Diocese of Oakland

Holy Rosary School

Parent and Student Handbook

2019-2020

VERITAS

Holy Rosary School
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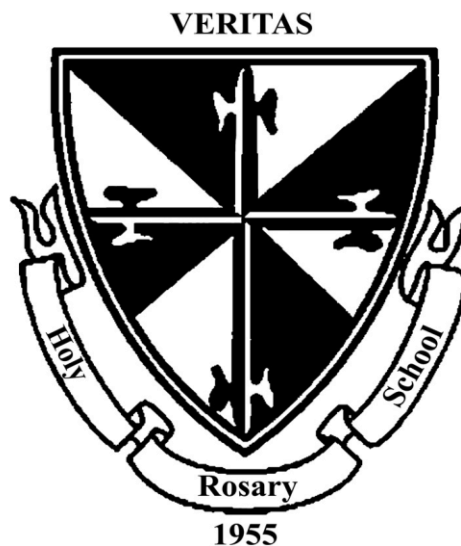
A WCEA/WASC Accredited School

REVISIONS AND CHANGES

This handbook attempts to address all issues concerning the educational welfare of our children and the good order of our school. However, the pastor and the principal reserve the right to amend this handbook for just cause or make final decisions for the betterment of the school.

I. GENERAL INFORMATION

A. Welcome

Welcome to the Holy Rosary School Community! We are a vibrant and loving community that has been blessed with active and supportive families, faculty, staff, and students. We look forward to another successful year with all of you.

B. History of the School

Father William Lewis, O.P., made the land acquisition for Holy Rosary School. Fundraising continued and helped school construction in 1954. It opened in the fall of 1955, with first, second, and third grades. The Parent Guild was formed that year as well. The school was expanded with construction in 1957 and 1959. The school was staffed by Sisters of the Third Order of St. Dominic, Congregation of the Most Holy Name of San Rafael.

During the fall of 1975, the first Holy Rosary School Board was established. The school library was added in 1979, under the direction of Sister Maria Foraboshi. Sister Elizabeth Ambrosi formed the first kindergarten in 1985, with Father Jerry Dybdal carrying it out the following September. Under the direction of Principal Carol Arritola, a new playground with play equipment was built. In 1990, pre-school and extended care programs began, and a second first grade class was added to the enrollment. Principal, Patricia McBride, added a science and computer lab in 1991 and classes continued to double until enrollment stabilized in 1996. The school grew physically through the addition of six portable classrooms.

In 1999, the school began to investigate the possibility of replacing the outdated playground and portables under the direction of a building committee working with Principal Susana Lapeyrade-Drummond,1997 to 2013, and Pastor Father Vicente. A capital campaign was undertaken by the parish to create seven new classrooms, replace the play structure, renovate and update the original school building, and renovate the Parish Hall. In 2002, the new buildings were blessed by Bishop Cummins and the Parish Hall was newly named and dedicated to Father Francisco Vicente, O.P. During the summer of 2002, the library was remodeled by Dave Lawrence and the Holy Rosary families. In May 2013, the Susana Lapeyrade-Drummond Grotto with the Blessed Mother was dedicated in the Prayer Garden. Principal Kimberly Cheng served in 2013-2014 followed by Principal Timothy Hooke 2014-2017. In the fall of 2015, in celebration of the 60th Jubilee Year, the Devotional Square was blessed by Pastor Father Roberto Corral, O.P. and dedicated in honor of Our Lady of the Rosary. In 2017, a restructuring site plan was implemented by Interim Principal, Felicitas Fajardo. A junior high wing was positioned in the first hallway and the portables. Grades kindergarten to fifth grade were positioned in the second hallway, alongside 3rd, 4th, Library/Media and Math Lab. A toddler program, Little Dominicans Preschool Learning Center, was established adjacent to the pre-kindergarten classrooms located in the Convent Building. In 2018, the Western Provincial Dominican Order relinquished Holy Rosary Church to the Diocese of Oakland. Father Ramiro Flores, Pastor and Father Jimmy Macalinao were assigned to Holy Rosary Church. The school will retain the Dominican traditions initially established by the Sisters of the Third Order of St. Dominic, Congregation of the Most Holy Name of San Rafael. In 2019-2020, Principal Felicitas Fajardo assigned three classrooms to be available as student resource rooms and a math classroom.

C. Mission Statement

Holy Rosary Elementary School, a ministry of Holy Rosary Church, rooted in the Dominican tradition of study, prayer and truth, provides a quality Catholic education and a foundation for higher learning and service within a diverse community.

We are a faith community, which shares its love of God, and instills high academic values. We guide students to an understanding of who they are and an appreciation for what they can contribute to the world.

D. Christ Statement

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Be it known to all who enter here that
Christ
Is the reason for this school.
He is the unseen but ever present teacher in its classes.
He is the model of its faculty
And the inspiration of its students.

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E. Philosophy Statement/School-Wide Learning Expectation

The Holy Rosary School community is a diverse family consisting of students, parents, staff, clergy, and administration, representing various cultures and parishes. We identify ourselves as a part of the larger community of Catholics at Holy Rosary Church and surrounding parishes, and see our primary mission as the imparting of values and self-worth consistent with the Gospel message and the teachings of the Catholic Church.

We acknowledge the parents of our school community as the primary educators of their children. We view ourselves as their active partners in the nurturing and encouragement of growth in each child's spiritual, physical, academic, cultural, and social development. We believe that each child is a unique individual, gifted by God with the potential for happiness and health.

1. Student Learning Expectations

Students graduating from Holy Rosary School are:

a. Faith Filled:
   - Has a sincere relationship with God
   - Knows the doctrine and traditions of our Catholic Faith
   - Understands the Dominican Ideals
   - Is Christlike
   - Practices integrity

b. A Committed Academic Learner:
   - Performs at or above established academic expectations

- Has strong organizational skills and study habits
- Works with others to complete tasks
- Listens attentively and follows directions
- Uses technology effectively

c. An Active, Responsible Citizen:
- Is aware of and respects others' feelings
- Is globally conscious and a steward of the Earth
- Is skilled in teamwork, leadership, and conflict resolution
- Lives a life of service
- Is healthy and active
- Is self-disciplined and reflective

F. Peace Builder Vision Statement for Holy Rosary School

At Holy Rosary we are every type of person. Because of our diversity we have an opportunity to model how the world can be, as Christ showed us. Students, parents, staff, and the parish of Holy Rosary come together as a community, giving heart, soul, and spirit to our school. We speak kindly to one another and about each other. All students reach out to invite others to join them so that no student spends a school day alone for want of a friend. We treat each member of the community with dignity, respect, and understanding.

G. 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. The policies of this handbook are agreed upon in conjunction with the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

H. Personnel

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 that contribute to the development of the total Christian community.

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

2. Superintendent of Catholic Schools

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to

the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese.

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

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

3. Pastor

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

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish, area,

and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The Principal is responsible for implementing school policies.

5. Faculty

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

6. Secretary

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

7. Other Support Staff

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

H. 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. Local School Board

Just as the Diocesan School Board acts in an advisory capacity to the Bishop and Superintendent, so does the local school board act in an advisory capacity to the Pastor and Principal.

The local school board's mission is to bring its wisdom, talent, experience, faith life, and good will into the process of providing quality education for all the children served by the school. The local school board furnishes the support and leadership to carry out the Church's commitment to Christian education.

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

   3. Committees, Organizations

Parent Teacher Guild (PTG) – Parents and volunteers provide spirit and support at school events.

Finance Committee – financial advisory board to the Pastor and Principal

School Board – Advisory board to the Pastor and Principal

II. ACADEMIC INFORMATION AND STANDARIZED TESTING

A. Academic Honesty

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

B. Conferences

1. Scheduled by School

   Mandatory Parent/Teacher Conferences are held during the fall. Parents are encouraged to prepare by making a list of questions about how their child is doing 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 times throughout the year are encouraged to call the school office to arrange an appointment.

3. Guidelines

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

   b) Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.

   c) Discuss classroom difficulties with the teacher first before bringing them to the Principal.

C. Curriculum

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

1. Religious Education

   Religious instruction will be an integral and continuing element of the educational experiences of 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.

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

D. Electronic Information/Communications

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

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

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

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

Each year parents and students must sign an acceptable use policy for use of the internet. (See Signature Page at the back of this handbook.)

E. Grading and Related Topics

1. Grade Equivalents

Academic grades are based solely on scholastic achievements and assignments completed.

K through 5th Grades, Grade Code

Standards Based Scale for English/Language Arts and Math

4	Student exceeds grade level mastery
3.5	Student has mastered grade level standards and displays partial mastery above grade level
3	Student demonstrates grade level mastery
2.5	Student is progressing toward mastery of grade level standards and displays mastery of some
2	Student is beginning to progress toward mastery of grade level standards
1.5	Student demonstrates grade level understanding with some support
1	Student does not yet demonstrate grade level understanding with support
NA	Not assessed

K through 5th Grades, Grade Code

Non-Standards Course Grade Scale for Religion, Social Studies, Science and Physical Education

4	Student exceeds grade level mastery
3.5	Student demonstrates grade level mastery and partial mastery above grade level
3	Student demonstrates grade level mastery
2.5	Student is progressing toward grade level mastery and displays mastery of some
2	Student is progressing toward grade level mastery
1.5	Student demonstrates grade level understanding with support
1	Student does not yet demonstrate grade level understanding with support
I	Incomplete

6th through 8th Grades, Grade %

A	=	100-95	4.0	B- =	82-80	2.667	D+ =	69-67	1.333
A-	=	94-90	3.667	C+ =	79-77	2.333	D =	66-63	1.0
B+	=	89-87	3.333	C =	76-73	2.0	D- =	62-60	0.667
B	=	86-83	3.0	C- =	72-70	1.667	F =	59 >	0

K through 8th Grades, Work Habits and Social Development

M= Consistently Meets Standards

A = Approaching Standards

N = Needs Support

Completes Quality Work
Is Prepared to Learn
Participates in Learning
Follows Classroom Expectations
Shows Appropriate Behavior/Social Development
Embodies Student Learning Expectations/Catholic Identity

2. Academic and Student Awards

Academic Achievement Awards for grades 6, 7 & 8th
Our Honor Roll recognizes significant academic achievement, outstanding effort, or significant improvement each trimester of the academic year. Principal's Honor Roll and Honor Roll is open to grades 6-7-8.
Principal's Honor Roll Requirements –
- A cumulative average for the trimester of 3.75 or better in religion, English, reading, math, social studies, and science
- A grade of Needs Support in Work Habits and Social Development in these categories: follows classroom expectations, shows appropriate behavior/social development, and/or embodies student learning expectations/Catholic identity) **disqualifies** a student for Principal's Honor Roll for that trimester

Final determination of Principal's Honor Roll status rests with the teachers and the principal.

Honor Roll Requirements -
- A cumulative grade point average for the trimester of 3.5 -3.74 in religion, English, reading, math, social studies, and science
- A grade of Needs Support in Work Habits and Social Development in these categories: follows classroom expectations, shows appropriate behavior/social development, and/or embodies student learning expectations/Catholic identity) **disqualifies** a student for Honor Roll for that trimester
- Students may not earn a grade lower than a "B" in any subject

Final determination of honor roll status rests with the teachers and the principal. In addition, we may give special awards at other times or at the end of the school year.

3. Academic Probation

A student may be put on academic probation if the overall GPA in the core classes of Religion, Social Studies, Language Arts, Mathematics, and Science averages below 70%. The probation period will last until mid-trimester reports at which time probation status will be reviewed. A formal probation may be approved by the Principal following a progress report or report card averaging 70% or lower.

F. Graduation

1. Graduation Activities

The 8th grade students and their parents/guardians are invited to a graduation brunch, sponsored by the 7th grade parents/guardians. Any student, whose behavior, attitude, cooperation, or lack of effort is consistently poor, can be, at the classroom teacher's discretion, barred from attending any or all graduation-related activities.

2. 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. A student must satisfactorily complete the required course of study in order to receive a diploma. Any student who fails to satisfactorily complete the scheduled course of study, whose effort is consistently poor, or who is on academic probation will not participate in graduation activities, the graduation ceremonies, or receive a diploma. The parent/guardian and the 8th grade student will be given notice in writing, as well as through a conference, of the school's intent in this area.

3. Graduation Attire

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest. Graduation gowns are worn at the baccalaureate mass and graduation ceremony. Nothing may be worn on or over the gown outside of the school stoles, honor pins and cords.

4. Graduation Awards

Awards at the graduation ceremony are given only to students who have earned them. Awards may be given for overall academic excellence, Christian example, citizenship, or academic excellence in a specific area. In order to receive an award not only are the academic areas considered, but also the student's overall conduct, attitude, and effort.

a) Gold Cord

To receive a gold cord you must have attained a 3.75 or higher GPA average in the 7th grade year AND a 3.75 or higher GPA in the 8th grade year in the core subjects.

b) Presidential Academic Excellence

The purpose of this award is to recognize academic success in the classroom. To be eligible for this award, a student must have a 3.5 GPA for both 7th and 8th grade years in the core subjects and a score of 85% or above in either Reading or Math in the STAR test.

c) National Junior Honor Society

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students (7th - 8th grade). More than just honor roll, NJHS serves to honor those students who have demonstrated excellence. Your selection into NJHS will be based on Scholarship, Leadership, Service, Citizenship and Character.   As student must have a 3.50 GPA or higher to be recognized as a NJHS member. A minimum of 10 service hours per trimester must be achieved and independent of hours earned towards other awards. These hours may be served within your own community, religious organizations, school, or community based service learning projects, or individual efforts to help others improve the local community.

d) Presidential Academic Achievement

To earn this award a student must show tremendous growth although s/he may not meet the criteria for the President's Academic Excellence Award. This student would have to demonstrate unusual commitment to learning in academics despite various obstacles, such as learning disabilities.

e) Presidential Service Award

The Presidential Service Award recognizes young Americans who volunteer service hours to improve their schools and community. These hours may be served within your own community, religious organizations, school, or community based service learning projects, or individual efforts to help others improve the local community. There are two levels of the Presidential Service Award. The Silver recipient has achieved up to 50 hours of service. The Gold recipient has achieved up to 100 hours of service.

5. Tuition Delinquency

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold report cards and all end of year items, such as class books, pictures, gifts from teachers, but not limited to these items.

2. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma

G. Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Assignments are given for the purpose of reinforcing learning that has taken place at school and fostering habits of independent learning. It is the student's responsibility to write down the assignments and do the work.

1. Approximate time to be given for homework

1st and 2nd grades	20 minutes
3rd and 4th grades	30-45 minutes
5th Grade	45-60 minutes
6th through 8th grades	90-120 minutes

2. Progress Reports/Report Cards

   Progress reports are sent home at each trimester during the middle of the trimester for kindergarten – 3rd grade only. Report Cards are sent home 2 weeks following the end of each trimester.

3. 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.

4. Textbooks

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

   All textbooks should be covered at all times with regular, not sticky, paper. Lost or damaged books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

H. Promotion and Retention

   1. Promotion

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

2. Retention

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

I. Standardized Testing

Schools participate in the Diocesan standardized testing program in the fall. Each student's scores will be sent home. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the current class.

III. ADMISSIONS AND WITHDRAWAL

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

A. Application Process

The application and admission process for the following school year begins in January. Application Packets are available at the school office, on the school website, and at the annual Catholic Schools' Week Open House. The application form, required paperwork, and application fee must be on file with the school office by the date stated in the packet for the applicant to be scheduled for testing. Late applications will be kept on file in the event additional testing is scheduled. Applicants must be tested to be considered for enrollment. Notification letters are mailed out by the date given in the packet.

B. Registration Process

Registration fees are due at the time of acceptance. Registration fees must be paid to hold the applicant's enrollment. Registration fees are non-refundable.

C. Application/Admission Requirements

1. Minimum Age

Preschool applicants must be two (2) years of age on or before the intended start date in which they are applying.

Pre-kindergarten applicants must be four (4) years of age on or before September 1st of the school year in which they are applying. Priority is given to applicants that are (4) years of age. If an applicant is (3) years of age on or before September 1st, the applicant will be considered for admission into the preschool program.

Kindergarten applicants must be five (5) years on or before September 1st of the school year in which they are applying.

2. Record Requirements

Applicants are required to provide a birth certificate, a baptismal certificate (if applicable), and their most current report card (if applying for Grades 1-8).

3. Admission Priority

First priority will be given to families who are "practicing Catholics", registered at Holy Rosary Parish.

Second priority will be given to families with students currently enrolled in Holy Rosary School.

Third priority will be given to families who are "practicing Catholics", regardless of parish.

Fourth priority will be given to families who are non-practicing Catholics or non-Catholics.

4. Exceptional Needs

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

5. Transfer Student Requirements

All financial obligations to an applicant's previous school must be current.

6. Probationary Terms

The school reserves the right to place new students on a 30-day/First Trimester probation pending review of cumulative records and/or review of the student's transition into the grade.

All students applying for 6th, 7th, or 8th grade will be placed on an automatic 30-day/First Trimester probation pending review of cumulative records and/or review of the student's transition into the grade.

D. Nondiscrimination Policy

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

E. Withdrawal Process

If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of parents/guardians and/or the student, the school maintains the right to not accept the child for continued enrollment.

IV. ATTENDANCE

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

A. Reporting Process

Parents must notify the school with a written note or through the school absence line if their child will be tardy or absent from school.

B. Absence/Tardy

The school day begins promptly at 8:00 AM. Children are considered tardy if they are not in their classroom at the 8:00 AM bell. When a child is tardy, they must report to the office to sign in and receive a Tardy Pass to be admitted into class.

A student is tardy when s/he arrives after 8:00 AM. Tardiness causes a disruption to the normal routine of both the teacher and the class. It is a behavior that should be avoided.

Excessive tardiness is being late four (4) times per trimester, or a total of twelve (12) times during the school year. Local Catholic high schools, such as Carondelet and De La Salle, take into consideration a student's attendance and tardiness before they will accept them.

In order to avoid the consequences for tardiness, some family planning and discussion might be helpful/necessary. Children need to be helped in getting organized the night before. They need to get to bed each evening at an hour that allows them to receive the number of hours of sleep necessary for them to be productive the next day. They need to be aroused from their slumber in sufficient time to eat, and get into the car in an orderly fashion. All of this assumes adequate time to drive in a safe manner from home to school with several minutes to spare.

Habitual tardiness is something that needs to be avoided. Children must be taught the value of being punctual through example. Parental expectations should dictate that promptness is an attainable virtue. It should be taught as a necessary life skill. High schools frown seriously on absences and tardies. They can become a detriment to high school acceptance or inter-district transfer.

If your child is going to be absent, call the school office and leave a message on the student absent line (extension 56). 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. These excuses shall be kept on file until the end of the school year. "Excessive absence" is being absent from school for seven (7) days per trimester or a total of twenty-one (21) days per school year. When the student arrives after 10:00 A.M., the student is a half (1/2) day absent.

It is essential that your child is in school. The daily school schedule allows that you make necessary medical or dental appointments on minimum days or late afternoons after school has been dismissed. We appreciate your cooperation when scheduling these appointments. All medical and dental appointments scheduled during the normal teaching day require a medical excuse from the physician upon the child's return to school.

1. Credit

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased academic credit or disciplinary action.

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2. Homework During Absence

   Students have the number of days absent to complete absent work. For example: If a student is absent one day, absent work is due one day after return. Please call the school office to request absent work.

C   Recommended Transfer

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

1. The school has explored means to meet the needs of the child.

2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.

3. The transfer is to take place at the end of a grading period; preferably at the end of an academic year.

4. The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

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.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

The ultimate goal of our discipline code is that students develop self-discipline. In order to achieve this, the faculty has adopted Discipline With Purpose, a developmental approach to teaching self-discipline. Rules are established and posted throughout the school. Good behavior is reinforced and inappropriate behavior has its consequences.   Broad rules that affect the daily living together of all members of the school community include the following:

RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

Looks/Sounds Like	Does Not Look/Sound Like
• Be courteous and responsive to faculty, staff members, lunchroom supervisors, visitors, and each other. • Listen to and follow directions of teachers, staff, and supervisors. • Respect school property, others' property, and your own. • Keep hands, feet, and objects to yourself. • Do your own work. • Own up to your mistakes. Be truthful. • Be complimentary to people. Use kind words.	• Be rude. Ignore people. • Ignore the request of supervisors. • Damage or vandalize objects, stealing, gum chewing, markers, white out, etc. • Use normal objects in harmful ways. Touching others in inappropriate ways. • Copy other's work. Give your work to another to copy. Cheating. • Blame others. Lie. • Use inappropriate language. Gossip.

CONTRIBUTE TO THE LEARNING ENVIRONMENT

Looks/Sounds Like	Does Not Look/Sound Like
- Arrive at school promptly - Be prepared to learn. - Return school communications promptly (i.e. family folders, permission slips, lunch orders, etc.) - Use a quiet/classroom voice in school. - Walk quietly in the halls - Respond appropriately. - Be helpful to teachers and peers. - Hand in carefully done assignments on time. - Participate in class. - Display a positive attitude.	- Come to school late. - Forget your supplies, books, etc. - Turn in school communications late and/or incomplete. - Use a loud/disruptive voice. - Run or be disruptive in the hallway. - Be disrespectful - Ignore needs of others. - Work is incomplete, messy and/or late. - Refuse to participate. - Be negative, grumpy, moody.

FOLLOW ALL SCHOOL PROCEDURES

Looks/Sounds Like	Does Not Look/Sound Like
- Always be courteous, respectful and use manners. - Follow the uniform policy. - Take care of your school uniform. - Use playground equipment appropriately. - No use of electronic devices during school hours. - Leave toys at home.	- Use a loud voice, being out of your seat, and leaving a mess. - Be out of uniform. - Dirty clothing or clothing in need of repair. - Use playground equipment in an unsafe manner. - Use electronic devices during school hours.

• Keep desk/locker clean and organized.	• Have toys at school. • Have a messy, unorganized desk/locker.

Each classroom teacher has adopted these three rules. The teachers work with the students to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to help them follow the rules. The school will not be responsible for lost, stolen, or damaged personal items.

The Discipline With Purpose Framework

FIFTEEN SELF-DISCIPLINE SKILLS
FIFTEEN OPPORTUNITIES TO "WAIT"

Basic Skills
Prompted Birth-K
Internalized Grs. K-3

1. Listening
2. Following Instructions
3. Questioning
4. Sharing: Time, Space, People and Things
5. Basic social skills

Constructive Skills
Prompted Grs. K-3
Internalized Grs. 3-7

6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks on your own
9. Exhibiting leadership
10. Communicating effectively

Generative Skills
Prompted Grs. K-7th
Internalized Grs. 7-12

11. Organizing: Time, Space, People, Things
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving Others

A. Abuse of School Personnel

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

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

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

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

"As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter." Penal Code Section 71.

B. Discipline Policies

This list is not an end all. Items and behavior change with the times and, thus, this is an open list which can be amended.

1. Cell Phones/Electronic Devices

Cell phones, Smart Watches (such as the Apple Watch), or electronic devices are not allowed during the school day. However, we do understand that as a safety measure, some parents want their student to have a cell phone in order to contact parents off campus before or after school hours. Therefore, if a student chooses to bring a device to school, it must be turned "OFF" during the school day and placed where it will not be accessed during school hours. It should not be visible to other students or staff at any time during the day. A violation of this policy will result in the device being confiscated and turned into the office. Parents will be contacted to come to the office and pick up the device at their convenience.

2. Respectful Christ-like Behavior

We expect all students to respect all faculty and staff members.

3. Dress Code/Uniform

   All students are expected to follow the dress code.

4. Hall Conduct

   The hallways are learning centers for many groups. The hallways must be a quiet place where students are orderly and respectful.

5. 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.

6. Leaving School Grounds During 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.

7. Littering and Gum Chewing

   Students may not litter or chew gum.

8. Valuables

   Students may not bring valuables to school. The school will not be held responsible for valuables brought to school.

9. Vandalism/Property Damage

   Students and their parent/guardian are liable for all damage to equipment or school property.

10. Miscellaneous

   Holy Rosary School reserves the right to take possession of inappropriate materials/items brought to school.

C. Disciplinary Actions

1. Serving Detention

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

2. Detention (6th through 8th Grade) (updated 2019-2020)

Students who receive Behavioral Detentions or Academic Detentions are required to attend lunch recess detention. The student will need to report to the appropriate classroom by 11:56 p.m. and will finish at 12;15 p.m. Students will be asked to reflect and write an improvement plan and/or complete missing assignments.

3. 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.

4. Suspension Procedures

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

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

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 cause for a suspension.

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/Legal Guardian Contact

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

e. Right to Appeal

The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.

f. Documentation

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 folder by the Principal.

5. Expulsion Policies

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

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion:

a) Continued willful disobedience/consistent violation of school rules.

b) Persistent defiance of school authority by any student or his/her parent/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, including laser pointers.

i) Theft.

j) Verbal or physical harassment of any student, teacher or administrator.

6. Expulsion Procedures

In cases of cumulative disciplinary difficulties:

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

  1. the pattern of conduct that at this time would lead the school to believe that expulsion is being contemplated.
  2. the evidence upon which this assessment is based.

  3. the right of the student at this time to present a statement or information in support of being retained.

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

b) If adequate improvement is not forthcoming within a reasonable time:

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

<u>In cases involving serious offenses or threats to safety</u>:

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

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

7. Expulsion Right to Appeal

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

D. Catholic Schools Diocese of Oakland Student Sexual Harassment Policy

1. Policy Statement

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

2. Definition of Sexual Harassment

   For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

   a. Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese;

   b. Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student;

   c. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment;

   d. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

3. Employee to Student Sexual Harassment

   a. Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.

   b. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.

   c. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including, termination of employment.

4. Student to Student Sexual Harassment

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

   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

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

5. Retaliation

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

6. Complaint Procedure

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

7. Diocesan Procedure Statement:

The Schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal or assistant Principal. Formal written complaints may also be filed at the office of the Principal or designee.

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

8. Holy Rosary School Complaint Procedure

Please make the school aware of any problems your child may be having. Please contact the teacher and/or the principal.

E. Vandalism

Students and their parents/legal guardians will be liable for all damage to equipment or school property caused by the student.

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

F. School Searches (new policy 2019-2020)

Students' legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school's obligation to maintain discipline and

provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the students' parents/guardians of any search of a student's person or personal effects.

Expectation of Privacy
A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Generally, students should be asked to empty their pockets, purses, backpacks or other bags for inspection of the contents by school officials. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Diocese of Oakland Technology Use Policy for Students and Parents. (Technology Use Policy) This policy concerns cell phones and other electronic devices, whether the devices belong to the student or the school.

Student Cooperation
If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral.

Confiscating a Student's Personal Property

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a written statement, signed by the student, acknowledging that the item was in his or her possession at the time it was found.

VI. EMERGENCIES

A. Emergency Drills

The school will conduct one emergency drill release every other year. Parents must pick up their children or release them to the parents they have designated on their Student profile/emergency card.

B. Earthquake

In case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee according to the emergency card may be walked or transported to nearest approved shelter.

C. Emergency Information

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

D. Emergency Information Form

The school has current emergency care information for each student. Each parent is responsible for keeping the following information current for their student:

1. The name of the student, his/her home address, and home telephone number.

2. The employer information and telephone numbers of the parents/guardians including work and cell phone numbers.

3. The name of the family physician and dentist including telephone numbers as well as the name of the medical insurance company and the identification/medical record number.

4. Medical conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medications.

5. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary.

6. The names of the persons to whom the student may be released.

7. The signature of responsible parent(s) or legal guardian.

E. School Lockdown

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

1. Doors will be locked

2. Drapes and/or blinds will be closed

3. No one will be permitted to enter or leave the building

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

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

VII. EXTENDED CARE

See the Serendipity Club Handbook for complete information on the extended care program.

The extended care program, Serendipity Club, offers before and after school care for children regularly enrolled in Pre-Kindergarten through Eighth Grades. It is staffed by school personnel and legally can operate only on days when school is in session, including minimum days. Serendipity Club provides care and supervised, recreational, enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment. Within a large family environment, the program strives to provide individual attention, security, consistency, and fair treatment for children who attend.

The Serendipity Club is located in the convent building. The Serendipity Club has after school access to a kitchen, two restrooms, classrooms, a large front room, and supervised play area.

HOURS AND LOCATION

Monday through Friday

6:30 - 7:45 AM	All Grades
11:30 AM - 3 PM *	Pre-Kindergarten Students
3 - 6 PM	All Grades

Friday

1:30-3:00 PM**	Kindergarten Shortened Day

Minimum Day

6:30 - 7:45 AM	All Grades
11:30 AM - 12 PM *	Pre-Kindergarten Students
12 - 6 PM	All Grades

* Pre-kindergarten students are required to provide a Nap Mat, which must be taken home at the end of each week to be laundered.
** Serendipity is available and included in tuition for Kindergarten students only for 1:30-3:00PM

VIII. FINANCIAL

A. Insurance

   Student Accident Insurance coverage is optional, although encouraged. Forms are available throughout the school year at the school office.

B. Tuition

   Tuition is a yearly sum payable on an annual, 3 month plan (June, October, March) and 10 month plan (August – May). Tuition does not include any costs that are not part of the regular school program. It is not a tax-deductible, charitable contribution.

   SMART Tuition processes all tuition, assessments and any related school fees. Families must register with SMART Tuition and make payments through this system. www.parent.smarttuition.com or 1-888-868-8828. SMART Tuition offers flexible payment due dates. Alternate due dates or payment plans may be arranged with the Principal if necessary.

   Bank returns and late fees are issued by SMART Tuition are the parents' responsibility and are not negotiable through the school. Fees must be included with the next payment made to avoid additional charges.

   Quickbook Online Invoicing system is used for classroom fees, field trips, extended care and tuition.

C. Tuition Assistance

   Holy Rosary School does offer financial aid. Families need to apply in order to be considered.

   Application to the Diocesan Elementary School Family Aid for Catholic Education (FACE) program is encouraged when applicable. FACTS Management processes the application and the data analysis is submitted to the FACE department on the family's behalf. Applications become available in the spring of the following year.

   The BASIC Fund program is available to all new enrolled students. Applications become available in the spring of the following school year.

   Other financial assistance is available should a family be ineligible for FACE or BASIC Fund. Families must apply to FACE and/or BASIC Fund in order to be considered for other financial assistance.

D. Tuition Delinquency

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold report cards and all end of year items, such as class books, pictures, gifts from teachers, but not limited to these items.

2. Deny a student enrollment for the following semester.

3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.

IX. MEDICAL

A. Child Abuse or Neglect

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

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.

B. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students include but are not limited to head lice (pediculosis), pink eye, strep, chicken pox, mumps and measles.

Students who have restrictable diseases or conditions must be excluded from school. The school may ask for a doctor's release note before a child is permitted to reenter the classroom.

C. Immunizations

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements.

PPD/TB Skin Test or No Risk Letter needs to be completed upon entrance to school.

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

D. Medications

    1. General Policy

        a. Schools may not furnish any medication.

        b. All medication administration requires parent/legal guardian authorization.

        c. All prescription medications and aspirin require physician and parent/legal guardian authorization.

        d. All medications must be secured in the school office. (Exception: back up of inhalers and epi-pens may be secured in the classrooms as well as the office.) Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:

            i. Risk of not carrying medication

            ii. The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

        e. Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the Principal.

    2. Responsibility of the Parent/Legal Guardian

        a. Parent/Legal Guardian will assume full responsibility for the supplying of all medication.

        b. No medication may be brought to school by the student.

        c. Parent/Legal Guardian shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provision of this policy. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.

    1. Aspirin and Other Over-the-Counter Drugs

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

        b. Students requiring over-the-counter drugs (with the exception of aspirin or pain reliever) will be assisted by authorized school personnel. This should be done in accordance with the parent's/legal guardian's instruction provided a signed request form (Appendix 6009A) is on file for the specified medication and all items listed above have been complied with.

E. 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, head lice, and/or strep throat.

X. PARENTS

A. Classroom Interruptions

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

1. Conferences With Teachers

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

B. Complaint/Issue Resolution

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

C. Custody

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.

D. Family Cooperation/Removal of Students Resulting from Parental Attitude

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

E. Messages to Students

Messages can be delivered to students if the message in called in at least 30 minutes prior to school dismissal. All messages received will be delivered to the student prior to dismissal.

F. Parties

1. In School

Class parties are organized by the classroom teacher for the school year.

2. Out of School Party Invitations

Unless everyone in a class or all the boys or all the girls are invited to a party, invitations are not to be brought to and/or distributed at school. Invitations for a select group of class friends may not be distributed at school.

3. Classroom Birthday Snacks

If you would like to celebrate your child's birthday at school, please follow the school guidelines. Students may come in free dress on their birthday or the Monday after if their birthday falls on a weekend. However, we do not take any snacks for birthday celebrations. You may wish to donate a piece of playground equipment or classroom supplies to your child's class.

G. Publication Release

Photographs of students may appear on the school web site, the school's social media, in other publications and for educational purposes. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing at the beginning of the school year.

H. Releasing Students During the School Day

Students will be released only to a parent/guardian or 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 student's emergency form. Students must be signed out at the main office before they will be called from the classroom.

I. Service Programs

Holy Rosary School's Parent Teacher Guild works to further the spiritual and educational values of the school and the home. The PTG encourages the equal contribution of all parents/guardians in the various activities it sponsors. Please refer to the PTG Handbook for more information.

J. Verification of Compliance

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

K. Rainy Day Drop-Off and Pick-Up

Students need to be dropped off in the drive through or walked onto campus. Please do not drop off your students in the lots and have them walk on the campus unaccompanied. If you do not want to use the drive through procedure for drop off, please park outside in the church parking lots or on the public street in a designated space and walk your child onto campus. Safety is our main concern and you put your student at risk when you do not follow the school system that is in place.

1) Grade 1st – 8th
    a) Cars entering campus should be in the drive through lane only. Cars will stop at the drive through exit point by the 3rd and 4th grade wing, and students should be let out there. DO NOT STOP AND LET YOUR CHILD(REN) OUT RANDOMLY IN THE YARD OR IN UNAUTHORIZED ZONES.
2) Pre-Kindergarten

    a) Park in front of the Dominican Hall.
    b) To exit, merge with the drive through lane and exit through the gate
    c) Drop Off: 7:45 a.m. – 8:00 a.m. in the Dominican Hall, line up by the stage.
    d) Pick Up: 11:35 a.m. – 11:45 a.m. in the Dominican Hall, (by the stage).
3) Kindergarten
    a) Drop Off: 7:45 a.m. – 8:00 a.m. in the Classroom
    b) Pick Up: 3:00 p.m. (1:30 Friday) in the Classroom

We thank you for your support, as the safety of our students is our first priority. We are sorry for any inconvenience you may experience during the Rainy Day Drop Off/Pick Up procedures.

L. Parent Dress Code for Field Trips and Classroom Help

Holy Rosary School believes that student dress affects student behavior and, as such, believes that modeling by parents affects students. We ask that parents assisting in the classroom or chaperoning on a field trip follow a dress code that is appropriate and modest.

Inappropriate attire includes but is not limited to backless, strapless, spaghetti straps, or tank tops; shirts with unacceptable words, pants with writing on the seat, etc.

Smoking, alcohol, or illegal substances are not permitted on the school grounds and/or on field trips.

Cell phone usage must be limited and not distract from the students under your care.

M. Field Trip Fees

Field trip fees are NON-REFUNDABLE unless a field trip is cancelled by the teacher/school.

N. Student ID Card (new policy 2019-2020)

SB 972 (a) Commencing July 1, 2019, a public school, including a charter school, or a private school, that serves pupils in any of grades 7 to 12, inclusive, and that issues pupil identification cards shall have printed on either side of the pupil identification cards the telephone number described in paragraph (1) and may have printed on either side of the pupil identification cards the telephone numbers described in paragraphs (2) and (3):

(1) The telephone number for the National Suicide Prevention Lifeline, 1-800-273-8255.
(2) The Crisis Text Line, which can be accessed by texting HOME to 741741.
(3) A local suicide prevention hotline telephone number.

XI. SAFETY

A. Alcohol /Smoking Policy

   1. Alcohol will not be served or consumed on school premises during the workday or while children are present.

   2. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.

   3. Alcohol will not be served by children.

   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.

B. Asbestos Notification

Site information is on file at the school office.

C. Bicycles

Students who ride their bikes to school must wear safety gear and have a lock for their bike.

D. Earthquake Drills

Earthquake drills are conducted once a trimester.

E. Fire Drills

Fire Drills are conducted once a month.

F. Weapons/Laser Pointers/Threat of Violence

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.

G. Playground Rules and Usage

   1. During lunch period, students are expected to:

- Obey lunchroom supervisors at all times.
- Remain seated until they are finished eating and a lunchroom supervisor dismisses them.
- Clean up after themselves, picking up all their papers, scraps of food, and trash and disposing of them properly.

   2. On the yard and playground, students are expected to:

- Obey yard duty supervisors at all times.
- Play in designated areas only.
- Not play in unsupervised areas, restrooms, or behind the portable buildings.
- Not leave the school grounds at any time. This includes retrieving a ball or any other item.
- Direct ball games away from the school building, windows, and fences.
- Take care not to let games get too rough. Games will be stopped if they appear to become unsafe. Touch football is permitted with a soft football for kindergarten through 4th grades. Touch football is permitted with a regular football for 5th through 8th grades. Tackle football is not permitted.
- Not climb trees or pull on the branches.
- Not climb fences.
- Eat snacks completely before engaging in play.
- Dispose of trash in garbage cans.
- Not run with dangerous objects (i.e. pencils or popsicle sticks) in their mouths, hands, or pockets.
- Stop their play and walk quietly to their designated line-up area when the bell rings. It is expected that students will use the restrooms and get a drink during their recess times.

H. School Closure

Parents will be notified by phone if there is a closure.

I. Supervision of Students

Liability for supervision and control of students shall be assumed by the school fifteen (15) minutes before the start of the school day and end fifteen (15) minutes following dismissal.

J. Skates, Skateboards, and Scooters

These items are not allowed on campus.

K. Walking to and from School

Students who walk to and from school must have an "After School Student Release Form" filed at the school office from their parents giving them permission to walk to and from school.

L. Alternative transportation, taxis and ride sharing services (new policy 2019-2020)

Students who are transported by a private individual or a ride-sharing service to and from school must have a "Parental Request for Transportation and Release (form 237710.1) filed at the school office from their parents giving them permission.

M. Transportation

1. Drop Off/Pick-up of Students

Morning Drop Off
Students may be dropped off using the Campus Drive Through. Vehicles enter the campus using the driveway at 15th Street, then proceed through campus as indicated by the arrows (see diagram). Students may exit their vehicle only on the north side of campus (see diagram). Students should quickly get their belongings from their vehicle, then walk in front of their vehicle and proceed directly to the double doors to enter the school building. Vehicles are to make a right turn only onto A Street when exiting out the main church driveway.

Students may walk onto campus from the parking lots when accompanied by an adult. Students may not be dropped off in the parking lots.

Safety is our main concern and you put your child at risk when you do not work within the system put in place by the school.

Dismissal
The driveway gate at 15th Street is opened 30 minutes prior to dismissal. Please proceed slowly onto campus and park in marked parking spaces only. Please do not enter the school campus until dismissal. Students are picked up at the classroom. Please respect that teachers teach up until the end of the school day. Your student(s) will be released to you by the classroom teacher. Please keep your student(s) with you when returning to your vehicle.

Vehicles are to make a right turn only onto A Street when exiting out the main church driveway.

Note: Vehicles should not form a line on 15th Street prior to the opening of the driveway gate. We suggest that vehicles not arrive earlier than 30 minutes prior to dismissal.

2. School Safety Patrol

   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.

N. Visitors

   All visitors must report to the main office where they will be issued a badge to be worn throughout their time on campus.

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

XII. STUDENT ACTIVITIES

A. Altar Servers

   Contact Holy Rosary Church for information.

B. Assemblies

   Holy Rosary School sponsors school assemblies throughout the school year to support learning.

C. Catholic Youth Organization (C.Y.O.)

   Contact Holy Rosary Church for C.Y.O. information on the program and to see the C.Y.O. handbook and guidelines.

D. Dances

   Junior high socials are put on during the year to encourage positive social interaction.

   1. Students who attend the dance will do the following:

      - Have permission slips returned to homeroom teacher.
      - Attend school on the day of the dance.
      - Demonstrate respect and responsibility by their good conduct and attitude.
      - Be courteous and respectful to chaperones and each other.
      - Be checked in by a responsible adult.
      - Arrive for the dance no later than 15 minutes after the doors open.
      - Dance appropriately (as deemed by chaperones). If inappropriate, you will be asked to sit out.
      - Be picked up from the dance on time and accompanied to the car by an adult.

   2. Students will follow the dress code for each dance listed:

      a. St. Agnes Graduation Dance

         Gentlemen
         - Dress shirt tucked in
         - Tie
         - Slacks (no shorts or jeans) & belt
         - Dress Shoes

         Ladies
         - Dress of suitable length
         - Dressy pant outfit
         - No halter tops, spaghetti straps, tank tops or bare midriffs
         - Dress shoes

      b. Halloween Social

         - Costume must be appropriate for Holy Rosary School.
         - Costume must be of appropriate length for Holy Rosary School.
         - Body parts must be covered - midriff, shoulders, back.
         - No Masks

c. Spring Social

- Follow the Free Dress Guidelines as outlined in this Parent and Student Handbook

E. Field Trips

Field trips are carefully planned by the classroom teacher and have a particular purpose that is clearly related to the curriculum. Students are expected to wear their school uniform (unless otherwise specified) and to represent the best of Holy Rosary School at all times. Poor or inappropriate behavior will not be tolerated. Students who display inappropriate behavior may not be permitted to participate in other class activities. Students with a conduct grade of 4 or 5 in the upper grades or "I" in the lower grades will be allowed to attend field trips at the teacher's discretion. If for some reason a student cannot attend a field trip, the student is still required to attend school. The student will be given schoolwork and accommodated by another classroom. (This does not apply to the pre-kindergarten level.)

For each field trip, the following information should be available:

1. Student Permission Slips.

2. Driver responsibilities (i.e. follow planned route, do not make extra stops, dress appropriately, no smoking, no use of any alcohol at any time, no movies).

3. Current copy of insurance and driver's license.

4. Parent Volunteer Requirements and Guidelines form signed and returned to the teacher.

5. Current copy of your Virtus certificate on file.

6. Current copy of your TB on file.

7. Live Scan (fingerprint) clearance on file.

8. Adult chaperones for an overnight field trip must be screened per Megan's Law.

F. Payment Collection

The school discourages cash payments. Please turn in checks to the office. Debit cards and credit card payments are accepted with a convenience fee not to exceed 3.65%.

G. Student Leadership

Student Leadership is a 7th and 8th grade program by application. Leadership students in 7th grade participate in retreat/training for leadership skill building activities. Leadership students in 8th grade serve the school community with prayer, service, and positive spirit.

H. Personal electronic devices

Holy Rosary School provides wireless network access in each of its school buildings in order to provide students with 21st century learning opportunities. Students will have access to

classroom devices that include iPads, Google ChromeBooks, and iMacs. Students may not bring their own devices to school without consultation with the Principal and the technology coordinator. This includes but not limited to personal Smartphones, Smart Watches, cellular phones, iPods, tablets, portable media devices, laptops and notebook computers.

I. Yearbooks

Yearbooks must be purchased in the fall by the due date stated on the order form to guarantee receiving one at the end of the year. If you miss the deadline, you can choose to be in the lottery that takes place at the end of the year. Autograph pages will be available for purchase.

Students must follow the following guidelines in signing yearbooks:

- Students must take the yearbook home for parent review before any autograph signing occurs. We will not replace yearbooks that are damaged by the printer if the book is written in. Damaged books must be returned to the office the following day by 8:15 a.m.
- Students may sign their name to another student's yearbook with permission.
- Students may write a small message to another student in their yearbook with permission.
- Messages or signatures must be appropriate and in alignment with Holy Rosary School Philosophy and Student Learning Expectations.
- Any illustrations must be appropriate and in alignment with Holy Rosary School Philosophy and Student Learning Expectations.
- Students may not write on their shirts, shoes, or other clothing. Students may purchase autograph pages from the office.

Students will receive this message in the classroom and sign a class pledge.

J. Uniform Policy and Dress Code

Holy Rosary School takes pride in its tradition of excellence. This tradition should be evident to those who come in contact with representatives of the school, and the best representative of any school are its students. Therefore, certain basic regulations exist for proper dress and grooming. These regulations are in the interest of creating an atmosphere conducive to learning and in demonstrating pride in our school.

Dress Code

Good appearance is important. Students are expected to come to school clean and neat. Parents/Guardians are responsible for seeing that their students are dressed appropriately and according to the Uniform Policy and Dress Code. Holy Rosary School reserves the right to send home students who are not in compliance with these policies. Parents/guardians will be notified and are expected to remedy the situation immediately. The school has the final interpretation of the policy. Families will be notified by the administration of any changes made to this policy.

Preschool and Pre-kindergarten students are not required to wear the Holy Rosary School uniform. Please refer to the Preschool and Pre-kindergarten Handbook for further information.

Bancroft School Uniform Company for Boys and Girls K-8th Grade:

- Navy blue cord (thin wale only) or Navy twill pant.

- Navy blue twill walk short.

- White or Navy Blue polo shirt *with Holy Rosary School logo* (short or long sleeve)

- Navy blue sweatshirt or jacket *with Holy Rosary School logo*

- Rampart jumper (grades K-5), skort (grades K-8) and rampart skirt (grades 5-8) (Girls)

- White Peter Pan blouse (short or long sleeve) with buttons in front. (Girls)

Shoes

- Shoes with a rubber sole must be a solid color or combination of white, black, navy blue, brown or gray. No other colors may be worn. They may be high top or low cut, leather or sturdy canvas, tie or Velcro closures.

- Shoes must be in good condition. Laces must be a solid white or black or match the shoe color. Laces must be tied on top of the shoe so shoes are secure on the feet and shoes cannot be easily removed or kicked off.

- The school has the final interpretation of appropriate shoes.

Hair

- Hair must be neatly groomed and arranged so that it does not impair vision. Boys are to be clean-shaven and their hairstyle must be no longer than the top of the shirt collar

- Extreme hairstyles are not permitted for girls or boys. If in doubt about a certain hairstyle, inquire at the school office before the hair is cut.

- Hair extensions must match the natural color. No other materials may be woven into or worn/clipped in the hair.

- Hair is to be one natural color.

General

- All clothing must be of appropriate size, length, and style.

- All uniforms must be clean and in good repair, free of any rips, tears, and excessive stains.

- Navy blue cord or twill pants, twill walk shorts, white polo shirts, and white Peter Pan blouse purchased outside of the uniform company must match the regulation uniform item of the uniform company.

- Jumpers, skirts, skorts and shorts must be no shorter than 2 inches above the knee.

- Shorts and pants may not be baggy (i.e. waistline hanging at the hips, pants bagging at the ankles). Pants may not be pegged, rolled, pinned, or tucked.

- Shorts (<u>no longer than two (2) inches above the hemline</u>) must be worn at all times under the uniform jumper or uniform skirt.

- Shirts and blouses must be tucked in at all times. The "layered" look is <u>not permitted</u>. Neutral colored undershirts are okay under the polo shirt or blouse for modesty and must be tucked in. Undershirts must not be visible outside the uniform shirt or blouse.

- A belt must be worn with shorts or pants (solid navy blue, black, or dark brown).

- Solid white, solid black or solid navy blue socks.

- Solid white, solid black or solid navy blue tights (Girls).

- Socks must be worn at school.

- Hats are not permitted, except for medical conditions that require a doctor's note, and then the hat must be issued by Holy Rosary School.

- One small, post earring is allowed in the lower ear lobe only. Dangling or hoop earrings are not permitted. No extra jewelry may be worn with the uniform in any of the grades with the exception of a simple cross necklace.

- Fingernail polish, false nails, and make-up are not permitted.

- Anything that distracts from learning (noisy bracelets, smart-watches, etc.) are not permitted.

- Caritas Creek and Eighth Grade sweatshirts may be worn only after having attended camp.

- Scout uniforms may be worn on scout meeting days.

- Non-uniform jackets may be worn outdoors only and only over the uniform sweatshirt, uniform sweater, Caritas Creek sweatshirt, or Eighth Grade sweatshirt. Non-uniform jackets and sweatshirts may not be worn indoors. Non-uniform jackets and sweatshirts include but are not limited to C.Y.O., cheerleading, college or university, sport team, etc.

Free Dress

Clothing must be modest, appropriate for school, and conducive to the learning environment. Free dress does not change the policy on Hair and General items listed previously. Please note the specifics for shoes under section b) below.

a) Students <u>may</u> wear the following:

- Jeans, corduroy pants, capris, or dress pants.
- Dresses or skirts must be knee length.
- School uniform walk shorts only. No other shorts may be worn.
- Shirts with appropriate words or designs.
- Shoes with a rubber sole, closed toes, and secure to the foot.

b) Students <u>may not</u> wear the following:

- Clothing with inappropriate slogans, words, or decoration.
- Clothing that is ragged, fringed, patched, faded, torn, or ripped.
- Dresses/Tops that are Backless, strapless, spaghetti strap, sleeveless, tank
- Leggings, jeggings, warm up pants, warm-up suits, sweatpants, pajama style bottoms, camouflage or cut-offs.
- T-shirts that reference alcohol, drugs, or death.
- Tight clothing, including spandex and lycra.
- Dresses or miniskirts that are above the knee.

c) Holy Rosary School reserves the right to send anyone home who is not dressed appropriately for school.

XIII. STUDENT RECORDS

A. 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.

B. Review of Student Education Records

Parents of students currently in attendance at Holy Rosary School may review the student's education records. Student records are available for inspection by the parent, legal guardian, or non-custodial parent within forty-eight (48) hours of request unless a legal directive states otherwise. To obtain access, the person wishing to view the records must submit a written request to the Principal stating the reason for the request. The request must be made forty-eight (48) hours before the records are to be accessed. Once the request is made, an appointment will be set up to meet with the Principal to inspect the records. This information will not be given over the telephone.

1. 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.

XIV. STUDENT SERVICES

A. Government Services

1. Title 1

   Title 1 funds provide educational services for students who qualify for additional
   assistance in reading and/or math.

2. Chapter 2

   Chapter 2 funds provide library books and other materials for our school.

3. Title 2A

   Title 2A funds professional development for faculty.

4. Title 3

   Title 3 funds educational services for students who qualify as English as a Second
   Language learners.

   a. Lunch Services

   A hot lunch service is provided by Choicelunch. Monthly menus are made available
   through Choicelunch on the school website www.holyrosarycatholicschool.org. A link is
   also available through the weekly newsletter.

   Students will not be permitted to call home for forgotten lunches. Lunches brought by a
   parent during the school day must be delivered to the school office, not the classrooms.
   Students are responsible for checking with school office personnel for delivered lunches.
   Lunches from home should be "brown bag". Fast food or take out lunches, carbonated
   beverages, candy, gum and glass bottles are not permitted. Students without a lunch
   should speak with their classroom teacher or school office personnel for assistance.

   For health and safety reasons, students should not share lunch items with other students
   due to food and other allergies.

XV. VOLUNTEERS

A. Volunteers

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

i. Volunteer Health Screening

All Volunteers who work at the school site must have a TB test on file.

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 with the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) years.

If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years, a two (2) step skin test procedure is required. If a skin test is positive, a chest X-ray is needed, one (1) time only. Therefore, a symptom screening is recommended each year, documented by a physician.

ii. Volunteer Background Checks – Megan's Law Screening

A Megan's Law screening must be done for any volunteer who falls under the categories listed below:

a) All volunteers who work at the school site or in a school sponsored activity must be screened by the process established under California's Megan's Law.

b) All volunteers must be screened by the identification process established under California's Megan's Law.

In addition, any other volunteer who has contact with or access to children must be screened.

Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

iii. Live Scan

All volunteers who work at the school site or at a school sponsored activity must be live scanned. There is a fee payable to Holy Rosary School that is assessed by the Diocese of Oakland. Holy Rosary School contracts with a provider for the live scan can to be done on school site during the month of August. After August, the volunteer must seek an outside provider to administer the live scan at an additional cost.

iv. Safe Environment

The mission of the Diocese of Oakland Safe Environment Office is to assist the Church in creating a safe haven for children and all people. The Safe Environment Office has chosen the VIRTUS programs for it's Safe Environment training. Once volunteers complete the training, please print the certificate of completion and file it with the school office. This certificate is valid for 3 years. Go to this website to register and complete the training: http://www.virtusonline.org/virtus/

v. 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 the School Board Committee and subsidiary groups, Parent Teacher Guild and subsidiary committees, Fundraising Event Committees, classroom assistance to teachers, cafeteria/hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

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

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

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

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

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

DIOCESE OF OAKLAND
SAFE ENVIRONMENT PROJECT

www.oakdiocese.org/ministries/safe-environment

The Safe Environment for Children, Young People and Vulnerable Dependent Adults is the Diocese of Oakland's implementation of the USCCB Charter. This project is our commitment to creating and ensuring safe, healthy places for every person to live, work, play and pray; meeting our responsibility to keep the promise to protect and the pledge to heal.

The four components of this project, are designed to put safeguards in place to prevent abuse and to guarantee that adults who come in contact with children and the vulnerable are screened, as well as, trained to recognize and respond to abuse in all its forms and to report suspicions of abuse.

SCREENING: Priests, clergy and employees are background screened through LiveScan fingerprinting at the beginning of their ministries. All volunteers who come in contact with children in any capacity are required to be LiveScan fingerprinted. In addition, Megan's Law screening of all volunteers is conducted annually. Fees are assessed.

TRAINING: Training is offered on-line or in a workshop venue. Training is mandated for all adults at the beginning of employment or volunteer position. Retraining is mandated to be completed every three years. Sites are on a three-year cycle with 1/3 of parishes/schools scheduled each year. Fees are assessed.

CURRICULUM: Lessons focusing on personal safety and abuse prevention/reporting are taught each year to all students in grades PreK through 12. Curriculum Verification of lessons is an annual mandate.

PARISH BASED SAFE ENVIRONMENT COMMITTEES: Parish and School Safe Environment site coordinators are to establish a committee at the parish, the function of which is to support the pastor in ensuring compliance.

Diocese of Oakland
Department of Catholic Schools

Statement on Responsible Use of Technology

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

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

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

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

The Diocese of Oakland is pleased to offer to the staff and students access to a computer network, electronic mail and the Internet for educational purposes. To gain access to the school's computer network, e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the Technology Coordinator. All staff members must sign this form and return it to the principal or Technology Coordinator.

Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of the school community conduct themselves in a responsible manner consistent with federal and state law while utilizing the school's computers and network. In keeping with our philosophy of Catholic education. Access to the school's network, Diocesan e-mail and the Internet will enable students and staff members to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that

the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

What are "Computer Resources?

When used in this policy, the term "computer resources" refers to the school's entire computer network. This includes, the school's computer system, file servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network.

Who is a "User?

When used in this policy, the word "users" refers to all students, employees, consultants, temporary workers, parents and other persons or entities who use or come into contact with the school's computer resources.

Ownership of the Computer Resources

The computer resources are the property of each school. Access to the computer resources is provided solely for the purpose of carrying out the educational and operational needs of the school. All use of the computer resources must be supportive of the educational objectives and must be consistent with academic expectations. Use of computer resources is a privilege that may be revoked at any time.

No Expectation of Privacy

Users should never consider electronic communication to be either private or secure. Email can be stored indefinitely on any number of computers. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended. Each school has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing the school to assess and review all materials users create, store, or received on the computer system, Internet or any other component of the computer network. Users understand that the school may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The school has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.

Netiquette

Because we believe that dignity and respect for every person should apply to all of our interactions, users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

a. Be polite. User messages should not be abusive to others.
b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
c. Do not reveal user personal address or phone number or the addresses and/or phone numbers of students or colleagues.
d. Illegal activities are strictly forbidden.
e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
f. Do not use the network in such a way that you would disrupt the use of the network by other users.
g. All communications and information accessible via the network should be assumed to be private property.

Quality of Communications

Users should make each electronic communication truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. Please keep in mind that anything created or stored in the computer system may, and likely will, be reviewed by others. Information published or otherwise distributed electronically is subject to the same policies and procedures regarding the distribution of school system information, including, but not limited to, policies regarding public requests for information and distribution of information to the public.

Security

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail. A user's ability to connect to another computer system does not imply a right to connect to those systems unless authorized to do so.
Each user is responsible for ensuring that use of outside computers and networks such as the Internet, does not comprise the security of the school's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the school's network without authorization. Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the school's network. All material not belonging to the school must be scanned for viruses by the technology staff prior to being placed on the

school's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, cds, and flash drives transferred from these computers to the school's network must be scanned for viruses.

Offensive Material

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that some of these pages may include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Although the school provides filtering software to protect students to the highest degree possible, the school cannot guarantee that this material might come from a search and is not responsible for material viewed or downloaded by users from the Internet.

Prohibited Activities

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in the school's computers. Users encountering or receiving such material should immediately report the incident to the administration. Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communication on-line. Without prior written authorization from the administration, users may not do any of the following to the school's computers or networks:

- Copy software from their home computers;
- Provide copies of software to any independent contractors or clients of the school or to a third person;
- Install software on any of the school's work stations or servers;
- Download any software from the Internet or other on-line service to any of the school's work stations or servers;
- Modify, revise, transform, recast, adapt any software; or reverse engineer, disassemble or decompile any software.

Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration. Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating propriety data or other confidential information is strictly prohibited. Users may not send unsolicited email to persons with whom they do not have a prior relationship with the express

permission of the administration.

Users who take home school computers may use them for educational purposes only. Users may not use school computers for gaming, social networking, personal work, commerce, etc.

Social Networking

Social networking sites including but not limited to MySpace, Facebook, Xanga, SnapChat, and InstaGram are very popular today. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. With this in mind, no user shall create or maintain a public electronic presence that in any way links to or publicizes schools in the Diocese of Oakland. The following guidelines apply:
- Users may not use school information such as logos, official seals, or photographs.
- Users may not link their personal website to the school's website.
- Users may not post inappropriate photographs or content (including information about the school, students, staff, or parents) containing any form of school identification from the school.
- Users may not post content, including blogs or online journals, linking them in any way to the school.
- Users may not post content, or engage in any topics that are not in keeping with the mission of the School
- Be mindful that on-line content is not private and there could be long-term ramifications.
- Faculty and staff should not friend parents or children unless given approval by the school principal

Cyberbullying

Cyberbullying is being cruel to others through electronic means by sending or posting harmful material using the Internet or other electronic means. This can be done through email, instant messaging, chat rooms, or online sites such as Instagram, Facebook or any other social media application. Schools in the Diocese of Oakland will not tolerate harassment in any form whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy. Parents or students who feel that they have been the victims of cyberbullying should print a copy of the material and report the incident to the administration. Harassment reports will be investigated fully. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, or dismissal from school.

Users must:

1. Respect and protect the privacy of others.
   - Use only assigned accounts.
   - Not view, use, or copy passwords, data, or networks to which they are not authorized.
   - Not share passwords nor use another user's passwords.

- Not distribute private or personal information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.
   - Observe all network security practices, as posted.
   - Report security risks or violations to a teacher or network administrator.
     Not destroy or damage data, networks, or other resources.
   - Conserve, protect, and share network, hard drive, and printing resources with other network users.

3. Respect and protect the intellectual property of others.
   - Not infringe upon copyrights (no making illegal copies of text, pictures, music, games, or movies).
   - Not plagiarize. Copying another's work, without giving credit to the source, will be considered cheating and subject to the cheating policy in the student handbook.

4. Respect and practice the principles of community.
   - Communicate only in ways that are kind and respectful.
   - Report threatening or inappropriate sites or materials to a teacher.
   - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are inappropriate, threatening, rude, discriminatory, or meant to harass).
   - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
   - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
   - Not send spam, chain letters, or other mass unsolicited mailings.
   - Not buy, sell, advertise, or otherwise conduct business.

Students are to notify an adult immediately, if by accident, he/she encounters material that violates the rules stated above.

System Abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the school network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse or violation of acceptable use.

- Forging email messages.
- Attempting to circumvent data-protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying uploading or transmitting obscenity or pornography, as legally defined.
- Electronic communications, or changing, or deleting another user's Files or software without the explicit agreement of the owner, or any activity which is illegal under California computer crime laws.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the school network.

Copyright

In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and on-line activities. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

Internet and E-Mail Rules

All users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules behavior and communications always apply when working with the school's computers and network. The network is provided to conduct research and communicate with others for educational purposes. Access to network services is given to all users who agree to act in a considerate and responsible manner. Parent permission is required for students under 18 years of age. Access is a privilege - not a right. Access entails responsibility. No student will be allowed on the network without signed consent. Other users need to read and sign the Acceptable Use Policy at the beginning of each school year. Individual users of the school's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with Diocesan standards and will honor the agreements they have signed. Network storage areas, like school lockers and classrooms, are the property of the school. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private. All information is subject to the Freedom of Information Act and should not be deemed private. With this educational opportunity comes responsibility. The school will take steps, such as using filtering programs (software designed to restrict access), access controls, and monitoring by teachers, to restrict access to controversial material. On a global information network, such as the Internet, however, it is impossible to restrict access to all potential inappropriate materials. It is the responsibility of all users to understand and abide by the

Diocesan Technology Acceptable Use Policy to ensure that access to those resources provided by the school are not abused. The following actions are not permitted:

- Sending or displaying offensive, sexually explicit, pornographic messages or pictures.
- Using obscene, sexually explicit, threatening language.
- Harassing insulting or attacking others.
- Revealing personal information i.e. address, school, phone number.
- Damaging or vandalizing computers, computer systems or computer networks.
- Violating copyright laws or use property of another individual or organization without permission.
- Plagiarism.
- Establishing any official representation of the school or Diocese without obtaining prior approval of school administration.
- Using another's password.
- Trespassing in another's folders, information, work or files.
- Intentionally wasting limited resources i.e. inappropriate downloads, spamming, chain letters, etc.
- Using chat rooms without expressed permission of a faculty member.
- Employing the network for commercial purposes.
- Friending a student (if you are a teacher) or teacher (if you are a student) on a Facebook, MySpace, InstaGram, SnapChat, or a social network site.
- Blogging for non-educational purposes during school hours.

Violations may result in a loss of access as well as other disciplinary or legal action.

Please note: Employees of the schools in the Diocese of Oakland are required to check their CSDO mail daily.

Cell Phone Use

Use of cell phones on a school site is limited to before and after school for parent contact. Students and Staff may not use a cell phone for the following purposes:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing another person
- Texting or Sexting during school hours

Laptop Policy

All users of laptops are responsible for computers they are given. If a laptop is lost, stolen or broken it is the users responsibility to replace or repair it as dictated by the school administration. Users may not upload software or use the computer for personal reasons without permission of the school administration.
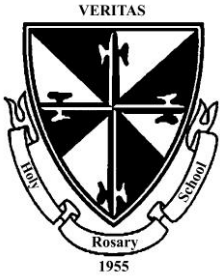
Student User Agreement and Parent Permission Form

Technology Acknowledgement

2019 - 2020

Part 1.

Before signing this form, please read and review Appendix 7004- Statement of Responsible Use of Technology. Return this page with both the student's signature and parent/guardian signature to the Technology Specialist. Please keep the Appendix 7004 for your reference when you are utilizing the available technology resources within the Diocese of Oakland.

Student Signature: _____ Date: _____

PRINT Student Name: _____Grade: _____

Part 2.

I have read and agree to comply with the terms of this policy governing the use of the school's computer resources. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal action. As a user of the computer network, I hereby agree to comply with the stated rules, communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.

Student Signature: _____ Date: _____

PRINT Student Name: _____Grade: _____

Part 3.

As the parent/legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that Individuals and families may be held liable for violations. I also understand that the Acceptable Use Policy applies if I am a user of school technology.

Parent Signature: _____ Date: _____

PRINT Parent(s) Name: _____
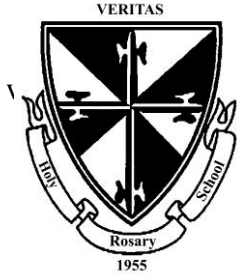
Holy Rosary School Parent and Student Agreements

2019-2020

Parent and Student Handbook

I have read the Holy Rosary School Parent and Student Handbook, and discussed It with my child(ren). They agree to adhere and uphold the Holy Rosary School policies.

_____   _____   _____
Mother's/Guardian's Signature   Date   Father's/Guardian's Signature

Student Internet Acceptable Use Policy

I have read the Student Internet Acceptable Use Policy and discussed it with my child(ren). They agree to adhere and uphold these policies while using the Internet, the school's available technology equipment, and services.

_____   _____   _____
Mother's/Guardian's Signature   Date   Father's/Guardian's Signature