

St. John Catholic School
San Lorenzo, CA
An educational ministry of St. John the Baptist Parish

Parent/Student Handbook

2017-2018



Be it known to all who enter here that Jesus is the reason for this school. He is the unseen ever-present teacher in its classes. He is the model of its faculty, and the inspiration of its students.

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I. GENERAL INFORMATION

A. History of Our School

Through the support of our parish and the love of the Presentation Sisters, St. John Catholic School opened in September 1952. Initially the school served children in 1st through 3rd grades, but by 1959, the school was preparing 1st through 8th grade students for success in life. Our kindergarten program was added in 1978; the School Extension Program (SEP) was added to support our school's working families in 1985; and our Pre-kindergarten program was added in November 2006.

Today, we continue the legacy of the Presentation Sisters to provide wonderful opportunities for children to learn and grow. We have been publicly recognized for our commitment to service, and we are fully accredited through the Western Catholic Education Association (WCEA) and the Western Association of Schools and College (WASC).

B. Mission of Catholic Schools

Catholic schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

C. St. John Catholic School Mission Statement

St. John Catholic School provides a Christ-centered learning environment where students grow spiritually, academically, and socially. We prepare our students to identify and cultivate their unique, God-given talents and use their gifts to think critically, problem solve, and actively lead in the community.

D. Philosophy Statement

St. John Catholic School educators believe that students learn best when they are provided with a safe, Christ-centered environment in which they can think critically and creatively, as well as collaborate, problem-solve, and interact with peers. Using a variety of learning modalities and technological tools, teachers differentiate instruction in order to reach all types of learners. Working in partnership with parents, St. John Catholic School fosters a challenging learning experience for students and provides students with an education that promotes their spiritual, academic, and social growth. St. John Catholic School is dedicated to educating students who achieve academically and who are individuals of integrity.

E. Student Learning Expectations

Shamrocks are students who learn about and actively live the Catholic Faith.

Shamrocks are students who understand and value the importance of serving others and participate in service activities as stewards of God's creation.

Shamrocks are students who are life-long learners and work diligently to grow and achieve academically, spiritually, and socially in order to improve themselves and the world around them.

F. Student Mantra

We live our faith, we serve others, and we are life-long learners. We are people of integrity, we are Shamrocks!

G. Purpose of Our Handbook

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

H. Personnel

1. Bishop

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

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

2. Superintendent of Catholic Schools

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

The Schools Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for the schools by the Bishop. Schools are also expected to follow curriculum guidelines.

In some special circumstances, decisions may need to be made by the Schools Department that would ordinarily be made at the local level.

3. Pastor

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

4. Principal

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

5. Faculty

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

6. Administrative Assistant

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

7. Other Support Staff

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

8. Directory and List of School Personnel

St. John Catholic School
270 East Lewelling Boulevard
San Lorenzo, California 94580

Phone: 510-276-6632

FAX: 510-276-5645

www.stjohncatholicschool.org

Office Hours: Monday-Friday 7:40 a.m. – 3:30 p.m.

Administrative

Pastor	Fr. Sergio Lopez
Principal	Ms. Paige Child
IT Spec./Director of Mission Advance.	Mr. Daniel Enos
Instructional Coach/Learning Supp. Cor.	Mrs. Kristen Elliott
Administrative Assistant	Ms. Jennifer Urdeneta
Bookkeeper	Ms. Aimee Sire
Extended Care Director	Mr. Derek Hull-Jenkins

Instructional

Pre-Kindergarten	Ms. Pia Dandan
Kindergarten	Ms. Nicole Sanders
1 st Grade / Level Leader	Mrs. Cassie Flynn
2 nd Grade	Ms. Akela Magno-Ordinario
3 rd Grade	Ms. Stephanie Pires
4 th Grade / Level Leader	Ms. Ashley Krisman

5 th Grade	Mr. Zachary Sherman
6 th Grade	Mr. Steve Epperson
7 th Grade	Ms. Jessie L. Mundo Gonzalez
8 th Grade / Level Leader	Mrs. Araceli Catalan
P.E.	Mr. Joe Thomas
Music	Mr. Gregory Rathje
Art / Religion	Mrs. Emily Babcock
Counselor	Mrs. Dianne Reardon
Instructional Assistants	Mrs. Pam Funcke
	Ms. Dominique Thomasson
	Ms. Sarah Bartlett

I. Boards, Committees, Organizations

1. Diocesan School Board

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

2. Local School Board

Just as the Diocesan School Board acts in a consultative capacity to the Bishop and Superintendent, so does the Local School Board act in a consultative capacity to the Pastor and Principal.

The SJCS School Board aims to assist the Pastor and Principal in promoting an environment of Christian values, attitudes and behaviors, to support quality Catholic education, as well as to work in a spirit of cooperation and interdependence to advance the school's mission

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

3. Committees and Organizations

All parents and/or guardians of students who are presently enrolled in the school are considered members of the St. John PTG. General meetings are held once a month during the school year. Everyone is invited to assist and participate in making the group a true representation of the school community.

The PTG aims to:

- Secure the maximum involvement of the parent community in the educational experience of their children
- Promote a spirit of Christian community within the school community through social affairs, educational programs, and other large and small group events

- Provide financial assistance in the operation of the parish school through various fundraising efforts

School organizations may raise or expend funds only with the approval of the Principal and/or Pastor. School organizations may accumulate funds from year to year only with the approval of the Principal and/or Pastor. Any funds left at the end of the school year are rolled over to the school's general fund.

Students may participate in and cooperate with fundraising activities conducted by the school or parish, provided such activities are in accord with the policies and regulations in the Diocesan Administrative Handbook. Any funds remaining at the end of the school year are rolled over to the school's general fund.

II. ACADEMIC INFORMATION & STANDARDIZED TESTING

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it at one's own), allowing other students to copy one's own work, or doing another person's work are all forms of academic dishonesty. Anyone who violates this policy of academic honesty may be required to redo an assignment or test at the discretion of the teacher and/or administration. Academic dishonesty may lead to other disciplinary procedures up to and including suspension and expulsion.

B. Conferences

1. Scheduled by the school

Parent/Teacher conferences are held for 15-minute periods in the fall. Parents are encouraged to prepare by making a list of questions about how their child is performing academically and/or socially. We appreciate parent punctuality as conferences are scheduled back-to-back for each child in the class. Parent attendance at fall conferences is mandatory. It is expected that parents make every effort to attend this annual conference. Junior high teachers may hold conference periods where parents check in with their child's homeroom teacher and may choose to conference with other junior high teachers as well.

Students in grades 4-8 are expected to attend the mandatory fall conferences with their parents/guardians.

2. Requested by parents

Parents who desire longer conferences than those scheduled by the school, or parents who wish to meet with their child's teacher at times during the year are encouraged to call the school or e-mail the teacher directly to arrange a meeting. St. John Catholic School cannot accommodate requests to meet with teachers during instructional time, and the school cannot interrupt classes to deliver a message or schedule a meeting. The teacher has the right to request a parent leave the building if he/she interrupts a class or prevents a teacher from beginning a class on time. Conferences will not be scheduled the week before Christmas or the last week of school. Conferences may not be scheduled on the day before holidays. All efforts

will be made to schedule a time to accommodate the schedules of parents and faculty.

While e-mail is a fast and efficient method of communication, face-to-face dialogue is often necessary to foster the communication and understanding we need to be partners. With this in mind, we ask that all efforts be made to problem-solve or share sensitive information with direct, respectful, scheduled face-to-face discussions.

3. Guidelines

Parents/guardians are asked to discuss classroom concerns with the teacher first. Courtesy and mutual respect is expected. Questioning a teacher's authority in front of a child is not productive; disagreements should be handled discreetly and privately with the teacher. Be open to both sides of a story when a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and decisions that may not be beneficial for the student.

C. Curriculum

Local curriculum development is the responsibility of the Principal and faculty following the approved diocesan guidelines, which meet and/or exceed state standards. St. John Catholic School is meeting the diocesan requirement to implement Common Core State Standards (CCSS) in grades K-8 in core subjects of English Language Arts and Mathematics. NextGen science standards, diocesan religion standards, and social studies standards are currently under revision, and St. John Catholic School will implement those common standards as they become available.

1. Religious Education

Religious instruction will be an integral and continuing element of the educational experiences of students in every grade. In addition to direct religious instruction in the classroom, all students will attend mass weekly and participate in community service/Christian service and faith family activities. Our faith permeates all of our actions and learning experiences at St. John Catholic School.

2. Family Life / Christian Sexuality

The Diocese of Oakland Catholic elementary school program in human sexuality is an integral part of the educational plan for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the curriculum. Maximizing the wholesome influences of the Catholic classroom requires an approach that integrates the Catholic value system and moral convictions throughout the curriculum. Teachers will also integrate a Safe Environment curriculum as mandated by the Diocese of Oakland into religion class to help students develop life skills that promote safety, understanding, and personal integrity.

D. Daily Schedules / Calendar

Daily schedules can be obtained from your child's teacher. Refer to our school-wide calendar for more information about whole-school activities, events, and celebrations. The school calendar is available on our website (www.stjohncatholicschool.org), and parents may choose to subscribe to our Google calendar with Google or iCal.

Additionally, updates of our school calendar will be available with the weekly Wednesday newsletter.

The school day begins promptly at 7:55 a.m. with a gathering of our school community for morning prayer, Pledge of Allegiance, and announcements. Dismissal is at 2:50 p.m. each day. Occasionally there will be minimum days with a 12-noon dismissal.

E. Electronic Information / Communication

(also refer to Electronic Policy under Discipline and the Telecommunications Responsible Use Policy)

The mission of St. John Catholic 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. The School believes that technology should be used as a vehicle of communication, analysis, and research in accordance with Catholic values and moral decision-making.

Therefore, the School is committed to the integration and effective use of current and future technologies to further the educational mission of the School, and the Church's mission of spreading the Gospel to all people through words and actions. 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 impact the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparing citizens and future employees.

Access to technology will enable students to explore thousands of libraries, databases, and boards and exchange messages with people around the world. Students benefit from access to informational resources and collaboration opportunities to enhance learning and prepare for global challenges of the 21st century.

1. Statement on Responsible Use of Technology

St. John Catholic School recognizes the various ways that students use technology at school and at home. Students should always strive to use technology in a responsible and ethical manner as they work toward becoming responsible digital 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 interactions with each other, whether in person or by virtual means
- Using technology to publish opinions that are obscene, work against the values of dignity and respect for each person, or bring harm to the individual and/or to our school community are contrary to the mission of our School
- Bullying on the Web, whether posts are made during or after school hours, will not be tolerated, and will be subject to disciplinary action, up to and including suspension and expulsion

St. John Catholic School discourages students from using technology in irresponsible ways at school and at home, and the School will hold students accountable for their published words. Students who use technology in ways that are contradictory to our

mission will face disciplinary action, up to and including suspension and/or expulsion.

Each year, parents and students must read and review our Technology Acceptable Use Policy, which is a part of our Parent-Student Handbook. Your signature of receipt of the Handbook indicates our agreement to adhere to this policy. Please see the policy published at the end of this handbook.

F. Grading and Related Topics

1. Grade Equivalents

Grades Pre-K to 5

X	Not Assessed
1	Needs Support
2	Developing
3	Proficient
4	Advanced

Grades 6-8

A	= 95-100	C	= 73-76
A-	= 90-94	C-	= 70-72
B+	= 87-89	D	= 67-69
B	= 83-86	+	= 63-66
B-	= 80-82	D	= 60-62
C+	= 77-79	D-	= 50
		F	

2. Grade Weights

St. John Catholic School follows the diocesan guidelines for calculating student achievement in each subject area. A grade is comprised of 10% formative assessments and 90% summative assessments. Formative assessments may include, but are not limited to, homework and classwork assignments, in-class participation and questioning, quizzes, comprehension checks, etc. Summative assessments are geared to test student mastery of specific learning goals and outcomes, and may include chapter or unit tests, projects, reports, essays, etc

3. Reassessment Policy

St. John Catholic School follows the diocesan guidelines for reassessing students to determine proficiency of curriculum standards and benchmarks. Students who earn a below-average score on a summative assessment may request a retake. In grades K-5, please check with the classroom teacher for details. The goal is that all students will demonstrate proficiency or mastery at the time of the initial assessment; reassessment should be the exception, not the rule.

In Grades 6-8, the student and teacher must agree to the retake and the student must complete a Level 3 Reassessment Form, which will include the reason for the retake, the date and time of the reassessment, method of reassessment, relearning tasks and evidence of completion, and signature approval by the teacher, parent, and student. It is the responsibility of the student to request a retake within a reasonable time to ensure continuity of learning and to avoid falling behind in a course.

- The student must complete all activities and provide evidence of learning in order to complete a reassessment.
- The student must complete the reassessment on the assigned date.
- If the Level 3 Reassessment Form and activities/tasks are not complete, the student will forfeit the reassessment opportunity.

- Completing a reassessment does not guarantee an improvement in the student's grade.
- No reassessments will be allowed during the last week of a trimester (grading period).
- Sample activities may include but are not limited to: completing missing assignments, flashcards, student-created assessment, tutoring, on-line practice activities, project to explain a topic or process, review exercises from the text, etc.
- Evidence of completion may include but is not limited to: completed assignments, flashcards, practice assessment with answer key, signed note verifying tutoring dates/times, completed exercises and projects, etc.

4. Characteristics That Support Learning

Work Habits and Behavior/Social Development/Effort criteria are reflected separately from academic achievement on report cards in the Diocese of Oakland. Work Habit and Behavior/Social Development/Effort scores are earned using the following codes:

M – Consistently Meets Standards
 A – Approaching Standards
 N – Needs Support

Work Habits

1. Completes Quality Work
2. Is Prepared to Learn
3. Participates in Learning

Social Development

1. Follows Classroom Expectations
2. Shows Appropriate Behavior/Social Development
3. Embodies SLE/Catholic Identity

5. Individualized Learning / Modified Program

An * is placed next to a grade on a report card to indicate above or below grade level in a particular subject. The curriculum is modified to accommodate a student's specific learning needs, and modification to any curriculum must be deemed necessary through diagnostic testing by a licensed professional or physician. The Principal and/or Pastor must approve all curriculum modifications.

6. PowerSchool

PowerSchool is an on-line portal for parents of students in Grades 2-8 to access student grades and attendance. It is the responsibility of the parents to monitor and check PowerSchool regularly, and to proactively communicate concerns to the teacher as they arise.

Parents receive a login to access PowerSchool for their student(s). Parents should contact the school with access questions or problems related to PowerSchool.

Teachers are committed to update PowerSchool with current grades within 10 days of the assignment due date.

Since PowerSchool is available to families of students in Grades 2-8, progress reports will not be printed and sent home unless there is a concern about a student's performance. Teachers will proactively contact parents at mid-trimester of any failing grades of D or lower.

7. Progress Reports and Report Cards

Report cards are sent home at the end of each trimester grading period. Parents are expected to read and review the report, sign, and return the report card in a timely manner. Please refer to the school's annual calendar for specific end-of-trimester and report card distribution dates.

Additionally, progress reports will be sent home mid-trimester for students in Grades K-1. Students in Grades 2-8 will not automatically receive a progress report since parents have continual access to student grades and achievement via PowerSchool.

Students who miss ten (10) or more days during any one grading period may have their report card withheld until coursework has been completed.

Parents are encouraged to communicate questions and concerns with the child's teacher at any time during the school year.

8. Academic Recognition

Students in grades 6-8 may earn recognition for academic achievement. Teachers will notify parents of students who earned academic recognition at the end of each grading period.

Grade Symbols and Grade Points

A = 4.0	B- = 2.667
A- = 3.667	C+ = 2.333
B+ = 3.333	C = 2.0
B = 3.0	

Honors at Graduation

- First Honors can be achieved by earning Principal's Honor Roll all three trimesters of the 8th grade year.
- Second Honors can be achieved by earning Principal's and/ or School Honor Roll all three trimesters of the 8th grade year.

Principal's Honor Roll

- 3.86 GPA in daily core subjects
- No grade lower than B in any subject, including electives
- No conduct referrals or serious disciplinary action during the trimester
- M average in Work Habits and Behavior/Social Development/Effort

School Honor Roll

- 3.5 to 3.85 GPA in daily core subjects
- No grade lower than C in any subject, including electives
- No conduct referrals or serious disciplinary action during the trimester
- M average in Work Habits and Behavior/Social Development/Effort

9. Academic Probation

Students who earn below a C- average on any report card will be placed on academic probation. Characteristics that support learning scores may be used as a mitigating factor to determine whether a student will be placed on academic probation.

Academic probation means both the parent and student must attend a mandatory conference with the teacher at the discretion of administration, and a student success team conference may be required.

Students on academic probation will also lose the privilege to participate in extra-curricular activities, including choir, student council, liturgy committee, etc. A student on academic probation for two consecutive trimesters during the same school year may not be eligible for enrollment the following academic year. Status of students on academic probation will be reviewed at progress report and end-of-trimester report card periods, and the final determination will be made by the Principal and/or Pastor in consultation with the teacher(s) and the diocesan Schools Department as needed.

10. Homework

The purpose of homework is to reinforce concepts and lessons taught, and to foster habits of independent study and responsibility. Students should recognize the difference between homework and studying. Even if a student does not have homework in a particular subject, he/she should always be studying and reading for enrichment and vocabulary development. Teachers may have independent reading programs to support this learning philosophy.

Students are expected to complete their homework daily and to prepare for class as needed. As partners in education, parents are asked to supervise daily homework and check completion of assignments on a regular basis.

The following is a guideline for the amount of time students should spend on homework each day. Each child is unique and learns differently; while some students may take longer, most children should spend at least this amount of time completing homework:

Kindergarten	=	15 minutes
Grades 1-2	=	20 minutes
Grades 3-4	=	30-45 minutes
Grade 5	=	45-60 minutes
Grades 6-8	=	60-90 minutes

11. School Supplies

Students are responsible for obtaining and maintaining their own required school supplies. This includes but is not limited to pencils, pens, paper, and notebooks. Please refer to the class supply list or the teacher's instructions. Some supplies will need to be replenished during the school year. Thank you parents for keeping your child ready to learn and prepared for school each day.

Occasionally, teachers may require additional supplies for specific projects, such as display boards for science projects. Also, teachers may periodically ask for donations

of classroom materials, and parents are encouraged to support the classroom as they can.

12. Textbooks

St. John Catholic School has invested in current, up-to-date, Common Core-aligned English language arts and math textbooks and materials. Textbooks are selected in accordance with school policy developed by the Principal in consultation with the faculty and subject matter experts. St. John Catholic School strives to provide relevant, challenging, and appropriate curricular materials for our students to enhance and improve student learning. The School updates curriculum in accordance with diocesan and curriculum review schedules.

Students are required to cover all textbooks with cloth or folded paper book covers; tape and adhesive are not allowed. Writing in textbooks is not allowed. Students may write in consumable notebooks or workbooks at the discretion of the teacher.

Books are distributed to students for use during the school year. Lost or stolen books must be replaced at the parents' expense, and there will be no refund should the book be found at a later date. Individual damages will be assessed at the end of the year, and appropriate charges will be assessed.

Teachers may also enhance curriculum by incorporating other learning materials such as movies, videos, novels, storybooks, guest speakers, field trips, and on-line programs.

G. Graduation – 8th Grade

1. Graduation Ceremony

Graduation from Catholic 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 commencement exercises should be scheduled as to not conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year.

A student's participation in graduation ceremonies is conditional upon fulfillment of all financial responsibilities to the school (tuition, fundraising fees, SEP costs, etc.), and the student's compliance with school rules and completion of academic assignments.

Communication about 8th grade events and graduation events will be done through parent meetings, website updates, letters, and emails from the 8th grade teacher and/or administration.

2. Graduation Attire – 8th Grade

Appropriate attire should be worn for the occasion. Dark dress slacks and solid white button-down dress shirts and tie for the young men; dress attire for the girls should be modest and age-appropriate with special attention to modest dress/skirt length. Shoes should be no higher than 2".

Students graduating from 8th grade will wear a graduation cap and gown. No additional embellishments are allowed, including decorations on caps. Leis and other adornments should be limited (not including school-awarded achievement medals) to prevent distraction and maintain consistency of graduation attire for all graduates. The wearing of a graduation cap and gown is a privilege, and should reflect the modesty and dignity of commencement from a Catholic elementary school.

H. Promotion and Retention

1. Promotion

A student who satisfactorily completes his/her grade level work will be promoted to the next grade.

2. Transfer

A student who does not satisfactorily complete his/her grade level work but for whom retention is not possible will be transferred to the next grade.

3. Retention

Retention of a student is only appropriate for developmental readiness reasons in grades K-2. Beyond these grades, retention should not be considered without extraordinary reason and consultation with the Superintendent. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (tutoring, mandatory summer school, etc.) to the student or directing the student toward alternative programs that may better suit the child and meet his/her educational and learning needs.

4. Summer School

Summer school attendance may be highly encouraged or required at the Principal's discretion and teacher recommendation due to inadequate attendance or academic progress.

I. Standardized Testing

St. John Catholic School participates in the diocesan standardized test program 4 times throughout the school year. Students in Grades 2-8 are required to be tested. Scores are sent home for parent review. Teachers use scores as a diagnostic tool to effectively plan and adapt the curricular program to the strengths and needs of the current class and individual students.

For 8th grade test results are reported as requested by the high school.

The faculty and Principal analyze the school-wide results to inform and guide professional development, curriculum review, and school-wide action plans to support student learning and achievement.

J. Field Trips

Educational field trips are privileges afforded to students. All field trips are to be curriculum-aligned per diocesan regulations and school policy. Field trips are planned on an annual basis according to curriculum needs and availability of programs. Specific field trips are not guaranteed from one year to the next.

Field trips are a privilege that can be revoked by the teacher or Principal with fair warning as a disciplinary action. Students can be denied participation if they fail to meet academic or behavioral requirements. All in-school rules apply on all field trips, including dress code and behavior expectations.

Students will wear the St. John Catholic School uniform on field trips. The Principal must approve exceptions to this policy.

1. Permission Slips

Permission forms must be filled out and returned to school before a student is allowed to participate in planned educational field trips. Parents must sign the permission form to give consent for treatment and to agree the child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip. Students who do not submit the required official forms by the deadline will not be allowed to participate in the field trip.

Telephone calls, emails, or faxes will not be accepted in lieu of original permission slip forms. Documentation for students, drivers, and chaperones must be completed at least one week before the scheduled field trip.

2. Parent Chaperones and Drivers

Each time a parent volunteers to drive on a field trip, the driver must fill out a Certification and Authorization Form (Appendix 6007B) provided by the school.

Observance of the following requirements is mandatory for all drivers:

- There must be 2 adults per car.
- Drivers must be over 25 years of age.
- Drivers must be screened according to Megan's Law.
- Drivers must have Livescan fingerprint clearance.
- Drivers must provide evidence of a valid unrestricted driver's license. A copy of the driver's license must be on file with the school office.
- Drivers must provide evidence of CURRENT liability insurance on the vehicle to be used. The required minimum for the Oakland Diocese is \$100,000 per person/\$300,000 per accident limit of liability for bodily injury and property damage.
- Parents who do not adhere to school and diocesan requirements for driver or chaperone responsibilities will not be allowed on future field trips.
- All adults attending a field trip must be cleared as a driver or chaperone, and may not just show up at a school-sponsored field trip.

For the safety of the students, the following must be observed:

- One seat belt must be provided for and used by each vehicle occupant.
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used (regardless of the number of passengers).
- No student may ride in the front passenger seat, except the child of the driver who is over 12 years old.
- No one may ride in the bed of pickup trucks.
- Motorcycles may not be used.

- No parent may take students to an unauthorized location, such as a restaurant or drive-thru for snacks, while on a field trip.
- Movies, videos, and music deemed inappropriate (by school standards) may not be played while transporting students to and from a school field trip.
- Siblings may not attend school-sponsored field trips.
- The use of cell phones and other personal electronics by drivers or chaperones may not be used during the field trip except in the event of an emergency.

III. Admissions and Withdrawal

It is the goal of St. John Catholic School to educate the children of our parish and surrounding communities. Registration confirms that the family is willing to comply with the programs and policies of the School, and actively participate in 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.

A. Application Process

- St. John Catholic School accepts applications for students entering Pre-Kindergarten through 7th grade.
- A student shall be admitted to St. John Catholic School if there is a reasonable, well-founded hope of successful completion of the school program, and there is a space available for that student.
- All prospective students will be tested and evaluated. A testing fee is required. Information about the testing process may be obtained from our school office.
- The Principal makes the decision for acceptance in consultation with the teacher.
- Parents will be notified regarding the school's decision regarding admission in writing as soon as possible following completion of the application and testing.
- All new and transfer students are accepted on a probationary basis.
- Clear parental understanding of and agreement to fees and payments are required at the time of registration.

B. Entrance Requirements

1. Admissions Priority

Parents/guardians and prospective students must apply in person for admission. St. John Catholic School welcomes all applicants. Students will be accepted for entrance into our school in the following priority:

1. Children with siblings currently attending St. John Catholic School
2. Children of registered parishioners of St. John the Baptist Catholic Church
3. Children or decedents of alumni
4. Children from families who are transferring from other Catholic schools and are registering in our parish
5. Children of Catholic non-parishioners who are registered in neighboring parishes

6. Children of non-Catholics

2. Minimum Age

To be admitted to Pre-kindergarten, a child must be four (4) years of age on or before September 1 of the current school year.

To be admitted to kindergarten, a child must be five (5) years of age on or before September 1 of the current school year.

To be admitted to first grade, a child must be six (6) years of age on or before September 1 of the current school year. These minimum age requirements are in accordance to state and diocesan mandates.

Where a child has been legally enrolled in another school, he/she may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

3. Records at Entrance

Students entering school for the first time are required to present a birth record, a baptismal record, a record of state-required immunizations, and proof of a physical medical examination administered by a physician within six (6) months. Additionally, students who attend our Pre-kindergarten program must provide this information again to update our required school legal health records at the beginning of the kindergarten year.

4. Transfer Student Process and Requirements

Students will be evaluated for acceptance through their report cards, overall academic achievement, conduct, personal interview, standardized and entrance testing results, parent interviews, and assessment review of the prospective teacher.

Suspension or expulsion from a previous school could prelude acceptance to St. John Catholic School. All financial obligations to a previous school must be current. All transfer students are accepted on a probationary basis, which will be evaluated at the end of each trimester. All possible support will be given to help the child adjust; however, if a satisfactory academic and social transition has not occurred, a conference will be held and the student may be dismissed.

5. Special Needs

St. John Catholic School welcomes the application of students with special needs. Admission of transfer students with special needs will be dependent upon the school program's ability to meet these needs.

C. Nondiscrimination Policy

The Church share 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, gender, age, religion (except where ordination or religious beliefs or practice is determined by the diocese, in its sole discretion, to be a

qualification for a position), marital status, or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.

D. Withdrawal Process

Parents must notify the Principal in writing at least one month in advance of a child's transfer to another school. Registration, tuition, and other fees are non-refundable. Student records will be sent directly to the new school upon written authorization from the family and a written request from the receiving school.

IV. Attendance

Regular attendance is required of all students in order to ensure student success and compliance with diocesan, and local and state school attendance requirements.

A. Reporting Process

When a student is absent, the parent/guardian must notify the office by 8:30 a.m. each day of the absence. If the office does not receive a phone call by this time, the school will contact the parent/guardian for verification of the absence. At that time, requests for homework should be made. If a parent does not request homework, it will not be prepared for the student. If a parent requests homework in the morning, it will be placed on the Homework Table next to the school office at the end of the school day to be picked up before 3:30 p.m.

B. Absences and Tardies

The school day at St. John Catholic School begins promptly at 7:55 a.m. with our community gathering for Morning Prayer, Pledge of Allegiance, and announcements. Students who arrive after morning announcements (approximately 8 a.m.) will be marked tardy.

A student who has been absent from school is required upon return to present a written excuse stating the reason for the absence, and the letter must be signed by the student's parent/guardian. These letters are required to be kept on file by each teacher until the end of the school year.

"Excessive absences" is being absent from school for fifteen (15) days per semester, or ten (10) days per trimester, or a total of thirty (30) days per school year. When the student arrives after recess, he/she is one-half (1/2) day absent.

"Excessive tardiness" is being late six (6) times per semester, or four (4) times per trimester, or a total of twelve (12) times per school year. A student is tardy if he/she arrives after the time fixed by the school policy for the beginning of the morning, afternoon, or any class session. Students who arrive after 8 a.m. must sign in at the office and receive a tardy slip to present to the teacher upon arrival to the classroom. To prevent disruption, parents may not walk their tardy child to their classroom. The only exception is for those students in our Pre-kindergarten program.

1. Homework During Absence

Arrangements can be made with the child's teacher to collect homework assigned during an absence so the student may keep up with the learning continuum during an excused absence.

Teachers are not required to provide homework or classwork in advance of family vacations and trips. Such trips and time away from the classroom are discouraged; they constitute unexcused absences and are not in the best academic interest of the child. Work should be made up in a timely fashion after the child returns.

Should an absence take place near the end of a grading period, work may not be completed and/or graded in time to meet the diocesan cutoff for grade submission, and missing work or missing tests may negatively impact a student's grade.

2. Credit and Consequences

Excessive absences and/or tardies, even if necessary and excused, may be grounds for decreased credit, disciplinary action, mandatory summer school, and not being invited to register for the following school year.

A student must attend a **full** day of school in order to participate in after-school or evening activities, such as student council meetings and events, dances, etc.

C. Recommended Transfer

Students who clearly are 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/guardian will be asked to transfer when

- The school has explore means to meet the needs of the child
- There has been sufficient discussion with the parent/guardian concerning the child's condition or the parent/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

V. Discipline

The actions and attitudes of our St. John Catholic School family should reflect a Christian ethic. Our students' behavior should be in accordance with the moral and religious expectations as outlined by our school philosophy and goals.

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

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

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions. As our partners in education, parents are expected to support school policies and discipline.

A. 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:

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

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

B. Discipline Policies

1. Cell Phones and Personal Electronics

With parent written permission, students may bring cell phones to school. The student’s teacher will collect cell phones at the beginning of the day, and students may pick up phones at the time they leave campus for the day. Please see the SEP policy for specific and privileged use of cell phones and personal electronic items during after-school hours. Gaming consoles and other personal electronics are not allowed unless granted permission by a teacher or administrator. Students who bring cell phones and other personal electronics do so at their own risk. The school is not responsible for lost, broken, or stolen items.

2. Consequences for Behaviors

In addition to school-wide rules and policies, each classroom has its own set of class rules and expectations for students. Teachers will share this information with parents at Back-to-School night, including rewards and consequences that students earn in class. Different grades use different systems for rewarding behaviors that are age- and grade-level appropriate to the developmental stage of students in the class.

All teachers and individuals entrusted with the care and supervision of students may give consequences for inappropriate behavior, including conferences with the student, conferences with parents, assignment of special duties or tasks, denial of privileges, and conduct referrals to the Principal. The classroom teacher and/or Principal may meet and discuss the incident with the child as necessary. The Principal may take more serious disciplinary action.

3. Hall Conduct

Students are to enter and walk quietly in the hallway. Eating is not allowed in the hallway. Students may not be in the hallway unsupervised during recess or lunch. During junior high school class transition periods, students are expected to walk to and from class quietly and line up orderly next to the classroom door.

4. Illegal Substances

The use, possession, or exchange (whether or not for sale) of illegal substances on or near school property, or at school-sponsored activities, including but not limited to tobacco, drugs, alcohol, and inhalants, is prohibited and is grounds for disciplinary action up to and including suspension and/or expulsion.

5. Leaving School Grounds

No student may leave the school grounds during school hours without the permission of the Principal and written authorization of the student's parent/guardian. Students are *never* allowed to leave and return to school. Students must remain on campus until he/she is dismissed according to approved protocol procedures.

6. Littering and Gum

Littering and chewing gum are never allowed during school, on the school premises, or at school-related activities. Consequences may include special duties (scraping gum, picking up trash), detention, loss of privilege, and conduct referrals.

7. Valuables

Personal property, such as toys, trading cards, games, iPods, laser pointers, or other personal electronics or valuables are not to be brought to school without permission from a teacher or administrator. The school cannot accept responsibility for personal items, and the school assumes no responsibility if such items are lost, stolen, or damaged at school.

8. Vandalism and Property Damage

Students and parents/guardians are liable for all damage to equipment or school property caused by the student, including but not limited to textbooks, furniture, PE equipment, etc.

It is the responsibility of the parent/guardian to pay for property due to willful conduct by the child. Grades, transcripts, or diploma will be withheld until damages are paid.

9. Additional Rules

- Students must show respect at all times toward teachers, staff, parents, yard supervisors, peers, school property, and God's creation.
- Students are expected to be punctual and prepared for class with all necessary supplies and materials.
- Students are never allowed in a classroom without the supervision of a teacher.
- Roller skates, skateboards, shoes with wheels, and scooters are not allowed on the school premises at any time for safety and insurance purposes.

- Disrespectful conduct such as foul language, dishonesty, obscene gestures, spitting, fighting, tripping, talking back, or other inappropriate behavior is never allowed, and such behaviors will result in disciplinary action.
- “Play” or “pretend” fighting is never allowed. No form of violence is acceptable, regardless of the intent. Play fighting will result in the same consequences as fighting.
- Possession and/or assault with a weapon or any object that could harm another person, including laser pointers, will result in serious consequences, up to and including expulsion.
- Students must listen to yard supervisors and follow recess and lunchtime rules for playing fairly and cleaning up eating areas.
- Students may not use the phone in the office to call home for forgotten books and assignments, permission slips, lunches, or other materials, or to make arrangements for after-school transportation or activities.
- If a child is sick and needs to go home, an authorized staff member in the office will determine if this is necessary and will call the parent/guardian to come and pick up the child.
- Students are not allowed to sell or trade items at school.

C. Disciplinary Actions

1. Detention

Requiring a student to serve detention after school is an acceptable disciplinary measure. Students may not be detained for more than one (1) hour. A teacher may require a student to serve a detention for up to fifteen (15) minutes without prior notice to the parent/guardian. If a student is required to serve a detention for more than fifteen (15 minutes), parents/guardians will be notified in advance.

2. Suspension

Suspensions are used when other means of corrections fail to bring about the 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. The student must be given the opportunity in a reasonable amount of time to make up work that was given during the suspension.

3. 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 other school location, and contact the parent/guardian as soon as possible. In cases such as these when the suspension has occurred, requirements as to due process as stated below made be adhered to after the fact.

In all other cases where the suspension is necessary, but no real or immediate danger to the health and welfare of another student, students in general, or school staff exists, the following procedures will occur NOTICE: The student will meet with the Principal to discuss what school rule or regulation has been violated, and discuss that such violation warrants suspension.

- **EVIDENCE:** The Principal will explain what led him/her to believe that a rule has been broken, and that this student is the one responsible.
- **OPPORTUNITY TO RESPOND:** This means an informal give-and-take between the student and the Principal. The Principal may invite the student to respond to, “Do you have anything to add?” or “Do you have anything you’d like to say?” and listening to the student’s response. Then, the Principal may make a decision to suspend based on the evidence and the student’s responses to the presentation of such evidence.
- **PARENT/GUARDIAN CONTACT:** It is necessary to contact the parent/guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/guardian might be included in the steps outlined above so the parent/guardian is aware of the complete situation prior to the suspension. When this is not possible, a parent/guardian has the right to be informed of the specifics within a reasonable time thereafter.
- **RIGHT TO APPEAL:** The parent/guardian may appeal the decision, first to the Principal and/or 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 the suspension exists.
- **WRITTEN RECORD:** A written record of the procedures followed in the case of suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the academic cumulative file by the Principal.

4. Expulsion Policy

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

The following may be some reasons for expulsion:

- Continued and willful disobedience/consistent violation of school rules
- Persistent defiance of school authority by any student and his/her parents/guardians
- Habitual profanity or vulgarity
- Use, possession, or exchange, whether for sale or not, of tobacco, drugs, or alcohol on or near the school premises or at school-sponsored events
- Vandalism to school property
- Habitual truancy
- Assault or battery, or any threat of force or violence directed toward any school student or personnel
- Possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another, including laser pointers
- Theft

- Verbal or physical harassment of any student, teacher, staff member, or administrator

5. Procedures for Disciplinary Expulsion

a) Cases of Cumulative Disciplinary Difficulties

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

- The pattern of conduct, which at this time would lead the school to believe that expulsion is being contemplated
- The evidence upon which this assessment is based
- The right of the student at this time to present a statement or information in support of being retained
- The 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:

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

b) Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety, which may include a possible criminal conduct or outrageous action, the student is immediately suspended, the initial parent/guardian-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/guardian.) This procedure will be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student or school personnel.

c) Right to Appeal

The parent/legal guardian may appeal the decision, first to the Principal, then to the Pastor, and then 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.

d) Privacy and Reporting

All disciplinary matters are confidential and reports will not be made to the general public about private matters. We thank our parents and families for entrusting us with children and knowing that we make the best decisions possible with regard to our school mission. We thank our parents for understanding and supporting us in our efforts to respect confidentiality while living our mission and upholding our school policies.

6. General Harassment Policy

The schools in the Diocese of Oakland prohibit any form of unlawful harassment of students or employees, whether verbal, physical, or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal, or assistant principal/vice principal. Formal written complaints may also be file at the office of the Principal or designee. A complaint does not have to be written in order to be investigated.

7. Bullying Policy

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

What is bullying?

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

Physical bullying is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.

Verbal bullying is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.

Relational bullying is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.

Cyber-bullying is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame or isolate another student. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

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

8. Catholic Schools Diocese of Oakland Student Sexual Harassment Policy Statement

The schools in 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:
- 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;
- Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student;
- 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;
- 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 sexual 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:

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

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

RETALIATION

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

COMPLAINT PROCEDURE

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbooks for Catholic Schools, Diocese of Oakland, and is listed below.

Complaints may be reported to a school counselor, the Principal, or assistant

principal/vice principal. Written complaints may also be filed at the office of the Principal or designee. Complaints should be filed in written form to the Principal.

DIOCESAN PROCEDURE STATEMENT

The Schools in 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 St. John Catholic School to harass a student or employee. Complaints may be reported to a school counselor or the 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.

D. Appearance, Uniform, and Dress Codes

1. Dress Code and Uniform Policy

The St. John Catholic School uniform is a point of pride and school recognition. Neatness, cleanliness, and strict adherence to the uniform policy are required of all students. Unless it is a non-uniform day, students are required to be in a clean and complete uniform on school days and when required for special weekend events. Students who arrive to school in an incomplete or inappropriate uniform will be required to call home for a change of clothing. In some cases, students may be offered uniform clothing to borrow from our uniform exchange.

Students are expected to be in full and complete uniform on the first day of school.

Parents must purchase all uniform pieces from our approved uniform vendor, Bancroft Uniforms. Students must wear the articles of clothing from Bancroft to ensure adherence to our uniform code. It is the responsibility of the parents to ensure that all items purchased are consistent with our school uniform policy.

Students must wear uniforms with the school logo and without additional embroidery unless authorized by the Principal and/or Pastor, e.g. graduation year on 8th grade polo shirts.

2. Girls' Uniform

Shirt: Grades PreK-2 wear the Peter Pan collar white blouse with the Gordon plaid jumper. Green or white polo shirts with the school logo may be worn with shorts or slacks only.

Jumper/Skirt: Grades PreK-2 wear the Gordon plaid jumper with white Peter Pan collar white blouse; Grades 3-8 wear the Gordon plaid skirt with green or white polo shirts with the school logo. For modesty purposes, girls wear shorts under jumpers and skirts. These shorts must be black and must not be visible below the hem (i.e. shorts must be shorter than the hem of the jumper or skirt.) Knit uniform shorts are available from Bancroft Uniform. Jumpers and skirts must be no more than two (2) inches above or below the knees.

Shorts/Pants: Grades PreK-8 wear Bancroft black shorts or slacks with green or white polo shirt embroidered with the school logo. Shorts and pants are easily distinguishable by the Bancroft tag on the waistband. A solid color black or brown

belt must be worn with shorts and pants. Shorts and pants must fit properly and may not be excessively tight or baggy. Shorts must not be more than two (2) inches above or below the knee.

Sweatshirt: Grades PreK-8 wear the green uniform sweatshirt embroidered with the school logo.

Sweater: Grades PreK-8 wear a solid green color uniform cardigan or pullover over a uniform shirt.

Jackets: Grades PreK-8 wear the uniform fleece or uniform hooded jacket embroidered with the school logo. The hood of the jacket must remain down and off the student's head when inside school or church. Misuse of the hooded jacket may result in a student losing the privilege of wearing the hooded jacket at school.

Foot Attire: Shoes are to be gray, black, or white with a rubber sole for safety and consistency purposes. Velcro must always be closed and secured, and shoelaces must be worn and tied at all times. Shoelaces must be white or black and complement the shoes. Socks must always be worn and must be visible at all times. Socks must be solid white, black, or solid uniform green only. During cold weather, solid color uniform green, black, or white uniform tights may be worn under the jumper and skirt only. Leggings are not allowed.

Footwear styles that are *not* permitted at any time include, but are not limited to, boots, sandals, clogs, platforms, open-toe shoes, jellies, slip-on shoes, flats, shoes with removable heels, and shoes with heels higher than one inch (1"). Because styles change rapidly, faculty and staff reserve the right to determine appropriateness of footwear.

Belts: Belts can be worn with shorts and pants that have belt loops. Belts must be solid black.

3. Boys' Uniform

Shirt: Grades PreK-8 wear the green or white polo shirts with the school logo with shorts or slacks.

Shorts/Pants: Grades PreK-8 wear Bancroft black shorts or slacks with green or white polo shirt embroidered with the school logo. Shorts and pants are easily distinguishable by the Bancroft tag on the waistband. A solid color black or brown belt must be worn with shorts and pants. Shorts and pants must fit properly and may not be excessively tight or baggy. Shorts must not be more than two (2) inches above or below the knee.

Sweatshirt: Grades PreK-8 wear the green uniform sweatshirt embroidered with the school logo.

Sweater: Grades PreK-8 wear a solid green color uniform cardigan or pullover over a uniform shirt.

Jackets: Grades PreK-8 wear the uniform fleece or uniform hooded jacket embroidered with the school logo. The hood of the jacket must remain down and off the student's head when inside school or church. Misuse of the hooded jacket may result in a student losing the privilege of wearing the hooded jacket at school.

Foot Attire: Shoes are to be gray, black, or white with a rubber sole for safety and consistency purposes. Velcro must always be closed and secured, and shoelaces must be worn and tied at all times. Shoelaces must be white or black and complement the shoes. Socks must always be worn and must be visible at all times. Socks must be solid white, black, or solid uniform green only. Leggings are not allowed.

Footwear styles that are *not* permitted at any time include, but are not limited to, boots, sandals, clogs, platforms, open-toe shoes, jellies, slip-on shoes, flats, shoes with removable heels, and shoes with heels higher than one inch (1"). Because styles change rapidly, faculty and staff reserve the right to determine appropriateness of footwear.

Belts: Belts can be worn with shorts and pants that have belt loops. Belts must be solid black.

Grooming: Boys' hair must not be longer than the top of the shirt collar. Ponytails, hair designs, mohawks, fauxhawks, extreme fades, and other extreme styles are not allowed. Because styles change rapidly, faculty and staff reserve the right to determine appropriateness of hairstyles.

4. All Students

- Undergarments should not be visible to others. Undershirts must be solid white; t-shirts are not allowed.
- Hair must be neatly groomed. Extreme hairstyles and haircuts are not allowed. Extreme hair coloring and highlighting are not permitted. Faculty, staff and/or the Principal reserve the right to determine the extent of extreme hairstyle.
- Jewelry is limited to one pair of simple post earrings, a wristwatch, and a Christian pendant. Bracelets and other jewelry may not be worn at school.
- CYO, cheerleading, or other St. John clothing that is not uniform may not be worn at school. Only the approved St. John Catholic School uniform is allowed at school.
- Non-uniform jackets and sweatshirts may not be worn during the school day, including in class, at recess, lunch, or in church. Only uniform sweaters, sweatshirts, and jackets may be worn at school. These pieces are required parts of our school uniform and are the only acceptable outdoor pieces allowed during the school day.
- Hats or caps of any style may not be worn in school or on school grounds at any time, including non-uniform days. The Principal may approve designated "cap day" or a special circumstance.
- Hoods are never to be worn up and covering the head.
- Makeup, including but not limited to, eye shadow, blush, mascara, lip gloss, nail polish, may not be worn, including non-uniform days. Students who wear makeup will be instructed to remove it immediately.

- Backpacks may not have writing on the outside; names for identification purposes should be placed inside the backpack or in a place not immediately visible to others.
- Students not in compliance with the school uniform dress code may receive consequences up to and including phone calls home, detention, conduct referrals, parent conferences, loss of non-uniform privileges, and suspension.
- Please do not embroider children's names on the front of uniforms or backpacks. Please label your child's name with permanent fabric marker on the inside of each garment only. Extra embroidery is not in compliance with our uniform policy and must be removed.

5. 8th Grade Uniform Privilege

Students in the graduating 8th grade class have the privilege of wearing a grey polo embroidered with the school logo and the graduation year. This is a standard uniform item that 8th grade students may wear with skirts, shorts, or pants.

In addition, the 8th grade class may have a specially designed sweatshirt worn in lieu of the green uniform sweatshirt. Students must wear a uniform polo at all times underneath the hooded 8th grades sweatshirt. Students may not alter the sweatshirt in any way. Failure to comply with this policy may result in the loss of the privilege to wear the 8th grade-only garments.

Garments must remain in good repair throughout the year.

6. Non-Uniform Day

Non-uniform dress may be allowed on designated days. Modest and appropriate dress must be worn. Bare midriffs, tank tops, cut-offs, biker shorts, mini skirts, backless, strapless, halter-neck, and any clothing with offensive or suggestive decals, logos, or messages are not allowed. In addition, spandex, tight-fitting bottoms, distressed ripped jeans, long underwear, pj-type bottoms, excessively tight clothing, and oversized clothing are not allowed.

Footwear styles that are *not* permitted include, but are not limited to, sandals, clogs, platforms, open-toe shoes, jellies, slip-on shoes, shoes with removable heels, and shoes with heels higher than one inch (1"). Because styles change rapidly, faculty and staff reserve the right to determine appropriateness of footwear.

Students who do not follow this code may not be allowed to attend class or participate in any activity on the day the violation occurs. Students may be made to wait in the office until appropriate clothing is brought from home. The Principal and administration reserve the right to determine uniform and non-uniform day compliance and the appropriateness of children's apparel and grooming. Because styles change rapidly, faculty and staff reserve the right to determine appropriateness of non-uniform attire

7. P.E. Uniform

On a trial basis, until specific guidelines are added to the St. John uniform policy students have the option to wear a P.E. uniform for purchase directly from St. John Catholic School. P.E. uniforms must be worn in full. Students may not combine elements of a P.E. uniform with the regular school uniform. P.E. uniforms can only

be worn on the days in which the student is scheduled to attend P.E. class. Additionally P.E. uniforms may not be worn on days in which students attend mass or any day deemed inappropriate by school administration. P.E. Uniform privileges may be revoked at any time under the discretion of school staff or administration.

VI. EMERGENCIES

A. Earthquake

In case of a serious earthquake, students who have not been released into the custody of their parents or parent designee according to the student's emergency card, may be walked or transported to National Guard Armory on Ashland Avenue, which is St. John Catholic School's designated approved shelter.

Per Diocesan requirements, we will conduct one (1) school-wide Disaster Evacuation Drill every two (2) years. Parents or parent-designated adult listed on the student's emergency card must pick up children at noon and participate in this drill. There is no SEP on the Disaster Evacuation Drill day. Please refer to your school calendar and weekly bulletin for the date and further details.

In order to ensure the safety of all students, we also participate in monthly drills to practice procedures for fire, earthquake, and intruder emergencies.

B. Emergency Information

In an emergency, information found on emergency information cards may be released to appropriate emergency responder personnel if necessary in the judgment of the Principal or designee to protect the health or safety of the student or other persons.

C. Emergency Information Card

St. John Catholic School keeps a file of current emergency care information for each student at our school. Parents are responsible for keeping the information current and up-to-date during the year. Annually, parents are asked to update:

- The name of the student, his/her home address(s), phone number, and birth date
- The business address and phone numbers of the parents/guardians, and the hours during which they are at their place of work. If applicable, cell phone or pager numbers for the parents should be recorded
- The date of the last tetanus immunization/booster
- The name, office address, and phone number of the family physician and dentist
- Name of the medical insurance company and identification/policy number
- Special health conditions, allergies to which the student is susceptible, the emergency measures to be applied, and any current medications
- The parents' approval to send the student to a medical facility for emergency treatment should it be necessary
- Names of the persons to whom the student may be released
- The signature of the responsible parent(s)/guardians

D. School Lockdown

In some situations, it may be necessary to have a school lockdown. Per police/law enforcement recommendations, the following procedures will be implemented for a school lockdown:

- Doors and windows will be locked
- Drapes and/or blinds will be closed
- No one will be allowed to enter or leave the building
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel

Parents should NOT call the school during a lockdown. The phone must remain accessible to emergency personnel. If deemed necessary, parents will be contacted through SchoolMessenger.

VII. Extended Care

St. John Catholic School extended care, known as School Extension Program (SEP), is available to all students in Grades K-8 enrolled at St. John Catholic School. The program is designed for the safety and enjoyment of the students, providing them with adult supervision and time for snack (parent provided), outdoor recreation, study, and creative activities in a safe and caring environment.

The program is offered from 7 a.m. to 6p.m. on all days school is in session, except the minimum days immediately preceding Christmas and Easter vacation, and the last day of school.

School tuition and fees must be paid and kept current in order to participate in SEP. A separate fee schedule applies for SEP participation.

Please refer to our separate St. John Catholic School SEP Handbook for more information, or contact the SEP Director at 510-276-6632.

VIII. Financial

A. Insurance

St. John Catholic School, in accordance with diocesan policy, will purchase insurance for all field trips and offsite student events. This cost is generally added in to the cost of the field trip or student event paid for by parents/guardians.

B. Tuition

Those enrolled at St. John Catholic School shall comply with regulations regarding tuition and fees as set by the Principal. A properly completed, signed, and dated tuition contract must be on file with the school office. Prior to the start of a new school year, all tuition and contractual fees, including service hour and fundraising program monies from the previous year, must be paid in full before any returning child can be registered and admitted for the new school year.

When you register your child to attend St. John Catholic School, we enter into a contract that states we will provide educational services for your child(ren) in exchange for prompt tuition and financial obligation payment.

Tuition may be paid in full at the beginning of the school year or it can be collected monthly through the FACTS tuition payment management system. Tuition is due on the selected date of the 5th or 20th of each month, and is delinquent after payment is attempted twice. Delinquent tuition is subject to a \$35 late charge. A \$35 charge is assessed for returned checks. A discount may be offered to those families who pay the full amount by August 1.

A \$50 processing fee will be assessed for tuition payments not made through FACTS, except those made directly to the school for tuition paid in full.

Tuition Schedule for the current school year can be found at the end of the Parent-Student Handbook.

1. Active Parishioner Designation

Active Parishioner means registering in parish, regularly attending mass at St. John Catholic Church, and contributing financial support to the parish through regular use of parish collection envelopes. Families who do not meet the criterion of active parishioner will be notified in writing and will be given a time frame to correct or adjust their status with the parish before the tuition contract will be adjusted to reflect the correct status and tuition rate.

Active Parishioner goes beyond financial support. It also means regular mass attendance and liturgical participation during weekend masses. Families can choose to participate as choir members, ushers, lectors, Eucharistic Ministers, Bingo volunteers, Knights of Columbus, and more. When students are in 3rd grade and have received their sacraments, they may participate as altar servers. We are an educational ministry of St. John the Baptist Catholic Church, and we encourage our families to participate in the active ministries available in our parish community.

To qualify for *Active Parishioner* and *Catholic Out of Parish*, the child being registered for St. John Catholic School must have received sacraments, i.e. baptism, communion, reconciliation as appropriate.

2. Tuition Assistance

All applicants must complete the FACTS form to qualify for tuition assistance. Applications are generally due by mid-March, and assistance notification dates vary.

The diocesan Elementary School Family Aid for Catholic Education (FACE) program assists families through tuition grants. FACE analyzes the financial need of each family and awards grants accordingly. For more information, contact the FACE office at 510-628-2156.

The BASIC Fund provides tuition assistance to families moving their children from public schools to private/parochial schools. For more information about this program, call BASIC Fund at 415-986-5650.

Families who are not awarded FACE or BASIC Fund grants may apply to the Principal and the Finance Committee for school assistance after applying to FACE and/or BASIC. A completed FACTS application must be on file. All financial applications are reviewed in strict confidence.

Families who receive financial assistance must remain current in paying tuition balances and other school fees on time. Financial delinquency may result in a loss of tuition assistance in the future.

Much of the school assistance funding comes from generous donors and parishioners. Recipients of school tuition assistance are expected to fully support school and parish fundraising, and liturgical activities throughout the year, including the annual parish festival. Regular mass attendance and liturgical participation are also expected.

3. Tuition Payment Delinquency

A family will be considered in a delinquent status if tuition is one (1) month overdue and appropriate payment provisions have not been agreed upon between the family and the school. It is the responsibility of the family to contact the school before delinquent status occurs.

A family will be considered in a persistent delinquent status if the family refuses to make satisfactory payment arrangements or fails to make delinquent payments when promised.

A persistent delinquent payment status will result in the following conditions:

- The school's accounting firm will contact the family via phone reminding that tuition is past due and a late fee will be assessed.
- The school considers a persistent financially delinquent family to have made an independent decision to sever itself from St. John Catholic School.
- The family will be notified that its place in the school has been declared vacant and shall be filled by the next eligible family. This will occur at the beginning of the next grading period.

The school reserves the right to any of the following with regard to payment of past due accounts including tuition, school or class fees, library or tech fines, and SEP fees for which no payment arrangements have been made:

- Withhold report cards.
- Deny a student enrollment for the following trimester.
- Deny a graduating student participation in graduation ceremonies and/or withholding the student's diploma and awards.
- Refer the debt to a collection agency.

IX. MEDICAL

A. Child Abuse or Neglect

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

- Physical abuse or corporal punishment
- Emotional abuse or deprivation
- Physical neglect and/or inadequate supervision
- 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 also 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.” Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

B. Communicable Diseases

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

- Students who have restrictable diseases or conditions must be excluded from school.
- Parents will receive written information regarding the flu and how to support our school-wide prevention program.
- Parents must notify the school immediately if their child has a communicable or restrictable condition so we may take the necessary precautions at school to reduce transmission and share information as needed.
- Thank you for being our partners in health and safety.

C. Immunizations

Effective August 2015, all students entering grades K-12 will be required to comply with the California Department of Public Health Grades K-12 Immunization Requirements (Form IMM-231). The only permissible exemption will be a Physicians order based on a medical condition that prohibits a child from receiving required immunizations.

D. Health Record Requirements at Admission

This section is being developed. Please contact the main office for information pertaining to Health Record Requirements at Admission.

E. Medications

1. POLICY

- St. John Catholic School may not furnish any medications to students.
- All medication administration requires parent/guardian authorization.
- All prescription medications and aspirin require physician and parent/guardian authorization.
- All medications must be secured in the school office.
- Exception: back-up inhalers and Epi-Pens may be secured in the classroom as well as the office.
- Use of an Epi-Pen necessitates a 911 call.

- Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without an Epi-Pen or inhaler, consideration will be given to a variance if the physician and parent document the following:
 - Risk of not carrying the medication
 - Student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use
 - Glucose testing and insulin administration is to be coordinated by the parent/guardian in collaboration with the Principal

2. RESPONSIBILITY OF PARENTS/GUARDIANS

- Parent/guardian will assume full responsibility for supplying all medications.
- Students may bring no medications to school.
- Parent/guardian 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 the original containers and labeled with the name of the medication, dosage, name of the child, and frequency of administration.
- Over the counter medications should be in original sealed packages with directions for administration.
- Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to chicken pox, pink eye, severe flu, head lice.
- Parents should not send sick children to school.
- A child must be fever-free for 24 hours before returning to school.

3. ASPIRIN AND OTHER OVER-THE-COUNTER MEDICATIONS

- The dispensing of aspirin will be treated as a prescription drug.
- Any school personnel will administer no aspirin to students without written authorization from the student's physician.
- Authorized school personnel will assist students requiring over-the-counter drugs, with the exception of aspirin. This shall be done in accordance with the parent/guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above are in compliance

X. PARENTS

A. Visitors

All visitors to St. John Catholic School, including parents, must report to the office, sign in, and wear a visible visitor badge. Classroom disruptions are kept to a minimum and learning time to a maximum.

B. Conferences With Teachers

Parents/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.

C. Complaint and Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address the concern with the Principal or designee. Finally, if the concern is still unresolved, the Pastor should be contacted. Parents are asked to make appointments to meet with faculty and staff.

D. Family Cooperation and Partnership

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

E. Messages to Students

Parents may leave a message for their child/children in the school office. Messages will be delivered by the end of the day.

F. SCRIP Program

This section is being developed. Please contact the main office for information pertaining to SCRIP.

G. School Directory

Release of directory information (name, email, phone number) for elementary and secondary students shall be for legitimate parish and school use only. Please provide to the school office in writing your request to be excluded in any directory by September 1.

Permission to use any part of the directory for mailing list purposes must be granted by the Principal and/or Pastor. Directory information must not be released to anyone without permission from the Principal and/or Pastor.

H. Parties and Celebrations

1. In-School Parties

Each year, St. John Catholic School allows four class parties: Halloween, Christmas, Valentine's Day, and the Last Day of School. Parents should not bring treats to school without prior approval by the classroom teacher. Please check with your child's teacher for specific policies about classroom celebrations.

Students in Grades 6-8 will celebrate Halloween, Christmas, and Valentine's Day with the Junior High Socials. These are fun events coordinated with the room parents and classroom teachers. Please check with your child's teacher for details.

2. Out-of-School Party Invitations

Party invitations may not be passed out at any time before, during, or after school on school grounds.

3. Birthday Celebrations

While we wish to recognize and celebrate special days, we do not want to disrupt the school day with excessive festivities and treats. Parents must check with the child's teacher before planning a celebration or treat. Please check for any food allergies with the teacher.

I. Student Release 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 must be in writing.

A student who is ill will be released only to a parent or authorized person as listed on the Emergency Information Card. All students must be signed out at the main office.

We ask that as much as is possible, please schedule appointments after school or on non-school days to ensure students are not missing critical instructional time.

J. Custody

It is the responsibility of the parent/guardian to inform the school of custody status and any subsequent changes or arrangements. The custodial parent is requested to provide a copy of the official court order/custody agreement at the beginning of each school year. If nothing is on file, the school will allow either parent to pick up the child.

St. John Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school-related information regarding the child. If there is a court order limiting the information to be shared, the custodial parent must provide the school with an official copy of the court order.

K. Parent Communication Programs

1. Weekly Family e-Newsletter

The Weekly Family e-Newsletter will be issued after 5 p.m. each Wednesday on the school's website. Parents will receive an e-mail notification via SchoolMessenger that the e-Newsletter is ready and available. Parents are responsible for reading the Weekly Family e-Newsletter and are responsible for information contained in each issue. For your convenience, all issues from the current school year will be archived on our school website for future reference.

The Weekly Family e-Newsletter is the school's primary vehicle for communicating to parents and families. The monthly calendar, flyers, reminders, news, etc. can be found in each issue.

If parents wish to include an item in the Weekly Family e-Newsletter, all items must be received in the main office by 2:50 p.m. on Monday. The Principal must approve all items in advance.

2. PowerSchool

St. John Catholic School uses **PowerSchool**, a student information system that manages attendance, student records, parent information, grades, and reporting of student achievement.

Parents of students in Grades 2-8 are encouraged to check PowerSchool regularly for updates regarding academic progress. Teachers will update student progress in PowerSchool. If you have questions, please check with your child's teacher.

3. School Messenger

Along with PowerSchool, St. John Catholic School will also use **SchoolMessenger**, an e-mail, text, and voicemail communication system used to communicate with parents.

4. Conferences

Parent-Teacher conferences are to be held at least once a year for all students. The mandatory Parent-Teacher conference will be scheduled in the fall. Students in grades 4-8 are expected to attend the conference to set goals and review progress. Second or third trimester conferences may be scheduled for students whose work or behavior is a concern. A parent may also request additional conferences. Please contact your child's teacher to make arrangements.

5. Review of Student Education Records

Parents of students currently attending St. John Catholic School may review the student's education records. Parents must complete Appendix 6003, which is available in the school office, to gain access to student education records.

L. Verification of Compliance

Parents must complete a "signature page" by signing, dating, and returning the form to school by the specified deadline. This page verifies that the parent is aware of and will comply with all regulations as written in the Parent-Student Handbook.

XI. SAFETY

A. Alcohol and Smoking Policy

- Alcohol will not be served or consumed on school property during the workday or while children are present.
- 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 and a safe working environment. In keeping with this policy, all school site buildings are 100% smoke free at all times.

B. Asbestos Notification

All asbestos-containing building materials within St. John Catholic School are inspected periodically by an asbestos consultant in accordance with the Environmental Protection Agency (EPA) Asbestos Hazardous Response Act (AHERA).

All asbestos-containing building materials (ACBM) within the school's facility are in good condition and pose no threat to the health and safety of our students. All of the ACBM is addressed under a comprehensive Operations and Maintenance Program. The inspection report and original management plan are available for your review during normal business hours at the Diocese of Oakland's School Department offices.

C. Bicycles on Campus

- PreK-2 students may not ride bicycles to school.
- All bicycles enter and exit the premises from only one gate, Gate A. No bicycle riding is allowed in the schoolyard. Students must walk bicycles to and from the entrance and exit.
- All bicycles must be equipped with locks. Bike racks are located at the east side of the school building. Each rider is expected to secure his/her own bicycle.
- The school is not responsible for lost, stolen, or damaged bicycles.
- Children are required by law to wear helmets. Children who do not wear helmets will lose the privilege of riding a bicycle to school.

D. Earthquake and Fire Emergency Guidelines

Classroom instruction and general school preparedness for peacetime disaster is guided by instructional material provided by the California State Civil Defense Preparedness Agency and by the Office of California State Fire Marshall. Water, blankets, food, flashlights, and first aid kits are stored on campus in a central container.

A monthly earthquake/fire drill is held for all students. Students are required to leave the building quickly and silently, and report to designated areas. Each classroom is equipped with a marked evacuation route that is clearly displayed.

An annual earthquake/disaster evacuation drill will be held to help all families prepare and plan for such an event. Parents are required to follow protocol for picking up students on this day. Protocol includes but is not limited to showing proper identification and signing out students in an orderly fashion.

E. Parent Responsibility

1. Before an emergency:

- Fill out the Emergency Health Information Form and keep it up-to-date at all times.
- Be familiar with the school earthquake policy.
- Be familiar with the dismissal policy for students and reuniting students with parents.
- Remind your child that they are safest at school with trained adults who will care for them until you arrive.

2. During and after an emergency:

- Follow the policy of St. John Catholic School regarding dismissal of students.
- **DO NOT TAKE YOUR CHILD FROM SCHOOL WITHOUT SIGNING OUT.**

- In the event that phone service is disrupted, please have a designee pick up your child if you are unable. The designee **MUST** be listed on your Emergency Health Information Form, and the person must show a photo I.D.

F. Drills

1. Earthquake Drill

When an earthquake occurs, all students and adults at school will immediately duck and cover. Backs are to be facing the windows. Should students and/or adults be outside during an earthquake, they are to drop and cover away from buildings or other structures.

2. Fire Drill

Students must exit the building via routes posted in each classroom. Classes assemble by grade level in Area III for roll call and further instructions.

G. School Closure Due to Disaster

All students will be retained at school until dismissed to the care of an adult who has been designated by the parent as indicated on the Emergency Health Information Form. No child will be allowed to go home alone, even if the child is authorized to walk home on a daily basis. Students will only be dismissed to an authorized adult.

H. Weapons

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

I. Playground Rules and Usage

The following playground rules apply for the safety and well being of all students at St. John Catholic School:

- Choose one organized activity.
- Use playground equipment according to the rules.
- Notify a yard duty supervisor when equipment is in an off-limits area.
- Kicking, bouncing, playing or throwing a ball after the bell rings is not permitted.
- Snacks may be eaten in designated areas only.
- Students must remain seated while eating snacks.
- Students must clean up after themselves after snack and lunch.
- Students should use the restroom before the end of recess. No eating or playing in the restrooms.
- When the bell rings, students must line up quickly and quietly. Students are expected to maintain silence as they move to the classroom to avoid disruption to other classes in session.
- Pushing, shoving, and disrespecting personal space is unacceptable.
- Stay within the boundaries and keep away from the fence, convent area, church steps, and shrubbery and garden beds.
- Skates, skateboards, and scooters are not allowed on school grounds.

J. Supervision of Students

The liability for supervision and control of students shall be assumed by the school beginning at 7:40 a.m. and ending at 2:50 p.m., (except on half days when the ending time would be 12:00 p.m.) except for students participating in school-sponsored extracurricular programs.

Students who arrive before 7:40 a.m. are expected to check in with SEP and families will be charged for time in SEP. The gate will open at 7:40 a.m. with teacher supervision.

After 2:50 p.m., students will be sent to SEP and families will be charged for time in SEP. An authorized adult must sign all students out of SEP.

K. Arrival and Departure Authorization

At the beginning of each school year, families will be asked to complete a *Parent Permission Walking Home From School Form (Appendix 6017)* that gives permission for the child to walk home or to use public transportation.

Any child who is not picked up by 2:50 p.m. will be checked in to SEP, and families will be charged for time in SEP.

Reminders regarding our drop-off and pick up traffic procedures will be sent home or will be available on the school's website. We thank our families for following these procedures to maintain a safe environment for our children.

L. Emergency Disclosure Information

St. John Catholic 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.

XII. STUDENT ACTIVITIES

A. Altar Servers

Students in Grades 3-8 are highly encouraged to serve our parish as Altar Servers. This opportunity supports our parish and school liturgical celebrations and helps students understand the importance of liturgy and Eucharistic celebration of our Catholic faith. Training is offered to students, and students may serve during school masses and for weekend liturgies as well. Please contact the school office or parish ministry coordinators for more information. Applications are available from your child's teacher, school religion coordinator, or in the school office.

B. CYO Athletics Program

CYO is a parish organization run by volunteers. Please refer to the CYO handbook for specific policies and procedures.

C. Choir

St. John Catholic School is proud to offer choir opportunities to our students. Please check with our music teacher for specific information regarding rehearsal times, liturgies, and performances.

D. Dances

Seventh and eighth grade students may be allowed to attend dances at local Catholic schools. The privilege to attend any dance may be revoked for disciplinary and/or academic reasons.

E. Student Council

Student council officers are elected each spring for the following year. Upon return to school in the fall, classes elect class representatives in Grades 4-8. A Commissioner of Representatives represents early elementary grades PreK-3. Meetings are held weekly, either after school or during lunchtime.

Student council officers are regularly asked to perform extra duties, up to and including events in the evenings and on weekends, such as Open House, pancake breakfasts, school tours, etc. These student leaders represent our school in many ways.

Class representatives are responsible for asking the classroom teacher for time to present class reports. Please feel free to ask our Student Council moderator(s) for more information about student council.

F. Service Projects

St. John Catholic School students participate in Christian Service Projects individually and as a class or school community. Please talk with your child's teacher for more details about service project requirements, assessments, grading, and portfolios.

XIII. STUDENT RECOGNITION

A. Academic Recognition

Please refer to *Academic Information & Standardized Testing* for specific information about recognition for academic achievement.

B. Student of the Month

St. John Catholic School celebrates students 5 times per year who best demonstrate our Student Learning Expectations. Special Shamrock Awards may also be given to honor students who demonstrate exceptional growth. Students may receive a certificate and have their names and photos displayed at school. Students may also be invited to attend a recognition breakfast with their parents to honor their achievement. Students may also receive a ribbon at a school-wide assembly and have their names published in our parish bulletin.

C. Other

Students are recognized throughout the school year for effort, conduct, Christian behavior, and classroom performance and participation. Teachers may establish additional reward systems to reinforce classroom management programs. Please check with your child's teacher for class-specific rewards and recognition.

XIV. STUDENT SERVICES

A. Hot Lunch Program

St. John Catholic School expects parents to provide a nutritious and healthy snack for their child to eat during recess each day. Candy, soda, and sugary snacks and beverages are not allowed. Parents may choose to provide lunch from home or participate in the hot lunch program offered through Children’s Choice (ChoiceLunch).

Pre-ordered lunches are offered through Children’s Choice. Please visit www.choicelunch.com to register and get more information about the program.

Children must have a lunch brought from home or participate in the hot lunch program. St. John Catholic School does not permit delivery of “forgotten” lunches after 9 a.m. Fast food (McDonalds, Burger King, Taco Bell, etc.) is not allowed.

Any child who does not have a lunch should notify his/her teacher or yard supervisor. The child will be given an emergency lunch from Children’s Choice and parents will be billed accordingly. If there are unpaid bills with Children’s Choice, a lunch will not be provided. In the event a meal cannot be provided by Children’s Choice, parents will be called to make arrangements for a meal for their child.

B. Counseling Services

St. John Catholic School is blessed to have a counselor on site two days per week. Our on-site counselor may provide emotional support and social skills development for individuals and groups of students in our school. The counselor strives to partner with parents to promote the emotional well being of our school family. Parents may request more information about our counselor from the school office. In an emergency or crisis situation, a child may see a counselor one time without parental permission. In all other cases, permission forms are available. The counselor will communicate with parents directly.

C. Special Needs Support

St. John Catholic School values the inherent dignity of all children and recognizes that each child is uniquely gifted. Our goal as educators is to unlock and develop the potential of each child. Teachers make efforts to differentiate instruction to challenge and support all learners. As needed, teachers and parents may make referrals to have assessments and resource support services at our school.

We are pleased to have the support of our counselor and learning support coordinator to guide us in working together to meet the needs of our students. If a child requires more assistance than is currently available, we will meet and work together to find the services needed to support the child’s learning needs.

XV. VOLUNTEERS

A. Family Service Hour Program

Parent service hours for the current school year start on May 1st the previous school year and must be completed by April 30th of the current school year. Families are required to complete twenty (20) hours. Service hours are valued at \$25 per hour. Parents will be

assessed \$25 per hour not completed by the April 30th deadline. Payment for hours not completed are due by May 10. Collection of unpaid service hours may be collected through FACTS.

Exceptions to the 20-hour service requirements must be made in writing to the Principal.

At least two (2) of the required annual hours must be completed at the Parish Fall Festival either in time or through equivalent donations (value = \$25/hour).

B. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. St. John Catholic School is blessed to have generous volunteers who give their time and talent to serve in a variety of capacities, including School Board, P.T.G., classroom assistance to teachers, room parents, field trip drivers and chaperones, etc.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structure 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.

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 and/or parish-related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or executive decision by the Principal and/or Pastor.

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

1. Volunteer Background Checks / Safe Environment

- **Safe Environment:** All volunteers at St. John Catholic School will be screened according to Megan's Law. In addition, all volunteers must complete the Protecting God's Children session and with VIRTUS Online training. Please go to www.virtusonline.org/virtus/ for information and on-line training. Associated fees for training are paid by the volunteer.
- **Fingerprinting:** Every St. John Catholic School volunteer who has contact with children and young people must have Livescan fingerprinting clearance through the California Department of Justice. We recommend fingerprinting through the Schools Department in the Diocese of Oakland. Volunteers may make arrangements by calling 510-628-2154. The nearest location for fingerprinting is Fingerprint Services of America, 225 W. Winton Avenue, Hayward, CA. Associated costs for fingerprinting are paid by the volunteer.

2. Volunteer Opportunities

There are a number of opportunities for parents to get involved at St. John Catholic School. Here are some suggestions for earning parent hours and supporting our school:

- School activities, e.g. Parish Festival, Silent Auction, Classic Car Show, field trips, room parents, hot lunch coordinator, etc.
- School maintenance and repair work
- Before- and after-school traffic duty
- Attendance at School Board and Parent Club meetings; a maximum of one (1) hour per meeting
- Library helpers; all hours must be recorded and approved by school staff
- Donation of *quality* (new and needed/requested) goods. Values are subject to review and approval by the Principal. Receipts are needed to verify value of new goods. Goods will count toward service hours at the rate of one (1) hour for every \$25 of value.
- At least two (2) of the required annual hours must be completed at the Parish Fall Festival either in time or through equivalent donations (value = \$25/hour)
- CYO head coach or CYO board member; hours must be signed off by the current CYO President and/or athletic director. CYO hours may count for a maximum of half of the required hours (ex: 20 hour commitment; a maximum of 10 may come from CYO). Hours must be submitted and approved through the school's Service Hour Record Book.
- Pre-approved donations for parish events, e.g. Lenten Soup Night, St. Gerard's Women's Club Bake Sale, etc.
- Set up, supervision of children, and clean up for Children's Christmas Mass and Children's Easter Mass

Other volunteer activities may count toward service hours, however the Principal must approve all activities in advance.

The following are examples of events that do not count toward service hour requirements:

- Parent-Teacher conferences
- Sacramental preparation parent meetings
- Parent orientation meetings
- Attendance at CYO activities
- Donations to Uniform Exchange

3. Service Hour Record Book

Each family will receive a Service Hour Record Book. Each hour completed must be recorded in the Record Book, must have a supervisor signature, and must be brought to the school office to record hours served. Hours must be turned in by April 30.

4. Transfer of Service Hours

Service hours are non-transferrable and may not be carried over to the following year.

5. Procedures and Policies for Volunteers

- **Safety and Security:** All school volunteers must sign in and out at the school's main office. All visitors and/or volunteers are required to wear a designated badge or sticker that will be distributed upon sign in. Visitors and/or volunteers are to return the badge and sign out at the time of departure.
- **Dependability:** The school relies on your support. Please follow through on tasks by attending to scheduled times and give notice of absence whenever possible.
- **Confidentiality:** A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Conversations between parents, teachers, and students in the school are confidential, and volunteers should not discuss these conversations outside of the school. Refer any concerns to administration.
- **Appearance:** St. John Catholic School has very detailed expectations for student appearance. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. John Catholic School and wear modest clothing while working at our school or during school activities. This includes modest length for skirts and shorts, conservative blouses and tops, no workout apparel, etc.
- **Health Screening:** Volunteers who work at the school site for twelve (12) or more hours per month must have a TB screening. All returning volunteers shall submit evidence of freedom from tuberculosis every two (2) years. Associated fees for testing are paid by the volunteer.
- **Reimbursements**
Parents, faculty, and staff requesting reimbursements must submit receipts no later than June 15 of the current school year. This includes reimbursements from class accounts, Parent Club account, and School Board accounts.
- **Overnight chaperones/volunteers:** All volunteers who participate in any overnight experiences (environment education camps, etc.) 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 trip. Overnight chaperones must also have TB screening and Livescan fingerprinting clearance on file.

XVI. TELECOMMUNICATIONS RESPONSIBILITY USE POLICY

St. John Catholic School Telecommunications Responsible Use Policy

Introduction

The Diocese of Oakland recognizes the various ways, both positive and negative, that students, personnel, and parents can use technology both in school and at home. Our schools seek to educate 21st Century learners through 21st Century teaching. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian

citizens in a global community. As a community of faith that embraces technology, we recognize the following:

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

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

Code of Conduct

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

The school's jurisdiction with respect to conduct includes:

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

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

Telecommunications Responsible Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom

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

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

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

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

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

Violation of Telecommunications Responsible Use Policy

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

The use of social media is strictly forbidden during school hours and on school grounds unless given permission by a teacher or administrator.

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

XVII. SIGNATURE PAGES

All families must sign this form indicating that they have read and will adhere to all policies of our handbook.

Working together, we will make a wonderful difference in the lives of our children and our world.

Thank you for being our partners in education!

SIGNATURE PAGE

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 _____ have read the
Parent(s) or Guardian(s)

the St. John Catholic 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 (Student Name(s)) _____ have
read the material in the St. John Catholic School Handbook and agree to follow and uphold the
school policies while enrolled at St. John Catholic 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)
Additional students in the family please sign and date on the back of this page.

PHOTO/VIDEO RELEASE

Policies:

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

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

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

Student Name: _____ Grade _____

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

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Date: _____

If you **DO NOT WANT** to provide a Photo/Video release **please attach a signed, written statement specifying so** and attach it to this unsigned form. **This will exclude students from all photo/video productions including, but not limited to, yearbook, class photos, class photo/video projects, etc.**