

# **SAINT PATRICK SCHOOL PARENT STUDENT HANDBOOK**

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# GENERAL INFORMATION

## 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 Fr. 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 Rev. Father Melvin Hary.

In addition to the usual grade school curriculum, St. Patrick School offers computer, physical education, and music instruction to all students, Kindergarten through eighth grade, Pre-Algebra to the seventh graders, Algebra to the eighth graders, and Spanish to the sixth, seventh and eighth graders.

In 2001, the Immaculate Heart Sisters left St. Patrick School to return to their mother house in Arizona. The first lay principal was hired. In 2002, a pre-school was opened in the old convent with an enrollment of 30 children. The present pastor of St. Patrick Parish and School is Father Larry Young.

## 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.

## E. PERSONNEL

### 1. Bishop

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements which contribute to the development of the total Christian community. The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

## **2. Superintendent of Catholic Schools**

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. 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. Linda Gaier	Bookkeeper	12
Ms. Stephanie Campbell	Pre-School Director	799-6683

	Grade or Position	Extension #'s
Mrs. Suzanne Smith	Kindergarten	18
Mrs. Claudine Sweeters	1st Grade	19
Ms. Kellianne Smith	2nd Grade	20
Mrs. Suzanne Board	3rd Grade	21
Mrs. Peg Henry	4th Grade	22
Ms. Jessica Loberg	5th Grade	15
Mrs. Maribelle Hoadley	6th Grade Homeroom	23
Mrs. Jocelyne Sweeney	6 <sup>th</sup> Grade Homeroom	23
Mrs. Julie Buscaglia	7 <sup>th</sup> Grade Homeroom	28
Mrs. Karen Francis	8th Grade Homeroom	27
Ms. Stephanie Franzoni	P.E.	11
Mrs. Loretta Airoidi	Art/Middle School	28
Mrs. Anita Allison	Spanish K-5	51
Mrs. Amparo Esteban	Spanish 6-8	51
Ms. Margaret Secour	Music	51
Mrs. Susanne Taylor	Network Administrator	25
Ms. Catherine Jolly	Counselor	26
Ms. Kate Malone	Teacher Aide	21
Ms. Gabby Edmonds	Extended Care Director/Teacher Aide	17
Mrs. Colleen Padilla	Teacher Aide	20
Mrs. Shelly Angell	Teacher Aide	18
Ms. Stephanie Campbell	Pre-School Director	24
Ms. Erica De Jesus	Pre-school Teacher	24
Mrs. Yvette Perez	Pre-school Teacher	24

## **BOARDS, COMMITTEES, ORGANIZATIONS**

### **a. 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.

### **b. 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.

### **c. St. Patrick School Organizations**

#### **SCHOOL BOARD**

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 2<sup>nd</sup> 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 - PTG**

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 3<sup>rd</sup> Tuesday of the month. All parents are encouraged to attend and participate in the activities which support the school and community needs.

## **A. MISSION, PHILOSOPHY, STUDENT LEARNING EXPECTATIONS**

### **MISSION STATEMENT**

St. Patrick School provides a quality Pre-Kindergarten 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.

### **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 STATEMENT**

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 a 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**

The faculty, parents, and school community are committed to educating students at St. Patrick School based on the following School Wide Learning Expectations:

**Our Eighth Grade Graduates will be:**

**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

# Academic Information

## A. ACADEMIC HONESTY

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

## B. 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.

If a parent has a concern, he/she should contact the teacher first. If unsatisfied with the results the parents should then contact the principal and pastor in that order until they feel the issue has been resolved.

### Guidelines For Conferences

- a) 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 an interview with the teacher privately;
- b) 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;
- c) Discuss classroom difficulties with the teacher first before bringing them to the Principal.

## C. CURRICULUM

Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines.

### 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.

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.

### 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 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**

Grades one through eight are taught Family Life using the Walking by Faith series written by Harcourt Brace, publisher. 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, participating 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. During the 8th grade year, students who qualify may take the Algebra course offered by the teacher. The extra work for this program is done at home.

### **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.

### **DRAMA**

The objective of the Drama 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.

### **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 Care students may attend tutoring after signing into Extended 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.

**Diocese of Oakland  
Department of Catholic Schools**

**Statement on Responsible Use of Technology**

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

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

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

The Diocese of Oakland discourages students from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

## STUDENT INTERNET ACCEPTABLE USE POLICY

We would like for all parents to read Section A of this document carefully. In addition, for parents with children in grades four through eight please read and discuss Section B thoroughly with your child. Both you and your child should sign Section B in the appropriate places. This document must be on file with the school before your child will have Internet privileges.

We are very pleased to bring Internet access to St. Patrick School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

Electronic mail communications with people all over the world  
Information and news from research institutions all over the world  
Public domain software and shareware of all types  
Discussions groups on thousands of diverse topics  
Many University library catalogs, the Library of Congress, government documents and thousands of databases

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at St. Patrick School has taken precautions to control access to controversial materials by being present at all times when students are on the Internet and by instructing students in proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Availability of the Internet to students at St. Patrick School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet and use of the school computers at St. Patrick School may be denied to that student. The signatures on this document indicate that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

### SECTION A – GENERAL TERMS AND CONDITIONS

1. **Acceptable Use** - The purpose of using the Internet in our school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of St. Patrick School. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material and threatening or obscene material.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.
3. **Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.
4. **Copyright** – Students are expected to abide by all copyright laws at all times.
5. **Security** - If your child identifies a security problem on the Internet, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to logon to the Internet as anyone other than his or herself will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission.

### SECTION B – STUDENT AGREEMENT

This section is to be read by students in grades 4 through 8 and discussed with their parent or guardian. Both parents and students must sign this document at the bottom. Please return this document to school.

**1. Personal Responsibility**

As a student at St. Patrick School, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at St. Patrick School.

**2. Acceptable Use**

My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that "surfing" the Internet results in congestion on our school network, which slows it down for others.

**3. Network Etiquette**

I will abide by the following rules of network etiquette at all times:

a. I WILL BE POLITE – I will never send, or encourage others to send abusive messages.

b. I WILL USE APPROPRIATE LANGUAGE – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language.

**4. Privacy**

I will not reveal my home address or personal phone number or that of any member of our school to anyone on the Internet at any time.

**5. Electronic Mail**

I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

**6. Security**

I understand that security on our network is very important. I will never attempt to guess other users' passwords at anytime. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

**7. Vandalism**

I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within St. Patrick School and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.

**8. Copyright**

I understand that to copy any other person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other peoples work, I will ask permission when possible and credit the author accordingly. The use of the Internet and electronic mail at St. Patrick School is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.

Student's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT AGREEMENT**

As the parent/guardian of, I have read and discussed with my child the Internet Use Policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for St. Patrick School to restrict access to all controversial materials and I will not hold the faculty responsible for materials acquired on the network. I give my permission for my child to access the Internet while supervised at St. Patrick School.

Parent or Guardian Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### LIBRARY PROCEDURES

There is a 25 cents per day charge for any overdue book. 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.

If after you have paid for the book and it is found and returned to the library, the book cost will be returned, but not the late fine charged.

A student may check out one book per week. If the book is required longer, it may be renewed on a weekly basis. Two books may be checked out (upper grades only) if you are working on a report. The same method of renewal applies for two books as well as checking out one book. Any book may be renewed up to four (4) times. If you are using books for a lengthy report and need to keep them out longer than four (4) weeks, please see the librarian to make special arrangements.

It is requested that, as parents, you encourage your child (ren) to fully cooperate in properly maintaining all library procedures. QUIET voices and COURTESY to one another is expected at all times.

### DAILY SCHOOL SCHEDULE

8:00 a.m.	First Bell/Prayer
9:45 a.m. – 10:00 a.m.	Recess
11:30 a.m. - 12:05 p.m.	Lunch/Recess
3:00 p.m.	Dismissal

Reduced Wednesday Dismissal 1:30 p.m.  
Minimum Day Dismissal 12:00 noon

### MORNING PROCEDURE

At the 8:00 a.m. bell students should line up for roll call and then proceed to the auditorium to be seated for prayer. When all are seated, prayer will begin. **Children who are tardy (after 8:00 a.m.) should remain by the auditorium door until prayer is over.** The teacher will record the tardies and absences before the start of prayer.

### GRADING AND RELATED TOPICS

#### Report Cards

Reports on student progress in grades K-8 are given mid-trimester and report cards are given at the end of each trimester. K-3 grades are reflected as VG – Very Good, G – Good, S – Satisfactory, and N – Needs Improvement. The report card for the K-3<sup>rd</sup> grade is based on a check system for mastery and progress. The report form for students in grades 4 through 8 is letter grades based on percentages as follows:

90 - 100	A (4.0)
80 - 89	B (3.0)
70 - 79	C (2.0)
60 - 69	D (1.0)
59 - 0	F (0)

a)

#### Academic Probation

Students with below average or failing academic and/or behavioral grade(s) at report card time are placed on probation for the next report period. Students on probation may not participate in any extra-curricular activities. This includes St. Patrick School team sports.

## b) Honor

### Roll

Eighth Grade students who have maintained a cumulative grade point average of 3.0 and above are recognized for honors or top honors at the Eighth Grade Awards Evening at the end of the school year. Students in grades 4-8 may receive a President's Award at the end of the year by meeting the grade point average and Testing minimums stated in the program for all three trimesters combined

### c) Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. It is of the utmost importance that parents, working together with the teachers, help their children foster good study habits. Reading to your children and encouraging reading for pleasure should be an important part of this routine.

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

If your child seems to be spending an excessive amount of time completing assignments, parents are encouraged to contact the teacher. Problems with homework will only inhibit good study habits and can be an important indicator for areas that need classroom reinforcement. If for some extreme reason your child is unable to complete a homework assignment, please send a note of explanation to the teacher.

Homework will be given nightly with the exception of Friday nights in the primary grades. Long term assignments should be scheduled out to avoid completing projects on the last day or two before they are due.

We believe written assignments are important because they are a valuable aid in helping students make the most of their experience in school. We give assignments because they are useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive study habits.

Remember late assignments are marked down:

90% - First Day  
50% - Second Day

\*\*\* If the Missing Assignment Form is not returned on the second day with the completed work and a parent signature, the student is required to stay after school the second day or miss PE to complete the assignment with the teacher. The final grade for the assignment is determined by how much a student completes.

Sixth through Eighth grade will lose free dress if they do not turn in appropriate forms (i.e. student contracts, Internet Use Policy, Report Cards, etc.) in the two day allowed window as requested by their teachers.

### 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.

### **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.

### **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.

## **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.

## **PROMOTION AND RETENTION**

### **a. Promotion**

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

### **b. Retention**

Retention is only appropriate, for developmental readiness reasons, in grades K, 1 and 2. Beyond those grades it will not be considered without an extraordinary reason and then only after consultation with the Pastor and Principal. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs.

### **c. Graduation Requirements**

Seventh and eighth grade students must complete all academic requirements with a passing grade point average of 2.0 and fulfill their Service Learning requirements 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.

### **STANDARDIZED TESTING**

Schools participate in the Diocesan standardized testing program in the fall. Each student's scores will be presented and sent home during the 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.

# ADMISSION POLICY

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.

## A. APPLICATION PROCESS

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, worshiping regularly, involvement in the parish, contributing members (determined by regular use of the Sunday envelope).

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

Applications are taken year round. Assessments are given for Kindergarten applicants in March. Assessments for other grades are ordinarily given in March/April. 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.

No qualified students will be denied admission to this school on the basis of race, color, sex or national origin.

Any new student is on six months probation upon entering the school. If academic or behavior ability is not up to grade level expectations, the child can be dismissed from the school anytime during the first year.

## **B. ENTRANCE REQUIREMENTS**

### **1. Minimum Age**

To be admitted into kindergarten a child must be four (4) years and nine (9) months of age on or before September 1st of the current school year. By State regulation the school may not have children younger than this without obtaining licensing for pre-school. To be admitted into the first grade a child must be five (5) years and nine (9) months on or before September 1st of the current school year. Where a child has been legally enrolled in another school s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

### **2. Records at Entrance**

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

### **3. Transfer Student Process and Requirements**

All financial obligations to previous school must be current.

### **4. Special Needs**

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

## **C. 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.

## **D. 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.

## **E. 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.

# ATTENDANCE

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

## A. REPORTING PROCESS

Parents must notify the school by 9:00 a.m. if their child will be tardy or absent from the school that day.

## B. ABSENCE/TARDY

According to California State Law, a dated note must be presented to the classroom teacher after each 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.

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:

- a. Tardies - number of tardies per trimester
- b. Absences - number of days missed during the school year due to vacations, sickness, etc.
- c. Medical - number of days missed due to a dentist, doctor, or orthodontist Appointment

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.

## C. 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:

- a. Parent must send a note with child prior to the appointment.
- b. Report to the school office to have child released.
- c. 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 by same 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.

#### **D. HOMEWORK DURING ABSENCE**

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.

# DISCIPLINE POLICY

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:

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

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:

- a. to use appropriate language -- no profanity or obscenity
- b. to be in their assigned play area during recess and the noon hour
- c. to be honest, obedient, and responsible in all dealings with others
- d. to be responsible for the protection and preservation of school property
- e. to be courteous, attentive, and respectful in class at all times
- f. to assist in keeping the grounds and facilities free of paper and other debris
- g. to use the drinking fountains, play equipment and lavatories with safety and cleanliness in mind
- h. to be respectful toward teachers, staff, and peers
- i. to never leave the school grounds at any time during the school day without permission

- j. to never bring any dangerous weapons (i.e. knife, sharp objects, etc.), or glass containers to school
- k. to leave electronic devices such as radios, tape recorders, cameras, pagers, cellular phones, and other valuables at home for safekeeping
- l. to avoid spitting and other actions which affect good hygiene at all times
- m. 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
- ❖ 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.

### **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 for all missed class/homework. At the principal's discretion, an "in school" suspension may be incurred. 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:

1. Deliberate willful disobedience or disrespect/ consistent violation of school rules.
2. Profane language.
3. Persistent defiance of school authority by any student or his/her parent/s.
4. Verbal or physical harassment of any student, teacher or administrator.
5. Physical fighting
6. Defacing/Vandalism to school property.
7. Leaving school grounds without permission.
8. Stealing/Theft
9. Habitual truancy
10. Inappropriate gestures/drawings, internet postings or gang signs
11. 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.
12. 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.
13. Possession of fireworks

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**

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.

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

### **PROCEDURES FOR DISCIPLINARY EXPULSION**

#### **A. Cases of Cumulative Disciplinary Difficulties**

1. The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
  - a. the pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
  - b. the evidence upon which this assessment is based.
  - c. the right of the student at this time to present a statement or information in support of being retained.

- d. what specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

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

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

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

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

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

#### C. Right to Appeal

The parent/legal guardian may appeal the decision, 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.

### **PERSONAL ITEMS**

Students may not bring any personal items to school including i-pods, laser pointers, playing cards, playground equipment, CD players, etc. If they are at school the principal will keep them until a parent picks them up. Cell phones are not to be on campus unless permission has been given to a parent by the principal for a special circumstance. Cell phones are not to be used on school grounds or at EDC for any purpose. Phones are to be kept tucked away out of sight at all times.

### **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.

### **GUIDELINES FOR STUDENTS**

1. I have the right to be treated with dignity and respect.
2. I have the responsibility to treat others with dignity and respect.
3. I have the right to learn and to a classroom environment which allows learning.
4. I have the responsibility to make the choices which create this environment for myself and others.
5. I am responsible for observing the yard and classroom rules.
6. I have a right to the harmony and justice responsible choices bring.

### **ABUSE OF SCHOOL PERSONNEL**

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

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

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

(2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.

"As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter."

#### **HALL/OUT OF CLASS CONDUCT**

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. Junior High students may not use the church hall as a way to get to the school office. Please enter through 6<sup>th</sup> grade to go to and from the junior high 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.

#### **LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY**

No student may leave the school grounds during school hours without the permission of the Principal and written authorization of parents or guardian.

#### **VANDALISM/PROPERTY DAMAGE**

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

#### **GENERAL HARASSMENT POLICY STATEMENT**

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal or assistant Principal. Formal written complaints may also be filed at the office of the Principal. 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 (or Vice Principal in her absence) 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 is not being dealt with in a satisfactory manner, they may contact the pastor or superintendent in that order.

## 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 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 listed below. Complaints may be reported to a school counselor, the Principal, or assistant/vice Principal. Written complaints may also be filed at the office of the Principal or designee. Complaints should be presented in written form to the Principal.



PLEASE PAY PARTICULAR ATTENTION TO SHOE CHOICES. THERE SHOULD BE NO CONFLICTING OR CLASHING COLORS SUCH AS PURPLE, ORANGE, PINK OR NEON. SHOELACES FOLLOW THE SAME GUIDELINES. SHOE POLICY ALSO APPLIES FOR FREE DRESS DAYS FOR SAFETY REASONS.

#### **GIRLS' UNIFORM - ALL GRADES K-8**

Jumpers: **Grades K-3:** Jumpers; uniform - Must be worn no shorter uniform 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 uniform 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 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 black or brown leather.

Blouses/Polos: \*White Peter Pan Blouses may be worn with the uniform jumper 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  
\*8<sup>th</sup>: Special Graduation Sweatshirt

Jackets: Uniform jackets only

Shoes/Socks: \*Tennis shoes (must be tied) or leather shoes of basic white, navy, black or brown tone  
\*NO slip-ons, NO open toed, NO electric lights, NO wheels, NO prints, No boots.  
\*Platform shoes (which include tennis shoes) may not be worn  
\*Leather shoes must have rubber soles for safety reasons  
\*All shoes must be tied for safety reasons  
\*Velcro fasteners are acceptable  
\* Solid color socks ONLY: white, black, or navy blue  
\*No nylons may be worn  
\*Opaque white, navy, or black tights may be worn

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#### **UNIFORM - ALL STUDENTS**

Shirts must be neat and tucked in at all times. Shirttails 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.

#### **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 only be studs only and no bigger than ½ 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. One bracelet only please. No body piercing is acceptable other than the ear lobes.

**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 may be worn. Any color gym shoes may be worn. No baseball caps or hats, or other head coverings. No tank tops, low cut tops or camouflage clothing may be worn. Mid Section must be covered at all times. Skirts and shorts should be knee length. T-shirts with inappropriate pictures or language, or 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 waist line pants are not acceptable. If a belt is to be worn it must be black or brown leather as is decreed in the uniform policy. 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.

# EMERGENCIES

## A. 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.

## B. 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.

## C. 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.

## D. 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;
  4. Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

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

# EXTENDED CARE

St. Patrick School offers quality Extended 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 7:50 a.m. or remain on the school grounds after 3:15 p.m. All children on school grounds prior to 7:50 a.m. and after 3:15 p.m. will be automatically placed in Extended Care. Parents will be billed for this service. Extended Care is provided for the safety and convenience of students and parents.

Parents must sign out their child from Extended 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 Care for more information.

# FINANCIAL INFORMATION

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

## TUITION SCHEDULE

Tuition is payable in ten monthly installments beginning in July. The tuition payments are due on the 1<sup>st</sup> of each month and become delinquent at noon on the 15th. Tuition payments received after the 15th of each month 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.

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:

- A. Notification will be received that the account is delinquent.
- B. 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.
- C. Student Report cards may be held until all fees are paid.

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

Annual Rates (divided over 10 months):

1 CHILD: \$5,840.00      2 CHILDREN: \$9,440.00      3 (or more) CHILDREN: \$11950.00

## TUITION ASSISTANCE

Parish and Diocesan financial aid programs may be available for families who qualify. Families who require financial assistance must write a letter to the pastor at the time of registration stating what tuition can be afforded by the family. The need shall be reviewed annually for each family requesting financial aid. Confidentiality is maintained throughout the process.

Application to the Diocesan Elementary School Family Aid for Catholic Education (FACE,) and the BASIC and Independent Scholarship programs is encouraged when applicable. Each school receives applications for tuition assistance in the spring for the following school year. Contact the office with any questions. Families experiencing sudden and unforeseen financial hardships must contact the Pastor or Principal to make special arrangements for handling the payment of delinquent tuition fees or emergency assistance. The School Board also offers a program for Scholarship when funds are available. These applications must be filled out by interested families in the Spring of each year.

## REGISTRATION FEE

The registration fee (\$275.00) 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.

## **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 graduation other 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. The minimum \$300.00 fundraising policy has the following two parts:

- A. The following items will count toward the remaining \$300.00 mandatory minimum for fundraising participation:
  - A. Raffle ticket Sales – 100%
  - B. Silent Auction Item Purchases – 100%
  - C. Gift Wrap Sale – 50%
  - D. Matching Funds
  - E. Special services by approval of the Principal

Fundraising runs from September 1 - May 15. 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 fundraising totals (i.e. DJ services). The PTG Fundraising \$ Coordinator, along with the 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 May 15.

All expenses incurred for an event whether by the chairperson or a committee member must be turned into the PTG Treasurer for reimbursement no later than 3 weeks following the event. Any receipts turned in after that time will 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.

1. Thirty (25) hours of parent participation are required per family each school year
2. Five (5) hours of the twenty five must go toward the Harvest Faire event and/or the assigned class event (Such as Breakfast with Santa, Jog-a-thon, Gift Wrap, or Teacher Appreciation Lunch)
3. Parents are responsible for signing in at key events and/or recording service hours in the Participation Binder found in the front office before May 15<sup>th</sup>
4. All Participation hours must be completed by May 15<sup>th</sup>
5. Any hours put in after May 15<sup>th</sup> will apply to the following school year
6. Unfulfilled hours in both categories will be assessed a charge of \$25.00 per hour payable by the end of the current school year.
7. Any change to these requirements must be with the previous approval of the principal

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

1. 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.

2. 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.
3. 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.
4. 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.
5. Being an ACTIVE Room Parent or ACTIVELY assisting with the planning and implementation of class parties.
6. WORKING at any School/Parish work party or doing Plant Maintenance.
7. Coaching, leading or assisting an extra-curricular school sponsored group or team. CYO, Yearbook and School Newspaper would fall into this category.
8. ATTENDING a School Board, PTG or School sponsored Parent Education meeting. (TWO hour maximum per family per meeting)
9. Food prepared for PTG fundraising events - One - three hours per event at the discretion of the fundraising chairperson.
10. Taking and typing Minutes for the Parish Pastoral Council

### **SPECIAL NOTES**

A valid participation slip must be signed by an AUTHORIZED REPRESENTATIVE and submitted to the school office in order to receive credit for classroom activities, field trips, and school activities such as Hot Lunch. For fundraising events, the chairperson is responsible for submitting a list of volunteers and the number of hours worked to the Fundraising Hour Chairperson no more than one month after an event. Exceptions to the policy must be submitted in writing to the Principal and approved BEFORE hours are performed. Slips turned in for unapproved activities or signed by an unauthorized representative will be considered invalid and will be returned to the parent. All hours required may not be earned in one activity.

#### THE FOLLOWING ITEMS DO NOT COUNT FOR PARTICIPATION HOURS:

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

- A. Providing food, treats or drinks for any other event or function not listed above.
- B. ATTENDANCE at school sponsored events or meetings such as Back to School Night, Open House, Christmas Program, class parties, conferences or other informational meetings.
- C. 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.
- D. Monetary donations or donations of goods other than items for the auction.
- E. Work done when the time and/or service is paid for by the school or parish.
- F. Hours worked by anyone other than the parent or legal guardian of the child. Under special circumstances when pre-approved by the Principal and/or School Board, another designated person may earn hours for the family.
- G. All parents helping during an event must purchase a ticket for that specific event.

# MEDICAL POLICIES

## A. HEALTH PROGRAM

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

- a. 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.
- b. Hearing - An Audiometrist tests grades 1-2-5-8 and any referrals yearly.
- c. 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.

## B. 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.

## B. COMMUNICABLE DISEASE

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.

### **C. 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.

### **D. MEDICATIONS**

#### GUIDELINES FOR THE 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, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.

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

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

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

**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.

**F. 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.

**G. SCHOOL COUNSELOR**

A School Counselor is on site one day 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.

# PARENT INFORMATION

## A. Classroom Interruptions

All visitors including parents must report to the office, sign in, and wear a visitor's badge. It is important that classroom disruptions are kept to a minimum and learning time to a maximum.

### Conferences With Teachers

Ordinarily, parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Appointments are recommended. Classroom instruction should not be interrupted nor delayed.

## B. 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.

## C. 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.

## D. Parties

### school

#### a. In

PTG Room parents are responsible for class parties. Parties are scheduled for Halloween, Christmas, 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 parties.

### b. Birthdays/Out of School Party Invitations

Students have free dress on their birthday. Students may not receive deliveries of balloons, flowers, etc. during the school day. Students may not pass out party invitations at school unless the entire class is invited to the party. Students may bring one item per person to share with each classmate on the day of their birthday.

#### c. End

### of the Year Parties

The school is not responsible for any other parties nor does it endorse or allow fund-raising for non-school sponsored celebrations after graduation.

## E. RELEASING STUDENTS DURING THE SCHOOL DAY

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out in the main office.

#### **F. VERIFICATION OF COMPLIANCE**

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. A parent is still responsible for all information even if the form is not turned in. (See Signature Page at the end of the handbook.)

#### **G. LOST AND FOUND**

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.

#### **H. LUNCHES**

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 parents sponsor a hot lunch program with a rotating food menu. Information on the hot lunch program will be sent home through the family envelope. Children are not permitted to eat while walking around. Glass containers are not allowed.

#### **I. COMMUNICATION**

##### **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.

##### **BUDGET MEETINGS**

During February and March the budget is discussed during School Board meetings. Parent input is vital and therefore attendance is strongly recommended.

##### **COMMUNICATION ENVELOPE**

The Family Envelope is the ordinary means of sending home school information. At the beginning of each month the envelope will contain calendar updates and tuition envelope. Weekly newsletters from the school will be sent via e-mail. The oldest or designated child will be responsible for taking the envelope home on Thursday and returning it with the parent signature no later than Friday.

Informational flyers and notices for the envelope are due in the office on Wednesday to go out the following Monday.

# SCHOOL SAFETY

## A. 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. All of the faculty and staff are Red Cross certified in Basic First Aid and CPR.

The parent telephone tree is an integral part of the emergency plan. 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.

### Parent Responsibilities:

Parents are required to complete and return appropriate information cards for student emergency dismissal. The office must be notified of any changes.

Parents are required to provide emergency food for each of their children. Food supplies are updated yearly and specific instructions are sent home when new supplies are needed.

Parents are required to discuss their own family emergency plan as it pertains to their children and St. Patrick School. Each child should know who has been designated by the family to pick them up from school if a parent is not available. Children should know that they will be taken care of until the designated person picks them up.

## B. 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.

## C. 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.

## F. BICYCLES

Student may ride their bikes to school but must walk bikes at all times on school grounds.

## **G. WEAPONS/LASER POINTERS**

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

## **H. PLAYGROUND RULES AND USAGE**

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

## **I. SCHOOL CLOSURE**

In the event of school closure parents will be notified through use of the phone tree. Listen to local radio (KCBS) and news stations for further updates.

## **J. 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.

## **K. SKATES/SKATEBOARD/SCOOTERS**

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

## **J. VISITORS**

1. All visitors must report to the main office where they will be issued a badge to be worn throughout their time on campus.
2. Students from other school may not visit St. Patrick School unless accompanied by their parent.
3. 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 may not go on school sponsored field trips.

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

## **K. SAFETY & TRAFFIC REGULATIONS**

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

- a. 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.
- b. Students may be dropped off in the morning at safety cone site only in front of 5<sup>th</sup> and 6<sup>th</sup> grade. Please follow the directions of the Student and Staff Traffic Patrol.
- c. No cars may be parked on the school grounds during the school day.
- d. Afternoon pick-up is the same as the morning. Cars must continue circling until students have been picked up.

Walking Traffic - Students may not exit through the school playground until 3:20 p.m. or until after the last car has passed through the traffic pattern. Children may walk off campus on the sidewalk next to the church only if accompanied by a parent. For safety purposes, parents are encouraged to pick up children in the traffic pattern.

## **L. TRANSPORTATION FOR FIELD TRIPS**

Field trips are of educational 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.
- ❖ A copy of the parent's driver's license
- ❖ proof of insurance
- ❖ Shield the Vulnerable clearance

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.

# STUDENT 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 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 F'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 will 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.

## THE 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, test scores, and teacher recommendations.

## SPRING MUSICAL

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.

## STUDENT GOVERNMENT

St. Patrick Student Government promotes leadership, school unity and spirit. All students are members. The officers and classroom representatives meet at lunch time and are responsible for the monthly student body assemblies, and Student Council sponsored events; such as Spirit Days, Clean-up Days and Catholic School Week.

## 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.

## YEARBOOK COMMITTEE

The yearbook committee is open to 6<sup>th</sup> – 8<sup>th</sup> grade students. Students work to design and edit the school yearbook.

## SERVICE LEARNING

“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	Serving at Mass	Coastal Clean-up Days
Yearbook	Lecturing	Parish School Clean-up Days
Peer Tutoring	Children’s Choir	Children Liturgy of the Word
Traffic Patrol	Vacation Bible School	

## STUDENT RECORDS

### A. 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.

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.

### B. 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.

### C. EMERGENCY DISCLOSURE INFORMATION

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

## **STUDENT SERVICES**

### **A. LUNCH SERVICES**

Hot Lunch is offered daily and is paid for in advance.

### **B. TELEPHONE**

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.

### **C. Conflict Resolution – Peer to Peer**

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

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

## **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.

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

### **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 intradermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (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 committees, Parents Teacher Group and 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.

**NO UNACCOMPANIED MINOR IS ALLOWED ON CAMPUS DURING SCHOOL HOURS.**

**VERIFICATION OF COMPLIANCE  
SIGNATURE PAGE**

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

**Parent Agreement**

I/We \_\_\_\_\_  
(Parent(s) or Guardian(s))

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

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

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

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**Student Agreement**

I/We (Student Name(s)) \_\_\_\_\_

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

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(First student in the family attending the school)

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(Second student in the family attending the school-if applicable)

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(Third student in the family attending the school-if applicable)

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(Fourth student in the family attending the school-if applicable)