



**Saint Michael School**

**Family Handbook**

**2018-2019**

**Father Carl Arcosa, Pastor  
Alison Wilkie, Principal**

Dear St. Michael School Families,

It is my honor to be your principal for a 2nd year during the 2018-2019 school year.

St. Michael School has a mission statement that says:

“The mission of Saint Michael School is to provide all students with an academically challenging education in a Christ-centered environment and to empower students to become a positive influence on the world by building the Kingdom of God.”

Our Philosophy Statement states the following:

St. Michael School has built its philosophy of education on the ministry of the Catholic Church, which emphasizes the dignity of each individual as created by God. Teaching as Jesus did, we foster the intellectual, physical, social, and spiritual development of our students. In partnership with parents, our teachers and administrators encourage our children to realize their full potential, embrace their mission as disciples of Christ, and contribute to our ever-changing, multicultural world in the context of our Catholic identity.

We look forward to a school year with this Mission and Philosophy to guide us in our work and play! I look forward to a wonderful year learning and growing in our Catholic faith.

The St. Michael School Family Handbook outlines the philosophy, policies, and procedures at our parish-community school. It is important that you read your handbook carefully. You will be notified of any subsequent changes in writing. This handbook is also aligned with the Diocese of Oakland policies. The protocols described in these pages have the common goal of providing a learning environment conducive to continually remembering the presence of God. Our shared values, grounded in the Gospel, provide the basis for our policies in areas as diverse as discipline and the dress code. By choosing St. Michael School for your child(ren), you have committed yourself to upholding these policies and procedures. As well as explaining daily routines and expectations, this handbook will clarify many of the questions you might have.

Blessings of Christ’s Peace,

Alison Wilkie

Principal

# **St. Michael School**

## **MISSION STATEMENT**

The mission of Saint Michael School is to provide all students with an academically challenging education in a Christ-centered environment and to empower students to become a positive influence on the world by building the Kingdom of God in an environment that encourages them to meet the challenges of life and to serve the gospel of Jesus Christ.

## **PHILOSOPHY**

St. Michael School has built its philosophy of education on the ministry of the Catholic Church, which emphasizes the dignity of each individual as created by God. Teaching as Jesus did, we foster the intellectual, physical, social, and spiritual development of our students. In partnership with parents, our teachers and administrators encourage our children to realize their full potential, embrace their mission as disciples of Christ, and contribute to our ever-changing, multicultural world in the context of our Catholic identity.

## **ST. MICHAEL STUDENT LEARNING EXPECTATIONS**

### **We are followers of Jesus who**

- Practice our faith by participation in prayer, the sacraments, and liturgy
- Respond to the needs of others by participating in service to our local and global community
  - Treat others with kindness and respect by following His example

### **We are engaged lifelong learners who**

- Master the curriculum to the best of our ability
  - Persevere and learn from our mistakes
  - Use many resources, including technology

### **We are responsible citizens of the world who**

- Participate in the proper care of the environment
- Show respect for ourselves, others, and property
  - Recognize and embrace diversity

### **We are creative problem-solvers who**

- Applying knowledge to find imaginative solutions
  - Cooperate and collaborate with others
  - Express respect for differing points of view

## **HISTORY OF ST. MICHAEL SCHOOL**

St. Michael Academy opened in September 1913, under the direction of the Dominican Sisters of San Rafael. Since its beginning, St. Michael School has been an integral part of St. Michael Parish. From the founding pastor, Father Patrick Power, to the present pastor, the school has been supported by the parish as an important part of the teaching ministry of the Catholic Church.

The original facility contained classrooms, living quarters for the sisters, and living spaces for a few young girls who boarded during the week and returned to their ranch families on the weekends. Subsequently, two classroom buildings were added to provide homeroom classrooms for students in grades one through eight. The original building became St. Michael Education Center and provided space for Faith Formation as well as extra classrooms, school library, a technology lab and administration offices. In September 1988, a kindergarten was opened. In 2003-2004, a new Education Center was built and the original facility was demolished. Over the course of 2011-2015, a technology program was implemented with strong infrastructure, iPad's, Macbooks, and 1:1 devices in the middle school. In 2015, a Transitional Kindergarten, and K-8 Spanish program were established.

### **Accreditation**

St. Michael School has full accreditation through 2019. Schools in the Diocese of Oakland are accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC)

## **I. GENERAL INFORMATION**

The contents of this handbook are considered to be essential parts of the contract between the parents, guardians and students and St. Michael School. Failure to comply with the spirit, intent and/or letter of the philosophical foundation and the rules as outlined will be considered as just cause for disciplinary and/or administrative action. Under no circumstances may a parent or guardian excuse a student from the rules and policies of St. Michael School if the parent or guardian expects the student to remain in good standing with the school.

### **PURPOSE**

The provisions in this handbook are designed to provide parents and students with information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students. In decisions regarding any or all provisions of the St. Michael School Handbook, final decision rests with the principal and pastor. The primary means of school-home communication are the school website and the weekly email newsletter. The parent is responsible to read the email containing the newsletter and/or checking the website weekly. The student is responsible for delivering any information from school.

## **PERSONNEL**

### **1. Bishop**

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

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

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

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

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

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

### **3. Pastor**

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

### **4. Principal**

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

### **5. Faculty and Student Body**

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

### **6. Office Manager**

The school office manager is responsible to the principal for the efficient operation of the school office and for the performance of all clerical duties, and other assigned duties.

### **7. Business Manager**

The school business manager is responsible to the principal for the efficient operation of all bookkeeping duties and other assigned duties.

### **9. List of School Personnel**

A listing of school personnel may be found on the school website.

## **BOARDS, COMMITTEES, ORGANIZATIONS**

### **1. Diocesan School Board**

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

### **2. Consultative School Board**

Those who serve on Catholic school boards, both Diocesan and local school boards, support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship.

The Consultative School Board is established to assist the principal and ultimately the pastor by providing advice and counsel particularly in the following areas:

#### Strategic Planning

- To assist in formulating strategic goals for the long-term direction of the school
- To assist in formulating the school mission statement.

#### Policy Formation

- To provide advice and counsel with regard to policies in areas determined by the pastor and principal.

Evaluation of policies, plans, mission effectiveness and board self-evaluation. Institutional Advancement/Development

- To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement to enhance the image, enrollment and financial viability of the school.

#### Financial Planning and Financial Management

- To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring and financial reporting.

#### Communications

- To provide advice and counsel with regard to communicating school policies and activities to the various school constituencies.

The Consultative School Board has no authority for formulating policies separate from the pastor and principal. It has no responsibility with regard to the hiring, supervision, evaluation or termination of school staff/personnel or the admission, suspension or expulsion of students, or the development and/or implementation of Diocesan curriculum guidelines. (Diocese of Oakland, Department of Catholic Schools, Guidelines for Catholic School Governance)

### **3. Parent Teacher Group, PTG**

St. Michael School Parent Teacher Group operates with the recognition that parents are the primary educators of their children. This organization facilitates, with the support and guidance of the principal, parental involvement in the Catholic education of their children. The PTG encourages parent involvement in school parish activities including fundraising, community service, and school programs. These activities support the growth of the St. Michael School/Parish community and enrich the Catholic education experience for the children.

## **II. ACADEMIC INFORMATION**

### **ACADEMIC HONESTY**

Students at St. Michael School are instructed in the area of academic honesty so that they will learn how to use resources wisely and appropriately as they produce work and as they are assessed for learning and understanding. As is developmentally appropriate, teachers take care to explain what cheating is and share examples of what might be considered cheating, covering the areas of homework, quizzes, exams, reports, unauthorized viewing of an examination, and plagiarism. In this way, students learn and cultivate the virtue of honesty as an ethical practice that will guide them to make wise decisions as they develop personal responsibility and self-discipline. Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Academic dishonesty will lead to disciplinary procedures. Academic dishonesty is viewed as a serious ethical issue and a violation of the principles of honesty and personal responsibility inherent in the school's ideals.

Should a student violate the St. Michael School "Academic Honesty" policy, there will be consequences. The teacher will confer with the student and inform the Principal; and the parent will be contacted. Repeat offenses and behaviors not included in the following list will be assessed on an individual basis by the administration and personnel involved.

The consequences for cheating will be age appropriate and become much more serious when the student enters middle school. Fitting consequences will be assigned and may include: a character infraction, suspension, detention, loss of extra-curricular activities or other.

The following consequences will be considered when a student violates this policy:

1. **Homework:** The student may be asked to do an alternative assignment. This includes a student who copies another student's homework, or a student who allows others to copy his/her work.
2. **Cheating on a Quiz or Examination:** The student may be asked to do an alternative assignment.
3. **Plagiarism:** "The use of quotations within a paper is a way of representing the continuity of research within a field and introducing the ideas of others by referring directly to their works. By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgment whenever one is indebted to another for either words or ideas. Failure to give credit is plagiarism" (Cf. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Sections 5.1 and 5.2) The student may be asked to do an alternative assignment than that which was plagiarized.

### **CONFERENCES**

#### **1. Scheduled by School**

Parent/Teacher Conferences are held annually in November. Conferences for grades five through eight require the attendance of the student. Parents are encouraged to prepare by making a list of questions about how their child is doing spiritually, academically and/or socially.

## 2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at other times throughout the year should email the teacher to arrange a meeting.

## 3. Guidelines

- a) Please be courteous to the teacher. Questioning the teacher's authority in front of the child is not appropriate. If you have such a disagreement, please request a meeting with the teacher privately.
- b) Please try to be open to both sides of the story if a problem arises. Perception, differences and information reported incorrectly can lead to unnecessary confrontations and regretted decisions.
- c) Discuss classroom difficulties or concerns with the teacher first before bringing them to the principal.

## CURRICULUM

Local curriculum development is the responsibility of the principal and faculty following the approved diocesan guidelines. In the 2013-14 school year the diocese adopted Common Core Standards. In the 2016-2017 school year, the NGSS Next Generation Science Standards were also adopted. Refer to the website for more information.

### 1. Religious Education

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

### 2. Family Life/Christian Sexuality

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

## DAILY SCHEDULES, CALENDARS

7:00 - 7:45	Extended Care (Eagle's Nest) Available
7:55	warning bell
8:00	School Commences
10:00 - 10:15	TK and 6th - 8th recess
10:15 - 10:35	K - 5th recess
12:15 - 12:55	Lunch and recess for all grades
3:00*	School ends
3:00 - 6:00	Extended Care (Eagle's Nest) available

\* **School will dismiss at 2:00 every Wednesday.**

## MINIMUM DAY SCHEDULE

7:00 - 7:50	Extended Care (Eagle's Nest) available
8:00	School Commences
12:15	School ends
12:15 - 6:00	Extended Care (Eagle's Nest) available/student should bring lunch.

Please check the school calendar carefully. Minimum days are listed on the yearly calendar. On these days, dismissal will be at 12:15pm. Every Wednesday will be a 2:00 dismissal. On minimum days, Extended Care will be open from dismissal until 6:00 P.M., unless otherwise noted. ***Please note that the school calendar can be subject to change. Changes will be reflected in the weekly newsletter and on the school website.***

### ARRIVAL/ DISMISSAL

For safety and insurance reasons, students are to arrive on campus after 7:45 A.M. when teacher supervision commences. Students arriving before that time will be placed in Extended Care and their parents will be charged accordingly.

Students are dismissed at 3:00 P.M (2:00 on Wednesdays). Any students waiting for rides or who have not departed by 3:10 (2:10 on Wednesdays) will be placed in Extended Care and their parents billed accordingly. Students in Grades 5 – 8, (with a current letter of permission on file in the office), will be allowed to walk/bicycle home.

For Faculty in-service days and other designated occasions, students will be dismissed at 12:15pm. Lunches are not required on these days unless the child will be attending Extended Care.

### ELECTRONIC INFORMATION/ COMMUNICATIONS

We believe we should educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making. Aligning with this policy only signed or in person communications will be addressed.

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

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

**Students and parents must sign a Technology Acceptable Use Policy which includes without this form on file, your child will not be allowed use any technology at school. This policy is part of the online registration process.**

### Student Evaluation

The administration and faculty of St. Michael School seek to evaluate student performance in class work, homework, classroom participation, and where appropriate, work on special projects. Therefore, written grades will be given to keep students and parents informed of student performance.

### Grades

Listed below is the current grading policy for the elementary schools of the Diocese of Oakland. Individual schools will design a form indicating student progress at the Transitional Kindergarten level. There is a Standards-Based System with a Diocesan Report Card for grades K-5.

### **Diocesan K-5 Grading Scale**

Starting in 2017-2018 the Diocese of Oakland Elementary K-5 Standards-Based Report Card will use a numerical (1-4) Standards-Based Grading scale, rather than a percentage-based letter grading scale. This scale indicates the level to which students have mastered a given standard, NOT the percent correct on a given assessment.

The definitions for performance on the numerical grading scale are as follows:

#### **4 = Advanced/Exceeds Mastery**

Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exceeds learning target by performing at exemplary levels. In addition to exhibiting standard mastery, student applies conceptual understanding to new situations, shows mastery of next vertical standard, offers alternative perspectives, and/or applies higher order thinking skills. These are not just harder tasks, but learning that requires deeper or more rigorous thinking. Examples of this type of learning may include: applications for real-world use, teaching another person the material, using information to solve problems in a different context, explaining connections between ideas, demonstrating a unique insight, and/or creative application of skills.

#### **3.5**

Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets and sometimes exceeds learning target as exhibited in performances on basic application, strategic and extended thinking activities. The student who scores a 3.5 has not consistently shown exemplary performance on activities that require a high level of cognitive demand. The student is on track to exceed grade-level standards.

#### **3 = Proficient/Mastery**

Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. This level is the focus for the entire proficiency scale. This is the expected level of performance for all students. This level includes essential outcomes, common core and diocesan standards, and related skills and practices. The student exhibits mastery on assessment tasks involving fact and vocabulary recall, conceptual application, and strategic and extended reasoning, such as modeling and problem solving. No major errors or omissions with level 2 or 3 elements.

#### **2.5**

Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student almost meets learning targets as exhibited in performances on recall, basic application, strategic and extended thinking activities. The student is on track to meet grade-level standards.

#### **2 = Developing/Approaching Mastery**

Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is approaching an understanding of the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. This level is the basic learning necessary and serves as the foundation for the higher levels of learning. Examples of this type of learning may include recall questions, fact-based skills, and basic applications. The student occasionally meets standards as demonstrated by a body of evidence that shows incomplete/inconsistent understanding and application of grade-level concepts. No major errors or omissions regarding the simpler details or processes but major errors or omissions regarding more complex ideas or processes. Does not make connections among ideas nor is able to demonstrate their learning without support. Exhibits basic understanding of standard on assessment tasks involving fact and vocabulary recall, basic conceptual application, and strategic and extended reasoning, such as modeling and problem solving. However, there are major errors or omissions with level 3 elements.

### 1.5

Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is beginning to develop necessary skills to meet the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. Some skills are above basic, while some are still in need of intervention

### 1 = Needs Support/Below Basic

Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the students exhibits limited skills necessary to meet the learning targets as shown in performances on recall, basic application, strategic and extended thinking activities. Student requires more time and experiences; shows limited achievement of the standard(s). The student rarely meets standards as demonstrated by a body of evidence that shows minimal understanding and application of grade-level concepts. Only a partial knowledge of some of the simpler details or processes and/or little to no understanding or skill demonstrated, even with help and support. May be able to complete some low-level assessment tasks involving fact and vocabulary recall with support but struggles on tasks involving conceptual application and strategic and extended reasoning, such as modeling and problem solving.

### X = Standard Not Assessed

Standard has not been taught and/or measured to date. This symbol is not used third trimester.

### Grading Code-Grades 6-8

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

### \* = MODIFIED CURRICULUM

(The \* is placed next to a grade on a report card to indicate a modified curriculum in a particular subject. The \* is given only after consultation with and written agreement of the parent(s)/legal guardian(s) and with consultation and approval of the Principal.) Please refer to the *Diocese of Oakland Guide for Serving Students with Exceptional Needs* for further information.

**Grades TK-8 This is the current required code for Life Skills - (Work habits/Student Learning Expectations)**

**E = Exceeds:** Student consistently demonstrates the characteristic.

**M = Meets:** Student demonstrates the characteristics most or some of the time.

**N = Needs Improvement:** Student seldom demonstrates this characteristic.

Reporting separate grades for academic standards and life skills makes grades more meaningful and students take them more seriously.

**ACADEMIC PROBATION**

1. **Academic Warning**

Parents/guardians of students who receive a C- or below in any area in a trimester may receive an academic warning letter. Students are expected to improve the area in question to a C or above by the middle of the next trimester. If such progress is not attained, the teacher will call a conference with the parents to discuss strategies to improve the grade(s). Students who receive repeated Academic Warnings may be placed on Academic Review.

2. **Academic Review**

A student may be placed on Academic Review if he/she earns a grade of D or below in one or more subjects in a trimester, or repeated Academic Warnings. The procedure is as follows:

1. A conference will be scheduled for the child and parent(s) with the recommending teacher.
2. At this conference, the specific problems will be discussed and an agreement (Student Success Plan) will be drawn up which states:
  - a. how the child is expected to improve.
  - b. how and when the improvement will be evaluated.
  - c. the consequences for failing to live up to the agreement.

3. Copies of the agreement will be given to the child, parent(s), teacher(s) and administration.

**If the requirements of the agreement are not met, the child may be asked to transfer at the end of the trimester.**

**SERVICE LEARNING (Grade 8)**

We consider community service to be an integral component of the educational experience at St. Michael School. This program is a blend of service and guided reflection. Your classroom teacher will provide guidelines for service requirements, and will share events when events present themselves. Participation is a requirement of graduation. Students in 8th grade will complete minimum of 10 hours of service.

**HOMEWORK**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework is a necessary part of school life and is given as a meaningful part of each student's education. Parents are asked to help students by providing the following:

1. A quiet place for study away from other activities and media sources. Many parents restrict the use of the telephone and television during homework time.
2. Have student reference material available.
3. Schedule a regular time for study. If a student does not have written homework, quiet reading is recommended so that the habit of regular study time is formed. Homework is not to be so excessive that a student does not have time for home responsibilities or leisure. Discuss your concerns with the child's teacher.
4. Where possible, schedule homework time before sports activities or social outings. Each teacher will communicate his/her homework policy at the beginning of each school year. The recommended time allotment per day is as follows:

Kindergarten, First, Second	20-30 minutes
Third, Fourth, Fifth	45-60 minutes
Sixth, Seventh, Eighth	60-120 minutes

Long-range research assignments should be carefully planned to avoid last-minute efforts. Weekend homework will be given at the discretion of the teacher. Students must complete any missed assignments when they are absent. There is one day for make-up for each missed day of school. **The student is responsible to obtain missing work after the absence. No work will be given on the day of the absence. Additionally, no work will be given in advance for trips. Work will need to be made up upon the student's return. (Further detail under attendance.)**

### **REPORT CARDS**

**Report Cards** serve as an evaluation of student performance each trimester. They reflect, by letter grade or code, a student's effort, academic achievement and conduct. Should one wish to contest a grade, it must be done within six (6) days of posting of the report card. Contesting a grade does not ensure that it will be changed. With the June report card comes the final decision about promotion of a student for the following school year. The following are possibilities regarding placement of continuing students:

- Pass/Promotion
- Pass on condition (conditions must be stated)
- Recommendation for retention

**Teachers will give parents notice where students are experiencing challenges in class throughout the trimester.**

### **SUPPLIES**

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Some supplies may need to be replenished throughout the year. A list of necessary school supplies for the school year is posted on school website. Please label supplies with the child's name unless otherwise directed by the teacher. Rolling backpacks are not allowed at school. The only exceptions will be for students with verifiable medical reasons. For this exception, signed, medical notification will be required.

### **TEXTBOOKS**

Textbooks are selected by the principal in close consultation with the faculty and will be used to implement Diocesan Curriculum Guidelines. All classroom textbooks are the property of St. Michael School. Families will be charged for lost or damaged books and there will be no refund if the book is later found. Individual damages will be assessed at the end of the year and appropriate charges made.

**Books must be covered at the beginning of the school year and remain covered throughout the school year.**

## **GRADUATION**

### **Graduation Ceremony**

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

### **Graduation Attire**

Appropriate attire should be worn for the occasion: dress shirts, dress pants and dress shoes for boys; dress attire for girls is to be modest. Girls' heels should be no more than 3 inches high. The school regulations in regard to hair color must be followed. Light make-up is allowed.

### **Graduation Accounts**

Accounts for all eighth grade families must be paid in full by **May 17th** for eighth grade students to participate in end-of-the-year activities, including the graduation ceremony. All service hours and fundraising commitments must be completed by May 17th.

## **PROMOTION AND RETENTION**

Our goal at St. Michael School is that every child will attain the level of proficiency required in his/her present grade to allow for the successful transition to subsequent grades. At times, a student may not reach this level. The school will make every reasonable effort to assist this student with our available resources and special accommodations. If, despite all efforts, the student still does not attain the level of proficiency to allow for successful transition to the next grade, the school may decide upon retention.

Retention is only appropriate for developmental readiness reasons in grades K, 1 and 2. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the Superintendent.

Both parent(s)/legal guardian(s) and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which could better serve the needs of the student. All options for support at school and at home should be explored through a collaborative SST (Student Success Team) process using the forms and protocols detailed in the *Diocesan Guide for Serving Students with Exceptional Needs*.

If in the teacher's judgment, retention is probable, the Principal must be notified, and arrangements must be made for a conference with the parent(s)/legal guardian(s) no later than mid school year (January). Prior to this conference the teacher and Principal are to meet to discuss the reasons for possible retention, as specified in the Diocesan Guidelines.

### **Time Line:**

1. Areas of concern should be brought to the attention of the parent(s)/legal guardian(s) at the earliest indication.
2. By mid school year (January) the parent(s)/legal guardian(s) should be informed that retention is a possibility. Information should be provided regarding the reason for possible retention and

guidance on how to work with the student for the remainder of the year. All of this should be detailed using the SST process.

3. Regular communication with the parent(s)/legal guardian(s) should take place throughout the process. The content of these communications must be documented in writing and kept in a separate file aside from the cumulative record. These records must be kept until the student graduates from high school.
4. The school's final decision should be shared in writing with the parent(s)/legal guardian(s) no later than six (6) weeks prior to the close of the school year.

Teachers and Principal discuss the following points which would be presented at a parent(s)/legal guardian(s) conference no later than mid-school year (January).

Consider:

1. SPECIFIC academic issues that indicate retention.
  - a. Skill deficiencies in the areas of: (please document carefully)
    - i. Reading
    - ii. Math
2. SPECIFIC developmental reasons to consider retention.
3. Measures that have been implemented to alleviate the academic and/or developmental problems.
4. Does this child require an evaluation for a learning disability?
5. SPECIFIC programs or changes including accommodations and modifications that will be implemented to meet the child's individual needs.
6. All conferences should result in a written report based on above points. The report/s must be kept on file, see number 4 under Time Line.  
(*cf., Section 6260*)

**TRANSFER**

Students may also be transferred to the next grade, which means that after consultation between the school and home a child is being moved to the next grade but they have not mastered the appropriate grade level standards in the core content areas. Transfers may only be done with prior consultation and approval from the Department of Catholic Schools and a written acknowledgement by the family that they understand the difference between promotion and transfer.

**Standardised Tests - STAR Renaissance**

All schools in the Diocese of Oakland participate in STAR Renaissance testing four times a year beginning in Kindergarten. Grades K - 8 will participate in testing in Math and Language Arts to assess student progress. (Early literacy for Kindergarten.) These tests take place at the beginning of the year and at approximately the end of trimesters.

**III. ADMISSION AND WITHDRAWAL**

Catholic schools are a primary means of Catholic education. The Catholic school exists to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions. The registration of a student at St. Michael School is an agreement on the part of the students and the student's parents or guardians to comply fully with the spirit, intent and letter of the policies, rules and philosophy of St. Michael School. This is the condition of membership in the school community.

### **Non Discrimination Statement**

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

### **PROBATIONARY POLICY**

All students newly enrolled at St. Michael School will be placed on academic and social probation for their first year of attendance. Failure to meet the school's academic and behavioral standards may result in dismissal.

### **SPECIAL NEEDS**

Admission of transfer students with special needs will be dependent upon the school program's ability to meet these needs. Assessment by the St. Michael School teachers, principal and consultation with personnel from the previous school will take place prior to admission.

## **IV. ATTENDANCE**

### **Absence/Tardies**

**Parents must notify the school by 8:30 a.m. if their child will be tardy or absent from the school that day. Telephone #: 925-447-1888 e-mail: mwebster@csdo.org**

Regular attendance is required of all students in order to ensure student success. Doctor and dental appointments should be made after school, during school vacation, or on minimum days. When an early dismissal for an appointment is necessary, the parent or caregiver must send a note or an email confirming the time the child will be picked up. The parent or caregiver must present himself/herself to the office (**NOT TO THE CLASSROOM**) before the child is released from the classroom.

All parents will sign the appropriate page in the log before the child is released. If someone other than the parent or the parents designee as listed on the emergency form is to pick up the child, s/he must present a signed note from the parent authorizing release before the child will be released.

### **TRUANCY**

California has a compulsory education law, which requires that children between the ages of six and eighteen must attend school. We are required to abide by this law as a private, accredited educational institution.

“Excessive absence” is being absent from school for ten (10) absences per trimester or a total of thirty (30) days per school year. Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. Those would be listed in PowerSchool as Medical (M). Our goal as educators is to get the student back into the

classroom. Parent(s)/legal guardian(s) should be contacted as soon as the school becomes aware of a truant status, before that if possible. A conference should be scheduled to discuss the situation and develop a plan for the student to return to school or transfer to another educational institution. If all methods of communication with the parent(s)/legal guardian(s) have been unsuccessful in resolving the truancy, the Principal, in consultation with the Superintendent may contact their local County Office of Education (Alameda/Contra Costa) and ask for assistance from their school attendance review board (SARB). The student may be referred to a probation officer or district attorney mediation program. A student who has been absent is required to present a written excuse stating the reason for his/her absence and signed by the parent/legal guardian.

Removing students for vacations during the school term is seriously discouraged. **Students who will miss school due to an extended weekend, off-season family vacation, etc., will not be given assignments in advance.** These absences should be rare and should be discussed with the respective teacher and principal in advance. Students are required to make up all missing work and maintain their standing in the class upon their return. If the absence occurs prior to the end of the trimester, final tests will not be given in advance. Students will carry an incomplete in their grade until the work is done after they return.

**Please do not return your child to school until 24 hours after his/her temperature has returned to normal. If a stomach virus is present, staying home for 24 hours after being sick is advised. Please notify the school when your child has a contagious disease (ex: chicken pox, strep throat, lice, pink eye, etc.) so that precautions may be taken and notification may be sent home.**

### **Tardies**

If a student arrives after the AM opening of school and before AM recess ends, the student is tardy.  
If a student arrives after the AM recess ends, the student will have ½ day of absence.  
If a student leaves up to 30 minutes prior to school dismissal, the student will have 1/2 day absence.

Tardies will only be excused for medical appointments. Excused tardies include: medical, dental, optometric, or chiropractic appointments. **Medical excuses must be accompanied by official verification from the doctor.**

Students not in line at the 8:00 A.M. bell will be marked tardy. They are to report to the school office to get a tardy slip. Student tardiness is disruptive to the class, causing interference with class instruction. Every effort should be made to ensure that students are on time for school.

“Excessive tardiness” is being late 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 school policy for the beginning of the morning, afternoon, or any class session. This includes being present in line when the second bell rings signaling the end of recess or lunch. The fifth tardy in a trimester will result in a parent /principal conference.**

### **PROCEDURES FOR RECOMMENDED TRANSFER**

It may become necessary to recommend the transfer of a student to another educational institution for the following reasons:

1. The student is clearly unable to profit from the school by reason of ability, serious emotional instability or repeated uncooperative or destructive behavior:

For students with academic, social or emotional challenges, all means to meet the needs of the child should be attempted through the SST process, which can be found in the Guide to Serving Students with Exceptional Needs. There should be sufficient discussion with the parent(s)/legal guardian(s) concerning the child's condition before a decision is made. Those conversations should include assistance for the student through additional teacher/resource/parental support, accommodations or modifications to the curriculum as students qualify, tutoring, summer school and/or counseling.

2. The repeated uncooperative or destructive attitude of parent(s)/legal guardian(s):

Parents should be made aware that their attitude and/or behavior must change or it could result in the transfer of their child from the school. All attempts to reconcile the parent's actions with the school should be attempted.

3. Failure of the family to fulfill their financial obligations:

Parents who are unable to meet their financial obligations should be offered alternative tuition payment plans and/or tuition assistance if possible. When the school has explored every means to resolve the above circumstances and has been unsuccessful, the transfer is to take place at the end of a grading period (trimester) or preferably at the end of an academic year. The Principal, in consultation with the Pastor and Superintendent, makes the final decision.

## **V. DISCIPLINE**

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined by each school in its philosophy and goals.

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

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

### **Maintenance of Discipline**

Effective discipline is maintained when there is:

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

### **Character Infractions**

Character Infractions will be given for students in grades K - 8 if a student continues to misbehave after a verbal warning or after physical contact, such as hitting. The infraction is meant for students to reflect on their poor choice and to think about how they can make positive choices in the future. The infraction also serves as a means to track student behavior and as a mode of communication between students, parents, teachers, and administration. K - 3 teachers and principal will determine the appropriate consequence following an infraction. 4 - 8 students will serve a lunch detention, if a student receives 3 infractions in a trimester a parent/teacher conference will be called. If a student earns a 4th infraction in a trimester, the student will serve an in-school suspension followed by a parent/child/principal conference.

### **Detention**

Lunch detention will occur for students in grades 4 - 8 if they receive a character infraction.

### **Suspension Policies**

Suspensions should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct.

Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred.

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

### **Suspension Procedures**

Each school in the Diocese of Oakland must include clearly defined suspension procedures, including the rules for student conduct, in its Parent-Student Handbook and shall review them with parent(s)/legal guardian(s) and students at least once a year.

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

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

a. NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.

b. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.

c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.

d. PARENT(S)/LEGAL GUARDIAN(S) CONTACT: It is always necessary to inform the parent(s)/legal guardian(s) of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent(s)/legal guardian(s) might be included in these steps so that the parent(s)/legal guardian(s) is aware of the total situation prior to the decision to suspend. When this is not possible, a parent(s)/legal guardian(s) has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.

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

## **Expulsion Policies**

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

### **1. The Following May Be Reasons for Expulsion**

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion. This should be included in the school handbook and in addition local schools should clearly specify the rules that students are expected to follow.

- a. Continued willful disobedience/consistent violation of school rules.
- b. Open, persistent defiance of the authority of any school employee by student or parent(s)/legal guardian(s).
- c. Habitual profanity or vulgarity.
- d. Use, possession, or exchange, whether or not for sale, of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
- e. Vandalism to school property.
- f. Habitual truancy.
- g. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
- h. Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another.
- i. Theft.
- j. The verbal, physical, visual or sexual harassment, bullying or cyberbullying of any student, teacher or administrator.

### **2. Procedures for Disciplinary Expulsion**

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

1. The Principal or his/her delegate shall arrange a conference with the student and the parent(s)/legal guardian(s) who shall be informed of:
  - a. The pattern of conduct, which at this time would lead the school to believe that expulsion, is being contemplated.
  - b. The evidence upon which this assessment is based.
  - c. The right of the student at this time to present a statement or information in support of being retained.
  - d. What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

2. If adequate improvement is not forthcoming within a reasonable time:
  - a. A second conference with the student and parent(s)/legal guardian(s) shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference the Principal in consultation with the Pastor and Superintendent will make a final decision.
3. Written records of the various proceedings leading to expulsion must be on file.

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

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent(s)/legal guardian(s)-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent(s)/legal guardian(s). This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel. Where immediate suspension followed by probable expulsion is a school procedure due to the violation of specific rules, such rules and the consequences of their violation should be clearly made known to students and parent(s)/legal guardian(s) at the time of admission to school and should be re-stated at least once a year in the Parent-Student Handbook.

#### C. Right to Appeal

The parent(s)/legal guardian(s) may appeal the decision, first to the Principal, then to the Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

### **No Expulsion or Suspension by a Teacher**

Though a teacher may temporarily remove a disruptive student from his/her classroom as a disciplinary measure, in no case shall a teacher on his/her own authority attempt to expel or suspend a student.

### **Disapproved Disciplinary Measures**

The following disciplinary measures are not allowed:

1. Corporal punishment.
2. Language which is sarcastic or calculated to bring ridicule on the student, his/her parent(s)/legal guardian(s), background, etc.
3. Sending a student to any place outside the classroom where supervision is absent.
4. Using religious actions or important class assignments as punitive measures.
5. Bizarre or unusual punishments.
6. Withholding or altering rightfully earned academic marks.

### **Confidentiality**

Schools should adopt a policy consistent with this section. 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.

### **Abuse Of School Personnel**

1. “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 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 pursuant to subdivision (h) of Section 1170, or in a county jail not exceeding one year, or by both that fine and imprisonment.

b. If the person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if that previous conviction is found to be true by the jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, he or she is punishable by imprisonment pursuant to subdivision (h) of Section 1170.

2. 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.”

*(Penal Code Section 71)*

This section should also include communication via social media, email, text, or any other electronic communication.

### **Positive Home-School Environment**

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, 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 or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school’s contact list to email or text others. 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. 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.

#### **STUDENT HARASSMENT, BULLYING AND HAZING POLICY**

The Diocese of Oakland policy on student harassment, bullying, and hazing policy must be published in the Parent-Student Handbook and applies to all students. Separate harassment policies apply to employees, parents/guardians, and other adults in the school community.

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

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

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

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

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

### **Harassment**

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

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

### **Bullying**

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

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

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

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

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

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

### **Hazing**

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

### **School Responsibilities**

It is the responsibility of the school to:

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

### **Student Responsibilities**

It is the student's responsibility to:

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

### **Threats Made By Students**

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

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

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

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

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

### **Policy Prohibiting Harassment, Including Sexual Harassment** **General Policies Against Harassment**

The Diocese of Oakland affirms the dignity of every man, woman and child, and is committed to providing an environment in which all individuals are treated with respect and dignity. Therefore, the Diocese strongly opposes and prohibits all forms of harassment of employees, independent contractors, volunteers, and students based on legally protected status (e.g., race, color, age, religion, sex, marital or veterans status, sexual orientation, national origin, ancestry, and disability.)

Any such conduct that offends any employee, independent contractor, volunteer or student is prohibited harassment. In other words, the Diocese prohibits harassing conduct even if it does not rise to the level of legal harassment.

Harassment is prohibited regardless of what form it takes. Forms of harassment include, but are not limited to, the following:

- Verbal/Written: unwelcome statements, questions, slurs, jokes, anecdotes, epithets, letters, notes or invitations.
- Physical: assault, battery, touching, impeding or blocking movement.
- Visual: Leering, gestures, display of objects, pictures, cartoons, or posters.

In some situations, harassing behavior will not neatly fit into any of these categories, or will involve a combination

It is never a defense of a claim of harassment that the alleged harasser did not intend to harass.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal (i.e. termination of employment where an employee is at fault, and expulsion where a student is at fault.)

Complainants found to have made false or frivolous charges will also be subject to disciplinary action, up to and including dismissal or expulsion.

### **CONFIDENTIALITY**

Information pertaining to complaints will be treated as confidentially as possible.

### **RETALIATION**

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

### **HARASSMENT OF EMPLOYEES, CONTRACTORS, VOLUNTEERS**

Harassment of employees, independent contractors, or volunteers whether by other employees independent contractors, or volunteers, or by students, parents, or others, is prohibited whether or not the conduct occurs on school property or at school-sponsored events.

1. Any employee, independent contractors, or volunteer of the diocese who engages in the harassment of another employee, independent contractor, or volunteer is subject to disciplinary action up to and including termination of employment, and any student or parent who engages in the harassment of an employee, independent contractor, or volunteer is subject to disciplinary action up to and including expulsion.
2. The school when it is made aware of such harassment will take appropriate action.

#### **EMPLOYEE TO STUDENT HARASSMENT**

1. Employee to student harassment is prohibited whether or not the conduct occurs on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the harassment of a student is subject to disciplinary action up to and including termination of employment.
4. The school when it is made aware of such harassment will take appropriate action.

#### **STUDENT TO STUDENT HARASSMENT**

1. Student to student harassment in connection with school activity or attendance is prohibited whether it occurs:

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

2. Any student who engages in the harassment of another student is subject to disciplinary action, up to and including expulsion.

3. The school when it is made aware of such harassment will take appropriate action.
4. It is each student's responsibility to:
  - a. Conduct himself or herself in a manner which contributes to a positive school environment.
  - b. Not engage in acts which tend to injure, degrade, embarrass, or threaten the safety, privacy, or respect of other students or school employees, independent contractors, volunteers, or anyone in a school setting or at school-sponsored events.

#### **THIRD PARTY TO STUDENT SEXUAL HARASSMENT**

1. Harassment of students by third parties, including members of other schools' sports teams, outside speakers or vendors, is also prohibited.

2. The school when it is made aware of such harassment will take appropriate action.

#### **COMPLAINT PROCEDURE**

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

If the above is not an option or is not effective, they should complain to the principal or vice-principal. If the complainant is an employee, individual contractor, or volunteer, he or she may, in the alternative, complain to the Director of Human Resources of the Diocese of Oakland. If the complainant is a student, he or she may, in the alternative, complain to the Superintendent of Schools of the Diocese of Oakland if the principal is involved.

### **CATHOLIC SCHOOLS DIOCESE OF OAKLAND HARASSMENT ADMINISTRATIVE PROCEDURES DISSEMINATION OF POLICY**

In order to ensure that all students, parents, employees, independent contractors, and volunteers have knowledge of this policy and administrative procedures, a copy of the policy:

1. Shall be posted in a prominent location in the administrative building on each campus;
2. Shall be provided to all students currently enrolled in the diocese and shall be distributed at all orientation programs conducted for new students at the beginning of each academic year and summer session;
3. Shall be provided for all faculty members, administrative staff, and support staff at the beginning each school year or at the time that a new employee is hired;
4. Shall appear in the Oakland diocesan policy manual, in the parent/student handbook of each school and in all diocesan publications that set forth comprehensive rules, regulations and standards of conduct.

### **TRAINING**

All employees, independent contractors, volunteers and students shall be made aware of the seriousness of violations of the anti-harassment policy. Personnel designated to receive complaints shall be educated about their specific responsibilities.

### **COMPLAINT PROCEDURE**

Parents are encouraged to speak with the teachers or principal about concerns related to their children or the school community. If a parent has concerns, questions, or complaints about classroom or school expectations, please speak directly with the teacher. Most areas of concern may be resolved at this level. If further clarification or resolution of a difficulty is necessary, then the parent should bring the matter to the principal. It has been our experience that direct and immediate communication leads to resolution of difficulties and an improved learning/growing experience for the child. In order that each person may be given the time and attention needed, parents are asked to make appointments with the teacher and principal.

This is the appropriate chain of command for parent concerns:

**Teacher \_\_ Principal\_\_ Pastor\_\_ Superintendent of School, Diocese of Oakland**

### **Complaint Procedure**

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

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

### **Response to Complaints**

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

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

### **RESEARCH CONDUCTED IN SCHOOLS**

Any person, business or agency desiring to conduct educational research in any of the schools in the Diocese of Oakland must submit a written proposal to the Superintendent, and receive approval at least sixty (60) days prior to the desired beginning date of the research.

Written permission of the Superintendent is required before any research in the schools of the Diocese of Oakland can begin.

### **GENERAL RULES AND EXPECTATIONS FOR STUDENTS**

- Respectful behavior toward all persons is expected at all times. Inappropriate behavior includes physical aggression, disrespectful verbal responses to teachers, classmates, supervisory personnel, foul language.
- Students are not allowed to call home for forgotten books or materials, homework, assignments. Teachers will not give students permission to phone home.
- Students are required to obtain the teacher's permission to leave the classroom at any time.
- Students are to walk quietly through the building so as not to disturb others.
- Gum chewing and littering are not allowed on campus.
- Students must conform to the school uniform code. (see handbook section re. uniform)

### **PERSONAL APPEARANCE OF STUDENTS**

It is recommended that each school require the students to observe certain rules and regulations concerning dress, cleanliness and general appearance. Regulations regarding the personal appearance of students - in both uniform and/or free dress - should be communicated through the the Family Handbook to the parent(s)/legal guardian(s) as well as students and enforced.

1. Clothes must always conform to rules of modesty, good taste, and appropriateness.
2. The general norms of good grooming should be followed.
3. A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare him/herself for the school room before entering.
4. No student may be sent home without notification of the parent(s)/legal guardian(s)(s).

## **STUDENT EXPECTATIONS**

Students are expected:

- Be on time to each class.
- Be prepared to work and bring required materials and assignments to class.
- Know and obey school, classroom and playground rules.
- Be courteous and respectful to staff, other students and the public.
- Behave in such a way that does not disrupt the learning of others.
- Respect public, personal, and school property.
- Follow directions and requests of school personnel.
- Obeys school regulations regarding uniform and free dress codes.

## **STUDENT SAFETY**

- Students are to walk their bicycles from the entrance of the property to the bicycle rack. Students riding bicycles must wear a helmet. Bicycles must be locked.
- No student may be in the school building/ classroom without adult permission and supervision.
- Skateboards and skates are not allowed on school grounds.
- Electronic equipment use on campus is covered by the Technology Acceptable Use Policy.
- All cell phone phones must be turned in for safekeeping at beginning of each day and will be returned at dismissal.
- No personal toys should be brought to school unless they are part of a classroom assignment and are restricted to classroom use. This includes fidget spinners etc.
- The school assumes no responsibility for stolen, lost, or damaged items.

## **ILLEGAL SUBSTANCES**

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

## **MORNING/LUNCH RECESS RULES**

- Students are to stay in their designated areas.
- Students are to keep building, restrooms, and grounds clean.
- Students are to eat lunch in the designated areas.
- Students are to follow guidelines posted by yard supervisors regarding play and use of equipment at recesses. (Example - no running in designated walk zone)
- Students are not to play in restrooms.
- Students are to use the school recycling system.
- Students are to use the bathroom and get drinks before the final bell rings.

## **RAINY DAY LUNCH RULES**

- Students eat lunch in their seats and should not leave their seats until excused.
- Students are to clean the area on/around desks before participating in other activities.
- Students are to follow all instructions of teacher or supervisor.

Repeated breaches of rules may result in an Student Success Team (SST) behavioral meeting that is to be composed of the principal, administrative leadership team member, faculty members, both parents, and the student. All parties will have the opportunity to speak and the terms of the disciplinary plan will be

determined at the hearing and communicated to the family in writing. If the terms of the probation are not met in the time frame set at the hearing, the student may be asked to withdraw.

### **UNIFORM – ALL STUDENTS**

Our Appearance and Dress code is a visible commitment to a shared expression of community. The Appearance and Dress code – which outlines our uniform and how we wear it, and the free dress code – which provides guidelines for wardrobe choices when we are at school or school functions, but not in uniform. These standards reflect our shared values of appropriate, modest attire and all students and their families agree to uphold these standards.

At all times, both on and off campus, students in uniform represent the school. This includes “at school” events as well as off campus representation. In a public forum, for any cause, students may not represent the school without official authorization from the school administration.

Strict conformity to the school Appearance and Dress code is required. Any exception to this rule must be accompanied by a written note from the parent/caregiver to the teacher. This note must include the date when the student will return to full uniform.

#### Appearance and Dress

Saint Michael School takes pride in its tradition of excellence, which will be evident to those who come in contact with representatives of the school. Students’ neatness helps to establish and maintain an environment conducive to learning, decency and good manners. Student and parent cooperation is required. Parents are requested to partner with the school by ensuring that your student is in compliance prior to leaving home. The school administration makes the final decision regarding student attire and grooming. Students out of uniform may receive a uniform infraction. More than 3 infractions per trimester is unacceptable, and may result in a lowering of the student’s Work Habits grade.

Uniforms for girls and boys in transitional kindergarten through eight may be purchased through Bancroft Uniform, 590 Dutton Ave., San Leandro, CA 94577, phone 510-638-1622, 1-800-528-3623.

- Website: [www.bancroft-uniforms.com](http://www.bancroft-uniforms.com)

School Name: Michael

Password: Livermore

- On site uniform sales will be held at specific times during the year.

The girls’ uniform consists of:

#### Grade TK-5 (required)

- Plaid jumper to be worn no more than 2 inches above the kneecap.
- White regulation blouse with Peter Pan collar or white knit polo shirt (long or short sleeves).
- Shirts must be tucked in at all times.
- Green uniform sweater or uniform sweatshirt.

- Belts must be worn with pants and shorts and must be navy, black or brown. In TK, K, and 1<sup>st</sup> grades belts are optional.
- Tights must be in solid white, solid black, or solid navy blue. Tights must have feet and may not have logos.
- No dance leggings, nylons, spandex or stretch/yoga pants.

#### Grades 6-8 (required)

- Plaid skirt to be worn no more than 2 inches above the kneecap.
- White regulation blouse/polo shirt worn with skirt may be left un-tucked; if worn with pants/shorts must be tucked in and belted.
- Camisole, if worn, must match the uniform shirt being worn and must be tucked in.
- Green uniform sweater or uniform sweatshirt (grade 6-7).
- Tights must be in solid white, solid black, solid dark green, or solid navy. Tights must have feet and may not have logos.
- No dance leggings, nylons, spandex or stretch/yoga pants.

The boys' uniform consists of:

#### Grades TK-5 (required)

- Navy blue twill pants, belted and worn at waist level, not baggy or tight fitting. NO Cargo pants/shorts.
- Regulation short sleeve white shirt or white knit polo shirt.
- Shirts must be tucked in at all times.
- Green uniform sweater or uniform sweatshirt

#### Grades 6-8 (required)

- Navy blue twill pants, belted and worn at waist level, not baggy or tight fitting. NO cargo pants/shorts.
- Regulation short sleeve white shirt or white knit polo shirt.
- Shirts must be tucked in at all times.
- Green uniform sweater or uniform sweatshirt (grade 6-7).

#### Optional items boys and girls (Grades TK-8)

- Navy blue twill uniform walking shorts, belted and worn at waist level. NO Cargo shorts.
- Navy blue twill uniform pants, belted and worn at waist level. NO cargo pants.
- Girls in TK – 8 may wear the school plaid skirt.
- All students in grades TK – 8 may wear a navy polo shirt purchased from Bancroft with the school logo.
- Pants and shorts must fit appropriately, no baggy or tight fitting pants.
- White short sleeve undershirt may be worn under shirts. No colored or designer tee shirts.

Optional items boys and girls (Grade 8 only)

Maroon, Gray, Dark Green, or white knit polo shirt may be worn.

All Students:

- All shirts are to be tucked in.
- Belts must be worn with pants and shorts and must be navy, black or brown. In TK, K, and 1<sup>st</sup> grades belts are optional.
- School sweatshirts or sweaters are to be worn. If needed, a jacket may be worn over the sweatshirt/sweater outside only.
- Tennis shoes, oxford with ties, zippered shoe style with hidden ties, or velcro only.
- No shoes with rollers, lights, clogs, boots, sandals, or high heels allowed.
- Socks must be a solid color of white, navy blue or black and must be able to be seen above the shoe. No logos, stripes, designs, or writing on socks.
- All students (TK – 8) are to wear the PE uniform on Wednesdays and Fridays, unless told that it is a Mass day. The PE uniform must be purchased through Bancroft. There are 4 components: logo t-shirt, logo shorts, logo sweatshirt, and logo sweatpants.

On certain occasions (Student Body Masses, School Pictures, etc.) the students will be asked to be in complete uniform. An email will be sent out with a reminder prior to the event. The complete uniform includes a school sweatshirt/sweater. No Fun Run or Caritas hoodies maybe worn on these occasions. On these occasions, students should pay particular attention to grooming and cleanliness. Each student should come to school looking his or her best.

In addition to the uniform, we also do expect the following:

- Hairstyles for both boys and girls must be neat and arranged so that it does not impair vision.
- "Mohawks", stripes, or "fashion" haircuts are not permitted for girls or boys. If in doubt about a certain hairstyle, ask to see if it will be appropriate before the hair is cut.
- Coloring, dying, highlighting, bleaching, etc. are not permitted. No feathers or objects weaved into the hair.
- No make up.
- No nail polish may be worn.

Accessories:

- Gloves, scarfs, and hats are for outside use only.
- Headbands/bows should not be a distraction. Headbands/bows should be uniform plaid or plain. Animal ear-like headbands are not allowed.
- Fingernail polish, false nails, or make-up are not permitted.
- Perfume or cologne not permitted due to allergies to these products.
- Jewelry should not be distracting to others, earrings should consist of one set of small post earrings only, no dangling earrings or multiple piercing.
- Jewelry is limited to 1 ring, 1 bracelet, and 1 religious necklace.
- Smart watches are not allowed.

### Birthdays:

Students may come in casual dress on their birthday or the Friday or Monday if the birthday falls on the weekend. Students who have a summer birthday may come in casual dress on Friday, May 31, 2019.

### Casual Dress or Spirit Dress Days:

Casual/Spirit Dress Days are not considered free dress, because it is still expected that students will dress in a manner appropriate to a TK-8 Catholic school.

- No torn/ripped jeans/pants
- Leggings are not considered pants.
- No tank tops, spaghetti straps, sleeveless, or crop tops
- No short shorts

Students are still expected to wear tennis shoes for safety reasons. Student Leadership will publish guidelines for special spirit dress days during the school year.

### **PE uniform for all students in all grades for Tuesdays and Fridays**

- St. Michael PE tee shirt
- St. Michael PE shorts
- St. Michael PE sweats

PE uniforms must be purchased from Bancroft Uniform.

### **All Students, All Grades**

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

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

### **LIBRARY PROGRAM**

All students have access to the St. Michael Library.

Books for K-4 may be checked out for one week. Students 5-8 may check out books for two weeks.

Books may be renewed two times, however books must be returned or renewed on time.

Failure to return library books will result in the following steps:

1. When a book is not returned on time, a reminder notice will be first sent to the student. After 2nd week, an email will be sent home to the family.

The student will lose library privileges until this financial obligation is satisfied or the book is found.

### **VALUABLES**

The school assumes no responsibility for personal property brought to school. All electronic equipment (cell phones, radios, iPods, electronic readers, stereos, toys, etc.) is subject to the technology acceptable

use policy and may only be used with teacher permission. Cell phones must not be used on campus at any time. Smart Watches with telephone capability may not be worn at school. (Eg Apple watch)

Such items may be confiscated by classroom teachers. Arrangements will be made for parents to retrieve confiscated items.

No personal toys should be brought to school unless they are part of a classroom assignment and are restricted to classroom use.

### **VANDALISM**

Students and their parents/legal guardians will be liable for any and all damage to equipment or school property caused by the student. Vandalism will result in additional disciplinary actions, such as suspension or expulsion, as deemed appropriate by the principal.

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

**IN ALL DISCIPLINARY CASES, FINAL DECISION RESTS WITH THE PRINCIPAL AND/OR PASTOR. AS ADVISABLE OR NECESSARY, DECISIONS WILL BE MADE IN CONSULTATION WITH THE SUPERINTENDENT OF SCHOOLS OF THE DIOCESE OF OAKLAND**

## **VI. EMERGENCIES**

St. Michael School has a comprehensive emergency plan. This is available for reference in the school office. This plan outlines procedures that will be used in emergency situations. Fire drills take place on a regular basis. Earthquake and other drills take place periodically during the school year.

### **Earthquake**

In case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee according to the emergency information on PowerSchool will be taken care of at school.

### **Emergency Information**

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

### **Emergency Information on PowerSchool**

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

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

### **“Secure the Building” Procedures**

In some situations it may be necessary to secure the building. As per police recommendations, the following procedures will be implemented for this occurrence:

1. All school personnel and students are immediately brought into the school building. Role is taken to assure that all students are accounted for.
2. All outside doors are immediately checked and locked if necessary.
3. Drapes and/or blinds will be closed.
4. All scheduled and pre-planned events are put on hold until the situation is assessed. If necessary, scheduled events are adjusted so that no student is required to leave the school building.
5. School personnel may not leave the building until the Police Department or the Principal gives the all clear.
6. No unauthorized person will be permitted to enter or leave the building.
7. Should the students be inside at dismissal time, parents will be instructed to pick up their children from the classrooms.
8. Information is provided by the administration as necessary to staff and students to maintain calm and alleviate unnecessary fear.

“Secure the building” will continue until the school receives an “all clear” signal from emergency personnel. Parents should not call the school so the phone will be available to emergency personnel.

## **VII. FINANCIAL**

**PLEASE SEE APPENDIX “B”, St. Michael School 2018-2019 Student Admission and Parent Responsibility Agreement , FOR SPECIFIC PROVISIONS REGARDING ALL FINANCIAL OBLIGATIONS.**

### **TUITION ASSISTANCE**

St. Michael School offers need-based financial aid to families who demonstrate need. All families are required to use the FACTS application process. This link can be found on the St. Michael School Website. Returning families must reapply every year for the following school year. Application timetables are listed in the weekly newsletter and those wishing to receive assistance must complete an application. Families applying for, and or receiving financial assistance, must be current and up to date with the other financial, fundraising, and service hour commitments to the school. Application to the Oakland Diocese Family Aid for Catholic Education (FACE) will be automatically screened with their Facts application. Each school receives applications for FACE tuition assistance in the spring for the following school year. Contact the FACE office with any questions. All new students to St. Michael School should also apply for BASIC Fun assistance. Information maybe found on the St. Michael School Website

### **MONEY COLLECTION**

When sending money to school for any purpose, please place the **correct** amount in an envelope and write the child's name, grade, and designation of funds clearly on the face of the envelope. Please keep the funds that your child carries to a minimum. Your child should give any payment made to the school to the teacher in the morning collection.

## **VIII. MEDICAL**

### **CHILD ABUSE OR NEGLECT**

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

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

School personnel are required by law to report any reasonable suspicion of child abuse. A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a) Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

### **COMMUNICABLE DISEASES**

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school. As per the provisions outlined in the health manual of the Diocese of Oakland, families may be notified in writing when such conditions exist at school or in a given class.

## IMMUNIZATIONS

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements. Students entering St. Michael School for the first time must bring complete updated immunization and health records. No child will be admitted to the school unless s/he has received the following immunization:

4 doses of DPT (Diphtheria, Pertussis, Tetanus)

4 doses of Polio Vaccine

2 doses of Measles, Mumps, Rubella

TB testing

3 doses of Hepatitis B

TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test.

Conditional Admission: A student who lacks the required immunizations has one (1) week to begin immunization.

All students entering the seventh grade must be current with their Hepatitis B immunization and received the Whooping Cough (Tdap) shot. Students who are not current with their Hepatitis B immunizations may be excluded until they are current.

## IMMUNIZATION POLICY - Please note addition in BOLD below

The recent measles outbreak across the nation has caused a reevaluation of the current Personal Beliefs Exemption, AB 2109, that allowed parents to opt out of their children receiving required vaccinations. That law allowed that *only* after a doctor's consultation, providing parents/guardians with information and health risks of communicable diseases, could parents/guardians be allowed to decline vaccinations for their child.

All students entering our schools in 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 physician's order based on a medical condition that prohibits a child from receiving required immunizations.

The Diocese is taking this action to safeguard all children and in particular those children who have serious health conditions, such as being immune-compromised due to transplants or malignancies, that make it impossible for them to be vaccinated, and where exposure to a communicable disease could be life threatening.

**There will only be one exception to this ruling: If a doctor signs a statement that the child has had a Titer Blood Test which shows that the student has adequate levels of antigens (immunities to a disease) in their system then we can accept this doctor signed statement in place of a 2nd shot.**

## ADDITIONAL HEALTH REQUIREMENTS

Transitional Kindergartners and new students must have a medical examination administered by their doctor and a form completed by him/her. In addition, new students are required to provide verification of a dental visit. The form must be signed by the dentist.

Health forms for all new students must be received and verified by the health chair prior to the first day of school. Should health forms not be received by this date, the student(s) may not be allowed to attend school until records are received and verified.

Should a child become ill at school, parents or guardians will be called to come and pick him/her up. Should we not be able to reach the parent or guardian, other persons as indicated on the emergency form will be called. Please notify the persons that you have listed on the emergency form that they may be called. If parents or those listed cannot be reached and school personnel determine that the child should be seen by a doctor, they will contact the doctor listed on the emergency form or call 911. If the injury is judged to be life threatening, 911 will be called immediately.

### **GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS AT SCHOOL POLICY**

- Schools may not furnish any medications.
- **All medications require a physician and parent/legal guardian authorization.**
- All medications must be secured in the school office (Exception: EpiPens may be secured in the classrooms as well as the office). Use of an EpiPen necessitates a 911 call. Because of the risk of students sharing medication, students may not carry their own medications.
- Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school principal.

### **Responsibility of Parents/Legal Guardians:**

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

### **Parent to School Notification**

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice. St. Michael School conducts hearing and vision, testing during the school year. If a follow-up notice has been sent home, it is the parents responsibility to make an appointment for your child with your family physician for a further check-up. The Diocesan Health Chairperson reviews health records annually.

### **Special Health Problems**

If a child suffers from any type of seizure disorder, diabetes, epilepsy, serious allergic reactions, severe asthma, cardiac abnormalities, or a serious condition including visual or hearing deficiencies requiring special considerations, parents must alert the teacher and principal and provide appropriate instructions in writing.

### **Food Allergy Policy**

The school faculty and staff receive training from the American Heart Association in first aid and CPR. In the case of severe allergic reaction we are able to administer epinephrine (EpiPen). Any time the EpiPen is used at school we note the time of injection and call 911. Parents or guardians are responsible for ensuring the school has this on hand as prescribed by their physician. Please ensure that you update the PowerSchool medical area regarding your child(ren)'s health. Teachers receive a list of students in their class with health issues. It is your responsibility to make sure the information is current. The school has a policy creating a positive school environment for those with allergies. We are a nut-free campus including extended care. Our Hot Lunch provider does not use nuts in any food for the school. All students at school are discouraged from sharing food.

### **HIV/AIDS POLICY**

The Catholic School in its role as Christian Educator extends charity and compassion to those who suffer from HIV. The school has an obligation to safeguard the health of those who are well, therefore, while the following guidelines are generic by nature, each case must be treated individually.

The Human Immunodeficiency Virus (HIV) is the virus that causes Acquired Immunodeficiency Syndrome (AIDS) in humans. Extensive epidemiological data confirms that HIV is transmitted through very specific routes of transmission- blood, sexual activity, and from mother-to-baby before or during the birth process. Guidelines and precautions to prevent transmission of HIV have been developed which address exposure to blood and body fluids. These are called Standard or Universal Precautions and are applied universally to all persons. The precautions consist of hand washing (whether or not gloves are used) and the use of gloves when contact with blood or blood containing body fluids may occur.

The recommendations below are excerpted from the guidelines by the Center for Disease Control and Prevention and the American Academy of Pediatrics (AAP).

- No cases of transmission of HIV in the school setting have been reported, and no epidemiologic data justify excluding children with HIV infection from school or isolating them in school to protect other children. Therefore children can be admitted without restriction to school and allowed to participate in all activities to the extent that their health permits and in compliance with recommendations for other infections, such as tuberculosis.
- Disclosure of a child's HIV status to the school is not required. Confidentiality of HIV infection status must be respected and maintained. Disclosure of the child's HIV status should be done with the consent of the parents and age-appropriate assent of the student.
- Students with chronic illness, including HIV, may need medications administered during the school day and according to Administration of Medication Policy.
- School personnel are reminded to follow Universal Precautions at all times.
- Important legal protections exist for children and adolescents with disabilities including HIV infection. Several laws have been enacted to improve the availability of services in schools to assist children with special health care needs and to enable them to benefit optimally from education including Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA) reauthorized in 1997, the Education of the Handicapped Act Amendments of 1986 and the Americans with Disabilities Act of 1990.

It has been more than three (3) decades since the beginning of the HIV epidemic. Treatment for HIV infection has enabled more children and youth to attend school and participate in the full range of school

activities. The majority of children with HIV infection will reach adolescence and adulthood. Education will continue to promote compassion and understanding for families and children with HIV infection. (cf., *Health Manual*; *Standard and Universal Precautions, Appendix 3002*; *Yard/Gym Supervision Procedures, Appendix 3003*)

## **IX. PARENTS**

### **PARENT AS EDUCATOR**

Parents are the primary educators of their children, especially in the area of faith development and commitment to a relationship with God. Weekend Mass attendance is a serious obligation for all Catholic families. Parents model the importance of building a relationship with God by their weekly participation with their children at Sunday Mass. Parents are encouraged to attend the once a month school mass and the once a month Sunday Family Mass. The school has a commitment to support parents in this obligation by providing formal religion classes, daily prayer, and regular liturgical experiences for the children.

### **RESPONSIBILITIES OF PARENTS**

Parents have the primary responsibility for the education of their children. The school, the church, and the parish community support, enhance, facilitate and complement this role. Any successful educational program depends upon the cooperation and involvement of the parents with the school. Agreement to enroll your child/children in St. Michael School carries certain parental responsibilities.

It is expected that parents will:

1. Be active in the faith development of their child(ren) and worship at Mass on weekends and Holy Days.
2. Contribute to the support of the parish by regular use of the church envelopes.
3. Instill in each child positive values and attitudes.
4. Be familiar with and support school and class regulations and policies.
5. Support the educational programs offered at St. Michael School by careful and conscientious supervision of school assignments.
6. Support the standard of conduct expected at St. Michael School at all times.
7. Attend parent/teacher conferences and carry out teacher recommendations made at conferences.
8. Fulfill all contractual obligations, including the payment of tuition and fees on time.
9. Support school and parish related functions.
10. Provide a willingness to volunteer their service to help build a strong school community by giving of themselves - 20 hrs. The 2018-2019 Student Admission and Parent Responsibility Agreement outlines the disposition of service hours.
11. Attend parent meetings and other meetings that have to do with the student's educational or religious growth. At least one parent is expected to attend each meeting.
12. Take an active part in all school fundraising activities.
13. Be responsible for all damage and loss of school property caused by the student.
14. Follow the approved chain of command whenever a problem arises in the classroom. Discuss the matter with the teacher, next the principal, then the pastor, and finally the superintendent.
15. Share with the school administration suggestions and recommendations that affect the school community.

### **Conferences With Teachers**

Appointments are required. Ordinarily, parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Classroom instruction should not be interrupted or delayed. Please refrain from prolonged conversation with teacher/classroom assistants who are fulfilling supervisory duties.

### **COMPLAINT/ISSUE RESOLUTION**

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

### **CUSTODY POLICY**

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

### **FAMILY COOPERATION/REMOVAL OF STUDENTS RESULTING FROM PARENT ATTITUDE**

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

### **MESSAGES TO STUDENTS**

Parents must call or come to the office with any message they might have for their child. Every attempt will be made to deliver the message to the student. Students are allowed to use the phone for emergencies only, with the permission of the principal and under supervision.

### **CELL PHONES**

The school is not responsible for loss, breakage, or theft of cell phones or electronic devices. We discourage student possession of cell phones on campus. However, if a student must bring a cell phone to school, they must give it to the classroom teacher for safe-keeping, cell phones will be confiscated if they are seen or activated on the school campus.

### **Class Parties**

Class parties are scheduled by the teacher to celebrate special occasions. The teacher will advise the room parents of any activity, if desired, and will determine the snacks to be served.

### **Birthdays**

Student birthdays will be celebrated by the school. Student Leadership will announce the birthdays at morning assembly once a month. Students may have free dress on their birthday. If the birthday falls on a weekend, the student may have free dress on Friday or Monday. Students may bring a small treat for each student in the class for their birthday. Arrangements must be made with the teacher in advance. Parents are to provide napkins as needed, and no cakes should be brought in.

### **Out of School Party Invitations**

**Private birthday party invitations may not be distributed at school under any circumstance unless an invitation is given to all students.**

### **End of the Year Party**

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

### **RELEASING STUDENTS DURING THE SCHOOL DAY**

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non- parent/guardian should be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Form.

### **PHOTOGRAPHS**

Photographs of students may appear on the school website or in other publications. Students will never be identified by name without parent permission. Parents who do not wish their child's/ren's photographs to be placed in public media must notify the principal via the online registration form.

### **ENROLLMENT**

Each spring re-enrollment takes place for all returning students. Parents pay their **non-refundable** registration fee to reserve a place for their child for the following year.

## **X. SAFETY**

### **ALCOHOL/SMOKING POLICY**

1. Alcohol will not be served or consumed on school premises during the workday or while children are present, e.g., extended care.
2. Alcohol will not be served by children.
3. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.

4. The Roman Catholic Welfare Corporation is committed to a philosophy of good health, and a safe working environment. In keeping with this policy, all school site buildings are 100% smoke-free at all times.

### **DISASTER DRILLS**

Regular emergency fire/earthquake drills are conducted at St. Michael School. During evacuation procedures, the students are sent to areas beyond the school buildings. During such drills, children are to:

1. Keep hands at sides.
2. Remain silent.
3. Form single lines, walk to assigned place in yard, and then turn about face.

In the event of a real disaster, parents **must not enter the school yard in their cars**. They are to park on local streets, making sure the way is clear for emergency vehicles, and proceed on foot to pick up their children. Students will be released to their parents or a previously designated adult. In case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee according to the emergency card will stay at St. Michael School.

### **SAFE ENVIRONMENT FOR CHILDREN (SEC/Diocese of Oakland)**

In accordance with the policy of the Diocese of Oakland, all adults who volunteer at school and at school sponsored activities must complete both Safe Environment for Children training and be Livescan fingerprinted for the Diocese of Oakland. The schools are on a three year cycle for certification. **All new parents must complete certification before working in the classrooms or driving on field trips.**

Compliance with this requirement is necessary for adults to volunteer in any school or school sponsored activity where children are involved. Verification of training is required. Once training is completed, a certificate of completion is printed and given to the school or parish where the adult is volunteering. Should an adult not complete this training as prescribed, he/she will not be allowed to serve in a volunteer capacity. This training is also required of all school faculty, staff, parish staff, and other adults serving the school. Annually, all school personnel and parents are screened for Megan's Law. Diocesan and parish regulations are followed in dealing with anyone identified in this screening.

### **Live Scan Requirements**

All field trip chaperones, classroom helpers, or anyone anywhere around the school must be cleared through Live Scan. Fingerprint clearance is a mandated component of compliance for the Safe Environment Project in our Diocese of Oakland. To mitigate costs, we have asked that the volunteers pay for the clearance.

### **WEAPONS/LASER POINTERS**

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

### **SUPERVISION OF STUDENTS**

For safety and insurance reasons, students are to arrive on campus after 7:45AM when teacher supervision commences. Students arriving before that time will be placed in Eagle's Nest extended care and their parents will be charged accordingly.

Students are dismissed at 3:00 P.M (2:00 on Wednesdays). Any students waiting for rides or who have not departed by 3:10 (2:10 on Wednesdays) will be placed in Eagle's Nest extended care and their parents billed accordingly.

### **TRAFFIC SAFETY**

Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol shall be guilty of a misdemeanor. To provide for the safety of everyone, St. Michael School has adopted specific guidelines for drop off and pick up of students. Parents and caregivers are expected to be patient and courteous at all times.

### **DROP OFF**

#### **Please follow cones and directions for drop-off and pick-up.**

The school provides “traffic assistants” in the morning to assist your child in getting out of the car if you choose to use the drop-off lane. The drop-off lane is in front of the Education Center building. **Parents are not to get out of their cars.** The traffic assistants will assist your child/ren in getting out of the car and with their backpacks, lunch boxes, etc. It helps a great deal if the child has his/her backpack on their lap, with their lunch box inside. Please **do not** put backpacks, etc. in the trunk. This requires additional time when we need to keep the line moving. Parents drive through the line pulling as far forward as possible and exit by driving all the way forward, no u-turns or pulling out between cones is allowed. If you wish to use the drop-off lane and would also like to walk in yourself, you must first drop off the child/ren, drive through the line and park your car. If you want to walk your child/ren in, there is limited parking in the small lot near the church building. Or you may find street parking, but please be aware of our neighbors’ driveways. **Double parking or u-turns are never allowed around the school property.**

### **PICK UP**

There is no designated pick-up lane. Parents, grandparents, caregivers, etc. must park and walk into the school to pick-up from the classroom bench area. The only exception is for students in grades 5 - 8 that have a signed walking home permission form filed in the school office. Only those students may walk out of the gate to their parents car. Parents are strongly encouraged to park in the Church parking lot and walk over to the School. If you park using street parking, please make sure that you are not in a red zone or blocking a neighbor’s driveway. **Double parking or u-turns are never allowed around the school property.**

## **XI. STUDENT ACTIVITIES**

Students who participate in extracurricular activities must maintain acceptable academic, conduct and effort standards. Students who fail to meet the standards will become ineligible until significant improvement is shown. Students who are absent from school on any day are ineligible to participate in any extracurricular activity that day.

## DANCES

Seventh and Eighth grade students are often invited to other Catholic schools for dances. Each school sends the "dance" policy and dress codes. The 7th and 8th grades students will receive notification of the dances as we receive them. These dances are considered school related privileges. Permission to attend a dance may be denied for behavioral or academic reasons. In addition, we will host middle school dances (in the Parish Hall) in lieu of traditional class parties for some holidays. Permission to attend a dance may be denied for behavioral or academic reasons.

## FIELD TRIPS

At times, educational field trips are planned as part of the instructional program. **These trips are not optional.** Such field trips are a privilege and students can be denied permission to participate for academic or behavioral reasons. Students are required to have a signed, Diocesan-approved permission form to participate. These forms must be returned at least one day before the scheduled event. **Students may not return the form on the day of the event.** Phone calls or notes are not accepted, but faxed, signed forms are an acceptable means for student participation provided that they are received during school business hours at least one day before the scheduled event. Should a parent have a concern about their child attending a field trip, they must meet with the principal to discuss.

The school will arrange transportation for the trip. All students must use the transportation provided by the school. If a bus is needed, students will pay the fee. This also applies to admission fees. Parents driving or acting as chaperones are asked not to buy food or souvenirs for the children on the trip. Younger siblings may not accompany parent chaperones on field trips. Below are the Diocesan Guidelines that must be followed:

- Drivers must be over 25 years of age. All drivers must be screened carefully. Age and health as well as physical and mental condition should be considered.
- Drivers must produce evidence of a valid, unrestricted driver's license.
- The driver must produce evidence of liability insurance on the vehicle to be driven. We require
- **\$100,000 per person/\$300,000 per accident** limit of liability for bodily injury and property damage to be minimum for Diocesan purposes. This is not to suggest that this limit is adequate for anyone else's purpose.
- All field trip drivers must be fingerprinted and have completed Safe Environment training.
- **One seat belt must be provided for and used by each vehicle occupant. Children may not ride in the front seat of any vehicle.**
- **Children under the age of 8 must be secured in a car seat or booster seat in the back seat**
- No more than nine persons, including the driver, may be transported in any private vehicle or in other vehicles except in an official school bus or bus provided by a charter company. No private (non-chartered) vehicle, including vans, with more than nine seats should be used, (regardless of the number of passengers). Additionally, no one may ride in the bed of pick-up trucks.
- Motorcycles may not be used.
- No side trips may be made while students are in the car.
- Parents are expected to observe speed limit guidelines and all California traffic laws. Any parent stopped with students in the car on a field trip for a speeding or traffic violation will not be allowed to drive on future field trips.

During all field trips, students are to wear the proper school uniform or unless otherwise designated. They must stay with their group and adult supervisor, and they are expected to exhibit good manners and polite language at all times.

**Students may not bring cell phones or electronic devices on field trips.**

**A designated parent photographer can be assigned.**

### **SERVICE PROJECTS**

Classes often choose to **sponsor** an event that raises food, money, etc. These service projects will be published in the weekly newsletter so that all families may be informed. In addition, each Friday the school collects designated non-perishable food and some toiletry items for the Parish St. Vincent de Paul Pantry. It is our hope that all families would participate in helping those in need in our local community.

### **STUDENT LEADERSHIP TEAM**

Student Leadership Team is an elective class for students in grades 6-8. The Student Leadership Team provides an opportunity for students to develop leadership skills and promote school spirit.

## **XII. STUDENT RECORDS**

St. Michael School has a provision that the school will not make student records available to immigration officers or other government officials, unless the school is presented with a valid subpoena or warrant.

### **REVIEW OF STUDENT RECORDS**

Parents of students currently in attendance at St. Michael School may review the student's education records. Student records are maintained in the school office.

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

The school abides by the provisions of the Buckley Amendment with respect to non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and the school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with the official copy of the court order.

All of the student's records will be made available for inspection by the student's parents or legal guardian except that behavioral records (e.g. counselor's reports) shall be released only in the presence of a teacher or the principal. The parents or legal guardians are to request access to records by completing a form for this purpose. The school will contact the parent/guardian within 5 days, assigning them an appointment date and time to peruse the records. Student record information will never be given over the telephone.

St. Michael School will not permit access or release of school records to any other person or agency without expressed authorization of the parents. The authorization must be in writing, signed, and dated by

the person giving consent. It must include specification of the records to be released, the reason for the release, and the names of the parties to whom the information is to be released.

### **RELEASE OF STUDENT INFORMATION TO SCHOOLS**

When a student transfers to another school, the parent must sign a formal request asking that the records be forwarded to the new school. The written request will be kept in the student's file.

1. An elementary school may, after general notification to parents, release the transcripts of eighth grade student's scholastic and enrollment records to the Catholic high school where the student intends to enroll.
2. A transcript of a student record ordinarily should include only the scholastic record, directory information, and the student health record.
3. Student transcripts will be mailed to the receiving school.

### **PROCEDURES FOR CHALLENGING THE CONTENT OF THE RECORD**

Challenges to the content of the record are concerned with the correction of data in the student record not with substantive decisions on the assignment of grades. Please submit a letter in writing to the principal. This should include child's name and the reason for the challenge. After a review of the record in question, the principal will then contact the parent.

### **Shutterfly Account**

Directory information (name, address, telephone number) for elementary students shall be for legitimate parish and school use only. Room Parents have access to parent emails through the class Shutterfly account. The email roster is only to be used for contact regarding the class or school, such as planning a class party for Halloween or for reaching out for volunteers for school purposes.

### **EMERGENCY DISCLOSURE INFORMATION**

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

## **XIII. STUDENT SERVICES**

### **Book Bags**

All students are encouraged to use a durable, protective bag so that wear and tear on school materials will be minimized. Label bag with name and grade. Rolling backpacks are not allowed at school. The only exceptions will be for students with verifiable medical reasons. For this exception, signed, medical notification will be required.

### **FORGOTTEN SNACKS and LUNCHES**

To minimize classroom disruptions, parents must bring the forgotten snacks/lunches to the school office and not to the classroom. The child / children will come to the office at recess or lunch to collect anything left for them. Students are to be responsible to bring their assignments and needed materials with them to school. Parents are strongly discouraged from bringing in these items after the school day has begun. Students will not be allowed to use the school phone to ask parents to drop-off these types of items.

On a daily basis, students are to bring a lunch from home, or they must have pre-ordered hot lunch. Bags/lunchboxes are to be labeled with student's name. Parents may include a healthy snack for recess.

In the event that you occasionally must bring your child's lunch to school, please leave it at the office with the child's name and grade on it. For health reasons, please limit the number of fast food lunches delivered to your child. **Soda is not permitted in school. In addition, candy and/or other sweets should be kept to a minimum.**

### **LUNCH SERVICES**

The school contracts with **Choice Lunch** . Information can be found at [www.choicelunch.com](http://www.choicelunch.com).

**Forgotten Lunch** - The school does not have the supplies to provide lunch for those students who have forgotten their lunch. If there are any emergency lunches from Choice Lunch, parents will be charged by the company accordingly.

### **LOST AND FOUND**

All school belongings must be properly labeled with the student's name. The school is not responsible for lost articles; however, proper labeling facilitates prompt return of lost articles. All found articles will be placed in the lost and found bin, next to the stone bench outside of the double glass doors.

### **MASS/PRAYER SERVICES**

The entire student body will attend a Mass or prayer service at least once a month. **Students must be in full uniform on all-school Mass and all-school prayer service days. Please refer to the Dress Code, Uniform section for details.** These dates are listed in the weekly newsletter and parents are welcome to attend. Additionally, students in grades 3, 4, and 5 will attend morning Mass(8:30am) on Fridays on a rotation basis with grades 6, 7, and 8. In addition, once a month the school will host a 9:30am Family Mass. Everyone is highly encouraged to attend. Students that attend in school uniform may have free dress on the following Monday.

### **TELEPHONE**

Every effort will be made to pass emergency messages along to the student. These messages must be handled through the school office. Students are allowed to use the phone for emergency use only, with the teacher and principal's permission, and under supervision. Students are not allowed to call home regarding forgotten homework, unsigned character infractions, etc.

## **XIV Volunteers**

### **VOLUNTEER BACKGROUND CHECKS AND SAFETY SCREENING**

(SEE SECTION ON SAFETY)

*It is mandatory that all parent volunteers participate in “Safe Environment for Children” training. Screening will be done according to the calendar set by the Diocese of Oakland.*

### **HEALTH SCREENING**

All volunteers who work at the school site twelve (12) or more hours a month must have TB testing. It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years; a two (2) step skin test procedure is required.) If a skin test is positive, a chest x ray is needed, one (1) time only. Thereafter, a symptom screening is recommended each year, documented by a physician

### **VISITORS**

1. For the safety of everyone, all visitors to St. Michael School must check in at the main office, sign the Visitor's Log, and obtain a Visitor's badge, before proceeding to any other room on the campus. For the safety of everyone, all visitors must wear their visitor's badge throughout their visit to the school. Visitors must sign out at the conclusion of their visits.
2. Former St. Michael School students are welcome to visit our school. They must call ahead to plan their visitation. The school will not assume the responsibility for former students who plan to visit, leave, and return to our campus.

While visiting the campus, all visitors are expected to abide by all school rules. Note: A visitor is any person who seeks permission to enter school premises.

### **VOLUNTEER CODE**

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Board and committees, PTG and committees, Annual Auction Committee, classroom assistance to teachers, Room Parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

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

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution.

Volunteers must recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact. **NO PHOTOGRAPHS WITHOUT TEACHER APPROVAL. NO SOCIAL MEDIA POSTING.**

Volunteers are to follow the requests and directions of the teacher or school personnel in charge.

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

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish. Parents may not bring younger siblings to school while they are working as volunteers.

**In signing the electronic contract, families acknowledge they have access to this document and agree to the conditions specified there-in and in the following Code of Conduct from the Diocese of Oakland.**

## **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.

Updated December 2016

## **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 8<sup>th</sup> 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. To 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.

(2016 Revision)

