

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

# **Parent/Student Handbook**

## **2021-2022**



*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 1<sup>st</sup> through 3<sup>rd</sup> grades, but by 1959, the school was preparing 1<sup>st</sup> through 8<sup>th</sup> 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. A Transitional-kindergarten program was established in place of the Pre-kindergarten program in 2019.

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, 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 provided to parents and students.

## **H. Personnel**

### **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.

### **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 School Department that would ordinarily be made at the local level.

### **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.

### **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.

### **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.

### **Administrative Assistant/Office Manager**

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.

### **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.

## **I. 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  
E-Mail: [info@sjcsedu.org](mailto:info@sjcsedu.org)  
[www.stjohncatholicsschool.org](http://www.stjohncatholicsschool.org)

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

### **Administrative**



Pastor	Fr. Sergio Lopez
Principal	Ms. Paige Child
Administration/I.T Director	Mr. Daniel Enos
Learning Support Coordinator	Ms. Kristen Elliott
Office Manager & Bookkeeper	Ms. Aimee Sire

**Instructional**

Transitional Kindergarten	Mrs. Emily Martinez
Kindergarten	Ms. Shelby O’Neill
1 <sup>st</sup> Grade	Ms. Adriana DeVost
2 <sup>nd</sup> Grade	Mrs. Azenith Ramirez
3 <sup>rd</sup> Grade	Mrs. Constance Dalton
4 <sup>th</sup> Grade	Mrs. Ashley Able
5 <sup>th</sup> Grade	Mr. Zachary Sherman
6 <sup>th</sup> Grade	Mrs. Maria Vidal
7 <sup>th</sup> Grade	Mrs. Kat Boerman
8 <sup>th</sup> Grade	Mrs. Kristen Elliott
P.E.	Mr. Joe Thomas
Music	Mr. Gregory Rathje
Art / Religion	Mrs. Emily Babcock

**Support Staff**

SEP Teacher	Ms. Devony Cota
Custodian	Mr. Martin Lara

**J. 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 Shamrock Pride Group (SPG). General meetings are held once a month during the school year. All school families are invited to assist and participate in making the group a true representation of the school community.

The SPG aims to:

- Secure the maximum involvement of the parent community in the overall educational experience of their children
- Promote a spirit of Christian community within the school community through social affairs, educational programs, spiritual events 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 as 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 or holiday breaks. 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/staff member. 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/staff member 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. Next Generation Science Standards, diocesan religion standards, and social studies are implemented throughout all grade levels.

### **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. The Catholic faith permeates all of our actions and learning experiences at St. John Catholic School.

## **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.stjohncatholicsschool.org](http://www.stjohncatholicsschool.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 Technology 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 21<sup>st</sup> 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 the school community are contrary to the mission of the school
- Bullying or publishing of inappropriate content, 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 can hold students accountable for their published words. Students who use technology in ways that are contradictory to the school’s mission will face disciplinary action up to and including suspension and/or expulsion.

Each year, parents and students must read and review our Technology Responsible Use Policy, which is a part of this 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 K to 5**

- 3 Proficient Mastery
- 2 Approaching Mastery
- 1 Needs Support

#### **Grades 6-8**

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

### **2. Grade Weights**

St. John Catholic School follows the diocesan guidelines for calculating student achievement in each subject area. A grade is comprised of 100% 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 TK-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 Social Development criteria are reflected separately from academic achievement on report cards in the Diocese of Oakland. Work Habit and Social Development 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 K-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 K-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 grades of C- 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/ report card envelope in a timely manner. Please refer to the school's annual calendar for specific end-of-trimester and report card distribution dates.

Progress reports are sent out to all school families at the middle of trimester 1. Thereafter, progress reports will only be sent out to notify parents of an academic or behavioral concern.

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(s) 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.

### **Honors at Graduation**

- First Honors can be achieved by earning Principal's Honor Roll all three trimesters of the 8<sup>th</sup> grade year.
- Second Honors can be achieved by earning Principal's and/ or School Honor Roll all three trimesters of the 8<sup>th</sup> 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 in all 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 in all Work Habits and Behavior/Social Development/Effort

## **9. Academic Probation**

Students who earn below a C- average on any report card may 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/Home Practice**

The purpose of home practice 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 home practice 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/home practice 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 at home practice work 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.

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 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 school owned, non-consumable 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, video clips, novels, storybooks, guest speakers, field trips, and on-line programs.

## **G. Graduation – 8<sup>th</sup> 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. An 8<sup>th</sup> grader will not earn their 8<sup>th</sup> grade diploma until the family has completed all fulfillment of all financial responsibilities to the school (tuition, fundraising fees, SEP costs, etc.).

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

## **2. Graduation Attire – 8<sup>th</sup> 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 8<sup>th</sup> grade will wear a graduation cap and gown. 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.

8<sup>th</sup> 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. 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 a portion or all of 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 may 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.

Field trips may be canceled due to lack of parent chaperones/drivers.

### **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 should not be used during the field trip except in the event of an emergency.
- Only school cleared chaperones may be allowed to attend a school sponsored field trip.

### **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 Transitional-Kindergarten through 7<sup>th</sup> 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 the school office.
- The Principal makes the final decision for acceptance in consultation with the teacher and pastor, if necessary.
- Parents will be notified regarding the school's decision regarding admission in writing as soon as possible, following completion of the application and testing processes.
- All new and transfer students are accepted on a probationary basis.
- Clear parental understanding of an 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 the 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 Transitional-kindergarten, a child must be four (4) years of age on or before the start of the current school year.

To be admitted to kindergarten, a child must be five (5) years of age on or before September 14th of the current school year.

To be admitted to first grade, a child must be six (6) years of age on or before September 14th 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 transitional-kindergarten program may need to provide this information again to update 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 some or all of the following: most recent report card, overall academic achievement, conduct, personal interview, standardized and entrance testing results, parent interviews, and student 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 shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the diocese strives for justice in employment practices. To this end, the diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion, and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the diocese, and not on the basis of race, color, national origin, ancestry, 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**

Punctual and 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 may not be prepared for the student. If a parent requests homework in the morning, it will be placed on the Homework Table (or other designated space) near the school office at the end of the school day to be picked up before 5:30 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 expected upon return to present a written/typed 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, or leaves before lunch, 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 check 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.

### **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, excessive absence or the repeated uncooperative or destructive attitude of parent/guardian will be asked to transfer when:

- The school has explored means to meet the needs of the child
- There has been sufficient discussion with the parent/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 the 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 at the 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 environment that is safe and 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

School 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 the school personnel's partners in education, parents are expected to support school policies and discipline.

### Maintenance of Discipline

Effective discipline is maintained when there is:

1. A safe and supportive learning and teaching environment
2. Respect for the learning rights of each student
3. An appropriate and respectful atmosphere conducive to learning
4. Positive correction
5. Reinforcement of desirable conduct
6. Firm, kind, and fair treatment of all children
7. Avoidance of undue regimentation
8. Avoidance of all corporal punishment
9. Evidence of self-motivation for learning
10. Evidence of desire for self-discipline

The school may require that a student serve a lunchtime detention without informing a student's parent beforehand. In the event that a student does incur the consequence of a lunchtime detention, that student will be given 20 minutes to eat a lunch.

### Confidentiality

Investigations into student conduct leading up to suspension and/or expulsion shall be kept confidential, except as necessary to investigate the student's actions. Information obtained from witnesses is to be shared with the accused student and as necessary to investigate the actions in question. The Principal has the discretion to withhold the identity of witnesses and/or certain information obtained from witnesses if the disclosure of such information poses a threat of physical harm or endangers the safety of students or school personnel. Similarly, the Principal has the discretion to disclose information to others if the withholding of information poses a threat of physical harm or endangers the safety of students or school personnel. The Principal and school staff have the right to withhold from parents details regarding the names of other students involved in any behavioral event (not including the name of a parent's own child). The Principal and school staff also have the right to withhold information about the consequences assigned other students (not including the consequences assigned to a parent's own child).



## **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**

Students may bring cell phones to school, at the discretion of the Principal. It is the responsibility of the student or the student’s parent to inform the student’s teacher that a student has brought a cell phone 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. 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. Cell phones nor other personal devices are allowed to be used at school.

### **2. Consequences for Behaviors**

In addition to school-wide rules and policies, each level and/or 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 may 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. Detention, suspension and expulsion may be assigned consequences.

### **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. This also applies to items that appear to, or are claimed to be illegal substances.

### **5. Leaving School Grounds**

No student may leave the school grounds during school hours without the written authorization of the student's parent/guardian. Students must remain on campus until he/she is officially dismissed, according to approved protocol procedures.

### **6. Littering and Gum**

Littering and chewing gum are never allowed during school, on the school/parish 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, balls, outdoor play equipment, 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 personal 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 parents/volunteers, school visitors, 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/the gym or church without the supervision of a staff member or school designated supervisor.
- 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/faculty member 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.

The school may require that a student serve a lunchtime detention without informing a student’s parent beforehand. In the event that a student does incur the consequence of a lunchtime detention, that student will be given 20 minutes to eat a lunch.

### **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 themselves or 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/administrative staff member to discuss what school rule or regulation has been violated, and discuss that such violation warrants suspension.

- **EVIDENCE:** The Principal/administrative team member 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/administrative team member. The Principal/administrative team member 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/administrative team member 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 for a school official 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. The school thanks parents and families for entrusting it with children and knowing that the school makes the best decisions possible with regard to upholding the school's mission. The school thanks the parents for understanding and supporting school personnel in their efforts to respect confidentiality while living its mission and upholding school policies.

**6. General Harassment Policy**

All schools in the Diocese of Oakland are committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to its care. St. John Catholic School has adopted a zero-tolerance policy for bullying and harassment. Claims of bullying and harassment will be taken seriously and investigated by school officials. In the event that the school confirms an incident of bullying or harassment, then support for the victim(s) will be provided and consequences for the perpetrator(s) will ensue. Consequences may include but are not limited to: detention, suspension, or expulsion.

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 the diocesan social vision and the gospel values of empathy and inclusion. Therefore, the Diocese of Oakland has adopted this policy to ensure that each school prevents and responds to bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

**What is bullying?**

**Bullying** occurs when a student, or group of students, repeatedly try to hurt,

humiliate, intimidate or get power over another less powerful student in any of the following ways.

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

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

### **What is harassment?**

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

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

Harassment in any form is illegal. Our Diocese does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment.

## **8. Threats Made by Students**

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

member. The Principal will notify the police and the Department of Catholic Schools immediately.

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

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

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

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

## **9. 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.

Parents are expected to purchase uniform pieces from our approved uniform vendor, Bancroft Uniforms. 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.

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

**Shirt:** Green or white polo shirts with the school logo may be worn with skirts, shorts or pants. Grades TK-2 may wear the Peter Pan collar white blouse with the Gordon plaid jumper.

**Jumper/Skirt:** Grades TK-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, shorts are to be worn under jumpers and skirts. These shorts 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:** 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. 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:** Green uniform sweatshirt embroidered with the school logo.

**Sweater:** Green uniform cardigan or pullover over a uniform shirt.

**Jackets:** 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 predominantly 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. Socks must always be worn at all times. Socks must be solid white, black, or solid uniform green only. Solid 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 include, but are not limited to, boots, sandals, clogs, platforms, open-toe shoes, jellies, shoes without backs, 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 may be worn with shorts and pants that have belt loops. Belts must be solid black.

**Grooming:** Hair must be neatly groomed. Hairstyles that cover the eyes, are unsafe, extreme or distracting are not allowed. Extreme hair coloring and highlighting are not permitted. Because styles change rapidly, faculty and staff reserve the right to determine appropriateness of hairstyles.

### **Other Uniform Reminders:**

- Undergarments should not be visible to others. Undershirts must be solid white.
- Jewelry is limited to a modest amount of simple post earrings, a wristwatch, and a Christian pendant. Bracelets and other jewelry may not be worn at school.
- CYO, cheerleading, shamrock shop, or other St. John clothing that is not uniform may not be worn at school, unless on a free dress day. Only the approved St. John Catholic School uniform is allowed to be worn 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 outwear 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 while inside.
- 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.

## **2. 8<sup>th</sup> Grade Uniform Privilege**

Students in the graduating 8<sup>th</sup> 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 8<sup>th</sup> grade students may wear with skirts, shorts, or pants.

In addition, the 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> grade-only garments.

Garments must remain in good repair throughout the year.

### **3. Non-Uniform Day**

Non-uniform dress may be allowed on designated days. Modest and appropriate dress must be worn. Bare midriiffs, tank tops, cut-offs, biker shorts, miniskirts, backless, strapless, halter-neck, and any clothing with offensive or suggestive decals, logos, or messages are not allowed. In addition, 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 mules, 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

### **4. 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 TK-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 6 p.m. on all days school is in session, except the minimum days immediately preceding Christmas 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 Lead Teacher 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 a parent/guardian registers a child to attend St. John Catholic School, the family and the school enters into a contract that states that the school will provide educational services for a child(ren) in exchange for prompt tuition and financial obligation payment to the school.

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 5<sup>th</sup> or 20<sup>th</sup> of each month, and is delinquent after payment is attempted twice. Delinquent tuition is subject to a \$30 late charge. Up to a \$35 charge is assessed for returned checks. A discount may be offered to those families who pay the full amount by August 10.

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 on our website.

#### **1. Active Parishioner Designation**

**Active Parishioner** applies to families who are registered in our St. John the Baptist parish and regularly attend weekend mass, whose children have completed

all age appropriate sacraments, contribute financial support directly to the school by monetary donations, regular contributions to the Annual Fund or to the parish through the use of weekly envelopes or EFT, and participate in liturgy. (\$200 minimum)

### **Active Parishioner Requirements**

To qualify as an Active Parishioner you must have already completed the following the previous year:

- 2 service hours minimum at the Parish Fall Festival
- 20 service hours between the parish and school  
(see the Family Service Hour Program for more details)
- Register with the parish and regularly attend mass
- All age appropriate student sacraments compete
- Contribute a minimum of \$200 to either the school's Annual Fund or the parish through the use of their weekly envelopes/EFT or a combination of both.

## **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.

Some 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 Parent/Guardians**

- Parent/guardian will assume full responsibility for supplying all medications.
- Students may bring no medications to school.

- Parent/guardian shall deliver or allow 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, without the aid of fever-reducing medications 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. Parents are to make arrangements to meet with teachers, support staff and administration in advance via phone or email. Parents/guardians may not expect to be offered impromptu meetings with teachers, support staff or administration. If a concern or issue arises, parents/guardians are expected to seek appropriate measures to make an appointment to meet with a member of school personnel. When an issue arises, it is protocol to first speak or meet with a teacher or supervisor prior to contacting the principal or pastor.

### **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 administrative designee. Finally, if the concern is still unresolved, the Pastor should be contacted. Parents are asked to make appointments in advance to meet with all faculty and staff, including that of the Principal.

## **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.

### Maintaining a Positive Home-School-Partnership

All schools in the Diocese of Oakland are intended to be environments that educate, nurture and support students according to basic Catholic principles. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Catholic principles include but are not limited to the following:

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, presumptuous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher/staff member or the principal directly by email or phone. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others, gossiping to others on or off campus or via text, email or social media. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.
3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child's parents. Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. Behavior of any school family that degrades the Catholic message or mission of the school is considered uncooperative in nature. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the school.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its sole discretion.

## **E. Messages to Students**

Parents may leave a message for their child/children in the school office. Messages are to 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. 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. In-school celebrations are expected to be modest in nature. 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 and are expected to be modest in nature. Parents are to check with their 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 the school wishes to recognize and celebrate special days, there is an intent to not disrupt the school day with excessive festivities and treats. Parents must check with the child's teacher before planning to drop off a modest treat. Class birthday parties will not be permitted at school. Please check for any food allergies with the teacher.

## **H. 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, that parents/guardians please schedule appointments after school or on non-school days to ensure students are not missing critical instructional time.

## **I. 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.

## **J. 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 convenience, all issues from the current school year will be archived on the 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 emailed to [info@sjcsedu.org](mailto:info@sjcsedu.org) by noon 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 3-8 are encouraged to check PowerSchool regularly for updates regarding academic progress. Teachers will update student progress in PowerSchool. Parent questions regarding PowerSchool are to be directed to a 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. Parents are to contact their child's teacher to make arrangements regarding additional conference times.

## **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.

## **K. 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 while working 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**

- TK-3 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 west side of the school building and outside of the church. 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, an object that looks like 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 or yard supervisors call the play time to be over is not permitted
- Food and drink may be consumed in designated areas only
- Students must remain seated while eating
- Students must clean up after themselves after snack and lunch
- Students should use the restroom before the end of recess
- No eating or playing is allowed in 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/parish 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.

After 2:50 p.m. (or after 12pm on noon dismissal days) 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 3:05 p.m. (12:5pm on minimum days) will be checked in to SEP, and families will be charged for time in SEP.

Reminders regarding school drop-off and pick up traffic procedures will be sent home or will be available on the school's website. The school appreciates families following these procedures to maintain a safe environment for school 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 the parish as Altar Servers. This opportunity supports the parish and school liturgical celebrations and helps students understand the importance of liturgy and Eucharistic celebration of the Catholic faith. Training is offered to students, and students may serve during school masses, parish funerals 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. CYO is not governed nor run by the school. CYO is a ministry of the parish.

### **C. Choir**

St. John Catholic School is proud to offer choir opportunities to students. Please check with the 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. Classes select class representatives in grades 4-8. A Commissioner of Representatives represents early elementary grades TK-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 the school in many ways.

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

### **F. Service Projects**

St. John Catholic School students participate in Christian service learning projects individually and as a class or school community. Details about service project requirements, assessments, grading, and portfolios will be provided by teachers.

### **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 the Student Learning Expectations. Special Shamrock Awards may also be given to honor students who demonstrate exceptional growth, skillsets or behavior. 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 the 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. Parents are to learn from their child's teacher about 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 and lunch for their child to eat during recesses 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](http://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 discourages parents/guardians against delivering "forgotten" lunches after 9 a.m. Snack and lunchtime is approximately the same each and every school day and students are expected to come to school prepared, with necessary food items. Dropping off food causes a disruption for both staff and students alike. Fast food (McDonalds, Burger King, Taco Bell, etc.) is not allowed. The school is not responsible for heating up or keeping cold any food brought to school for student consumption (with the exception of the Children's Choice program).

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 regarding a meal for their child.

## **B. Special Needs Support**

St. John Catholic School values the inherent dignity of all children and recognizes that each child is uniquely gifted. The school personnel's goal is to unlock and develop the potential of each student. Teachers make efforts to differentiate instruction to challenge and support all learners. As needed, teachers and parents may make referrals to obtain student assessments and resource support services. Should St. John Catholic School not be able to meet a student's needs, outside support may be necessary.

St. John is pleased to have the support of a Learning Support Coordinator to serve as a guide in working together to meet the needs of students. If a child requires more assistance than is currently available at St. John Catholic School, the school will work in partnership with parents to find the services needed to support the child's learning needs. There may be circumstances when the school cannot provide the necessary support for a student to be successful. In that event, the school would transparently share this sentiment with a student's parents/guardians and recommend a school change for the benefit of a student's needs. As educational professionals, it is the school personnel's ethical obligation to be transparent about the support that can be offered to a student.

## **XV. VOLUNTEERS**

### **A. Family Service Hour Program**

All families are encouraged and welcomed to participate in any and all classroom activities. The family service hour requirements are broken down as follows:

#### **All Families are required to:**

- Complete a minimum two (2) hours of service at the Fall Festival either in time or through equivalent donations (value = \$25/hour).
- Participate in at least one (1) classroom activity during the 2019-2020 school year. (This includes field trips, projects provided by teachers or being a room parent, ect.)

#### **Active Parishioners are required to:**

- Complete at least two (2) of the required twenty (20) annual hours at the Parish Fall Festival either in time or through equivalent donations (value = \$25/hour)
- Complete twenty (20) hours of Service from May 1, 2019 to April 30, 2020. Ten (10) hours must be completed in ways that directly serve the school and up to ten (10) hours may be completed to serve the greater St. John Parish community (including St. John Ministry service).
- **If all twenty (20) hours are not completed before April 30, 2020 family contracts will be automatically switched to the Out-of-Parish Tuition rate for the following school year.**

**Service hours are valued at \$25 per hour, are non-transferrable, and may not be carried over to the following year.**

The following are examples of activities that qualify for service hours:

1. Volunteering to help with school activities (parish festival, annual school auction, supervising field trips, room parents, hot lunch coordinators, various SPG organized events, etc.)
2. Volunteering to help with St. John Parish ministries (grounds keeping/improvements to parish buildings, leading/serving in a ministry, Eucharistic ministering, altar serving, singing in the choir, etc.)
3. Pre-approved (by Principal) school maintenance and repair work projects
4. Traffic duty/school drop off supervision and support
5. Serving on School Board and attendance at Parent/Teacher Group meetings (maximum 1 hr. per meeting)
6. Library helpers (hours must be recorded and approved by school personnel)
7. Leading an after school club as a moderator
8. Donation of requested quality goods. Values are subject to review and approval by the Principal. Receipts are required for purchased goods. Goods will count toward service hours at the rate of one (1) hour for every \$25 of value
9. Pre-approved donations for parish events, i.e. Lenten Soup Night, etc.
10. Children's Christmas Mass and Children's Easter Mass set up, supervising children, and clean up.
11. CYO Head Coaches or CYO Board Officers (titled): must be signed off by CYO president/athletic director and the Principal. Qualifying CYO hours only count towards the 10 St. John Ministry hour commitment. Hours must be submitted and approved through the service hour booklet.

Other volunteer activities may count towards service hours, but must be approved in advance by the Principal.

The following activities **do not** qualify for service hours:

1. Parent/Teacher conferences, SST meetings, etc.
2. Sacramental preparation parent meetings (First Holy Communion, etc.)
3. Attendance at CYO activities, movie nights, Back to School Night, TK or Kindergarten Parent Orientation, New Parent Information Meetings, State of the School Address, etc.
4. Uniform exchange donations
5. 8<sup>th</sup> grade specific/any individual class specific event or fundraising participation

Every family will receive a Service Hour Coupon Book. For each hour complete, enter the activity in the coupon book, have the activity supervisor sign it, and send it back to the school office by the end of April.

**All volunteers must be fingerprinted through the Diocese and have a valid Safe Environment certificate on file in the school.**

## **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,

SPG, 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 are expected to serve the school and collaborate with others in a respectful, positive manner. Volunteers who fail to work in collaboration and positive partnership with others, or who demean the overall image or work against the mission of the school may be asked by the Principal not to participate in a volunteer capacity.

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 resources. The school Principal may choose to not be placed in a position to act as a mediator between school parents/guardians. It is the expectation of the school that parents, guardians, and school volunteers conduct themselves in a responsible and respectful manner that upholds decency, integrity, and appropriateness.

## **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 and maintain an updated record the Protecting God's Children session and with VIRTUS Online training. Please go to [www.virtusonline.org/virtus/](http://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 Village Post & Parcel 15934 Hesperian Blvd, San Lorenzo, CA 94580. (510) 278-8744. 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 the school:

- School activities, e.g. Parish Festival, Annual Auction, field trips, room parents, hot lunch, etc.
- School maintenance and repair work
- Before- and after-school traffic duty/supervision and support
- 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
- 8<sup>th</sup> grade/individual class specific events or fundraising participation

### **3. Service Hour Record Book**

Each family that is responsible for completing service hours 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 volunteer 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 appropriate school personnel
- **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/on behalf of the school or during school activities. This includes modest length for skirts and shorts, conservative blouses and tops.
- **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, site accounts, Shamrock Pride account, and School Board accounts. Reimbursements must be made to the school office no more than one month after the purchase to be reimbursed has been made.
- **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. ST. JOHN CATHOLIC SCHOOL FAMILY SERVICE HOUR PROGRAM**

Family service hours for the 2021-2022 school year begin May 1, 2021, and must be completed by April 30, 2022. **ALL** 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 30, 2022 deadline. Payment for hours not completed are due by May 15, 2022. Collection of unpaid service hours may be collected through FACTS. *At least two (2) of the required annual hours must be completed at the Parish Fall Festival in a class game booth.* Service hours are non-transferrable and may not be carried over to the following year.

The following activities qualify for service hours:

1. Volunteering to help with school activities (Parish festival, annual school auction, supervising field trips, room parents, hot lunch coordinators, various school run events, etc)
2. Volunteering to help with St. John Ministries (grounds keeping/improvements to parish buildings, leading/supervising in a ministry, altar serving, singing in the church choir, etc.)
3. Pre-approved (by the Principal) school maintenance and repair work projects.
4. Before school morning traffic duty
5. Library helpers (hours must be recorded and approved by school personnel)
6. Leading an after school club as a moderator.
7. Donation of quality goods. Values are subject to review and approval by the Principal. Receipts are required for purchased goods. Goods will count toward service hours at the rate of one (1) hour for every \$25 of value
8. CYO Head Coaches or CYO Board Officers (titled): must be signed off by CYO president/athletic director and the Principal. Qualifying CYO hours may count towards the ten (10) St. John Ministry hour commitment. Hours must be submitted and approved through the service hour booklet.

Other volunteer activities may count towards service hours, but must be approved in advance by the Principal and/or Service Hour Coordinator.

The following activities do not qualify for service hours:

1. Parent/Teacher conferences, SST meetings, etc.
2. Sacramental preparation parent meetings (First Holy Communion, etc.)
3. Attendance at CYO activities, movie nights, Back to School Night, Kindergarten Parent Orientation, State of the School Address, etc.
4. Attending/supervising class parties/socials
5. Student Service Learning Projects
4. Uniform exchange donations

Every family will receive a Service Hour Booklet. For each hour completed, enter the activity in the service hour booklet, have the activity supervisor sign it, and send the booklet back to the school office.

**All volunteers must be fingerprinted through the Diocese and have a valid Safe Environment certificate on file in the school.  
(OVER)**

### **NEW THIS YEAR:**

All families will be required to participate in the Annual School Auction in May 2022. Each grade will be taking on different responsibilities outlined below:

### **Kindergarten**

Will be responsible for taking down and putting away tables and chairs.

### **1<sup>st</sup> Grade**



Will be responsible for collecting items for the raffle and running the raffle with 6<sup>th</sup> grade.

### **2<sup>nd</sup> Grade**

Will be responsible for requesting donations and sponsorship from companies.

### **3<sup>rd</sup> Grade**

Will be responsible for setting up tables and chairs

### **4<sup>th</sup> Grade**

Will be responsible for decorations and decorating.

### **5<sup>th</sup> Grade**

Will be responsible for taking down decorations.

### **6<sup>th</sup> Grade**

Will be responsible for collecting items for the raffle and running the raffle with 1<sup>st</sup> grade.

### **7<sup>th</sup> Grade**

Will be responsible for cleanup.

*More information about the event and duties will be coming in the 2021-2022 school year. Please contact Mr. Enos with any questions.*

## **XVII. CODE OF CONDUCT INVOLVING INTERACTIONS WITH MINORS IN THE DIOCESE OF OAKLAND**

### **PREAMBLE**

As leaders in the Church founded by Christ, priests, deacons, and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, all are expected to act properly at all times, especially when in contact with young people. This Code of Conduct establishes general guidelines and boundaries when ministering to minors. Many items mentioned in this document are applicable to ministry with adults, but this Code addresses explicitly proper contact with persons under 18 years of age. Further guidance and advice can be sought from the Chancellor of the Diocese of Oakland or the Coordinator of Safe Environment, as needed.

This Code is applicable to all persons who work or volunteer in any of the parishes and institutions in the Diocese of Oakland. This includes, but is not limited to: priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school, parish and diocesan volunteers, seminarians serving internships, and lay theology students. This Code is not an attempt to anticipate every situation that might arise, but to provide a set of standards and appropriate behavior to guide all those in pastoral ministry to children and young people.

This Code of Conduct is to help create a safe, appropriate, and Christian environment for minors and their relationships with adults involved in Church ministry.

## **RESPONSIBILITY FOR COMPLIANCE**

All who disregard this Code of Conduct will be subject to remedial action by the Diocese of Oakland. Corrective action may take various forms – including verbal or written warning, termination of employment, or removal from ministry – depending on the specific nature and circumstance of the offense. Those who witness or who receive reports of suspected abuse (except under the seal of Confession) are required both legally and morally to report to the appropriate civil (e.g. Child Protective Services, Local Police or Sheriff) and pastoral authorities. If you are an adult who is responsible for children, you are a mandated reporter obligated by civil law to report any suspicious abuse or neglect of a minor to Child Protective Services immediately or as soon as practically possible.

## **EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS**

**MINORS ARE NOT INDEPENDENT INDIVIDUALS:** Any and all involvement with minors is to be approached from the premise that minors should always be viewed – whether in a social or ministerial situation – as restricted individuals, that is, they are not independent. Minors are subject to specific civil laws in the State of California, which prohibits certain activities. They are not adults and are not permitted to make unfettered decisions.

**TRAINING AND SCREENING:** All those in contact with young people in a ministerial role must complete Safe Environment Training and be screened according to the requirements established by the chancellor and the Diocesan Safe Environment Office.

**ADULTS ARE NEVER TO BE ALONE WITH CHILDREN:** Adults (minimum 18 years of age) should avoid situations that place them in a position to be alone with a minor in the rectory, parish residence, school, or in a closed room other than a confessional.

**MEETINGS AND/OR PASTORAL COUNSELING:** In meeting and/or pastoral counseling situations involving a minor, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an administrator, etc.) another adult should be informed that the meeting would be taking place. The meeting place must be accessible and visible with the door left open where the meeting is taking place unless there is a clear window built into the door.

**SACRAMENT OF PENANCE/RECONCILIATION:** The Sacrament of Penance/Reconciliation is normally to be celebrated in a place identified for that purpose,

e.g. reconciliation chapel, confessional, or other areas with visibility: The location should be acceptable to the confessor and confessee.

**RECTORY RESTRICTIONS:** An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters.

Minors age 16 and over are permitted to work in the professional area of the rectory, when there are two adults over 18 years of age present.

**THE SACRISTY DOOR:** The sacristy door is always to be unlocked whenever minors are present within the sacristy.

**SUPERVISION AT SPORTS EVENTS AND GAMES:** At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engages in organized games or sports activities. At the High School level (nine-twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 8th grade and under must be under the supervision of the CYO Office.

**BATHROOMS AND DRESSING FACILITIES WITH CHILDREN PRESENT:** Adults must avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities.

**TRANSPORTATION IN PRIVATE VEHICLES:** Adults are prohibited from taking youth home or to another location, unless another adult is present in the vehicle.

**UNACCEPTABLE TOPICS AND LANGUAGE:** Comments of a sexual nature are not to be made to any minor except in response to a specific classroom or otherwise legitimate questions from a minor. Topics or vocabulary such as profanity, cursing and vulgar humor must not be used in the presence of a minor/minors.

**YOUTH TRIPS AWAY FROM PARISH FACILITIES:** At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

While on youth trips the adults as well as the minors may not use alcohol or controlled substances and anyone under the influence of these substances may not participate in the event.

One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors. Any overnight trip for children or youth must include supervision around the clock. If adults are not rooming with the youth, there **MUST** be an adult (over the age of 18) on duty, in the hallways or outside of cabins at all times when youth/children are present in the rooms/cabins. This can be accomplished with live scanned and cleared volunteers, employees of the Diocese, or someone who is hired specifically for security.

**PROHIBITED SUBSTANCES:** It is absolutely prohibited that adults serve or supply alcohol, cigarettes, inappropriate reading material, or controlled and illegal substances to minors. Alcoholic beverages will not be served or consumed at parish or school social activities intended primarily for minors. Minors may not serve alcohol at events. Event

leaders should take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs.

**AGE-APPROPRIATE MEDIA:** Audiovisuals, music lyrics, and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an “R” rated movie or movies that have been rated with an even stronger designation.

The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.

**BOUNDARIES OF PHYSICAL CONTACT:** Careful boundaries concerning physical contact with a minor (beyond a handshake) must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.

**SOCIAL MEDIA:** The Diocese of Oakland prohibits any irresponsible use of technology both at work sites and at home. All users will be held responsible for their published words. If they negatively affect the Diocese or any parish/school site in ways that are contrary to our mission, users will face disciplinary action up to and including termination. Employees and volunteers will be held accountable for use policies that are in place at their local parish or school site.

**GUIDELINES AS APPLIES TO RELATIVES OF THE MINOR:** Some adaptation in applying these guidelines when the minor is a relative ought to be the norm, but appearances in public nevertheless need to be maintained.

### **EXPECTED BEHAVIORS IN PASTORAL COUNSELING OF MINORS**

**SETTING:** Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters.

Offices or classrooms used for pastoral counseling of a minor must have a window in the door, or the door is to be left open during the counseling session.

**SUPERVISION:** Another adult should be in close proximity during any counseling session. **PARENTAL NOTIFICATION:** Unless the subject matter precludes their presence or knowledge, parents or guardians of minors must be made aware of the counseling session. If counseling is expected to extend beyond one session, evaluation of the situation should be made with the parents or guardians.

**INAPPROPRIATE ATTRACTION:** The adult is responsible to recognize any personal and/or physical attraction to or from a minor. In such a situation, the minor must be immediately referred to another qualified adult or licensed professional. If the attraction is acted upon, the parents/guardians must be notified and appropriate action taken.

### **ENFORCEMENT / REPORTING**

Violations of the Code will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop) in accordance with Civil Law and this Diocesan policy. Penalties may take various forms ranging from counseling to removal from ministry.

Violations of this Code must be reported immediately to the appropriate parish, diocesan or civil authority.

Allegations of sexual misconduct by priests, church employees, or volunteers must be reported to the local authority (e/g. Police or Sheriff Department, County Child Protective Services). In the cases involving priests or religious, the Office of the Chancellor of the diocese (510-267-8334) will be notified. In cases involving other employees or volunteers, the Office of Human Resources (510-267-8359) will be notified.

The Diocese of Oakland is committed to addressing allegations of sexual misconduct by priests, church employees and all in ministry, observing the prescriptions of civil and canon law. The diocese has made a commitment to assist victims of sexual misconduct and to cooperate fully with public authorities investigating such allegations.

## **IMPLEMENTATION**

Additional policies and procedures may be adopted and enforced by the various ministries, parishes, institutions and departments within the diocese. Such policies must be congruent with the spirit and policies contained within this Code, and must be approved in advance by the Chancellor of the diocese or designee.

## **CELL PHONE POLICY**

Cell phones may be brought to school and/or school-related activities under the following conditions:

- 1) Cell phones must be kept OFF while on campus unless directed otherwise by SJCS faculty/staff.
- 2) Teachers will collect cell phones at the start of each school day and will return them to students at the time of dismissal.
- 3) Smart watches must be placed in airplane mode during the school day.
- 4) Cell phone policy during after-school activities (student council, tutoring, SEP, etc.) will be determined by the SJCS staff member in charge.

**St. John Catholic School is not responsible for cell phones or valuables brought to school. Bringing such items to school is at the student's own risk.**

### **Consequences**

We expect that all students who bring cell phones to school will comply with this policy, and voluntarily turn in their phone each morning to their homeroom or first period teacher. Should a student have a cell phone in their possession during the school day, the phone will be taken from the student and given to the office. The student *and* his/her parent/guardian must pick up the cell phone in person. On the second offense, the student will lose the privilege of bringing a cell phone to school.

## **XVII. 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 and parents can use technology both in school and at home. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive

and intelligent ways as Christian citizens in a global community. While using technology, students are expected to:

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

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

### **Jurisdiction and Definitions**

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

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

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

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

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

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

### **Technology Responsible Use Agreement**

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

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

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

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

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

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

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

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

### **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, by signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above. I understand that the Telecommunications Responsible Use Policy applies if I am a user of school technology.

**PARENT/GUARDIAN AGREEMENT**

1. I understand that all SOCIAL MEDIA WEBSITES OR APPLICATIONS NOT SPECIFICALLY AUTHORIZED BY SCHOOL STAFF ARE FOREBIDDEN.
2. I understand that all replacement/repair costs will automatically be deducted through my FACTS account after written notification is mailed via U.S. Mail.
3. I will be responsible, both physically and financially for the Chromebook.
4. I acknowledge that my student and I are to follow the <sup>[L]</sup><sub>[SEP]</sub> SJCS Telecommunications Responsible Use Policy and that a violation of these guidelines could result in my child facing disciplinary action.
5. I will be responsible for monitoring my child at all times while the Chromebook is used outside of school.
6. I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company for prosecution.
7. I agree to immediately return the Chromebook and accessories in good working condition upon withdrawal from the school district.
8. I acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

**STUDENT PLEDGE FOR CHROMEBOOK USE**

I will take appropriate care of my Chromebook.

1. I will never leave the Chromebook unattended. Unattended Chromebooks will be taken to the office.
2. I will never loan out my Chromebook to other individuals.
3. I will know where my Chromebook is at all times.
4. I will charge my Chromebook completely before the beginning of the school day.
5. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will protect my Chromebook by keeping it in the protective case.
8. I will use my Chromebook in ways that are appropriate, meet SJCS expectations, and are educational in nature. <sup>[L]</sup><sub>[SEP]</sub>
9. I will not deface the serial number.
10. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of SJCS.
11. I will follow the policies outlined in this document at all times.
12. I will file a police report in case of theft, vandalism, or loss.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to return the Chromebook and accessories in good working condition when requested.



15. I will not utilize unauthorized photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the St. John Catholic School Parent-Student Handbook; the SJCS Technology Responsible Use Policy; and the Student Pledge for Chromebook Use. I agree to immediately return the Chromebook and accessories in good working condition upon request or withdrawal from the school. I assume full responsibility of my issued Chromebook. I acknowledge that this handbook is to be used as a guide to both acceptable and prohibited behavior of this technology. SOCIAL MEDIA WEBSITES OR APPLICATIONS NOT SPECIFICALLY AUTHORIZED BY SCHOOL STAFF ARE FOREBIDDEN.

## **XVIII. DIOCESE OF OAKLAND TECHNOLOGY RESPONSIBLE USE POLICY**

### **Students and Parents**

#### **Introduction**

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

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

#### **Jurisdiction and Definitions**

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

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

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

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

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

#### **School Responsibilities**

### **Protecting student data**

The school maintains electronic records and shares information from those records in order to provide online educational technology services. Electronic records allow the school to efficiently distribute information to school officials - such as teachers receiving parent phone numbers and email addresses - and to online services. For example, the application Mathletics receives each student's name, grade level, gender, and email address, used to set up their account. The school only uses services that have high standards for security and privacy, and do not sell or share student data. Most have signed the Student Privacy Pledge ([studentprivacypledge.org](http://studentprivacypledge.org)). Parents may request a review of services in use by the school.

The school may store and share student information electronically for purposes of distributing that information to school officials and providing educational technology services.

### **Efforts to protect students online**

Internet within the school is filtered with the intent to block access to obscene and non-educational material. In addition, the school has adopted and enforces an Internet safety policy to monitor network activity, promote safe communications, educate students in Digital Citizenship, and prevent unauthorized access to the school network and community data.

### **Parent Responsibilities**

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

### **Student Responsibilities**

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

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

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

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

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

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

**5. I will use personal technology only as directed by staff while at school.** I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal

technology is still governed by this Technology Responsible Use Policy and/or the school's BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

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

By signing the signature pages from this handbook, I give permission for the school to provide technology services and for my child to use technology in accordance with the rules and code of ethics above.

### **Distance Learning Addendum**

The need to shift instruction during this unprecedented time requires additional safeguards and acknowledgments. As challenging as the changes of distance learning may be, we are grateful to live in an age where technology allows us to continue teaching and learning safely at home.

#### **Jurisdiction**

While students are participating in distance learning, the jurisdiction of the Technology Responsibility Use Policy is expanded to include when students are at home participating in distance learning.

#### **Safe and Responsible Video Conferencing and Live Streaming**

Video conferencing is a powerful tool for distance learning. Through video conferencing, teachers may deliver instruction, support students, and facilitate connections between classmates. In addition, there may come a time during the school year when some students are able to return to in-person school, while others continue distance learning. This may necessitate the use of video conferencing to "live stream" the classroom. We recognize that connecting teachers, students, and families in their homes can lead to unintended consequences. In order to maintain a positive, safe "learning environment," school personnel, parents, and students must adhere to the following guidelines for video conferencing:

#### **School Responsibilities**

1. The school will maintain a secure video conferencing system to the best of their ability
2. The school will obtain parent or guardian consent for video conferencing with students
3. Video conferences may be recorded for instructional or archival purposes. The school will obtain parent or guardian consent before recording video conferences. Recordings will be stored securely and not published.
4. Teachers and staff will not video conference 1 on 1 with students without a parent or guardian present.

#### **Student Responsibilities**

1. Students will not take photos or recordings of video conferences
2. Students will not share links or logins for video conference meetings with anyone outside of their class community.
3. Students will attend in uniform or school-appropriate attire as directed
4. Students will inform others nearby when they are conferencing, especially when the camera or microphone is on
5. Students will attend from common areas in homes, such as the family room, dining room, or kitchen.

I give permission for my child to participate in video conferencing with school staff and classmates.

I give permission for my child's video conferences to be recorded.

I give permission for my child to appear in live streams of his or her classroom.

#### **Management Tools in Distance Learning**

Some tools in use by the school can monitor or control devices. For example, GoGuardian can allow teachers to see a student's screen or launch apps during a class session, and Chrome Remote Desktop can control a computer for tech support. These are valuable tools for educators, but they raise concerns when implemented in students homes, particularly on personal devices used for distance learning. To maintain student and family privacy, the school will not remotely operate devices without a student or parent's consent for each support session. Monitoring data will be used only for educational purposes and to help students stay on task during the school day.

The school may use tools to monitor, remote control, or update devices used for distance learning.

**Internet filtering at home**

Internet on devices provided by the school for distance learning may or may not be filtered. Even when filters are enabled, it is possible for these filters to break down or be circumvented. Parents or guardians are responsible for content accessible by the internet in their homes. We recommend OpenDNS Family Shield for a simple, effective, and free home internet filter: [opendns.com/home-internet-security](https://opendns.com/home-internet-security)

## **XIX. SIGNATURE PAGE**

All families must sign this form indicating that they have read and will adhere to all policies of our handbook including that of both the school and diocese Technology Responsible Use Policies.

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!*

### **Parent/Student Handbook Agreement 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/diocese 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/diocese 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.*

## XX. Addendum: Media and Student Work Agreement

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

### Definitions

Media: photos, videos, or audio recordings

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

### Media Policies for Families

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

\_\_\_\_\_ We agree to comply with the Media Policies for Families.

### Media Policies for the School

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

\_\_\_\_\_ The school may publish media of the student named below.

### Student Work Policies for the School

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

\_\_\_\_\_ The school may publish work by the child named below.

This consent will remain in effect until such time as I inform the school otherwise.

Student Printed Name & Grade: \_\_\_\_\_

Student Printed Name & Grade: \_\_\_\_\_

Student Printed Name & Grade: \_\_\_\_\_

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

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