances permitting, the building will be evacuated and students will be moved to a secure alternate, designated location: Rodeo Hills School

## **Daily School Schedule**

8:00 a.m.	First Bell/Prayer
10:00 a.m. - 10:15 a.m.	Recess K-5
10:20-10:30 am	Recess 6-8
12:10 p.m. - 12:40 p.m.	Lunch K-8
3:00 p.m.	Dismissal
Reduced Wednesday Dismissal	1:30 p.m.
Minimum Day Dismissal	12:00 noon

## **Discipline**

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

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

### Discipline Code

Students enrolled in St. Patrick School assume personal responsibility for their conduct. As members of the school, the students are obliged to be considerate of all students and respectful to teachers. Students are asked to accept this opportunity and obligation to become an integral part of the school community wherein they exercise their convictions of Christianity by fully respecting the rights and privileges of all members of the school community. This basic attitude of respect characterizes the actions of the student toward themselves, other students, teachers, clergy, school staff, custodians, visiting adults, and guests.

The staff request parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

Discipline is an essential foundation of the curriculum based on self-worth and growth in respect for oneself and others. Students are active agents in the development of their responsibilities as learners and members of the school community.

Classroom rules are established to insure a positive learning environment. The consequence for breaking the rules is established by the classroom teacher. These rules include academic requirements and are outlined for parents at Back-to-School Night.

Parents are asked to clarify and discuss these rules with their students.

Parents should address specific concerns regarding their child and/or classroom concerns with the teacher. If necessary, parents should direct concerns to the principal. Conferences between parent, teacher and principal may be arranged.

General playground rules are posted in the classrooms. These rules are discussed in class and students are accountable for knowing and abiding by them.

Individual student contracts may be employed to help the student address specific areas for growth. This contract may be between student and teacher or between student, teacher and principal. Contracts may be based on the student guidelines and agreement. These guidelines should be reviewed and discussed by students and parents.

St. Patrick School expects students:

- to use appropriate language -- no profanity or obscenity
- to be in their assigned play area during recess and the noon hour
- to be honest, obedient, and responsible in all dealings with others
- to be responsible for the protection and preservation of school property
- to be courteous, attentive, and respectful in class at all times
- to assist in keeping the grounds and facilities free of paper and other debris
- to use the drinking fountains, play equipment and lavatories with safety and cleanliness in mind
- to be respectful toward teachers, staff, and peers
- to never leave the school grounds at any time during the school day without permission
- to never bring any dangerous weapons (i.e. knife, sharp objects, etc.), or glass containers to school
- to leave electronic devices such as radios, ipads, cameras, pagers, cellular phones, and other valuables at home for safekeeping
- to avoid spitting and other actions which affect good hygiene at all times
- to not chew gum at any time

### Discipline Policy

It is the hope that every student at Saint Patrick School becomes a responsible, honest and self-controlled individual. In the event that a student's behavior is unsatisfactory the following Discipline Policy will apply:

**Infractions:**

Infractions will be issued for the following types of violations:

- Disrespect to faculty
- Class Disruption/Removed from class/excessive talking
- Inappropriate Language/gesture in any language
- Inappropriate behavior at recess/on-line/in church/classroom/PE/assemblies/in line/hallways/EDC

**Loss of Free Dress:**

If a child does not return forms that need to be signed by the following day, free dress will be lost. Forms include but are not limited to report cards, field trip forms, infractions, class syllabus, etc.

**Major Conduct Referrals:**

Major Conduct Referrals are for major disciplinary infractions and can be given for the following types of violations:

- Bullying/Threatening
- Stealing
- Cheating
- Excessive Roughness
- Plagiarism (including Plagiarizing from the Internet)
- Fighting
- Vandalism
- Leaving School Grounds
- Destruction of property
- Assault/Harassment
- Smoking/Drugs/Alcohol
- Forgery
- Weapons at School
- Major or Chronic Classroom Disruptions

\*Major conduct Referrals may result in suspension, restitution, and/or work detail/community service

\*Three Major Conduct Referrals may result in expulsion

**Foul Language:**

Use of foul language is not allowed on campus. If a student is caught using inappropriate language, the student will be asked to write what was said and have it signed by the parents. The signed paper must be returned to the child's teacher the next day.

**Detention:**

Detention may be issued for a breach of classroom and/or school rules, as well as incomplete school work. Parents will be notified of the detention and the day, date, and time of the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

**Suspension:**

A period of suspension can be given for serious violations of school policies. Such violations may also result in dismissal from school. Students are responsible to make up all missed class/homework. Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred. The student would be suspended from regular school activity but would remain under supervision on the premises. When a suspension and/or expulsion is contemplated, the principal will hold a conference with the student and

call the parent. In all cases of suspension written notice will be sent to the parents or guardians. The parent or guardian should attend a meeting with the principal before the student is readmitted to class.

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

The following behaviors are some causes for which a student may be suspended:

- Deliberate willful disobedience or disrespect/ consistent violation of school rules.
- Profane language.
- Persistent defiance of school authority by any student or his/her parent/s.
- Verbal or physical harassment of any student, teacher or administrator.
- Physical fighting
- Defacing/Vandalism to school property.
- Leaving school grounds without permission.
- Stealing/Theft
- Habitual truancy
- Inappropriate gestures/drawings, internet postings or gang signs
- 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.
- 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 which can be used to cause harm to another, including laser pointers
- Possession of fireworks

### **Suspension Procedures**

1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent(s)/legal guardian(s) as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact.
2. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:
  - a. NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
  - b. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
  - c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.
  - d. PARENT(S)/LEGAL GUARDIAN(S) CONTACT: It is always necessary to inform the parent(s)/legal guardian(s) of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent(s)/legal guardian(s) might be included in these steps so that the parent(s)/legal guardian(s) is aware of the total situation prior to the decision to

suspend. When this is not possible, a parent(s)/legal guardian(s) has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.

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

In the event of serious misconduct, a student may be placed on home study pending further investigation of the incident. Continued poor behavior may result in expulsion.

#### Expulsion:

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saint Patrick School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Saint Patrick School. The following offenses committed by students while under the jurisdiction of the school are reason for expulsion in accordance with the procedures of the Administrative Handbook of the Diocese of Oakland.

- Continued and willful disobedience
- Open, persistent defiance of authority
- Habitual profanity or vulgarity
- Smoking or having tobacco; use, sale or possession of narcotics
- Willful cutting, defacing or otherwise injuring the property, real or personal, belonging to the school
- Theft
- Use, sale, distribution or possession of alcohol or drugs on or near school premises.
- Habitual truancy
- Assault or battery, or any threat of force or violence directed toward any school personnel or student
- Uncooperative or destructive attitude or actions of parents
- Possession or use of weapons
- Inappropriate Internet Activity

#### PROCEDURES FOR DISCIPLINARY EXPULSION

##### Cases of Cumulative Disciplinary Difficulties:

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

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

##### If adequate improvement is not forthcoming within a reasonable time:

- A second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate.
- At this time the procedures outlined above shall again be followed.
- After this conference a final decision will be made by the Principal in consultation with the Pastor.

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

##### Cases Involving Serious Offenses or Threats to Safety:



There is no requirement that the school follow progressive discipline in cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions. The student is immediately suspended, the initial parent/legal guardian-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel.

#### 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.

#### Student Searches:

The teachers and/or school personnel may search a student or a student's belongings or locker if there is a suspicion of cheating, possession of an illegal substance or weapon, internet abuse, etc.

#### Closed Campus:

Saint Patrick School has a closed campus. Students may not leave campus at the end of the day or during a school sponsored event unless signed out by a parent or guardian. When a student has left campus at the end of the school day, they may not return to campus unless with a parent or guardian.

#### Abuse of School Personnel:

"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.

"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, fax, or letter."

#### Hall/Out of Class:

Students must have a buddy with them at all times when going to the bathroom or office. Students must check out with their teacher and check back in to the classroom. Students may not be in the Hall during their lunch period unless supervised by an adult. Middle School students should enter the school office via the front doors when traveling to and from the middle school to the office.

#### **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.

#### **Vandalism/Destruction of Property:**

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

#### **Drugs and Alcohol:**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

#### **Earthquake**

In case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee according to the emergency card will be kept at St. Patrick School or may be walked or transported to Rodeo Hills Elementary which is St. Patrick School's designated alternative shelter.

#### **Emergency Information**

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

#### **Emergency Information Card**

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

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

#### **School Lockdown/Shelter in Place:**

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

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;

Lockdown will continue until the school receives an "all clear" signal from emergency personnel. Parents should not call the school so the phone will be available to emergency personnel.

### **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Earthquake drills are held periodically. The procedures are:

1. Duck and cover under student desks;
2. Sit quietly until the all clear bell

### **Emergency Preparedness Policy**

St. Patrick School has an Emergency Preparedness policy in which the safety and welfare of each child is considered.

Basic Emergency Action Plans have been developed, and a copy of the procedures and evacuation routes are displayed in a prominent location in each classroom and office. Fire and earthquake drills are held monthly to familiarize students with procedures. The school maintains emergency and first aid supplies, food and water. Most of the faculty and staff are Red Cross certified in Basic First Aid and CPR.

SchoolMessenger is an automated emergency broadcast system that has been set up to inform parents in the event of an emergency. It has been designed so that parents or designated alternatives can be notified in case of evacuation or other emergency at the school. It is imperative that the office be informed, IN WRITING, of any change in home or work numbers during the school year to ensure the most up to date information for contact. Parents/Guardians give permission to receive calls with this system in writing when they sign the acknowledgment at the back of the Parent Student Handbook. Unless noted otherwise by parents/guardians, automated calls will be sent to all parent/guardian numbers on the emergency list.

### **Extended Day Care**

St. Patrick School offers quality Extended Day Care before and after school on all school days (except the day before Christmas break and the last day of school) from 6:30 a.m. until 6:30 p.m. There are both contracted and drop-in rates and options. Information and registration forms are available in the office.

Students may not be dropped off at school before 7:45 a.m. or remain on the school grounds after 3:15 p.m. All children on school grounds prior to 7:45 a.m. and after 3:15 p.m. will be automatically placed in Extended Day Care. Parents will be billed for this service. Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Extended Day Care is provided for the safety and convenience of students and parents.

Parents must sign out their child from Extended Day Care. A day care staff member may not sign out a child for any reason. Parents must give written permission to the EDC staff to allow a child to be picked up by a parent other than their own.

Please see separate Parent Handbook for Extended Day Care for more information.

### **Extra Curricular Activities**

After school activities are a vital part of school life. School rules apply at all times during or after school. If a child is participating in an after school activity they must first check in at Extended Day Care in order to ensure we know who is on campus. The adult who is responsible for the school related activity will sign out students from day care and return them to day care within five minutes after the activity is finished if they are not picked up by a parent.

#### **CYO:**

CYO is the Catholic Youth Organization, which is the Athletic Program for the Diocese of Oakland. The CYO sponsors team sports for boys and girls. These are parish leagues and participation is open to all students of St. Patrick Parish who regularly attend St. Patrick School or the Parish Religious Education Program. The emphasis is on the development of sportsmanship and skills. Teams practice at local facilities and participate in league games throughout the Diocese.

Bill Ford

834-7311

Diocesan CYO Office

If a child doesn't attend school he/she may not play or practice in that afternoon/evening event.

#### **Eligibility Includes:**

- \*Maintain a grade point average of 2.0 or above
- \*Have no I's on a current report card
- \*Have no more than 2 D's on a current report card

CYO sports are considered a parish activity. CYO coaches are responsible for students during all practice times. Because the coaches are responsible for team players, younger siblings should not be present during practice hours and may be placed in day care and charged for the hour. If parent does not pick up a child within five minutes of finishing practice, the coach will check a player into day care. School rules of appropriate conduct apply during CYO activities.

Students may not leave campus and return for any reason including CYO sports, clubs, or after school activities unless accompanied by a parent or authorized guardian.

#### **Instrumental Music:**

Instrumental music is offered on school site through M.U.S.E. (Musical Understanding through Sound Education). Small group instruction is offered forty minutes weekly in Piano. There is a monthly fee and some scholarship monies are available. Students are released from class for this instruction time. Students who participate in band may perform at school and diocesan events.

#### **Academy:**

The Academy is a program that supports the special needs of our advanced students in the upper grades by providing additional academic challenges and opportunities. Entrance into The Academy program is based on grades (A's all three trimesters of the previous school year), test scores (at the 85% or above on STAR Renaissance tests in Math and/or Language,) and teacher recommendations.

#### **Musical Theater Program:**

Sixth through eighth grade students may participate in the Spring Musical that is offered each year. Auditions are held in September and practices begin immediately following the cast selection. Students must be committed to after school rehearsals at least twice a week. These rehearsals take precedence over other after school activities. Students in Grades 3-5 may audition and participate in the Glee Club Musical in the Fall, and students in K-2 have the chance to audition and participate in the Earth Day Musical in April.

#### Student Government:

St. Patrick Student Government promotes leadership, school unity and spirit. All students are members. The selected members meet at lunchtime and are responsible for the monthly student body assemblies, and Student Government sponsored events; such as Spirit Days, Clean-up Days and Catholic School Week. Positions include: Spiritual Leader, Service Coordinator, Yearbook Editor, Traffic Coordinator, Green Team, and Skit Squad.

#### Traffic Patrol:

Students from grades 4-8 are required to serve before and after school directing traffic and providing safety instruction for students. This very necessary school patrol provides opportunities for leadership and the development of responsibility. Traffic leaders also assist in school functions. Please respect the Traffic Patrol at all times.

#### Yearbook:

The yearbook committee is open to 6th - 8th grade students upon invitation by the Yearbook Coordinator. Students work to design and edit the school yearbook.

#### Family Cooperation/Removal of Students Resulting from Parental Attitude

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

#### Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.

14. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
16. Parents who chaperone a field trip may not bring younger or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older and have TB test results and Virtus clearance on file with the classroom teacher.

**Transportation:**

Field trips are of educational and/or cultural value and are directly related to the curriculum. Buses will be used as much as possible to ensure the safest conditions possible when transporting children.

When we must rely on parent drivers to provide these enriching experiences, we need to ensure that the following guidelines are followed. Parents volunteering to drive on field trips are required by California State Law to have on file in the school office:

- A chest X-ray or TB skin test verification - good for 4 years.
- A copy of the parent's driver's license
- Proof of insurance
- Virtus clearance - go to [www.virtus.org](http://www.virtus.org) and complete the Basic Course. Certification is valid for 3 years.
- Volunteer drivers and chaperones are based on approval of the classroom teacher.

It is the teacher's responsibility to assign which car a child is placed in for the field trips. Please do not request for a certain child to ride in your car or for your child to ride with another parent. The teachers know your children well and create the carpools that are balanced and hopefully trouble free. You will be guaranteed that your own child will ride with you.

For the safety of the students it is mandatory that drivers:

- . Have a good driving record.
- . Have completed insurance information on permission slip.
- . Are not taking medication that would affect their driving.
- . Supervise students that are riding in their cars and report any difficulties to the teacher as soon as possible.
- . Not bring other children or adult when driving for a field trip.
- . Have seat belts for all passengers.
- . Not make any unassigned stops.
- . Must take route assigned by teacher
- . Enforce school rules and guidelines assigned by teacher for a particular field trip

Parent's eligibility to drive on future field trips will be revoked if any of the above rules are not followed.

**Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

All class donations for teacher gifts must go through the front office/bookkeeper. Money should not be given to the room rep.

## Grading Scale

Reports on student progress in grades K-8 are given at mid-trimester and report cards are given at the end of each trimester. Grades K-4 have a standards based report card and each standard is marked for mastery:

4	<b>Advanced/ Exceeds Mastery</b>	<p><b>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exceeds learning target by performing at exemplary levels.</b></p> <p><i>In addition to exhibiting standard mastery, student applies conceptual understanding to new situations, shows mastery of next vertical standard, offers alternative perspectives, and/or applies higher order thinking skills.</i></p> <p><i>These are not just harder tasks, but learning that requires deeper or more rigorous thinking.</i></p> <p><i>Examples of this type of learning may include: applications for real-world use, teaching another person the material, using information to solve problems in a different context, explaining connections between ideas, demonstrating a unique insight, and/or creative application of skills</i></p>
3.5		<p><b>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets and sometimes exceeds learning target as exhibited in performances on basic application, strategic and extended thinking activities.</b></p> <p><i>The student who scores a 3.5 has not consistently shown exemplary performance on activities that require a high level of cognitive demand.</i></p> <p><i>The student is on track to exceed grade-level standards.</i></p>
3	<b>Proficient/ Mastery</b>	<p><b>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities.</b></p> <p><i>This level is the focus for the entire proficiency scale</i></p> <p><i>This is the expected level of performance for all students</i></p> <p><i>This level includes essential outcomes, common core and diocesan standards, and related skills and practices</i></p> <p><i>The student exhibits mastery on assessment tasks involving fact and vocabulary recall, conceptual application, and strategic and extended reasoning, such as modeling and problem solving.</i></p> <p><b>No major errors or omissions with level 2 or 3 elements.</b></p>
2.5		<p><b>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student almost meets learning targets as exhibited in performances on recall, basic application, strategic and extended thinking activities.</b></p> <p><i>The student is on track to meet grade-level standards.</i></p>
2	<b>Developing/ Approaching Mastery</b>	<p><b>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is approaching an understanding of the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities</b></p> <p><i>This level is the basic learning necessary and serves as the foundation for the higher levels of learning.</i></p> <p><i>Examples of this type of learning may include recall questions, fact-based skills, and basic applications.</i></p> <p><i>The student occasionally meets standards as demonstrated by a body of evidence that shows incomplete/inconsistent understanding and application of grade-level concepts.</i></p> <p><i>No major errors or omissions regarding the simpler details or processes but major errors or omissions regarding more complex ideas or processes.</i></p> <p><i>Does not make connections among ideas nor is able to demonstrate their learning without support.</i></p> <p><i>Exhibits basic understanding of standard on assessment tasks involving fact and vocabulary recall, basic conceptual application, and strategic and extended reasoning, such as modeling and problem solving.</i></p> <p><b>However, there are major errors or omissions with level 3 elements.</b></p>
1.5		<p><b>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is beginning to develop necessary skills to meet the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities.</b></p> <p><i>Some skills are above basic, while some are still in need of intervention</i></p>
1	<b>Needs Support/Below Basic</b>	<p><b>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exhibits limited skills necessary to meet the learning targets as shown in performances on recall, basic application, strategic and extended thinking activities.</b></p> <p><i>Student requires more time and experiences; shows limited achievement of the standard(s).</i></p> <p><i>The student rarely meets standards as demonstrated by a body of evidence that shows minimal understanding and application of grade-level concepts.</i></p> <p><i>Only a partial knowledge of some of the simpler details or processes and/or little to no understanding or skill demonstrated, even with help and support.</i></p> <p><i>May be able to complete some low-level assessment tasks involving fact and vocabulary recall with support but struggles on tasks involving conceptual application and strategic and extended reasoning, such as modeling and problem solving.</i></p>

X = Standard Not Assessed

The report cards for students in grades 5 through 8 are letter grades based on achievement percentages as follows:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D

Effort, punctuality, conduct, homework, and participation have been removed from achievement grades and are reported separately. Students are also assessed on standards for Religion, English language Arts, Math, Social Studies, Science, Spanish, Music, Art.

### **Graduation**

#### *Graduation Ceremony:*

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. These exercises are scheduled so as not to conflict with high school graduation dates, and cannot take place earlier than five (5) school days before the completion of the school year.

#### *Graduation Attire:*

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest and appropriate to the occasion.

### **Gum**

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during carpool.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

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

#### *St. Patrick School Complaint Procedure*

- Parents with a concern or complaint should contact the principal with a phone call or letter to the office.
- The principal will set up an appointment to deal with any issues.
- If a parent feels their issues are not being dealt with in a satisfactory manner, they may contact the pastor or superintendent in that order.

### **Student Harassment, Bullying and Hazing Policy**

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



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

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

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

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

#### Harassment

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

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

#### Bullying

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

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

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

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

- Sending inappropriate texts, emails, or instant messages

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

Read about cyberbullying on [StopBullying.gov](http://StopBullying.gov).

### Hazing

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

### School Responsibilities

It is the responsibility of the school to:

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

### Student Responsibilities

It is the student's responsibility to:

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

### Threats Made By Students

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

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

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

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

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

#### Complaint Procedure

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

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

#### Response to Complaints

At a minimum, when a complaint about harassment/bullying/hazing is made, the School/Diocese will:

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

## CATHOLIC SCHOOLS DIOCESE OF OAKLAND STUDENT SEXUAL HARASSMENT POLICY

### POLICY STATEMENT

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

### DEFINITION OF SEXUAL HARASSMENT

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

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

### EMPLOYEE TO STUDENT SEXUAL HARASSMENT

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

#### STUDENT TO STUDENT SEXUAL HARASSMENT

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

#### RETALIATION

The Diocese forbids retaliation against anyone who reports bullying or 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 the Parent Student Handbook. Complaints may be reported to a school counselor or the Principal. Written complaints may also be filed at the office of the Principal or designee. Complaints should be presented in written form to the Principal.

#### Health/Health Screening

The Health Program in the school is overseen by a school nurse who arranges and sees to the following tests:

- Vision - screening test for grades 1-3-5-7, any referrals from other grades, and all new students. An Optometrist tests all first graders and any screened referrals.
- Hearing - An Audiometrist tests grades 1-2-5-8 and any referrals yearly.
- Scoliosis (curvature of the spine) - a Scoliosis screening is done each year for middle grade students.

Note: Parents with concerns regarding their children's vision and/or hearing should notify the school office prior to October 1.

HIV/Aids Awareness, First Aid and CPR are taught through the P.E. program for all grades. Family Life and Drug Awareness is covered in grades K - 8 by the classroom teacher. Red Ribbon Week, held in October, brings an enhanced awareness of drug abuse and its consequences.

\*\*\*California State law requires that all immunizations be current and that a record be kept on file.

The Hepatitis B shot series is required of all entering 7th graders.

St. Patrick School does not provide an allergy free zone (including but not limited to peanuts, eggs, dairy, and/or wheat.)

#### Child Abuse or Neglect:

Section 11166a of the California Penal Code mandates that all public and private school personnel are required to cooperate in following the reporting law regarding suspected child abuse or neglect. This law requires that school personnel report immediately to a child protective agency all suspected acts of omission or commission that endanger or impair a child's physical, emotional or sexual health or development. Determining whether or not the suspected abuse or exploitation has actually occurred is the responsibility of the child protective agency. Reporting individuals are provided with immunity from civil or criminal lawsuit. This includes:

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

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

#### Communicable Diseases:

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

Students who have restrictable diseases or conditions must be excluded from school.

#### Immunizations:

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements. TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test. Conditional Admission: A student who lacks the required immunizations has one (1) week to begin immunization.

As of August 2015, all students entering the school in grades K-8 will be required to comply with the California Department of Public Health Grades K-12 Immunization Requirements (Form IMM-231). The only permissible exemption will be a Physicians order based on a medical condition that prohibits a child from receiving required immunizations. All students currently in our school will be expected to comply with this policy as well effective August 2015. There will only be One Exception to this ruling effective with the 2015-2016 school year: If a Doctor signs a statement that the child has had a Titer Blood Test which shows that the student has adequate levels of antigens (immunities to a disease) in their system then we can accept this doctor signed statement in place of a 2nd shot.

#### Medication/Guidelines for Administration of Medications at School:

- Schools may not furnish any medications
- All medication administration requires parent/legal guardian authorization.
- All prescription medications and aspirin require physician and parent/legal guardian authorization.
- All medications must be secured in the school office - including aspirin and cough drops (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 their 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 are to be coordinated by the parent/legal guardian in collaboration with the school Principal

Responsibility of Parents/legal guardians:

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

All non-prescription medication (cough drops, eye drops, lip balm, etc.) should be taken to the school office with the following information: Child's name, Frequency, Dose, Date

Aspirin and Other Over-the-Counter Drugs:

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

Students requiring over-the-counter drugs (with the exception of aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above have been complied with.

Parent to School Notification:

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

Physical Education Non-Participation:

There must be a note on file for excuse from participation in P.E. activities. The excuse will also cover physical activity at recess time. A doctor's note is needed for long term non-participation (more than three days). If a child does not participate in P. E. they may not participate in CYO sports that day.

School Counselor:

A School Counselor is on site two days a week. The goal of the school counselor is to work as part of a team to promote self-esteem, communication, and problem resolution in order to maximize each child's potential. The counselor assists children, offers collaborative and consultative services to staff and parents around children's issues or problems, and assists in activities that promote self-esteem and problem resolution. Parents must sign a release form before a child may be seen by the counselor after the first visit.

**Home-School Communication**

In order to insure that all communication from school reaches home in a timely manner, Saint Patrick School uses a Monday e-mail system. Official emails containing all correspondence are sent home on Mondays via the school secretary. Official school-wide emergency communications are sent using the SCHOOLMESSENGER® phone system.

## Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Homework may be assigned to students Monday through Thursday. Reading to your children and encouraging reading for pleasure should be an important part of this routine. Teachers will make an effort to not assign homework to students on Friday evening in grades TK-5. Students enrolled in grades 6-8 may expect weekend homework, especially those enrolled in the advanced math courses. Homework assignment is ultimately up to the teacher based on providing the best academic practice and flow of curriculum for the students. **As it is best teaching practice, teachers will make an effort to not schedule tests or quizzes on Mondays or the first day of school of the week (STAR Benchmark tests are an exception.) The due date of long term projects may be scheduled on a Monday or the first day of school of the week, as students have had ample time to work on the project and may appreciate a weekend to complete the project.**

The following are recommended periods of time for homework (they do not include time for silent reading or studying for a test):

Kindergarten	20-30 minutes
1st-2nd grades	30-40 minutes
3rd-4th grades	45-60 minutes
5th grade	60-75 minutes
6th-8th grades	75 to 120 minutes

Homework due to Vacations/Planned Absences:

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments due to a vacation taken during school time are the student's responsibility and will be given to the child upon their return to school.

Homework Detention:

Students who do not complete homework may be assigned homework detention. Homework Detention takes place every Wednesday from 1:30 - 3:30 p.m. in the Resource Room. Students are required to stay the full 2 hours.

## Library Fines

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed: Borrowed books are to be returned on time and in good condition. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). If a book is not returned within four (4) weeks, it is assumed that the book is lost and therefore a bill for the cost of the book plus a \$5.00 fine will be sent. If we do not hear from you or the fine or book costs are not paid, the charges will automatically be added to your monthly tuition statements. Books damaged or lost must be paid for by the student before any other materials may be checked out.

## Lost and Found

Saint Patrick School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices. Articles left at school will be placed in the lost and found box outside the office. Parents should check for lost items at regular intervals. Items not claimed by the end of each quarter will be put in the uniform bank or donated to the needy. If a child is out of uniform, he/she will be given an item from the uniform bank to wear until the end of the school day. It is the student's responsibility to wash and return the item by the next day.

### **Lunch Program**

Healthy lunches, low in sugar and high in fruits, veggies and protein are encouraged. Children are encouraged to drink water. Sodas are not acceptable during school or EDC hours. Lunches must be brought to school each morning with the child. "Forgotten" lunches must be brought to the school office, not taken directly to the classrooms. Students must then check in and pick up their lunch in the school office. Bringing "fast food" lunches is not allowed. These will not be delivered to the child. The hot lunch program includes a rotating food menu. Information on the hot lunch program will be sent home through the weekly family newsletter. All hot lunch orders will be taken and paid for on-line. Once the monthly ordering window has closed, families must wait until the following month to order.

Children are not permitted to eat while walking around. Glass containers are not allowed. Students are given 15 minutes to eat their lunches in K-5 and 1/2 hour in grades 6-8. Students are asked to eat quietly as to maximize their eating time and avoid the possibility of choking.

### **MORNING PROCEDURE**

At the 8:00 a.m. bell students should be seated by class in the hall for attendance and for prayer. Prayer will begin when the second bell rings. Children who are tardy (after 8:00 a.m.) should remain in EDC until prayer is over. The teacher will record the tardies and absences before the start of prayer. K-5 students who arrive between 7:45 am and 7:55 am will report to their classrooms before proceeding to the hall. Middle School students will be released from EDC into the Hall. Parents are not allowed in the school building in the morning. They should go straight to the hall if they wish to participate in morning prayer.

### **Off-Campus Conduct**

The administration of Saint Patrick School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

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

### **Parents As Partners**

As partners in the educational process at Saint Patrick School, we ask parents:

To set rules, times, and limits so that your child:



- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has our hot lunch or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

#### PARENT'S ROLE IN EDUCATION

We, at Saint Patrick School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Patrick School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at Saint Patrick School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

#### **Non-Renewal of Student Enrollment**

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

### **Parent Teacher Organization**

Saint Patrick Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

By-Laws for the PTG are available on the school website.

### **Parental Guardianship**

It is the responsibility of the parent or guardian to inform the school in writing and with a copy of the court order regarding parental custody arrangements. The school will go by the most recent court order on file.

### **Parties**

#### **In school**

PTG Room parents help with class parties at the request of the teacher. Parties are scheduled for Halloween, Saint Patrick's Day, Valentines Day, and the end of the year. The room parents, in consultation with the classroom teacher, will plan each party. Middle School students take responsibility for planning their own parties.

#### **Birthdays/Out of School Party Invitations**

Students may not pass out party invitations at school unless the entire class is invited to the party.

### **Playground Rules and Usage**

Playground rules and a schedule of yard usage are posted in each classroom.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in Saint Patrick School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Students may also be **TRANSFERRED** to the next grade because they have not mastered all of the benchmark standards in their current grade. A student who is transferred to another grade may not be allowed to continue as a student at Saint Patrick School if conditions set out by the teachers/administration are not met.

Graduation Requirements - Seventh and eighth grade students must complete all academic requirements with a passing grade point average of 2.0 in order to receive a diploma from St. Patrick School. All fees must be paid, including tuition prior to the date of graduation in order for students to walk through the graduation ceremony.

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given three (3) times during the academic school year (at the end of each trimester.)

**Progress Reports** will be given mid-way between each twelve-week grading period.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Patrick School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **School Closure**

In the event of school closure parents will be notified through use of SchoolMessenger. Listen to local radio (KCBS) and news stations for further updates. Be sure to keep contact information updated in SchoolSpeak as this is the data pulled for SchoolMessenger.

### **School Directory**

A school directory will be published for families in September for parish and school use only. Parents who do not wish to be included in the directory must contact the office as soon as possible at the start of the year. Directory information must not be released to anyone without permission from the Principal or Pastor. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories must not be **used** or **sold** for other purposes.

### **School Hours**

Grades Pre-K through 8th - 8:00 AM - 3:00 PM. Students not in morning prayer at 8:00 AM are considered tardy. At Saint Patrick School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:45 AM. K-5 students arriving at that time will go through EDC to their classrooms. Students will then proceed together to the hall for morning prayer. 6-8 grade students will be released to the hall from EDC. Please check the school calendar and weekly newsletter for early dismissal dates.

Saint Patrick School offers an After School Care Program. A fee of \$5.00 per minute is charged for students remaining in the program after 6:30 PM. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 6:30 AM or who are not picked up by 6:30 PM will receive:

- a phone call reminding you to not drop off your child early or to pick up your students on time
- a registered letter reminding you that dropping your child off at school prior to 6:30 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
- students who remain after 6:30 PM will be sent home via the Hercules Police Department.
- Repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of carpool (approximately 3:15 PM) will be checked in immediately to the Extended Day Care Program. Parents are charged the daily per child rate of \$5.00 per hour for using this program.

### School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

### School Property

A parent or a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor, or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### School Safety

Saint Patrick School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

### Search

The school reserves the right to search anything brought on school property. This includes but is not limited to, clothing, lockers, cell phones and other electronic devices.

### Service Projects

The purpose of the stewardship program for students in Transitional Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project.

"Since the Gospel message is one of peace, brother and sisterhood, love, patience and respect for others ... Today's Catholic schools must respond to these challenges by developing in its students a commitment to community and to the social skills and virtues needed to achieve it." (TO TEACH AS JESUS DID, A Pastoral message on Catholic Education)

All classes have adopted Service Learning projects that are tied directly to the classroom curriculum. Student will perform service within the realm of the classroom and have thoughtful reflection based on Gospel messages following the projects completion.

Students are also encouraged to serve their school and parish through:

Student Government	Altar Serving at Mass	Coastal Clean-up Days
Yearbook	Lecturing	Parish/School Clean-up Days
Peer Tutoring	Children's Choir	Children's Liturgy of the Word

**Skates/Skateboards/Scooters**

Skates, shoes with skates, skateboards and scooters are not allowed on school grounds and will be confiscated if brought to school.

**Student Records**

Saint Patrick School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint Patrick School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**Review of Student Education Records**

Parents of students currently in attendance at St. Patrick School may review the student's education records. Please make request through the school office. The school has five (5) days to comply with a request to inspect student records. In addition the parent(s)/legal guardian(s) is entitled to copies of the cumulative record folder upon request. The school has five days to make copies available.

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

**Student Study Teams**

If a child is struggling with classwork/homework this may be the indication of a learning issue. The teacher and/or parent may contact each other to set up a SST meeting. At this meeting the teacher, parent, Resource Teacher and Principal will discuss areas of strength and areas for growth for the child and set a plan to help the student with their work. The plan may include but are not limited to: modified classwork or homework, testing through the district or a private source, tutoring, study skills training from the counselor, and/or preferential seating. If a child is tested at the local public school or through a private agency, modifications made will be implemented by the teacher and school to the best of our ability.

**Supervision of Students**

The liability for supervision and control of students shall be assumed by the school twenty (20) minutes before the first bell in the morning and end twenty (20) minutes following the last bell of the school day, except for students participating in school-sponsored extra-curricular programs or daycare.

**Supplies**

The school will provide student supplies at the start of each school year. Students are responsible for maintaining their school supplies. This includes but is not limited to items such as pencils, paper, pens.

**Technology Concerns**

**Apps:** Use of inappropriate apps at school such as, but not limited to, iCalculator, Incognito, etc. will result in lose of computer use privileges.

**Blogs:** Engagement in online blogs such as, but not limited to, SnapChat, Instagram®and Facebook®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should leave the cell phone in the bottom of their backpack and park the cell phone in the off position for the day. The cell phone used only when a student leaves campus. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

**Social Media:** Photos and captions on a student or parent's FaceBook, SnapChat, or Instagram®,etc. account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### **Telephone**

Permission to use the telephone must be obtained from the teacher or school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students may not use the phones in the classroom unless given permission by the classroom teacher. If contact with a parent is required due to an injury, the call will be placed by the school office. Parents may not call and talk with children in the classroom. Please do not use a cell phone to contact your child. A message will be relayed to the teacher. When students call home they are encouraged to leave a message. Parents please check messages before calling back the school as the purpose of the call should be shared.

### **Testing**

Students may be permitted to retake a quiz or a test in order to improve their academic standing if it is under a certain percentage and the student has completed the retake activities and form. Students may retake a test for a score of up to 85% only.

The STAR Renaissance Benchmark Tests are given in Grades K through 8 seven times a year. Each student's scores will be presented and sent home as well as reviewed during Parent Teacher Conference. The scores are

used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the current class.

Middle School students (Grades 6 - 8) may be given a **maximum of three quizzes or tests per day**.

Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

### **Textbooks**

Textbooks are selected in accordance with school policy developed by the Principal in close consultation with the faculty and will be used to implement Diocesan Curriculum Guidelines. All textbooks should be covered at all times with regular, not sticky, paper. Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

### **Title IX**

Saint Patrick School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### **Traffic and Safety Regulations**

School safety rules will be strictly enforced for the welfare of all of the children.

1. Cars are to enter in the church/faculty parking lot and exit onto Seventh Street at all times. Speed limit is 5 MPH at all times.
2. Students may be dropped off in the morning at safety cone site only in front of 5th and the Resource Room. Please follow the directions of the Student and Staff Traffic Patrol.
3. No cars may be parked on the school grounds during the school day.
4. Afternoon pick-up is the same as the morning. Cars must continue circling until students have been picked up.
5. Parents must never be on their cell phone during student pick-up.
6. Students may never exit the car without a faculty/traffic patrol member opening the door.

Walking Traffic - Children may walk off campus on the sidewalk next to the church only if accompanied by a parent or with written parent permission. This applies to drop off in the morning as well. For safety purposes, parents are encouraged to pick up children in the traffic pattern.

At no time should a driver block a neighbor's driveway or park in a red curb zone. Please respect our neighbors and their property.

### **Car Service Policy for Emergency Pick-ups - Uber/Lyft, etc.:**

Due to safety reasons, students are not allowed to be pick-up by an unfamiliar driver from services such as Uber/Lyft, etc. Parents should consider other trusted parents they can turn to in the event of an emergency and have the names of those parents on their emergency release forms.

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

### Tuition

Parents should understand clearly the financial obligation that they assume when enrolling children at St. Patrick School.

Tuition is payable in ten monthly installments beginning in August (12 months is also an option for parents who need this.) Tuition payments are due on the 5<sup>th</sup>/20<sup>th</sup>/31<sup>st</sup> of each month based on the option parents chose on the tuition contract. Tuition payments received after the deadline will be assessed a \$25.00 late charge. There is a \$25.00 penalty for returned checks. Make all checks payable to St. Patrick School. Tuition collected by automatic debit will be taken from your account on the Friday previous if the 5<sup>th</sup> or 20<sup>th</sup> falls on a Saturday or Sunday. Families will be charged \$25.00 per change if they switch from the chosen tuition plan (monthly - 5<sup>th</sup> or 20<sup>th</sup>, quarterly, annual) signed for on their tuition contract. Parents must give at least a month's notice before withdrawing their child from the program. If a parent does not give a month's notice a full month's tuition will still be owed even if the child does not attend the full month of school. No partial refunds will be given.

The final month's tuition for 8th grade families is due prior to graduation. All other fees must be paid prior to graduation as well.

The following steps will be taken for delinquent tuition:

- Notification will be received that the account is delinquent.
- If constructive steps have not been taken to resolve the delinquency status, the enrollment contract may be considered terminated and the student(s) will be dropped at the end of a trimester. Collection procedures may ensue.
- Student may not be allowed to attend school if tuition, library fines, or After School Care Program fees are in arrears.

Students may not re-register for the following year until all fees are paid currently.

### ANNUAL RATE (divided over 10 months)

1 CHILD: \$6,610.00

2 CHILDREN: \$10,980.00

3 (or more) CHILDREN: \$14,270.00

### TUITION ASSISTANCE

School and Diocesan financial aid programs are available for families who qualify.

Diocesan Elementary School Family Aid for Catholic Education (FACE) - The Diocese of Oakland offers Family Aid for Catholic Education. Applications can be picked up in the bookkeepers offices in February. Applications are due in early March and must be submitted through the school.

BASIC Fund and Independent Scholarship - New families needing financial assistance should apply for a BASIC Fund or Independent Scholarship. These scholarships are specifically for families new to private education. Families should apply directly to these organizations no later than mid-March.

BASIC - <http://basicfund.org/how-to-apply>

Independent Scholarship - <http://www.independent.org/students/isf/apply.asp>



Tuition Assistance Program (TAP) - Each year the School Board and PTG set aside funds to help families experiencing sudden and unforeseen financial hardships. These families may apply for a TAP scholarship. Applications can be picked up from the school bookkeeper and must be returned by May 15<sup>th</sup>. TAP must be applied for annually based on need. Confidentiality is maintained throughout the process.

**Sibling Discount for Preschool:**

A \$500.00 discount is given to families who have a sibling in the Pre-school or Infant Care Program. Pre-school and Infant Care students must be enrolled full-time, full year in order to qualify. Families who are already receiving a sibling discount at the school do not qualify for an additional discount.

**Registration Fee:**

The registration fee (\$300.00) is payable at the time of registration. Registration fees are non-refundable. No places in the school will be held without registration fees paid at the time of registration. Certain classroom activities may require additional class fees (i.e. Yosemite, Graduation, etc.)

**Graduation Fee:**

There is a required classroom fee for eighth grade students that helps defray the cost of diplomas, gowns, the purchase of class awards, and other graduation expenses.

**Testing Fee:**

A non-refundable testing fee of \$25.00 is due with application.

**Mandatory Fundraising Policy:**

There is a mandatory fundraising policy that applies to each family. Each family must sell a minimum of \$300.00 in Raffle Tickets. Special donated services, Matching Funds, and purchases made during the "Live" portion of the annual auction may count toward the \$300.00 family obligation by special approval of the Principal. All fundraising dollars are due March 17<sup>th</sup>.

Fundraising runs from the first day of school - March 17. There are no roll-overs from year to year on fundraising totals. Donated services to a fundraiser that would otherwise be an expense to the fundraiser may count toward a portion of a families service hours (e.g. DJ services) with principal approval. The school secretary or bookkeeper will make every effort to update families on their totals, however parents are ultimately responsible for keeping a record of their own participation hours and fundraising contributions.

The funds collected towards a Fundraiser event shall be turned into the School Office or PTG Event Chairperson within 14 days of the established due date. Delinquent accounts will be turned over to the School Office. The office will invoice families with the outstanding balance. If the arrears are not paid within 30 days from the billing date, a \$25.00 late fee will be assessed to outstanding balance. No prizes will be awarded to families whose accounts have not been settled within 30 days of the fundraiser. The \$300.00 fundraising quota is due by March 17. Families who have an outstanding balance as of March 17<sup>th</sup>, will have their ACH accounts debited by the bookkeeper.

All expenses incurred for an event whether by the chairperson or a committee member must be turned into the Bookkeeper for reimbursement no later than 3 weeks following the event. Any receipts turned in after that time may not be reimbursed.

**Participation Policy:**

As we are bound together in our faith, St. Patrick School Community abides by a Participation Policy as an avenue for school involvement on a daily basis. This policy is an opportunity for community building and support

of each other as parents, teachers, staff and students. As we join together working for the benefit of our school community, we serve the most important group of our school, our children, and we participate for the love of our children.

- Twenty-five (25) hours of parent participation are required per family each school year
- Five (5) hours of the twenty five must go toward the assigned class event (such as Breakfast with Santa, Boosterthon, Auction, or Teacher Appreciation Lunch)
- Parents are responsible for recording hours on SchoolSpeak
- All Participation hours must be completed by May 15th
- Any hours put in after May 15th will apply to the following school year
- Unfulfilled hours in both categories will be assessed a charge of \$25.00 per hour payable by the end of the current school year.
- Any change to these requirements must be with the prior approval of the principal

THE FOLLOWING ACTIVITIES QUALIFY FOR PARTICIPATION HOURS IF ALL CRITERIA ARE MET:

- WORKING at any school or classroom sponsored program or event. This would include, but is not limited to, Book Fair, Science Fair, Christmas Program, Children's Liturgies, bake sales and driving or chaperoning field trips or activities.
- WORKING on any PTG sponsored function. This would include chairing an event, committee work done to prepare for the event and work done during the event itself. Fundraising activities or family social events, are some of the PTG sponsored events. Other School Programs include the Hot Lunch Program.
- WORKING either at home or at school as a Teacher/Office/Library assistant. Telephoning, doing clerical work, typing or computer input, grading papers and preparing class projects are examples of work that can be done at home. The assistance at school would include all of the above and any project the Class/Office/Library would need help with completing.
- Being an ACTIVE member of the School Board or PTG Board and/or ACTIVE involvement on the School Board or hours spent on a PTG committee.
- Being an ACTIVE Room Parent or ACTIVELY assisting with the planning and implementation of class parties.
- WORKING on the Donation Procurement Committee.
- WORKING at any School/Parish work party or doing Plant Maintenance.
- Coaching, leading or assisting an extra-curricular school sponsored group or team. CYO, Yearbook and School Newspaper would fall into this category.
- ATTENDING a School Board, PTG or School sponsored Parent Education meeting. (TWO hour maximum per family per meeting)
- Food prepared for PTG fundraising events, Teacher Appreciation, or class parties - One - three hours per event at the discretion of the fundraising chairperson.
- Taking and typing Minutes for the Parish Pastoral Council
- Twenty (20) hours will automatically be waived for School Board members, PTG Officers, CYO Certified Coaches\*, Class Reps, and Major Event Chairs. Note: Five (5) hours of the required twenty five (25) must go toward the assigned class event.
- Monetary donations or donations of goods other than items for PTG Events, providing food, treats or drinks for any other event (at a rate of \$25.00 for one hour of participation)

\*certified coaches - must have attended all Diocesan required coursework, coaching clinics, been Megan's Law screened and are Safe Environment approved and have certification on file with the CYO Coordinators

Special Notes:

Parents are responsible for logging all hours into the SchoolSpeak Account. For fundraising events, the chairperson is responsible for collecting a list of volunteers and the number of hours worked in order to validate parent hours. Exceptions to the policy must be submitted in writing to the Principal and approved BEFORE hours are performed. Hours logged for unapproved activities may be considered invalid.

THE FOLLOWING ITEMS DO NOT COUNT FOR PARTICIPATION HOURS:

The following activities, while commendable and encouraged, do not qualify for participation hours.

- ATTENDANCE at school sponsored events or meetings such as Back to School Night, Open House, Christmas Program, class parties, conferences or other informational meetings.
- Participating in or attending fundraising activities. Chairing, organizing or actually working during events would count. Participating by selling items or raising funds would not count.
- Work done when the time and/or service is paid for by the school or parish.
- Hours worked by anyone other than the parent or legal guardian of the child. Under special circumstances when pre-approved by the Principal or Pastor, another designated person may earn hours for the family.

All parents helping during an event must purchase a ticket for that specific event.

Uniforms and Dress Code

St. Patrick School takes pride in its tradition of excellence, which, it is hoped, will be evident to those who come in contact with representatives of the school. Student's neatness helps to establish and maintain an environment conducive to learning, decency and good manners.

St. Patrick School has a uniform policy that is strictly enforced. It is the responsibility of the student and parent to adhere to that policy. Filling out uniform infraction slips, being sent to the office and calling parents to come to school with appropriate uniform changes are not reasonable or responsible uses of class time for students. Uniform infraction notices will be sent home if necessary. If a student violates the dress code 3 times they lose their next free dress privilege. Further abuses will be reflected on the report card. Students are expected to be well groomed at all times.

Hair for both boys and girls should be neat and clean. Hair length should not be past the shoulder for boys. No fad haircuts, no Mohawks, no unnatural or dyed hair colors, no gang related haircuts, no hair sculpturing will be allowed at St. Patrick School.

The pastor and principal have final say on all issues related to the uniform policy. The uniform supplier is:

Dennis Uniform  
130 Doolittle Dr #1  
San Leandro, CA 94577

Uniforms may be purchased at the school on the date specified by the uniform supplier and the supplier may be contacted directly for future ordering.

ALL CLOTHING MUST BE MARKED IN INDELIBLE INK. A lost and found is located in the school office.

Students may not wear any sweaters or sweatshirts other than the approved school sweatshirt to school.

All parts of the uniform except the jumper, skirt and sweatshirt may be purchased at local stores, but regulations regarding things such as color, no logos, etc. must be honored. The pastor and principal have final judgment on the appropriateness or wearability of all students clothing.

TK UNIFORM

TK students are required to wear the yellow uniform shirt (may include the school logo.) They may also buy the navy blue sweater or navy blue fleece jacket that may be worn when they get to Kindergarten. Any dark blue bottoms may be worn.

BOYS' UNIFORM - ALL GRADES K - 8

Trousers:

- \*Navy blue twill, no logos, must match the uniform company pant in style and color
- \*Navy blue WALKING shorts (no shorter than 2 inches above the knee)
- \*Dickies Pants are acceptable but only ones purchased from the uniform company that have a Dennis Uniform Tag
- \*NO OVERSIZED TROUSERS OR SHORTS ARE ALLOWED.
- \*Boys (starting in grade 3) must wear a solid blue, black or brown leather or cloth belt at all times. No designer belts or belts with logos are allowed.

Shirts:

- \*Long or short sleeve polo shirt with collar or turtleneck-in white, navy blue, green
- \*Shirts must not be oversized nor hang more than 2 inches below the belt line
- \*Short sleeve shirts may not be worn over long sleeve shirts. Undershirts must be white without any markings or logos.

Sweatshirt:

- \*Uniform sweatshirt with school logo only
- \*K-5: Red Sweatshirt
- \*6-8: Blue Sweatshirt
- \*8th: Special Graduation Jacket and CYO Caritas Sweatshirt

Jackets:

- \*Uniform jackets only
- \*Uniform vests only

Shoes/Socks:

- \*Tennis shoes (must be tied/velcroed) or leather shoes of mostly solid color
- \*NO slip-ons, NO open toed, NO electric lights, NO wheels, No boots.
- \*NO Platform shoes (which include tennis shoes) may be worn
- \*Leather shoes must have rubber soles for safety reasons
- \*All shoes must be tied for safety reasons
- \*Velcro fasteners are acceptable
- \*Mostly solid color socks of: white, black, brown, green, or navy blue (with no graphics)

GIRLS' UNIFORM - ALL GRADES K-8

Jumpers: Grades K-3: Jumpers; uniform - Must be worn no shorter than 2 inches above the middle of the knee

Skirts/Skort: Grades 4-8: Uniform Skirts/Skort in plaid or navy blue - Must be worn no shorter than 2 inches above the middle of the knee

Pants:

- \*Navy blue twill, no logos, must match the uniform company pant in style and color
- \*Dickies Pants are acceptable but only ones purchased from the uniform company that have a Dennis Uniform Tag
- \*Navy blue WALKING shorts (no shorter than 2 inches above the knee)
- \*No Capris or long shorts past the knee
- \*NO OVERSIZED TROUSERS OR SHORTS ARE ALLOWED.
- \*A belt may be required by a teacher if a student is continually in violation of the uniform code. Belt must be blue, black or brown leather or cloth.

Blouses/Polos:

- \*White Peter Pan Blouses may be worn with the uniform jumper, pants, or skirt/skort
- \*Long or short sleeve polo shirt with collar or turtleneck-in white, navy blue, green
- \*Shirts must not be oversized nor hang more than 2 inches below the belt line
- \*Short sleeve shirts may not be worn over long sleeve shirts. Undershirts must be white without any markings or logos.

Sweatshirt:                   \*Uniform sweatshirt with school logo only  
\*K-5: Red Sweatshirt  
\*6-8: Blue Sweatshirt  
\*8th: Special Class Jacket and *CYO* Sweatshirt

Jackets:                    \*Uniform jackets only  
\*Uniform vests only

Shoes/Socks:            \*Tennis shoes (must be tied/velcroed) or leather shoes of mostly solid color  
\*NO slip-ons, NO open toed, NO electric lights, NO wheels, NO neon, NO boots.  
\*NO Platform shoes (which include tennis shoes) may be worn  
\*Leather shoes must have rubber soles for safety reasons  
\*All shoes must be tied for safety reasons  
\*Velcro fasteners are acceptable  
\*Mostly solid color socks of: white, black, brown, green, or navy blue (with no graphics)  
\*Plaid fringe uniform socks may be worn  
\*No nylons or leggings may be worn  
\*Opaque white, navy, or black tights may be worn with socks

#### UNIFORM - ALL STUDENTS

- Shirts must be neat and tucked in at all times. Shirrtails are not to be showing.
- Shorts **MUST** be worn under the uniform skirt or jumper. They may not show below the hemline.
- Only one uniform shirt at a time should be worn.
- Pants should not be skin tight.
- If an exception to the dress code is needed (such as sun glasses or hats need to be worn in the sun) a doctor's note is required to be on file in the school office.
- *CYO* wearables may be worn on Fridays with uniform bottoms
- Disclaimer: When choosing shoes for school, keep in mind that shoes may get stepped on, wet, or dirty during the course of the school day. Students are encouraged to keep expensive shoes at home so they do not become a distraction at school or an excuse not to participate in class assigned activities.

#### Make-up

Nail polish, fake nails and make-up may not be worn at any school related function or during school hours on or off campus.

#### Gum

Gum is **NOT** allowed on campus at anytime, including after school hours.

#### Facial Hair

Facial hair is not allowed.

#### Jewelry

Earrings may be studs only and no bigger than  $\frac{1}{2}$  carat. No hanging (dangling) earrings are allowed. This is for safety reasons. Any jewelry must be small, simple, safe and uniform appropriate. Necklaces are limited to one only with a simple charm such as a cross or religious medallion. Necklaces must be tucked in to the shirt to avoid getting caught by another student. Students are limited to one earring per ear and one bracelet. No body piercing is acceptable other than the ear lobes. Hair bands should be simple in nature and be flat on the head (no outcroppings of flowers, antennae, etc.)

#### Free Dress

The last Friday of each month and the student's birthday are ordinary free dress days, others decreed by event will be announced. Basic rules of appropriate dress apply.

- Jeans and walking shorts (including well fitted gym shorts) may be worn.
- Any color gym shoes may be worn.
- Boots without a heel or Uggs with a low heel (less than 1/4 inch) may be worn.
- No baseball caps should be worn unless it is a specified hat day.
- No tank tops, low cut tops, shredded jeans, or camouflage clothing may be worn.
- Mid Section must be covered at all times.
- Skirts and shorts should be no shorter than 2 inches above the knee.
- No T-shirts with inappropriate pictures or language
- Slip-on or clog style shoes will not be allowed at school. Please see shoe policy in uniform section.
- To ensure safety, properly fitted and appropriate clothing must be worn. Over sized clothes are unacceptable.
- Low cut waistline pants are not acceptable.
- If a belt is to be worn it must be black or brown leather or cloth as is decreed in the uniform policy. No designer belts or belts with logos are allowed.
- Students may wear their *CYO* gear on Fridays with their uniform bottoms.

If a child is in inappropriate dress, his/her parents will be contacted for their uniform before returning to class. Students may wear any type of shoe as long as it meets the safety requirement of the school as stated in the shoe policy above.

\*Please note: Eighth grade students may have special uniform exceptions based on privileges earned at the beginning of each year and approved by the principal (privileges such as light make-up, free dress on Wednesdays, French nails, etc.)

#### Rainy Day Dress

During the rainy season students may wear slickers over their uniforms to school. Once they arrive at school only school approved apparral may be worn in the classroom. Rainboots may be worn to school but a change of tennis shoes must also come to school in order to ensure safety during PE and recess. Traffic Squad can wear non school rain gear when performing their traffic duties only. Gloves and Saint Patrick School Beanies are also acceptable during this time and on extremely cold days (as designated by the principal.) For safety reasons no scarves are allowed.

#### Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to prepare and deliver Hot Lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process. Siblings may not be on campus at anytime unless under supervision of parents. Parents working Hot Lunch or in the classroom may not bring younger sibling with them. Younger siblings/family members may not go on school sponsored field trips.

#### Volunteers

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

### Volunteer Background Checks/Megan's Law Screening

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

1. All volunteers who work at the school site or in school sponsored activities twelve (12) or more hours a month must be screened pursuant to the identification process established under California's Megan's Law.
2. All volunteers who participate in any overnight experiences (e.g. environmental educational camp) must be screened pursuant to the identification process established under California's Megan's Law. The screening results must be returned to the school by the Department of Justice prior to participation in the overnight field trip.
3. In addition, any other volunteer who has contact with or access to children may be screened.
4. Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

### 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.

### 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 Board and Sub-committees, Parents Teacher Group and Event Committees, Annual Auction Committee, classroom assistance to teachers, cafeteria/ hot lunch program, Room Parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

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

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

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

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

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

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings/family members are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the SchoolMessenger® system.

### **Weekly Communication**

Weekly newsletters from the school will be sent via e-mail. This includes both the Principal's letter and News and Notes. Important paperwork that needs to be given one per child will be handed through the classroom teacher.

### **Right to Amend**

Saint Patrick School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Class Folder or through e-mail communication.



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

## **Introduction**

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

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

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

## **Jurisdiction and Definitions**

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

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

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

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

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

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

**Technology Responsible Use Agreement**

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

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

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

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

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

**4. I will use school technology resources for educational purposes only**. I will stay on task during classroom activities using technology. I will not use school devices, software, or systems (like wifi) for non-school purposes like chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

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

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

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

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

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

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

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

## Diocese of Oakland Media and Student Work Agreement

<School Name> requests your consent for faculty and staff to use photos or videos of your child, as well as your child's work, in school publications, both in print and online. Photos, videos, and student work is published to promote the school, Catholic education, and students!

### Definitions

Media: photos, videos, or audio recordings

Publish: distribution of media online, in print, or elsewhere such that it is publicly accessible


### Media Policies for Families

1. Media taken by students or families at school or school events are for private use only.
2. Media depicting anyone in the school community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.
3. Posted media should be removed ASAP if requested by an individual or their legal guardian.

 We agree to comply with the Media Policies for Families.


### Media Policies for the School

1. Media taken by school staff in classrooms or at school events will be stored securely.
2. Media depicting anyone in the school community will not be published without the consent of the individual and/or their legal guardian.
3. For safety and privacy, student names will not be included with any published media.

 The school may publish media of the student named below.

### Student Work Policies for the School

1. Student work will only be published with consent of the student and their legal guardian.
2. Student work will only be published with the intent to celebrate the student, promote the school, inspire educators, or for educational purposes.
3. Published student work will not include media depicting the student unless the student's legal guardian has also consented to media publishing.

 The school may publish work by the child named below.  
This consent will remain in effect until such time as I inform the school otherwise.

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

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

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

## Diocese of Oakland Technology Responsible Use Policy for School Personnel

The Diocese of Oakland recognizes the many ways, both positive and negative, that teachers and staff can use technology. Our objective is use technology to enhance education, operate efficiently, and communicate effectively. To that end, personnel must abide by the following expectations:

### Technology Expectations for Staff

No Expectation of Confidentiality: Employees must recognize that anything written in email, messaged, published online, posted to social media, or transmitted electronically can be intercepted, copied, published, and stored forever. Every communication should be written as if for public consumption: cordial, clear, and free of sensitive information.

Security: Employees must learn and follow basic security practices to protect school, student, and family information. Securing - not sharing - passwords and avoiding viruses, phishing, and malware are key skills for staff.

Disparagement: Employees shall not write or post any content that negatively depicts the school, the faculty, students, parents, or the parish.

Communications with Students: Employees shall not “friend” or “follow” students under 18 on any social media platform, including Twitter, Instagram, Facebook, or blogs. Employees should not communicate with students or parents using any personal technology, including phones, email accounts, or social media. Educational platforms that allow communication for the purpose of supporting student learning are allowed as long as those platforms are (1) school managed and (2) can be audited by multiple staff members. Examples include Google Classroom, ClassDojo, Seesaw Portfolios, and school email.

No Expectation of Privacy: Employees should not have any expectation of privacy on any school or CSDO technology. The school reserves the right to inspect employer-owned hardware, networks, email, online storage, or any other technology systems used by employees.

Professional Use: Employees shall not use school or CSDO technology for personal business.

Model appropriate behavior: Employees are expected to model behavior consistent with the school’s values and mission. Inappropriate behavior should not be on display via social media, publications, or stored on personal technology brought to school. Examples of inappropriate material include but are not limited to the following: messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence.

Financial Responsibility: In case of loss or damage to school technology equipment entrusted to a staff member (other than damage caused by ordinary wear and tear), employees may be held financially responsible.

I have read and agree to comply with the terms of this policy governing the use of the school’s technology resources at school, home, and work. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal actions.

Printed Personnel Name: \_\_\_\_\_

Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Photo - Video Release

I hereby give permission for my son/daughter/children (Please list)

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to be photographed or videotaped at ***Saint Patrick School*** I realize that the photo/video may be published on the school website, in a school brochure, in the newspaper, a magazine, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at ***Saint Patrick School***.

Note: For safety and privacy, student names are not posted with pictures used.

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

Date: \_\_\_\_\_

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

### Return with Re-registration Paperwork

Check here if you do not want to have pictures of you or your child posted on the school's website, utilized in school videos or in other school publications.

## **DIOCESE OF OAKLAND ANTI-BULLYING AND HARASSMENT POLICY**

### **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 program, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

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.

- Adopts a school anti-bullying and harassment policy
- Publishes the anti-bullying and harassment policy in the parent student handbook
- Trains teachers and staff in bully prevention and response
- Provide effective response
- Social and emotional learning for students

### **Saint Patrick School Anti-Bullying and Harassment Policy**

#### **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.

### **Staff Responsibility**

It is the responsibility of school staff, teachers, parents, guardians and students to ensure that no student is the target of bullying or harassment. Any member of school personnel who witnesses an act of harassment or bullying, 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.

### **Parent Student Responsibility**

Students, parents and guardians who wish to seek help and report bullying and harassment to the school may do so in person or in writing to the school principal. Anonymous reporting is acceptable.

### **School Responsibility**

When a report of bullying or harassment is received, the principal will immediately investigate the charges and determine the nature of the harassment. Consequences for bullying or harassment may include but are not limited to progressive discipline, mental health referrals, counseling and Solution Teams, suspension and expulsion. Parents or guardians of a target of bullying will be contacted immediately and informed of the actions taken to prevent any further acts of bullying or retaliation. It is the school's responsibility to protect complainants from retaliation, and will do so to the best of its ability. The will maintain written 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.

### **Teacher Training**

Teachers will be trained annually to be sensitive to and aware of the definition of Bullying and Harassment, and be able to identify common behaviors associated with bullying/harassment. The content of professional development will 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. 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. The school principal shall be responsible for the implementation and oversight of a training plan at his or her school.

#### Bullying/Harassment Policy

The school's Bullying/Harassment policy extends to any act of bullying and harassment during the school and after-school program, on 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.

#### Effective Response

The school principal or their designee shall investigate any report of bullying and work collaboratively with relevant teachers and staff to ensure its resolution. 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 (or as designated by Diocesan legal counsel.) 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. 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.

#### Social Emotional Learning for Students

Saint Patrick will provide social and emotional learning as a foundation for living by Gospel values. Students will be exposed to appropriate curricula (including but not limited to Virtus Training, Caring School Community, Friendship Keys, and other age-appropriate evidence-based units that raise awareness of bullying and cyber-bullying and build student skills in empathy, respect and inclusion. Parents are offered in-servicing on pertinent topics at annual Town Hall Meetings and through Parent Newsletters. Parents should be aware of: (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.



## **DIOCESE OF OAKLAND CODE OF ETHICAL CONDUCT FOR MINORS VOLUNTEERING OR WORKING WITH YOUNGER CHILDREN**

To ensure the safety of children in the Diocese of Oakland, all minors who volunteer or work at a parish and/or school site must review these boundary guidelines before undertaking ministry in the Diocese of Oakland, and must sign the Code of Conduct form to verify that they understand their obligations.

**You are about to begin what could be a lifelong commitment to working or volunteering in the Church. It is a privilege to help to carry on the mission of Jesus, one that no one takes lightly. As a minor yourself, it is important that you follow certain rules and guidelines, both for your protection and for the protection of those to whom you minister. The Church takes the issue of misconduct very seriously. Certainly any instance of misconduct will be evaluated carefully and you are urged to report any instances of misconduct that you see to the adult in charge of your area of service. Your own conduct must be beyond reproach. You have a responsible position within your parish and you should live up to the expectations of trust that have been placed in you.**

### **CODE OF CONDUCT FOR MINOR WORKERS/VOLUNTEERS**

3. I must always be aware of my own protection and the protection of those with whom I am working.
4. I must never be alone with a younger child in my care.
5. I must never transport a younger child in my care.
6. When on an outing with younger children there must be two adults present at all times.
7. I am not to access locker rooms, shower rooms and dressing rooms where younger children are in my care unless another adult is present.
8. I am not to accompany a younger child in my care into a restroom without an adult present unless the circumstances make it unavoidable, in which case I will inform the person in charge.
9. I must never have physical contact with younger children in my care, except as appropriate in connection with my duties.
10. I must never use inappropriate language when working with younger children.
11. I must never be involved with the illegal possession and/or illegal use of drugs and/or alcohol.
12. I must never use physical force or demeaning language in disciplining younger children in my care.
13. I must never take advantage of a younger child in my care.
14. I am aware that Diocesan guidelines on reporting child abuse are to be followed without exception.

The Diocese of Oakland is grateful for the service you provide. These guidelines are meant for your protection and for the protection of the children you serve. Whenever you have questions or are uncertain about what is required, ask the adults with whom you work.



