

***ST. MARY OF THE
IMMACULATE CONCEPTION
SCHOOL***



***PARENT-STUDENT
HANDBOOK***

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**St. Mary of the Immaculate Conception School
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Walnut Creek, CA 94596
(925) 935-5054**

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

ADMINISTRATION

PASTOR.....REV. PAULSON MUNDANMANI

PRINCIPAL.....MRS. SUZANNE EDWARDS

**ADMINISTRATIVE ASST/
SCRIP DIRECTOR..... MRS. PATTI GARCIA**

**ACCOUNTING/
FINANCE..... MRS. LESLEE FREY**

OFFICE ASSISTANT.....MRS. MICHELE EICHERS

**FACULTY AND STAFF
2009-10**

Pre-K.....	Mrs. Vicki Schwartz
Kindergarten.....	Mrs. Jennifer Cushing
Grade 1.....	Ms. Jenny Thomas
Grade 2.....	Mrs. Nadia Scott
Grade 3.....	Mrs. Joanne Millette
Grade 4.....	Mrs. Ann Giusti
.....	Ms. Elizabeth Johnson
Grade 5.....	Mr. Carl Alioto
Grade 6.....	Ms. Haley Harris
Grade 7.....	Ms. Janis Palaña
Grade 8.....	Ms. Paula Bryant
.....	Mrs. Jodie Russi
Art Enrichment.....	Mrs. Kim Bonney
Library.....	Mrs. Yvonne Prickitt
Liturgy.....	Sr. Dominic Bonnici
Math.....	Mr. Frank Allocco, Jr.
.....	Mrs. Caroline Moyer
Music.....	Mrs. Phyllis Gurnett
Physical Education/Motor Development.....	Mrs. Denise Cirelli
Physical Education Assistant.....	Mr. Chad Mortensen
Resource.....	Mrs. Linda Zahorak
Resource Assistant.....	Mrs. Martina de Man
Spanish.....	Mrs. Linda Barry
.....	Ms. Sonia Scott
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Extended Care Assistant.....	Mr. Gregg Yonekura
Teacher Assistants.....	Mrs. Mari Bettencourt
.....	Mrs. Amelia Capriulo
.....	Mrs. Joyce Cardoza
.....	Mrs. Denise Chin
.....	Mrs. Lynn Guidi
.....	Mrs. Carmel Holce
.....	Mrs. Suzanne Karachewski
Office.....	Mrs. Patti Garcia
.....	Mrs. Michele Eichers
Finance.....	Mrs. Leslee Frey
Custodial.....	Mr. Rafael Martinez



**ST. MARY OF THE IMMACULATE CONCEPTION SCHOOL
STUDENT LEARNING EXPECTATIONS**

ACTIVE CATHOLIC WHO:

- has knowledge of the teachings of the Catholic Church
- fosters the Christian values of compassion, tolerance, justice and respect for life
- values and demonstrates stewardship
- makes good, moral choices based on Catholic faith
- participates in liturgical celebrations
- lives out the Gospel message

LIFE-LONG LEARNER WHO:

- has mastered the core curriculum
- has developed organizational and study skills
- uses technology for learning and enjoyment
- demonstrates curiosity and enthusiasm for continuous learning
- shows creativity and has developed an appreciation for music, literature and art

PROBLEM SOLVER WHO:

- thinks critically
- can work independently and collaboratively to create solutions
- appreciates different points of view
- will plan, set and work toward goals effectively

EFFECTIVE COMMUNICATOR WHO:

- Reads, writes and expresses thoughts clearly, using correct grammar and mechanics
- utilizes technology effectively
- demonstrates listening skills and listens critically and compassionately to others
- speaks publicly with confidence

INTEGRATED INDIVIDUAL WHO:

- realizes the importance of good health choices
- demonstrates sportsmanship
- has integrity and respect for self and others
- takes responsibility for own actions

GLOBALLY AWARE CITIZEN WHO:

- respects individuality and cultural diversity
- understands global issues and their effect on society and the individual
- demonstrates basic civic responsibility



- has an awareness and concern for God's creations

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

I. WE SHOW RESPECT FOR GOD WHEN WE:

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

II. WE SHOW RESPECT FOR ALL ADULTS WHEN WE:

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

III. WE SHOW RESPECT FOR OTHER STUDENTS WHEN WE:

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

IV. WE SHOW RESPECT FOR OURSELVES WHEN WE:

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

V. WE SHOW RESPECT FOR OUR SCHOOL WHEN WE:

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

INTRODUCTION

Mission Statement

St. Mary of the Immaculate Conception School is a faith-filled community of educators and families who believe in providing a quality Catholic education for Pre-K through 8th grade students. We foster a Christian atmosphere supporting academic excellence, lifelong service and responsible citizenship. St. Mary of the Immaculate Conception School enables the children to graduate with the skills and values necessary to meet the challenges of our changing world while living out the gospel message of Jesus Christ.

Philosophy

St. Mary of the Immaculate Conception School is a faith community consisting of clergy, principal, faculty, staff, parents and students. We base our philosophy of education on Christ as our model, through studying scripture and fostering the teachings and traditions of the Catholic Church. Our major emphasis is on the development of Christian life and the formation of spiritual and moral beliefs of individuals. We believe that Catholic education is responsive to the uniqueness of each individual. It guides all students in the fulfillment of their potential by addressing the needs of the whole child: spiritual, academic, social, physical and cultural.

We recognize the role of the parents as the primary educators of their children. We believe that our responsibility is to work in partnership with the parents to provide a nurturing Christian environment in which we offer an enriched academic program to encourage the love of learning. Toward this end, we maintain a safe, secure, happy atmosphere. We promote opportunities for responsible decision-making and offer the tools necessary for handling consequences.

At St. Mary of the Immaculate Conception School, we foster a sense of self-worth, dignity in each individual and an acceptance of others as reflecting Christ. As Catholic educators, we prepare students to be Christian witnesses by putting their faith into action and we encourage them to be catalysts of change for the betterment of society.

Purpose

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

SCHOOL GOALS

Religious Education Goals

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

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

Academic Goals

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

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

Social Goals

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

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

Physical Goals

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

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

Cultural Goals

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

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

ACADEMIC INFORMATION

Academic Honesty

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

Conferences

Communication between parent/guardian and teacher is essential for establishing a good working relationship.

Scheduled by School

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

Requested by Parent

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

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

Guidelines

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

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

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

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

Curriculum

Basic Studies

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

Religious Education

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

Family Life/Christian Sexuality

The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

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

Worship

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

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

Music

Music is taught to grades K-6 typically once a week. Students practice songs for upcoming masses as well as songs for fun. M.U.S.E. is offered as an after school program for instrumental music instruction.

Physical Education

PE classes are held for kindergarten through eighth grade each week. Participation in these classes is mandatory and a student must have a written note from a parent to be excused from classes. Extended non-participation in PE mandates a note from a physician indicating the

duration of inactivity. Students excused from PE classes will also be excluded from physical activity at recess, lunch and extracurricular activities.

Attire: All students are requested to wear sturdy athletic shoes for PE and Motor Development. Girls must wear shorts under uniform skirts if they are not wearing uniform shorts.

Technology

St. Mary of the Immaculate Conception School is fully networked with Internet access in classrooms, library and computer lab. The library circulation procedures and catalog are automated. Both desktop and wireless laptop computers allow student access to the Internet and the Microsoft Office suite of software as well as educational and multi-media software. The computer curriculum at St. Mary of the Immaculate Conception School focuses on the computer as a tool to enhance learning in all curricular areas. Students gain experience in these key areas: Keyboarding, word processing, spreadsheet, database, graphing, research (Internet) and communications (Internet).

Grades 1 through 5 meet once a week for a 45-minute computer class in the Computer Lab. Kindergarten meets once a week for a 30-minute computer lesson. Grades 6 through 8 use the Mobile Wireless Lab and Computer Lab to integrate technology into their curriculum on a sign-up basis.

Computer Keyboarding is taught in the 5th grade on AlphaSmart computer companions. Keyboarding is a one-semester class, four days a week for 30 minutes.

Enrichment

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

Daily Schedule, Calendars

The school office is open from Monday through Thursday 7:45 a.m. to 3:30 p.m. and Friday 7:45 a.m. to 3:20 p.m. The school day for grades kindergarten through eighth is **8:05 a.m. to 2:50 p.m.** On minimum days, school is dismissed at **11:45 p.m.** Minimum school days are given for faculty in-service and before certain holidays, as granted by the Diocesan Office of Education. The School Department allows a maximum of 20 minimum days. These days are noted on the school calendar and/or in the weekly newsletter.

School Schedule:

8:05 a.m.	Opening bell rings/School-wide prayer
9:20 - 9:45 a.m.	Recess - Kindergarten
9:45 - 10:00 a.m.	Recess - Grades 1 - 5
10:00 - 10:15 a.m.	Recess - Grades 6 - 8
11:15 - 12:00 p.m.	Lunch - Kindergarten
11:35 - 12:15 p.m.	Lunch - Grades 1 - 3
12:00 - 12:40 p.m.	Lunch - Grades 4 - 5
12:40 - 1:15 p.m.	Lunch - Grades 6 - 8
2:50 p.m.	Dismissal

Field Trips

Educational field trips may be offered to enhance the curriculum. These trips are financed by fund-raisers, enrichment fees and parental contributions. Each student must have a permission slip filled out completely and signed by his/her parent or guardian to participate. Trips are generally held during school hours. Adult chaperones for an overnight field trip must be screened per Megan's Law. Parents may not bring non-siblings on field trips. Students, teachers and parent chaperones will travel on a chartered bus on all field trips not within walking distance. Participation in school field trips is left to the discretion of teacher and principal and is contingent upon satisfactory academic performance and conduct.

Grading

Grading Equivalents

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

E	=	Excellent
G	=	Good
S	=	Steady Growth
N	=	Needs Improvement
√	=	Indicates specific aspect of subject needing attention

Diocese of Oakland Grading Scale - Grade 4 - 8:

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

Honor Roll

Honors are presented at the end of each trimester to students in grades 6-8 who exemplify high scholastic achievement, good conduct and consistent effort. Honor points are given in Religion, Math, Literature, Language Arts, Spelling, Social Studies, Science and Spanish. For a student to qualify for the honor roll (or CJSF in grade 7 and 8), conduct and effort grades MUST be good or excellent (1 or 2) in the core subjects as well as in the enrichment classes.

Highest Honors	52-56 points
Honors	44-51 points
Conduct & Effort	1 or 2
Point Calculation:	A = 7
	A- = 6
	B+ = 5
	B = 4
	B- = 3
	C+ = 2

Any grade of C or lower, and/or a "3" in Conduct or Effort negates Honors status

Outstanding Effort and Conduct Award

An award will be given each trimester to students in grades 6-8 who have all 1's in conduct and effort.

California Junior Scholarship Federation (CJSF)

Students in schools without the ninth grade who have qualified and applied for membership for THREE consecutive semesters (any two trimesters in grade seven and all three trimesters in grade eight) qualify.

Scholarship Eligibility

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

Report Cards

Reports are sent home at the end of each trimester. In this way parents will be alerted to the successes or areas in need of improvement for their child.

Kindergarten students will receive an evaluation at the end of each semester. In grade one, report cards are issued beginning with the second trimester. In grades two through eight, report cards are issued at the end of each trimester. These reports are indications of your child's progress in school. Mandatory parent/guardian-teacher conferences are scheduled in October. If your child is experiencing difficulty, please make arrangements to meet with the teacher to see what can be done to help your child.

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

Graduation

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

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

Homework

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

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

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

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

Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade. Students shall be advanced to the next grade upon completion of academic standards established for the grade and if they demonstrate the maturity to advance to the next grade, in the professional judgment of the teacher in consultation with the principal. Advancement of special needs students will occur upon completion of standards developed in consultation among principal, classroom teacher, resource teacher and parent/legal guardian.

Retention

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

Standardized Testing

Schools participate in the Diocesan standardized testing program (IOWA Test of Basic Skills) in the fall. Each student's scores will be sent home. 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.

Written Work Standards

The following applies to all written work, including tests, for grades 4-8:

1. Use a complete heading on all written work as shown in the sample below:
Name and Class Number
Date
Subject
Grade
Assignment
2. Grade 4 use pen according to teacher directions. Grades 5-8 use pen for all assignments.
3. Arrange margins (one inch on left and right sides of paper).
4. Grade 3 use manuscript until teacher directs otherwise. Grade 4-8 use cursive handwriting.
5. Corrections must be done neatly according to teacher's directions
6. Proofread for:
 - a. Capitals
 - b. Spelling
 - c. Grammar usage
 - d. Punctuation
 - e. Complete sentences
7. Work must have a neat appearance
8. Work must be easily readable
9. Multiple page assignments must be numbered and stapled together
10. Both sides of the paper must be used unless otherwise specified by the teacher

ADMISSIONS AND WITHDRAWALS

It is the goal of St. Mary of the Immaculate Conception School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Application Process

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

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

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

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

Entrance Requirements

Minimum Age

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

Nondiscrimination Policy

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

Records at Entrance

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

Special Needs

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

Transfer Student Process and Requirements

All financial obligations to previous school must be current.

New Student Probation Status

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

Non-renewal of Student Enrollment

If the school determines that the school cannot serve the child, the child cannot benefit from its program, or if the student or parent/legal guardian continues to be uncooperative or destructive, the school maintains the right not to accept the child for continued enrollment.

Procedures for Recommended Transfer

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

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

Recommended Transfer on Grounds of Parental Behavior

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

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

A student unable to profit from our school because of subnormal ability, serious emotional instability or a conspicuously uncooperative or destructive attitude of the student or their parent/guardian, is urged to transfer when:

- Other schools or agencies have facilities to assist such a student,
- There has been sufficient discussion with the parents concerning the student's condition, or
- There is a lack of cooperation by student or parent

Serious Infractions

When a student is sent to the office because of a severe infraction, the student's parent/guardian may be notified. A meeting will take place to discuss the school's options: service projects, contract, suspension, transfer, or termination.

ATTENDANCE

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

Reporting Process

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

Absence/Tardy

A student who has been absent is required to present a written excuse stating the date of the absence and the reason for his/her absence signed by the parent/legal guardian. These excuses shall be kept on file until the end of the school year. "Excessive absence" is being absent from school for fifteen (15) days per semester or thirty (30) days per school year. When the student arrives after recess s/he is a half (1/2) day absent.

A student is tardy if s/he arrives after 8:05 a.m. at which time he/she must sign in at the school office to receive a pink slip for admittance into the classroom. Students arriving after the morning bell or during morning prayer are considered tardy. These students must assemble in designated faculty-supervised area before proceeding to the school office. "Excessive tardiness" is being late three (3) times per trimester or six (6) times per semester. A detention will be issued after every three (3) tardies. At the discretion of the homeroom teacher, excessive tardies may result in further disciplinary action.

Homework During Absence

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

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

Credit for Missed Work

Absence or early dismissals for personal/pleasure reasons are discouraged. Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action. A student who is absent fifteen (15) or more days during a semester may have his/her grades withheld.

Medical/Dental Appointments and Early Dismissal

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

Medical Absences

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

COMMUNICATIONS

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

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

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

Address, Phone and Website

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

The school e-mail address is: **stmary@csdo.org**

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

Family Envelope and Information Distribution

The Wednesday Packet that includes our weekly Newsletter and accompanying fliers is distributed electronically. You will receive an email reminder each Wednesday to visit our website at www.st-mary.net to review the packet. The Family Envelope (see Family Envelope Section) is distributed every Wednesday to the oldest child and contains any information that cannot be included in our website's Wednesday Packet. This envelope is to be signed and returned the following day. Any items (fliers, letters, etc.) to be included in the Wednesday Packet

must be submitted and approved by the principal no later than 3:00 p.m. on the Monday before the packet is to be posted. All information distributed to school families must be approved by and have the principal's initials in the lower right-hand corner of the page. This is to ensure that the principal has approved all information distributed to school families. The vice-principal has authorization to approve information in the principal's absence. Personal or business solicitations will not be distributed in the Family Envelope.

School Directory

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

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

Electronic Information/Communications

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

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

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

Photographs of students may appear on the school Website or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing at the beginning of the school year.

Each year parents and students must sign an acceptable use policy for use of the Internet. See "Forms" section at back of handbook.

DISCIPLINE

Discipline Policies

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

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

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

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

RULES

Students must:

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

Students must not:

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

Abuse of School Personnel

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

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

- (1) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
- (2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.

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

Penal Code Section 71.

Harassment Policies and Procedures

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 the principal or assistant principal. Formal written complaints may also be filed at the office of the principal or designee.

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

Catholic Schools Diocese of Oakland Student Sexual Harassment Policy

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

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as including but not limited to 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

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

Student to Student Sexual Harassment

This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:

- (1) While on school grounds;
- (2) While going to or coming from school;

- (3) During the lunch period whether on or off campus;
- (4) During, or while going to or coming from, a school sponsored activity.

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

Retaliation

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

Sexual Harassment Complaint Procedure

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

School Property Damage/Vandalism

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

Disciplinary Procedures

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

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

Detention

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

Some reasons for assigning detention are:

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

Parents are informed of the detention in writing. Detention in grades K-3 is left to the discretion of the teacher. For grades 4-8, detention will be from 3:00-3:45, at which time students may be asked to complete a service activity. No one is excused from serving detention for **any** reason, including carpools. The teacher in charge of detention will inform Kids' Club personnel of detained students for that afternoon.

Guidelines for detention:

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

Continual detention may result in suspension

Academic Probation

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

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

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

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

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

Disciplinary Probation Process

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

- (1) Recommendations for disciplinary probation come from teachers and/or the principal.
- (2) A conference is called with parents/guardians, child, recommending teacher and principal to discuss the areas of behavioral change necessary for the child to remain at St. Mary of the Immaculate Conception School.

- (3) A time allotment for compliance is set.
- (4) Evaluation of the student's progress is made during that time and parents/guardians are notified of his/her progress.
- (5) If, by the end of the time period stated, the student has not met the conditions necessary to remain, he/she will be asked to transfer.

Activity During Academic and/or Disciplinary Probation

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

Students have three weeks to bring up grades/behavior/effort/home study or they shall be permanently cut from the team/organization. Any second probation period may result in permanent termination from the extra curricular activity. This does not apply during application and/or tryouts for an activity.

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

Suspension Policies

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

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

Suspension Procedures

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact.

In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:

- (1) NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
- (2) EVIDENCE: This is satisfied by making the student aware of what information the principal has which would lead the principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.

- (3) OPPORTUNITY TO RESPOND: This means an informal give and take between student and principal. In other words, “Do you have anything to say?” etc., and listening to his/her side. Then, the principal may make a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.
- (4) PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
- (5) RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the principal and pastor, and later to the superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
- (6) A WRITTEN RECORD of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept by the principal in a file separate from the cum folder.

Expulsion Policies

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

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

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

- Vandalism to school/church property

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

Expulsion Procedures

Cases of Cumulative Disciplinary Difficulties

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

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

If adequate improvement is not forthcoming within a reasonable time, a second conference with the student and parent/legal guardian shall be arranged by the principal or his/her delegate. At this time the procedures outlined above shall again be followed (1 through 3). After this conference a final decision will be made by the principal in consultation with the pastor and superintendent.

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

Cases Involving Serious Offenses or Threats to Safety

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

Right to Appeal

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

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.

Recommended Transfer on Grounds of Parental Behavior

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the action of the parent/guardian. However, the principal may recommend a transfer when the parents/guardians have failed to meet the obligations agreed upon during the enrollment process; have been uncooperative with the school, staff, policies, regulations or programs; or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children. The procedure for a recommended transfer will be followed and documented and the documentation must be retained on school files. Actions of parents should at all times reflect a Christian attitude. Any actions of parents/legal guardians or other persons that are abusive toward school personnel could initiate the school's request for transfer of related pupil.

DRESS CODE

General Dress Code Guidelines

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

- Please label all items of clothing clearly on inside tags with permanent marker.
- No excessively loose or excessively tight clothing is allowed.
- Underwear must not be visible.
- Sweaters, sweatshirts and jackets will not be worn tied around the waist in the classroom.
- Pants, shorts, skorts and skirts must be worn at the waist and not rolled around the waistband.
- The length of the skirt, jumper, skort and shorts must be no shorter than 3 inches from the middle of the knee.
- Under shorts must be worn under skirts and jumpers at all times, including PE, and must not show below the skirt or jumper hem.
- Shirts must be tucked in except during recess, lunch and PE.
- Pants must be hemmed so as not to drag on the ground.
- No torn clothing is allowed at any time.

Uniform Requirements

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

GIRLS:

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

BOYS:

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

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

MASS UNIFORM

GIRLS:

- A plaid skirt or plaid jumper is required
- Long pants may be worn during the winter months (November through March)
- All shirts must be tucked in
- Sweatshirts are to be worn during the winter months

BOYS:

- Long pants are required for all school Masses and other designated activities
- All shirts must be tucked in
- Belts are required for grades 3-8
- Sweatshirts are to be worn during the winter months

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

Shoes

Shoes are to be leather oxfords or white, navy or black tennis shoes with laces or Velcro and rubber soles; beige shoes can be worn by 8th graders ONLY. For the safety of the children, no sandals or shoes with buckles and no slip-on sandals/shoes are to be worn. No wheeled shoes are allowed. **These shoe requirements apply to FREE DRESS DAYS, AS WELL.**

Socks and Tights

Socks must be worn at all times (WHITE OR NAVY ONLY). No leggings or leg warmers are permitted. White or navy blue tights may be worn.

Sweatshirts

Official CYO and/or Student Council sweatshirts may be worn on non-Mass uniform days.

Undershirts

Undershirts must be plain navy or white only.

Hair Code

HAIR MUST BE CLEAN, DYE FREE, NATURAL IN COLOR, AND NOT EXTREME. The following styles are not permitted: bleached or colored hair, shaved heads, hair that requires constant attention or tails. Hair must not obstruct vision. Boys' hair may not hang over the top of the collar. **Hair should not** have designs or cuts that stand out or bring undue attention. NO hair pieces are allowed. No bandannas or hats may be worn with uniforms. Hair accessories must not be distracting.

Makeup

Make-up is **not** to be worn. This includes colored lip gloss. Only clear nail polish is allowed. No fake or acrylic nails are permitted.

Accessories

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

Earrings: Small post (girls only) - one only in each ear; no cartilage or other facial piercing is allowed

Necklace: One small chain or medal (no chokers)

Ring: One ring on each hand

Watch: One watch with alarm and tone turned off

Bracelet: One non-distracting bracelet

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

Non-Uniform Dress Days

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

Non-Uniform Dress Code

- **NO** tank tops, spaghetti straps, bare backs or half-shirts
- **NO** baseball caps in the classroom
- **NO** short shorts for free dress. Shorts must be the length of the uniform shorts **for all grades**
- **NO** tight or baggy/saggy pants, biker or exercise shorts/pants, basketball (athletic) shorts, mini-skirts
- **NO** ripped or torn clothing
- **NO** boots – Uggs, cowboy boots, etc.
- Skirts and shorts must be the proper length (same as uniform) **or this privilege will be omitted completely.**
- Shirts advertising alcoholic beverages, objectionable groups or other inappropriate sayings or images (including skulls) may not be worn
- Tops must **NOT** show midriff - they need to be able to be tucked in
- Belts are required for all boys grades 3-8
- Shoes must have laces or Velcro and rubber soles
- Socks must be worn
- All clothing must allow for modesty throughout the day

Dance attire must follow non-uniform dress guidelines.

Clothes must always conform to rules of modesty, good taste and appropriateness. The decision of the principal as to what is acceptable dress for any student will be final. ***Violations will result in disciplinary action.***

EMERGENCIES

Emergency Information Form

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

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

Earthquake

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

Release of Information

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

School Lockdown

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

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

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

Evacuation Policy

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

Assembly Areas

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

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

Release Policy

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

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

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

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

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

EXTENDED CARE/KIDS' CLUB

Attendance

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

Drop-In Extended Care

We will allow drop-in appointments. The fee will be \$5.75 per hour per child. Billing will follow the same procedure as for daily use.

Eligibility

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

Financial Arrangement

Statements for extended care are sent home the second Wednesday of the month. Payments are due by the 20th of the month. **Payments for Kids' Club are to be made separately from tuition payments.** Kids' Club tuition rates were given to all families in the Registration packet. Accounts must be current/paid-in-full to reregister for the next year.

Program Hours

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

Rules and Regulations

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

Telephone Number

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

Please see attached Kids Club Handbook for details.

FINANCIAL

Insurance

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

Tuition

Tuition Assistance

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

Tuition Policy

Tuition is due and payable in ten equal monthly installments beginning August 1st and continuing through May. Tuition payments are due on the first of each month and are considered late after the tenth day of the month. Checks returned due to insufficient funds will result in a \$30.00 service charge per check. Delinquent accounts will be assessed a \$30.00 late fee, monthly, until the delinquency is cleared, as explained in the Tuition Admissions Agreement. **If payments are not paid in full by May 11th and no other arrangements have been made with the Principal, the family's child(ren) will not be considered re-registered for the next school year. Graduate diplomas will be withheld until accounts are paid in full.**

Consequences for Returned Checks

If a family is late with their tuition every month, or has had two or more returned checks, they will abide by the following rules: **Payment by cash, money order or cashiers check ONLY with the addition of a \$30 late fee.**

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

Additional Fees

Registration Fee

A \$325.00 fee for each new and returning student is charged at the time of re-registration at St. Mary of the Immaculate Conception School. All uncollected tuition and fees (i.e., unfulfilled SCRIP requirement, unfulfilled volunteer hours) must be paid in full before a child is registered for the upcoming academic year. Parents will not receive a registration packet for the upcoming year unless all tuition and fees are paid in full. **Registration fees are non-refundable.**

Foundation Fee

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

Scrip Program

Families have the option of purchasing SCRIP during the year or choosing to pay a tuition assessment at the end of the year OR a combination of the two, as follows:

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

Volunteer Hours/Fees

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

Auction Commitment

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

MEDICAL

Child Abuse or Neglect

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

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

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

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

Communicable Diseases and Notification to the School

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

Parents must notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, strep throat, poison oak or head lice. Students **MAY NOT** attend school while any disease/infection/infestation is in the contagious stage. Students with head lice may return to school only after they have been cleared by qualified school personnel.

Students with fevers **MAY NOT** attend school; they may resume classes when their temperature has been normal for 24 hours.

Illness

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

Immunizations

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements. State law requires that a parent must present to the school a certificate signed by a doctor showing that the child has received a health check-up as early as 6 months before Kindergarten and up to three months after starting 1st grade. Kindergartners must have the required 3 doses of polio immunizations, 4 doses of DPT, 2 doses of MMR, and 3 doses of Hepatitis B. All students must have completed three Hepatitis B immunizations prior to admission into 7th grade.

Visual and auditory screenings are done at the beginning of each school year. The Snellen Visual Test is administered to all students in grades K, 1, 3, 5 and 7 and referrals by teachers or parent/guardian. Audiometric testing is done for students in grades K, 2, 5 and 8, new students and referrals. Annual scoliosis screening is done in grades 7 and 8. Referral letters which require follow-up examinations by a doctor and forms to be returned to the school will be sent to parent/guardian.

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.

Medication Policy - Prescriptions and Over the Counter Medications

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

Responsibility of Parents/Legal Guardians:

- (1) Parents/legal guardians will assume full responsibility for supplying all medications.
- (2) No medications may be brought to school by students.
- (3) Parents/legal guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over-the-counter medications should be in original sealed packages with directions for administration.
- (4) Medication must be accompanied by a medication release form available in the school office. This form must be signed by the child's parent/guardian and the child's physician.

Aspirin and Other Over-the-Counter Drugs

The dispensing of aspirin and other over-the-counter drugs will be treated as if they were prescription drugs. **They will not 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.

Tuberculosis Testing for Volunteers

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

PARENTS/GUARDIAN INFORMATION

Before-and-After School Supervision

The school does not assume any liability for injuries received on or about the school premises before or after school hours. With the exception of school-sponsored activities, there is no supervision BEFORE 7:55 a.m. or AFTER 3:05 p.m. Students are not to arrive before 7:55 a.m. and are not to remain after school. Students arriving before 7:55 a.m. or who remain after 3:05 p.m. will be sent to Kids' Club and parents will be billed accordingly.

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

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

Classroom Interruptions

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

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

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

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

Complaint/Issue Resolution

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

Custody and Release of Minors

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

Family Envelopes

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

Family Illness/Death

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

Forgotten items

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

Messages to Students

Pages, cell phones and palm pilots are not allowed on school premises. Students may not be called during school hours. All messages to students must be made by contacting the school office.

Money Collection

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

Parent Service Programs

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

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

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

Auction

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

Parents Club

The Parents Club is an organization of all parents/guardians of St. Mary of the Immaculate Conception School. The Parents Club sponsors a variety of social and fund-raising activities for parents/guardians and families. All are encouraged to participate in the organization and attend scheduled meetings and functions. An elected Board meets every month. A yearly membership fee of \$25 is required of all parents.

School Advisory Council

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

Parties

In School

There will be one designated free-dress day each month for birthdays. Summer birthdays will be acknowledged during the school year. Students may bring a small treat to school on their birthday. Celebration of birthdays with balloons, entertainment, banners, deliveries, etc. are not permitted during the school day.

Out of School Party Invitations

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

End of the Year Party

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it

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

Releasing Students during the School Day

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

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

Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook.)

SAFETY

Alcohol /Smoking Policy

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

Asbestos Notification (See attached letter)

Bicycles, Skateboards, Skates and Scooters

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

Emergency Information Forms

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

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

Personal Communication and Electronic Devices

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

Students bringing any electronic devices for class projects must make arrangements with the teacher and/or principal for approval and for safe keeping. Failure to comply with this policy and procedure may result in confiscation of electronic devices, and students may be subject to disciplinary action.

Strangers

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

Supervision of Students

The school does not assume any liability for injuries received on or about the school premises before or after school hours. With the exception of school-sponsored activities, there is no supervision BEFORE 7:50 a.m. or AFTER 3:05 p.m. Students are not to arrive before 7:50 a.m. and are not to remain after school. Students arriving before 7:50 a.m. or who remain after 3:05 p.m. will be sent to Kids' Club and parents will be billed accordingly.

Transportation: Drop-Off/Pick-up of Students

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

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

All cars are to enter the yard at the Bont Lane entrance. There is **NO** entry from Alpine Road. Parents must follow the coned area and drop off their children at the end of the carpool line, leaving via the Alpine exit. Parents may not park and/or leave cars in the drop-off or pick-up lines. Students are always to exit the cars from the RIGHT SIDE ONLY and are expected to remain behind the cones nearest the school. Parents must not get out of their cars in the carpool line. **Cell phone use is not permitted in the carpool line.** When crossing the coned area to go to either parking area, parents **must** accompany their children to their vehicle. If you need to park for any reason, please drive **slowly** into the parking lot where the basketball standards are located. Parents may not park in the school yard after 9:30 a.m. follow the coned area and drop off children at the stairs, leaving via the Alpine exit. Students must exit the cars from the RIGHT SIDE ONLY and must remain behind the cones nearest to the school. When crossing the coned area, parents **must** accompany their children to their vehicle.

If a parent needs to park for any reason, please drive **slowly** into the parking lot where the basketball standards are located. **Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol shall be guilty of a misdemeanor.**

Weapons/Laser Pointers/Glass, Etc.

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

Visitors

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

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

STUDENT SERVICES AND ACTIVITIES

Altar Servers

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

Assemblies

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

Athletics and Eligibility

Before students can participate in extra-curricular activities (such as sports, band, student council) they must maintain a C (2.0) average in all core classes and a "1" or "2" in Effort, Conduct and Home Study. Core classes include: Religion, Reading/Literature, Spelling, Language Arts, Math, Social Studies and Science. Spanish is included for grades 6-8. A final decision in exceptional situations will be made by the principal in consultation with the teacher.

See also "Activity During Probation" under Academic Probation

Catholic Youth Organization (CYO)

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

Dances

Seventh and eighth grade students from Catholic Schools in our cluster are invited to attend school dances. Students will adhere to the free dress guidelines as well as the following rules:

Dance Dress Code

- ♣ no bare midriffs
- ♣ no tank tops
- ♣ no spaghetti strap dresses
- ♣ no T-shirts. Collared shirts only
- ♣ no short shorts
- ♣ no hats

- ♣ no baggy pants
- ♣ no torn jeans
- ♣ no back packs
- ♣ skirts/dresses must be of suitable length

Students who are inappropriately dressed for any junior high dance will not be admitted and their parents will be called.

Dance Conduct Code

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

Library

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

Lost and Found

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

Lunch Program

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

- **Students may not bring sodas or "energy" caffeinated drinks to school**
- Parents are encouraged to pack healthy, nutritious snacks and lunches
- Fast food and junk food is highly discouraged
- All lunches are to be placed on the hall table, **NOT** delivered to the classrooms
- One piece of candy is allowed in lunch boxes, but it is highly discouraged
- No glass bottles are allowed at school

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

Pictures

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

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

Scout Programs

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

Student Council

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

The Student Council is composed of elected and appointed positions. Representatives of the student body are under the supervision of a faculty moderator. Meetings are held weekly and activities are subject to the approval of the principal and teachers. Offices and requirements will be handed out prior to election.

General qualifications for Student Council (confirmed by teacher, moderator or principal)

A leader who:

- is responsible and dependable
- is cooperative with students and faculty
- is involved in school activities
- is able to spend time at meetings
- is able to see activities through to their completion
- participates in discussions at weekly meeting
- has no grade lower than a "C" in scholastic subjects and a 1 or 2 in conduct, effort, home study

School Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, pens. Supply lists are included in each year's registration packet. Some supplies may need to be replenished throughout the year.

Telephone

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

Textbooks/Personal Property

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

All textbooks should be covered at all times with regular paper and/or “Book Sox”. Lost books will be replaced at the parent’s expense and there will be no refund if the book is then found. Individual damage to books will be assessed at the end of the year and appropriate charges made. Students are not permitted to write in or on non-consumable books. Students may not take home any book unless it is in a book bag.

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

STUDENT RECORDS

Review of Student Education Records

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

Procedures for Challenging the Content of the Record

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

Emergency Disclosure Information

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

VOLUNTEERS/VISITORS

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

Volunteer 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/Tuberculosis Testing

All volunteers who work at the school site twelve (12) or more hours a month must have TB testing.

It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (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 Advisory Council and committees, Parents' Club and committees, annual auction committee, art literacy, library aides, classroom assistance to teachers, cafeteria/ hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

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

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

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

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

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

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

Volunteers/Visitors Sign-in

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

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

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

TECHNOLOGY/INTERNET

STUDENT INTERNET ACCEPTABLE USE POLICY

We would like all parents to read Section A of this document carefully. In addition, please read and discuss Section B thoroughly with your child. Both you and your child(ren) must sign the attached Internet Policy Form. 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. Mary of the Immaculate Conception 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
- discussion groups on thousands of diverse topics
- many University library catalogs, the Library of Congress, government documents and thousands of databases
- streaming videos
- podcasts

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. Mary of the Immaculate Conception 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 the 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. Mary of the Immaculate Conception 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 at St. Mary of the Immaculate Conception 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.

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.

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. Mary of the Immaculate Conception 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 log on 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

Please read and discuss this section with your child(ren). Both parents and students must sign the enclosed Internet Policy Form and return this form to school. **EVERY FAMILY MUST HAVE A SIGNED FORM ON FILE BEFORE STUDENTS CAN HAVE ACCESS TO THE TECHNOLOGY AT ST. MARY SCHOOL.**

1. Personal Responsibility

As a student at St. Mary of the Immaculate Conception 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. Mary of the Immaculate Conception School.

2. Acceptable Use

My use of the Internet, electronic mail, chats, podcasts and streaming videos 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:

- I WILL BE POLITE – I will never send, or encourage others to send abusive messages.
- φ. 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. Mary of the Immaculate Conception 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 computer 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 people's work, I will ask permission when possible and credit the author accordingly. The use of the Internet and electronic mail at St. Mary of the Immaculate Conception 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.

NOTE:

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

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



St. Mary's Elementary School

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

Dear Parents,

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

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

Sincerely,

Kids' Club Staff
Vicki Schwartz
Koula Mujahed
Gregg Yonekura

PHILOSOPHY

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

ORGANIZATIONAL STRUCTURE

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

PROGRAM

Students have a wide choice of activities including:

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

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

HOURS

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

REGISTRATION

Any child using the St. Mary Kids' Club must be registered. Each family will pay a non-refundable registration fee of \$58.00 for the first child, \$48.00 for the second child and \$110.00 for per family of 3 or more upon enrollment in the program.

FEES

St. Mary Kids' Club statements will be sent home the second Wednesday of each month via the family envelope. Payment is due by the 30th of each month. A late fee of \$20.00 will be assessed after the 30th of the month. Checks should be returned to the school office or to Kids' Club. **Payments are to be separate from tuition.**

The rate is \$5.25 per hour for the first child and \$4.75 per hour for each additional child. A full hour will be charged for any part of an hour. Billable time begins at 3:00 p.m. Rates (regular vs. drop-in) will be based on the schedule you turn in when registering.

If your child is enrolled in an afternoon school-related activity or after school enrichment program, you will be charged for an hour of Kids' Club at the special class rate of \$5.25.

Occasional Drop-In

The rate is \$5.75 per hour for drop-ins. However, your child must be registered with St. Mary Kids' Club. The director should be notified in advance if your child needs to be in the program.

Delinquent Accounts

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

SCHEDULES

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

SIGN-IN/OUT

Kindergarten students will be walked to the clubhouse. All children, grades 1 - 8, **must report and sign in** immediately upon dismissal at 2:50 p.m. **No child will be dismissed from Kids' Club without a parent/guardian or authorized person signing them out.** These precautions are for your child's safety and the school's accountability.

ABSENCES

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

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

AFTER SCHOOL ACTIVITIES AND CLASSES

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

Per the Kids' Club Handbook, a flat rate of \$5.25 per student will be charged for each day that a student attends an enrichment class. Students will receive a snack from Kids' Club, and a St. Mary Kids' Club staff member will walk students to and from the enrichment class.

A parent/guardian that signs in next to their child(ren's) name(s) at Kids' Club will assume full responsibility. It is the parent/guardian's responsibility to provide snacks for their child(ren) and walk their child(ren) to the designated location for the After School Enrichment Program. It is the parent/guardian's responsibility to stay on campus for the duration of the enrichment class. In addition, the parent/guardian must apprise the enrichment class teacher of his/her location on campus for safety purposes. At the completion of the enrichment class, the parent/guardian must return to Kids' Club and sign their child(ren) out. When following this procedure, a \$5.25 flat rate per student will not apply. The parent/guardian may not leave campus and/or designate another parent/guardian to take responsibility for their child(ren) during the time of the enrichment class.

DESIGNATED PLAY AREAS

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

HOMEWORK

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

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

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

ILLNESS OR ACCIDENT

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

LATE PICK-UP

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

MINIMUM DAYS

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

PARENT/GUARDIAN RESPONSIBILITIES

1. With the children's safety and well being in mind, it is most important that the parent/guardian fill out the emergency form and then adhere to the instructions given.
2. Parents/guardians should not take children from the school grounds or other areas without notifying the program staff AND signing the child out.
3. Personnel will not permit children to leave the facility unless accompanied by a parent/guardian or a person whose signature is on the emergency form.

4. Parents/guardians are also responsible for prompt fee payment and prompt pick-up of their child. The latest pick-up time is 6:00 p.m. Staff members are employed only until 6:00 p.m. After that, parents/guardians will pay a late fee of \$1.00 per minute, per child, at the time of pick-up.

SNACKS

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

TELEPHONE USE

The St. Mary Kids' Club telephone number is **(925) 938-5114**. Please instruct your child that the facility telephone is for business only.

TOYS FROM HOME

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

UNIFORMS/CLOTHING

Everything must be labeled, including uniforms, jackets, sweatshirts and sweaters that go over uniforms. There will be a lost and found in the clubhouse, but if an item has not been claimed by Friday of each week, it will join the school lost and found. Students are allowed to change into play clothes. Please check nightly to see if your child is sufficiently prepared for the next school day.

WITHDRAWAL

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

ON A PERSONAL NOTE:

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

**PARENT/STUDENT HANDBOOK
AND EXTENDED CARE HANDBOOK
SIGNATURE PAGE
(Due September 4, 2009)**

The provisions in this handbook are designed to provide parents and students 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) – Print Names Please)

have read the material in the St. Mary of the Immaculate Conception School Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Agreement

I/We have read the material in the St. Mary of the Immaculate Conception School Handbook and agree to follow and uphold the school policies while enrolled at St. Mary of the Immaculate Conception 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)

**ST. MARY OF THE IMMACULATE CONCEPTION SCHOOL
CONTRACT/CONFIDENTIALITY AGREEMENT
FOR PARENT VOLUNTEERS**

(Due September 4, 2009)

Thank you for consenting to be a volunteer in class. St. Mary of the Immaculate Conception School values and appreciates the contribution of parent volunteers. Their presence inside the classroom enables the teachers to spend more time on teaching and less on transition, movement of students and clerical work. Volunteers also allow for more concentrated and specialized attention during certain activities. We have instituted a contract/confidentiality agreement to ensure the absolute privacy of our students and help assure the success of the program. Please read the following and sign below to acknowledge your understanding and promise to comply.

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

Signed and acknowledged:

Name _____
(please print)

Signature _____ Date _____

INTERNET POLICY PARENT /STUDENT AGREEMENT
and
AUTHORIZATION FOR STUDENT WORK, VOICE, PHOTOGRAPHS,
LIKENESS

(Due September 4, 2009)

As the parents/guardians of children attending St. Mary School, we have read and discussed with them the St. Mary Student Internet Acceptable Use Policy. We understand that access is designed for educational purposes. However, we also recognize it is impossible for St. Mary to restrict access to all controversial materials and we will not hold the faculty responsible for materials acquired on the network. We give our permission for our child(ren) to access the Internet, use e-mails, podcasts and streaming videos and to participate in on-line discussion groups while supervised at St. Mary School.

As we work on projects that move outside the school walls (web page, brochures, fliers, podcasts, etc), we hope to have samples of student/class work/drawings, as well as photographs of students, staff and faculty. We will never use last names. On students' work, we will use first names only. On students' photographs, no name will appear. Please sign below authorizing the use of your child(ren)'s work, voice, photographs and/or likeness.

1. **PRINT FAMILY NAME:** _____
2. **CHECK THE BOX BELOW TO ALLOW YOUR CHILD(REN)'S WORK, VOICE, PICTURE AND/OR LIKENESS TO BE POSTED ON THE SCHOOL WEB SITE.**

WE AGREE

WE DO NOT AGREE

3. **SIGNATURES REQUIRED:**

As parents/guardians of St. Mary School students, we have read the provisions for use of student work, photographs, voice and/or likeness of our child(ren).

Father/Guardian _____	Date _____
Mother/Guardian _____	Date _____
Student 1: _____	Grade _____
Student 2: _____	Grade _____
Student 3: _____	Grade _____
Student 4: _____	Grade _____