



SAINT AGNES SCHOOL FAMILY HANDBOOK

2024 – 2025

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Accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). 

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Dear Parents

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

The Family Handbook represents a document that reflects the goals, guidelines and operating framework by which we administer our school community. This document is our attempt to maintain uniformity, transparency and stability in the governance of the St Agnes School community.

As we maintain our ongoing effort to accommodate safety and educational priorities, please understand that the Handbook will remain in full force and effect but is subject to any of the COVID-19 Pandemic policies and procedures that are issued by the St Agnes School administration. These recommendations may be modified and new or different requirements for events may be adopted, to protect employee or student safety at any time at the school's discretion.

Blessings,
Jill Lucia

AMENDMENT POLICY

The principal retains the right to amend the Family Handbook. In the event that changes are necessary, all parents will be given notification. All changes will be indicated in red.

May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord, Jesus Christ. Romans 15:5-6

GENERAL INFORMATION

A. ACCREDITATION

St. Agnes School is an accredited institution of learning. The school is accredited through WCEA (Western Catholic Education Association) and WASC (Western Association of Schools and Colleges.)

In order to secure accreditation, St. Agnes School participates in an in-depth self-study process that takes two years to complete. A committee of six to eight individuals visits the school site spending four days observing, interviewing and discussing the school and its curriculum. During the committee's visitation classrooms are observed, members of the community are interviewed, data is gathered, discussions are held, and meetings for review and clarification are scheduled. The end result is a written recommendation made by the Visiting Committee to the WCEA and WASC agencies to give or deny accreditation for a period of six years with or without stipulations. Approximately 3 to 4 months after the formal visitation, the final accreditation is sent to the school.

During the term of accreditation, written progress reports for site improvement are submitted annually to the Diocese of Oakland as well as to WCEA and WASC.

The Schoolwide Learning Expectations are listed in the front of this handbook. These expectations are a part of the WCEA/WASC process. St. Agnes School challenges the adults in our community to meet these expectations while preparing graduates to be faith-centered Catholics, proficient communicators, and conscientious people who are academically prepared to meet the challenges of high school.

"Education is integral to the mission of Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth."

Meeting with Catholic Educators – Address of His Holiness Pope Benedict XVI
Conference Hall of the Catholic University of America in Washington, D.C.

Thursday, 17 April 2008

B. HISTORY

St. Agnes School opened its doors in 1967 under the direction of Father Edmund Hayburn with the support of the St. Agnes Parish Community. The Sisters of St. Joseph of Carondelet originally staffed the school and their presence continued through 2012. The philosophy of the school continues to reflect the Sisters of St. Joseph of Carondelet's Mission through its commitment to serve all students, in addition to consistent outreach to the poor. St. Agnes School educates approximately 300 students from preschool through eighth grade.

C. MISSION STATEMENT

“St. Agnes School, in partnership with the Catholic Schools in Diocese of Oakland, educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.”

D. PHILOSOPHY

Our St. Agnes School Community is dedicated to fostering the development of each student, recognizing their diverse needs and encouraging their unique potential. Our goal is to send individuals into the world who are faith-centered, conscientious, academically prepared, and effective communicators. As a community of pastor, parents, teachers, and staff; we provide a caring environment that values:

- Lifelong faith-formation
- Individual self-worth
- Academic excellence
- Compassionate service through social justice

E. SCHOOLWIDE LEARNING EXPECTATIONS

1. A faith centered person living the Gospel message who is able to:
 - 1.1 Demonstrate understanding of the Catholic faith and practice
 - 1.2 Recognize God's love
 - 1.3 Make morally responsible decisions
 - 1.4 Express compassion for others, locally and globally through gifts of time, talent and treasure
 - 1.5 Practice forgiveness

2. A conscientious individual in a diverse society who is able to:
 - 2.1 Treat self and others with dignity and respect
 - 2.2 Demonstrate self-discipline
 - 2.3 Take responsibility for personal actions
 - 2.4 Demonstrate respect for the environment

3. A life-long learner who is able to:
 - 3.1 Use knowledge, skills, and strategies necessary to learn
 - 3.2 Demonstrate understanding of core curriculum
 - 3.3 Experience the fine arts
 - 3.4 Work to his/her ability

4. An effective communicator who is able to:
 - 4.1 Listen actively to others
 - 4.2 Communicate effectively both verbally and in writing
 - 4.3 Cooperate and collaborate with others

"The program of studies in a Catholic school reflects the importance which the school and sponsoring community attach to Christian formation. Basic to this task, as we have said earlier, is instruction, which is authentic in doctrine, and contemporary in presentation... They can contribute to making Catholic schools true communities of faith in which the formation efforts of Catholic families are complemented, reinforced and extended. Within such communities, teachers and pupils experience together what it means to live a life of prayer, personal responsibility and freedom reflective of Gospel values. Their fellowship helps them grow in their commitment to service of God, one another, the Church, and the general community." To Teach as Jesus Did - National Conference of Catholic Bishops, 1972, #107

F. PERSONNEL

1. Bishop

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

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

2. Superintendent of Catholic Schools

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. 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 secretary is responsible to the Principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

7. *Other Support Staff*

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

G. BOARDS

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.

The School Board's primary concern in its ministry of Catholic education is the spiritual, intellectual, physical, emotional and social development of the students. The School Board, operating under the guidance of the Superintendent of the Department of Catholic Schools, in conformity with the policies of the Diocese of Oakland and consistent with the policies and plans of the Diocesan School Board, shall concern itself with policy matters pertaining to the general excellence of Catholic education at St. Agnes School.

Working in close collaboration with its administrative officer, the Principal, and hearing its many publics, this School Board shall provide advice and counsel with regard to the formulation of policies that will enable the school to reach its agreed upon goals. The Consultative School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas: Strategic Planning, Policy Formation, Institutional Advancement/Development, Financial Planning and Financial Management, as well as Communications.

The Consultative School Board has no authority for formulating policies separate from the Pastor and Principal. The Parish School Board does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to curriculum, school staff/personnel or students.

3. Parent Association (PACE)

St. Agnes School has a Parent Association called PACE (Parent Association for Catholic Education,) that meets on the second Tuesday of each month. The purpose of this association is to help coordinate the fundraising efforts and social activities of the school. The PACE organization will sponsor education

evenings in which topics current to parenting will be addressed. All parents of St. Agnes School are members of the PACE organization and therefore invited to attend meetings. There is an annual fee of \$35.00 per family charged by PACE. A portion of this fee (\$10.00) pays for the costs associated with Teachers' Appreciation Week. This fee is billed to each family's account and is due and payable in July.

4. Development Committee

The St. Agnes School Development Committee is an endowment fundraising, alumni relations and special events advisory body operating for the benefit of St. Agnes School. The Principal, after consultation with the School Board, and the approval of the Pastor, brings specific fundraising needs to the Development Committee.

ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. ACADEMIC HONESTY

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), 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. AREAS OF FOCUS

Academic Education

Objective: To provide an educational environment that develops skills and knowledge for independent and life-long learning through the following:

- Providing a well-rounded and standards-based curriculum that is

- consistently evaluated;
- Providing diverse learning experiences to recognize different learning styles including the use of current technology;
- Providing enrichment opportunities through special programs, speakers, and trips;
- Encouraging healthy and positive attitudes toward learning;
- Teaching critical and cognitive thinking skills, thus equipping the children for decision making, creative problem solving, and the ability for self-evaluation;
- Providing in-service and professional growth opportunities for staff members both on-site and off campus;
- Publicizing to the student body local educational offerings and opportunities available through other elementary and secondary schools and colleges.

Community Service

Objective: To develop student understanding of the need for service to the larger community through the following:

- Encouraging student government leaders to organize their peers for community service;
- Preparing students to give Catholic witness to society;
- Encouraging stewardship;
- Developing ecological awareness;
- Contributing to the financial and physical needs of the poor on a local and global level.

Cultural Development

Objective: To encourage respect and acceptance of cultural heritage and diversity through the following:

- Welcoming students of diverse backgrounds equally;
- Forming attitudes of respect for world religions;
- Teaching an appreciation of cultural respect and ethnic diversity;
- Providing insightful learning opportunities that enhance the children's understanding of culture;
- Providing experiences that develop a global vision.

Personal And Social Development

Objective: To help students develop self-worth which will allow them to function effectively in society through the following:

- Providing experiences that enhance self-esteem;
- Encouraging responsibility for one's actions;
- Resolving conflicts peacefully and develop lifelong coping skills;

- Encouraging cooperation between classmates and schoolmates;
- Participating in the No Bully Program;
- Fostering a sense of belonging and a safe learning environment;
- Providing students the opportunity to be involved in their church and community;
- Recognizing the uniqueness and special giftedness of each child;
- Fostering social and environmental awareness and encourage thinking on a global level.

Physical Development

Objective: To foster respect and reverence for the human body through the following:

- Encouraging good eating habits and proper personal hygiene;
- Teaching basic safety;
- Providing opportunities for team sports and a P.E. program for all students;
- Fostering good sportsmanship and teamwork in both competitive and non-competitive sports;
- Expanding knowledge of physical growth through the family life and the science curriculum.

Spiritual Education

Objective: To help students develop and grow in relationship with God through the following:

- Expanding basic knowledge of God and the Catholic faith;
- Incorporating and integrating Catholic values throughout the day;
- Studying Scripture;
- Preparing for and celebrating the Sacraments;
- Involving students in the planning and celebration of liturgies and prayer experiences;
- Reinforcing Christ-like behavior;
- Providing family experiences that are faith based;
- Encouraging service to others consistent with Catholic teaching in the home, school, and local community.

C. CURRICULUM

Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines. St. Agnes School's curriculum is designed to prepare students for high school and to further the academic goals they may choose to pursue. In order to promote academic excellence, all curriculum is based on the Diocese of Oakland Curriculum Standards and in

alignment with the California Common Core State Standards. The areas of study include religion, reading, language arts, mathematics, social studies, science, art, music, Spanish, computer literacy and physical education.

Religion

Kindergarten through 5th grade integrates the RCL Benziger: *Be My Disciples Series* (2014 edition,) throughout the religion curriculum. The junior high curriculum is based on the St. Mary's Press: *The Catholic Connections Handbook for Middle Schoolers Second Edition* (2014.) St. Agnes School's religion program includes a developmental study of religious truths and Sacred Scripture, Sacramental preparation, participation in worship, congregational singing, practice in Christian living, and growth in Christian ethics and morality. Through the practical application of our daily living, religion becomes the unifying force in our school.

St. Agnes School's religion curriculum is further supplemented with the weekly preparation of the children for the Sunday liturgies. Throughout the school year, the students regularly attend Mass. Students in grades 3–8 plan these liturgies as well as other para-liturgies for the entire school. Monthly school Masses are celebrated with the parish community as well.

In addition, a program for enhancing family life education is also taught. . Family Life instruction encompasses the moral educational needs of youth with the teachings of the Catholic Church and the practice of Christian virtues. In accordance with the Safe Environment Project of the Diocese, the Circle of Grace program will be taught to students in grades Preschool-8.

English Language Arts

Students explore novels, short stories, essays and poems to provide practice in each of the language arts domains: reading, writing, speaking, and listening. Students write a variety of responses to literary works including formal and informal responses and essays, narratives, and poems to develop critical thinking and literary appreciation.

Children in grades kindergarten through second grade use the Zaner-Bloser *Superkids® program*, which integrates phonics, reading, writing, spelling, and grammar. Phonics-based online reading programs such as Lexia, A-Z Reading™ and RAZ Kids™ are used in 1st and 2nd grade to reinforce skills. Class sets of novels are used in the 2nd- 8th grade levels to support reading skills. Reading instruction is supported throughout the curriculum.

The language arts curriculum, in grades 3 - 8, is taught as an integrated

course: reading strategies, vocabulary, grammar, and essay writing center on a core literary work. The Step Up to Writing program is a systematic curriculum used to teach and assess writing in grades kindergarten-8th. The three types of writing: informative/explanatory, opinion/argument and narrative are explicitly taught within this program. The 6+1 Trait® Writing Program, which focuses on idea, organization, word choice, voice, sentence fluency and conventions, is also incorporated within this writing program. *Accelerated Reader™*, a program designed for 2nd grade and beyond to enhance and improve reading accuracy, comprehension, and skills is an integrated part of the curriculum. Students are assessed and then read at a particular level based on that assessment. Students take a test after reading each book and progress through the various reading levels as their skills improve to reach their personal goal for points earned.

Mathematics

The *Go Math series published by Houghton Mifflin* is used to introduce the math standards in grades K-5 and McDougal-Littell publishes the series used in grades 6–8. Mathletics and Kahn Academy are web-based applications that are also offered to supplement instruction during the year as well as maintain and deepen skills over the summer break. The mathematics program includes:

- Number fact recall
- Computation
- Appropriate use of calculators to enhance learning
- Number sense
- Estimation
- Mental math
- Problem solving
- Conceptual understanding
- Process and conclusion communication
- Computer applications to enhance learning
- Other grade level appropriate content areas

At the 8th grade level, algebra is taught. McDougal-Littell publishes the textbooks and associated materials used by most students.

Science

The science curriculum allows students to discover the many ways that science affects their lives. The NGSS (Next Generation Science Standards) are taught by using various resources. St. Agnes School incorporates the textual, inquiry-based FOSS Kits 2018 edition of Delta Education in

kindergarten through 8th grade. The Lexia Core 5® program is utilized in grades K-5 to develop close reading skills and enhance comprehension of non-fiction selections. In addition, students conduct labs and experiments to better reinforce science concepts. Students in grades 6th through 8th are required to participate in the annual school science fair.

Social Studies

Savvas, *My World Interactive Series* 2019 Publication (California Series) is used in grades Kindergarten through 5th. The TCI 2017 Publication *History Alive* is used in 6th through 8th grade. Various articles and other primary sources supplement the curriculum. The Lexia Core 5 program is used in grades K-5 to develop close reading skills and enhance comprehension.

The Social Studies program includes the history, culture and contributions of people and neighborhoods, and communities of today and yesterday, California history, the U.S. and other Americas, nations of the world, United States history and government, medieval and ancient civilizations and their contributions. The understanding and deep appreciation of American ideals, heritage and way of life are a vital outcome of the social studies program. The Social Teachings of the Catholic Church are interwoven into social studies instruction.

Art and Music

Each classroom teacher integrates art throughout the curriculum. Music instruction takes place in the music classroom by a specialized teacher. Students are offered music theory, musical understanding, and appreciation through the use of tuned and un-tuned Orff instruments, in addition to vocal training instruction. Liturgical music is taught at all grade levels. English hand bells are offered as an optional part of the music instruction as an extra-curricular activity in 5th grade. Choir is offered as an extracurricular activity for students in 2nd-8th grades.

Educational Media

St. Agnes School is a member of the Catholic Telemedia Network (CTN). Membership entitles the school to access Internet services, educational programs, videos and other services.

Physical Education

Physical education provides children the opportunity to acquire and develop gross and fine motor physical skills, confidence and camaraderie, as well as physical and mental wellbeing. Organized classes of activities, exercises and seasonal sports are taught according to students' abilities and needs. Extra-

curricular sports activities such as basketball and track are available to students through the parish CYO program.

Technology

The purpose for incorporating the use of computers into the school curriculum is to reinforce, augment and enrich core curriculum, and to develop computer literacy; that is, the skills and knowledge necessary to succeed in a society dependent on technology for handling information and problem solving.

Each classroom is equipped with multiple iMac computers. Class sets of Chromebooks are also available for classroom use in grades 2-5. Students in grades 6, 7 & 8 participate in a lease to own Chromebook program. This device will remain on campus until the assigned student graduates, and then the Chromebook will be the property of that student.

Educational software is available in the areas of reading, language arts, mathematics, social studies and science for levels K through 8. The curriculum provides students with additional learning in all academic areas. In grades 3-8 the following programs are integrated throughout the curriculum: keyboarding, word processing, spreadsheet, presentation skills, Google Classroom and Google Docs. It is the expectation of the school that teachers and instructional assistants will collaborate with the technology coordinator in both planning and scheduling to provide for the integration of instruction at all levels of the curriculum.

St. Agnes School is committed to staying abreast of, and current with, the latest technologies that have proven to be beneficial in educating students. Interactive boards, projectors, and document cameras have been purchased for every classroom.

In addressing the changing technological landscape of our society, St. Agnes School recognizes the various ways, both positive and negative, that students can use technology both in school and at home. The Diocese of Oakland has designed a Telecommunication Responsible Use Policy that is intended to govern the ethical and responsible manner by which students, parents and staff are to use computer technology both at school and in the home. This document addresses concerns such as cyber-bullying, privacy issues, safety issues, etc. All students and their parents/guardians are required to read and sign this Responsible Use Agreement form before the child/children may use the Internet at school. A copy of this form can be found in the *Addendums*

section of this handbook.

St. Agnes School is implementing other means of addressing and teaching responsible behavior with the use of technology. St. Agnes recognizes that our students need specific and direct guidance as they explore their technologies. As a religious institution and a community of faith, we value, believe and teach the importance of the human person and the need to personally respect every person. This belief applies to all of our interactions with one another, whether in person or by virtual means. We recognize the fact that words transmitted using the Internet and other related technologies are published materials and are public documents available for worldwide access. This awareness must be taught to our students.

Inappropriate communication, defamation of character, bullying, harassment or any other kind of demeaning behavior on the Internet which potentially brings harm to an individual as well as to the school community is not only contrary to the mission of this school, but unacceptable behavior for anyone professing to follow the Gospel teaching of Jesus Christ. Students and parents electing to misuse technology in irresponsible ways both at school and at home will be held accountable for their published words and will face disciplinary action.

Although student photos are available for school publicity and sharing, student names or other identification will not be associated with the photos. If for some reason a parent feels that there is a danger in a student being identified in a location, there is an option on the Telecommunications Responsible Use Agreement Policy to exclude the child's photo from being published.

World Language

St. Agnes School offers a K-8th grade Spanish program. The emphasis of this program is to develop basic conversational skills and introduce students to the language and culture of Hispanic and Latin American people. A variety of teacher-generated materials enhance the command of the language.

D. ELECTRONIC INFORMATION

(Also see Electronic Policy under Discipline)

The mission of St. Agnes 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 back of this handbook.

E. GRADING AND RELATED TOPICS

Report Cards

Report cards are given three times a year in kindergarten through 8th grade. The grading system is as follows:

Grades K-5:

4 – Advanced Exceeds Mastery

3.5

3 – Proficient/Mastery

2.5

2 – Developing/Approaching Mastery

1.5

1 – Needs Support/Below Basic

Grades 6-8:

A 95 - 100

A- 90 - 94

B+ 87 - 89

B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	59 and below

All students receive marks for their Social Development and Work Habits as indicated:

- E – Exceeds Expectations
- M – Meets Expectations
- N – Needs Improvement

If the student or parent feels that a grade has been given in error and wishes to challenge the grade, it must be done within a two-week time period or the grade will stand as given. A consideration for grade change does not necessarily indicate that the grade will be permanently changed.

Homework

Homework is assigned on a daily basis to foster habits of independent study and to reinforce learning. Parents are encouraged to discuss with their student the importance of homework and the necessity of completing it in a timely manner.

St. Agnes School follows the Diocesan guidelines regarding daily homework, which are as follows:

Grades Kindergarten – 1 st	20 – 30 minutes nightly
Grades 2 nd and 3 rd	30 – 45 minutes nightly
Grades 4 th and 5 th	45 – 60 minutes nightly
Grades 6 th – 8 th	60 – 120 minutes nightly

From time to time, long-range assignments may be given and parental supervision is recommended to help the child complete the task as assigned. If confusion exists regarding the teacher’s criteria or requirements, it is advisable to contact the teacher as soon as possible to avoid frustration for the student and delays in completing the work as assigned.

Awards: Honor Roll:

Students in grades seven and eight participate in the California Junior Scholarship Federation (CJSF) honor roll awards. While we elect to recognize 6th grade students, California Junior Scholarship Federation recognition can only be earned by students in grades 7 and 8. Students receive a maximum of 3 points for an A and 1 point for a B in the following subject areas:

- Religion
- Math
- Social Studies
- Science
- Language Arts

A total of 10+ points is required for First honors. In addition, St. Agnes School also awards junior high students with Second Honors for those who receive 8-9 points and Honorable Mention for students earning 6-7 points. Because it is possible for students to receive all B's and not meet these point requirements, the Principal's Award is presented. A student is ineligible for the Honor Roll should he/she receive an "N" (needs improvement) on the life skills section of the Report Card. In addition, each teacher in every grade is encouraged to give other awards at his/her discretion in the classroom setting.

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. The Supply List is posted on the school website. Some supplies may need to be replenished throughout the year.

Care Of Textbooks And Other School Property

As each new school term begins, every child is given books to care for and use throughout the year. Good care and respect for all materials is important. Each child is expected to treat books in such a manner that other children can use these books for several years to come. A policy has been established for textbook replacement. A student will pay full replacement costs for any school property (i.e. textbooks, computers, desks, chairs, musical instruments, etc.) deemed unusable. Children who damage a book that can still be used will be fined a damage fee of \$25.00. All books must be covered throughout the entire school year.

F. GRADUATION

Graduation Ceremony

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

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. Graduates will receive a gown to wear during the ceremony. Further details will be shared by the homeroom teacher.

G. PROMOTION AND RETENTION

Promotion

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

Remediation

When necessary, prior to May 1st, teachers will notify parents about any and all summer remediation requirements. A conference between the parents, teacher, and principal will take place prior to the beginning of the new school year to evaluate the student's status for the upcoming school year.

Retention Policy

St. Agnes School provides a challenging academic environment for all children. Although we try to ensure the success of all children, sometimes it is not possible for a child in grades K-2 to meet the necessary standards and retention is considered. When considering retention of any student, the school follows the directives as outlined by the Diocese of Oakland. Should a child in grades 3-7 not be performing at grade level, he or she may be considered, in consultation with the Superintendent, as a "transfer" to the next grade at the end of the year.

In the event that retention or transfer is being considered, the teacher and principal will discuss the situation and request a parent conference. This conference will be scheduled prior to the second progress report (middle of

the second trimester). The following points will be considered:

- Specific academic reasons to indicate retention.
- Skill deficiencies.
- Specific behavioral reasons to consider retention.
- Measures that have been implemented to alleviate the academic and/or behavioral problems.
- Specific programs or changes that will be implemented next year to meet the child's individual needs.

A second conference will be held prior to May 1st so that a decision may be reached and necessary plans made for the following year.

H. SCHOOL SCHEDULE

The school day begins at 8:00 AM and concludes at 3:00 PM each day. Notification of schedule changes can be found in the family newsletter and on the monthly calendar, posted on the school website.

Supervision is provided at 7:45AM before school begins. Children may not arrive on the school grounds before 7:45 AM except when enrolled in the extended care program (Kids' Club). Children enrolled in Kids' Club may arrive as early as 7:00 AM. Children who are dropped off at school prior to the 7:45 AM yard supervision time will be sent to Kids' Club and a bill for services will be posted to the family's FACTS account. On regularly scheduled days when school is dismissed, any child still on campus past 3:15 PM will be taken to Kids' Club, as we do not wish to endanger their safety by allowing them to remain on the grounds without supervision. A bill for services will be posted to each family's FACTS account.

The minimum day schedule is 8:00 AM to 12:00 PM. Since the faculty and staff are involved in meetings on most minimum days, the children on the school grounds after 12:15 PM will be sent to extended care and families will be billed.

A regularly scheduled monthly Mass will be celebrated as a school. These monthly Masses are scheduled for the first Friday of the month and will be celebrated at 1:30 PM in the Church.

Daily Schedule:

All Grades	School begins	8:00 AM
Grades K-5	Recess	10:00 – 10:15AM
Grades 6-8	Recess (6-8)	10:15 – 10:30 AM
Grades K-5	Lunch (K-5)	12:30 – 1:10 PM
Grades 6-8	Lunch (6-8)	12:40 – 1:10 PM
All Grades	Dismissal	3:00 PM

Faculty Meetings

Faculty meetings are held on Wednesday afternoons at 3:30 p.m. The first Wednesday of each month is a faculty articulation day and therefore a minimum day for the students. On minimum days, all classes will be dismissed at 12:00 PM to accommodate special staff meetings, grade level articulation and/or teacher in-services.

I. STANDARDIZED TESTING

Schools participate in the Diocesan standardized testing program four times throughout the year. Each student's scores will be sent home with the report card. 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.

ADMISSIONS AND WITHDRAWALS

A. ADMISSIONS

It is the goal of St. Agnes School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic

families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Returning Students

Students shall be re-admitted for the next school year upon verification by the Administration that the family has fulfilled their commitments as outlined on the Parent Commitment form.

New Student Application Process

New student registration will be held in the spring for the following school year. Applicant families shall complete the prescribed application forms and participate in an interview conducted by the Administration. Decisions regarding admission will be based upon the criteria set forth in the application and academic testing. The Administration will make all registration decisions.

Acceptance

Children will be accepted for admission based on the following order of priority:

- Siblings of continuing students whose families demonstrate active participation by regular attendance at Mass (**at least 35 times a year, which computes to more than twice a month.**)
- Currently enrolled in the preschool program
- New families exhibiting active participation in St. Agnes or parish of residence as evidenced by regular attendance at Mass
- Non-Catholic Families

Wait List

Students who have met the criteria in the application form and Parent Commitment will be maintained one year. Priority on the Wait List will be established by the Administration. The Wait List will be updated each year in conjunction with spring registration.

Minimum Age Requirement

To be admitted into kindergarten a child must be five years old on or before September 1st of the current school year. By State regulation the school may not have children younger than this without obtaining licensing for pre-school.

To be admitted into the first grade a child must be six years or before September 1st of the current school year. Where a child has been legally enrolled in another school s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

Records at Entrance

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

Transfer Student Process and Requirements

All financial obligations to previous school must be current.

Special Needs

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

B. NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, national origin, ancestry, religion, sex, sexual orientation, or disability to all the rights, privileges, programs, and activities generally accorded or made available to the students in the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation or disability, in the administration of educational policies, scholarship and loan programs, athletic and other school administered programs.

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 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.

ATTENDANCE

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

A. ABSENCES

It is important for students to be in attendance for all school days. Absences for non-medical reasons are inadvisable. When families elect to take vacations or family trips during regular school time, teachers are not required to provide class work or make-up assignments to accompany children on these unexcused trips and/or vacations. Parents who plan vacations when school is in session are responsible for the academic loss to their child. Even if the work or tests could be made up, this cannot compensate for the lost classroom instruction.

Reporting Process

Please contact the school prior to 9:00 AM on any day your child is unable to attend school. If the school does not receive notification of the absence, an automated system will call home to verify the child's absence.

Please observe the following request:

- If your child is absent from school for any reason, they need to stay off campus until they have formally returned to class.
- A child who was ill in the morning should not be observed on campus in the afternoon if they were unable to attend school that day.

Absence

Upon returning to school from an absence, it is necessary that a written excuse signed by the parents or guardians of the child accompany the student.

"Excessive absence" is defined as being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year.

Whenever a student arrives after morning recess, he or she will be considered a half day absent.

Excessive absences, even if necessary and excused, may be grounds for decreased credit or disciplinary action at the discretion of the Principal. An accurate record of all absences, whether full day or half day, will be recorded in the school information system.

It is essential that your child be in school whenever possible. The daily school schedule allows for medical or dental appointments to be scheduled on minimum days or late afternoons after school has been dismissed. We appreciate your cooperation when scheduling medical appointments. All medical and dental appointments scheduled during the normal teaching day need a medical excuse from the physician upon the child's return in order for that appointment to be an "excused" absence.

Tardy

The school day begins when the first bell rings at 7:55 AM. Children are considered tardy after the second bell rings at 8:00 AM. When a child is tardy, an adult should accompany him or her to the office and sign them in. A late slip must accompany the child into the classroom.

Excessive tardiness is defined as late four (4) times per trimester, or a total of twelve (12) during the school year. Consequences for excessive tardiness per trimester are as follows:

- **4th tardy** -- will result in detention to be served by the student
- **5th tardy** -- will result in a parent/teacher conference
- **6th tardy** -- \$25.00 fine per tardy thereafter and loss of extra school activity (i.e. field trip, dance, school party, etc.)

B. MEDICAL APPOINTMENTS

When picking up a child for an appointment, please come to the school office and complete an Early Withdrawal Slip. The slip is then taken to the classroom, given to the teacher, and the child will then be released. Upon return, students must be signed in through the office prior to returning to class. A MEDICAL SLIP SIGNED BY THE DOCTOR OR DENTIST IS REQUIRED IN ORDER FOR A CHILD TO NOT BE MARKED ABSENT OR TARDY.

COMMUNICATION

A. FAMILY ENVELOPE

Each Wednesday of the school year, a large envelope, called the "Family Envelope," is sent home with the youngest registered child of each family.

An electronic version of the information contained within the Family Envelope is available for those who request this form of communication and the newsletter is also available on the school website. The Family Envelope contains valuable information regarding the school and parish. Please ask your child for this envelope each Wednesday and return it to school on Thursday. You may send notes, permission slips, SCRIP orders, etc., in this envelope. We request that cash payments for SCRIP orders not be sent with the child. All cash payments should be brought to the office, by an adult, so that a receipt can be immediately given for the amount received.

B. SCHOOL MESSENGER

Notifications to the entire school community may need to occur during the year when important information (safety issues, unforeseen school closure etc.) must be shared outside the weekly newsletter. This information will be sent electronically or by telephone from SchoolMessenger. It is imperative that families have the correct email addresses and primary contact phone number on file with the school office in order to receive these notices.

C. WEBSITE

St. Agnes School has a web page. Each week reference is made to new information available on the web page in the family newsletter as well as on the St. Agnes Facebook© page. The school's website can be found at www.stagnesconcord.com. Web pages exist for every grade so that parents can access the site for information, activities, weekly assignments, etc.

DISCIPLINE

Students should be instructed that their actions and attitudes need to reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined by the 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.

A. DISCIPLINE POLICIES

We believe all students have the right to a school environment that is peaceful and cooperative. Any disrespectful and/or disruptive behavior on campus or during a school-sponsored event will not be tolerated. In order to guarantee all students at St. Agnes School the excellent school climate they deserve, the staff will notify parents when any inappropriate behavior or academic issue arises.

When the school year begins, the children's teachers will inform all parents and students in writing, of the rules, rewards, and consequences that will be implemented in the classroom as the year unfolds. If any of this information is unclear, contact should be made with the appropriate teacher so that both parent and child understand the parameters under which they will be expected to function.

Parents are expected to support the efforts of the school in establishing and maintaining student discipline. Since parents are the primary educators of their children, teachers need to be supported in a collaborative effort between home and school. Children are more successful when parents and teachers work together. Parents should avoid undermining teachers' credibility with inappropriate comments or suggestions. Parents are

encouraged to share information with the classroom teacher regarding individual family situations that could affect the child's progress and/or behavior while at school.

The behavior code set forth in this handbook is intended to help create a positive atmosphere conducive to learning. The staff will enforce these codes and the school will communicate serious violations to parents. The students and parents are responsible to obey all the school rules as well as respect the staff and each other. Students are expected to put forth the necessary effort to learn to the very best of their ability.

Since we wish to reward students for their good behavior, communications in the form of parent notices or Praise Notes will also be written by the teachers to inform you of your child's good behavior or academic success. In lieu of a telephone call, a written notice may be another form of communication that will be used by the teachers.

B. CODE OF DISCIPLINE

It is recognized that the vast majority of children at St. Agnes School are cooperative and eager to learn. All students are expected to treat each other with dignity and respect and follow the stated school rules.

The children are expected to respect and obey all forms of authority, i.e. teachers, substitute teachers, instructional assistants, office personnel, parent volunteers, etc. Teachers will notify parents of any serious behavior problems that warrant disciplinary action. **SUPPORTED BY THE PRINCIPAL, THE TEACHER IS THE PRIMARY SCHOOL DISCIPLINARIAN.**

It is the responsibility of all students at St. Agnes School to do the following:

- a. Obey the rules of the school.
- b. Follow the school's prescribed course of study.
- c. Arrive at school on time
- d. Respect and respond to the authority of their teachers and all other personnel.
- e. Follow the Telecommunications Responsible Use policy both at home and at school.
- f. Be courteous.
- g. Respect the rights and property of others.
- h. Refrain from writing in books or on walls, desks or other property

of the school.

The following rules have been implemented to gain maximum cooperation from the students:

- a. Follow the directions the first time given from anyone in charge.
- b. Fighting, swearing, teasing, name-calling, bullying or responding disrespectfully to peers or adults is not tolerated.
- c. Obey all classroom rules.
- d. No throwing objects in the classroom.
- e. Complete all classroom and homework assignments on time.
- f. Follow the uniform requirements.
- g. No gum chewing is allowed on campus.
- h. All books must be covered for the entire school year. Students who write in "non-consumable" books or damage them in any way will be charged a fee or pay the entire cost of replacing the text depending upon the amount of damage to the book.
- i. Fees will be levied to cover the cost of damage to any school property.
- j. Use technology in a respectful and responsible manner both in school and at home.
- k. All 7th and 8th grade students are eligible to attend dances each year. In order to participate, students must comply with the above-mentioned behavior.

Occasionally, there may be a child who experiences difficulty following school expectations in either the area of behavior and/or academics. Should that occur, the school personnel would address the student in a timely and fair manner. If necessary, a conference will be scheduled and a behavior and/or academic contract may be implemented.

C. 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:

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

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

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

D. CELL PHONES AND ELECTRONIC DEVICES

Students are not allowed to have cell phones, headphones, or any other electronic devices on campus before, during, or after school hours for any reason. Should a student have any of these items found on campus, the items will be taken away and returned to the student at the end of the school year. The use of e-readers or tablets exclusively for AR reading will only be allowed in grades 4th-8th.

E. PLAGIARISM

The Random House dictionary defines plagiarism as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of those words as one’s own original work.” It is the unearned credit taken for a piece of work through a false claim of ownership. Whether intentional or unintentional, the failure to include quotations or give the appropriate recognition to the original author is a violation of the law as well as a violation of the ethical behavior expected of a St. Agnes student.

The development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier. In today’s

world, one has only to copy and paste text from the web.

The consequences of intentional or unintentional plagiarism are as follows:

1. **First offense** will require that the particular assignment is rewritten in the student's own words. A parent/teacher conference will be held to inform the parent of the offense.
2. **Second offense** will require that the particular assignment is rewritten in the student's own words. Suspension results in a student being unable to receive any credit for assignments in all curricular areas.
3. **Third offense** will require that the particular assignment is rewritten in the student's own words and a suspension of 5 days. Again, any suspension carries with it a "no credit" for every curricular subject for the entire period of the suspension.

F. SCHOOL SEARCHES

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 8th grade students. 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.

G. STUDENT HARRASSMENT, BULLYING AND

HAZING POLICY

All schools in the Diocese of Oakland are committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care. Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore the Diocese of Oakland has adopted this policy to ensure that our schools prevent and respond to bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

What is bullying?

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

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

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

What is harassment?

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

It is sexual harassment to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy. Harassment in any form is illegal. Our Diocese does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment. For these reasons it is the policy of the Diocese to ensure that each school takes the following measures. (See Appendix)

Threats Made By Students

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

The student who has made the threat should be kept in the school office under supervision until the police arrive. The school will notify the parent(s)/legal guardian(s) of the student who has made the threat. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately. The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including expulsion.

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

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

I give you a new commandment: Love one another. As I have loved you, so you also should love one another. Jn. 13:35

H. 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.

I. DISCIPLINARY ACTIONS

Loss of Privilege

Attendance on field trips or other school sponsored activities and non-uniform dress days are privileges and not rights. A student's ability to participate in these activities may be revoked for violations of school rules.

Damage to School Property-Restitution

Restitution to damaged books or property will be required. Fees will be levied against the student to cover the cost of the actual damage or any replacement costs.

Parent Notice

Teachers and staff may issue parent notices to apprise parents about the student's behavior. When a student chooses to break a rule, he or she will receive a parent notice. A consequence for receiving a parent notice may earn the student detention after school. If a student receives such a notice, it must be signed by a parent or legal guardian and returned to the issuing staff member by the next school day. Signing the Notice does not necessarily denote agreement but is an acknowledgment of receipt. If the slip is not returned the child will contact the parent by phone and the

consequence may be increased.

Detention

Detention will be held Thursdays from 3:05 PM to 4:05 PM. Students in Kindergarten through 3rd grade serve a ½ hour detention and students in grades 4th through 8th serve a one hour detention. Detention is typically served on the first Thursday after the infraction. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Student Behavior Contract

St. Agnes School believes that each student has the right to an education and that no one has the right to interfere with another's ability to learn. The staff seeks to create an environment where learning can take place. Therefore, students who repeatedly (three parent notices with a detention) choose to break school and/or classroom rules may be placed on a Student Behavior Contract. A Student Behavior Contract will be created with the collaboration of the principal, teacher(s), parents and student; it will state the student's behavioral expectations and consequences. If the Student Behavior Contract does not bring about a change in the unacceptable behavior or attitude of the student the following may result:

1. A suspension from school for a specified period of time.
2. After two suspensions, further infraction of the rules may result in expulsion.

Suspension

Suspension is a serious consequence in which the student is temporarily denied admission to school. Students may be suspended, at the discretion of the Principal, for a period not to exceed five school days. A suspended student may not be on campus at any time during their suspension. A suspended student may return to school after a parent-principal conference. Suspended students must complete all work assigned during their time away from school.

- a. The following offenses can result in the suspension of a student from St. Agnes School:
 - i. Any threat or use of force or violence directed toward any person or property.
 - ii. Theft.

- iii. Cheating.
- iv. Possession or use of Laser pointers.
- v. Harassing.
- vi. Bullying.
- vii. Using technology at any time in a way that could negatively affect the reputation of any member of the St. Agnes Community.
- viii. Any other serious, unacceptable behavior.

b. Suspension Procedures:

- i. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent(s)/legal guardian(s) as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in "ii" below may be adhered to after the fact.
- ii. 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:
 - NOTICE: This is satisfied by telling the student that they are going to be suspended; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
 - 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.
 - 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.
 - PARENT(S)/LEGAL GUARDIAN(S) CONTACT: It is always necessary to inform the parent(s)/legal guardian(s) of the

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

J. EXPULSION POLICIES

Expulsion is a permanent action by which the student is denied admission to classes and the school grounds. Students whose parents violate their parent commitment may also be excluded from St. Agnes School. Any behavior that could damage the reputation of the school or a member of the school community can result in the expulsion of a student or parent regardless of the place or circumstances of its occurrence.

- a. The following offenses committed by students while at school or a school related function may also result in expulsion:
 - Continued willful disobedience/consistent violation of school rules.
 - Open, persistent defiance of the authority of any school employee by student or parent(s)/legal guardians(s).
 - Habitual profanity or vulgarity.
 - Use, possession, or exchange whether or not for sale of tobacco, drugs or alcohol, on or near the school premises or at any school sponsored events.
 - Vandalism to school property.
 - Habitual truancy
 - Assault or battery, or any threat of force or violence directed towards any school personnel or students.
 - Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another.
 - Theft.
 - The verbal, physical, visual or sexual harassment, bullying or cyberbullying of any student, teacher or administrator.
- b. Procedure for expulsion:
 - A. Cases of Cumulative Disciplinary Difficulties
 1. The Principal or his/her delegate shall arrange a conference with the student and the parent(s)/legal guardian(s) who

shall be informed of:

- a. The pattern of conduct, which at this time would lead the school to believe that expulsion, is being contemplated.
 - b. The evidence upon which this assessment is based.
 - c. The right of the student at this time to present a statement or information in support of being retained.
 - d. What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.
2. If adequate improvement is not forthcoming within a reasonable time:
 - a. A second conference with the student and parent(s)/legal guardian(s) shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference the Principal in consultation with the Pastor and Superintendent will make a final decision.
 3. Written records of the various proceedings leading expulsion must be on file.

B. Cases Involving Serious Offenses or Threats to Safety

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

violation should be clearly made known to students and parent(s)/legal guardian(s) at the time of admission to school and should be re-stated at least once a year in the Parent-Student Handbook.

C. Right to Appeal

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

In all cases, it must be remembered that we are dealing with an individual child and individual problems. There may exist complex issues of a personal nature that must be taken into consideration. The teachers and/or adults involved may be privy to confidential information in certain situations and that knowledge could come to bear on the resolution of the issue. St. Agnes School always strives to determine what is in the best interests of the student and school community while acting in a manner that is guided by compassion, justice, and love.

EMERGENCY PROCEDURE

A. EARTHQUAKE/EMERGENCY DISASTER

Parents are required to fill out an Emergency Dismissal Form. It is important that parents be familiar with the school's Emergency Disaster Policy. In the event of a serious disaster, all students will remain at school until dismissed to the care of an adult who has been designated by the parent to pick up the particular student. In order to provide safety for all, children will not be released to any adult who is not listed on the Emergency Dismissal Form. It is recommended that you check with the school office to make sure your information is current and correct.

When picking up your child, use the school side entrance (staff parking lot) and report to the designated outside pick-up area. Remain in your vehicle and your child/children will be brought to your car.

The school has a cellular telephone available for emergency purposes. This

will be used to access emergency information as well as secure the dispatching of emergency vehicles, if needed, to the school premises.

Turn on the radio/TV and follow instructions for the civic community. For the sake of communication, St. Agnes School will follow the local public school district's decision. Turn the channel to any of the following locations for current information/news:

RADIO:

KCBS 740 AM 415-765-4000

KGO 810 AM 415-954-7777

KNBR 680 AM 415-995-6800

TV:

CHANNEL 7 415-954-7777

CHANNEL 5 415-362-5550

CHANNEL 4 415-441-4444

CHANNEL 2 510-834-1212

Call the following numbers for information about your child/children:

Parish Church: 925-689-0838

Red Cross: 415-427-8000

CCD Office: 925-689-3757

Day Care: 925-689-0711

DO NOT CALL THE SCHOOL NUMBER so that the phone may be free for outgoing calls only.

B. EMERGENCY INFORMATION CARDS

In case of illness or injury, a child may never be sent home unless there is

someone to receive him/her. In case a parent/guardian cannot be reached, another person to care for the child must be indicated on the Emergency Card. Two local people, other than parents, must be listed. CHILDREN WILL ONLY BE RELEASED TO AUTHORIZED INDIVIDUALS. SAID AUTHORIZATION MUST BE IN WRITING. It is vital to keep this information up to date at all times. Any neglect to do so may cause unnecessary delay in helping your injured or sick child receive necessary care. It is permissible to list on the back of the Emergency Card the names and numbers of any other individual who may be contacted in the event of an emergency.

C. SCHOOL LOCKDOWN

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

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

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

EXTENDED CARE "KIDS' CLUB"

The Extended Care Program (Kids' Club) serves families who desire parochial school education and supplementary before and after school care. Children in extended care experience activities which complement the school's philosophy and values. Kids' Club provides a safe, structured and creative environment.

A. SCHEDULE

The program is located in Cauchi Hall and operates each school day from 7:00 – 7:45AM and from 3:00 – 6:00 PM. On scheduled minimum days, Kids' Club will be provided from 12:00 to 6:00 PM. Because the program is an extension of the regular school day, it is not available on school holidays and/or during vacation periods.

The Kids' Club schedule follows the regular school calendar. Any exceptions will be noted on the school calendar. A typical schedule for Kid's Club might resemble the following:

3:00 - 3:30	Sign in
3:15 - 3:45	Outdoor activity/organized games (weather permitting)
3:45 - 4:00	Snack
4:00 - 5:00	Homework and/or study time for students in 1 st -8 th Quiet time for kindergarten students
5:00 - 6:00	Free play, organized crafts, holiday activities etc.

B. ABSENCES

If your child is ill, please arrange a ride home for him or her. To assist with planning, please send a note to the program Director if you know in advance that your child will be absent from the program.

C. BEHAVIORAL EXPECTATIONS

The children are expected to follow the direction of the Kids' Club staff at all times. Children are expected to be courteous and respectful to one another. If a child violates the posted rules, the supervisor may issue a Parent Notice with detention and/or may ask for a parent conference. If the behavior continues, the Director will also notify the principal and the child may be suspended from the program for a specified length of time. Reasons for suspension from Kids' Club are the same as for the regular school program. They are outlined in this handbook under Student Conduct, in the Suspension section. If the behavior continues, the child may be asked to leave the program.

D. ENROLLMENT

All enrollment forms must be completed and signed prior to admission. Upon enrollment for the school year, a non-refundable annual registration fee of \$30.00 per child will be charged. This fee will be applied to the purchase of materials used in the program.

E. FEES AND PAYMENTS

Fees are \$6.00 per hour per child. Children dropped off without 24-hour prior notification will be charged at a rate of \$7.00 per hour. There will be a one-hour minimum charge. Families will be billed a \$35.00 late fee if payments are not received within 15 days of the billing date. Any returned checks are also subject to a \$35.00 charge. Since our Kids' Club operations end at 6:00 PM, a fine of \$8.00 per minute will be charged for any children left after 6:00 PM. Infractions may result in termination of your child's enrollment in the Kids' Club program. Billing and payments will be managed through FACTS.

F. INSURANCE

Kids' Club takes place during the normal school year as an extension of the school day; therefore, the children are covered under the regular school time policy.

G. SNACKS

Snacks will be provided on a daily basis. On minimum days students are expected to bring their own lunch. Please do not send candy or sweets.

H. MISCELLANEOUS

Children are requested not to bring gum, candy, money or toys to Kids' Club. The school and the Kids' Club program will not be responsible for the loss or breakage of anything brought to school.

When children are allowed to change from uniform to non-uniform attire, the non-uniform dress code applies. Refer to the uniform section of this handbook for the acceptable non-uniform dress code.

I. PARENT CONFERENCES

There will be no regular conferences for those children in the Kids' Club

program, but the Director may be contacted for an appointment. Daily informal discussion with the supervisor is encouraged. Any parent who is aware of any concerns at home that may affect their child should contact the regular classroom teacher as well as the Director of the program. Changes of address and phone numbers should be reported immediately to the school office and the Kids' Club program Director.

J. PICK UP PROCEDURE

Only an authorized adult (indicated on the child's form,) will be allowed to sign a child out of extended care. Children will not be allowed to leave Kid's Club without written permission from the parent and only for activities supervised by an adult. Advanced written permission must be provided should someone else be required to pick-up your child.

FINANCIAL

A. INSURANCE

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

B. FUNDRAISING

Parents and students are expected to support St. Agnes School fundraisers throughout the year. All monies pledged through the **Wheel-a-Thon** are collected by the student and put into a class fund. This fund will be spent for educational field trips. All students are expected to participate. Unused monies follow the students from grade to grade.

St. Agnes School hosts two annual events: a bocce tournament and Gala/Auction. Each family is expected to participate (i.e. sell a certain amount of raffle tickets, work 4 hours at one event) and if possible, attend the events. Proceeds from these fund-raisers go directly to offset the educational costs that tuition does not meet.

C. ST. AGNES SCHOOL SCRIP PROGRAM

SCRIP is a mandatory program whereby each family is expected to purchase an amount of SCRIP in a year that generates at least \$300.00 in profit.

- If you elect not to participate in the program, or minimally participate (\$100.00 in profit), you will be assessed a fee of \$500.00.
- If you generate between \$101 and \$150 in profit, you will pay the balance **plus** 30% of the \$300.00.
- If you generate between \$151 and \$200 in profit, you will pay the balance **plus** 20% of the \$300.00.
- If you generate between \$201 and \$299 in profit, you will pay the balance **plus** 10% of the \$300.00.

If you generate over \$400.00 in profit, the additional amount will be divided equally between the school and you. This overage will be credited to your September/October tuition payments.

The school's SCRIP calendar begins May 1st and concludes April 30th of the following year. Extended family members can purchase SCRIP and register Visa and MasterCard as well for you. Please refer to the Parent Commitment form for further details.

SCRIP may be purchased through the RaiseRight app., the weekly envelope or the school office Thursday and Friday mornings. If there are further questions, please call the school office.

D. TUITION AND FEE SCHEDULE

1. Tuition for the 2024-2025 school year is as follows:

	<u>Monthly</u>	<u>Year</u>
One child	\$1,018.00	\$ 10,180
Two children	1,641.00	16,410
Three children	2,141.50	21,410
Four+ children	2,269.00	22,269

2. Registration Fees due in March (50%) and June (remaining 50%) and are non-refundable:

Returning Families: \$500.00 New Families: \$500.00

3. Additional Fees due in July are as follows:

Capital Assessment Fund \$150.00 per family

PACE Dues	\$ 35.00 per family
Class Novels	\$ 30.00 per student (4th - 8 th grades)
Class Party Fee	\$ 20.00 per student (K-8)
Computer Fee	\$ 85.00 per child (K-2)
	\$100.00 per child (3-5)
	\$225.00 per child (6th)
	\$200.00 per child (7-8)
Graduation	\$175.00 (8 th grade only)
Science Fee	\$ 15.00 (grades 6-8)
Supplies	\$ 50.00 (K only)

4. Mandatory SCRIP Usage: A minimum amount of \$300.00 in profit through the purchase of SCRIP is required of each family per year. Previously described Incentives are available for those families who exceed that amount. A fee of \$500.00 will be applied to any family that does not participate in the SCRIP program.

E. TUITION ASSISTANCE

Three options are offered for tuition assistance and all are based on financial need. FACE (Family Aid for Catholic Education) and The Basic Fund use the Department of Housing and Urban Development Low-income guidelines to determine eligibility. In order to be considered by FACE or St. Agnes, families need to complete an online application using their FACTS account. The Basic Fund has a separate online application and process. St. Agnes School offers assistance to families that might be experiencing difficulty due to unforeseen circumstances such as temporary loss of employment. Deadlines will be posted on the school website. All documentation must be provided before tuition assistance can be awarded.

F. TUITION PAYMENTS

The Pastor, Principal and Finance Committee of the School Board annually review tuition and fees. Careful consideration is always given regarding the programs offered by the school and the ability of families of all sizes to pay. The entire School Board approves the final tuition schedule. Tuition changes will be developed and announced prior to registration each year.

Families who feel that the tuition would pose an unmanageable financial burden should discuss this with the school Principal before deciding not to enroll their children. Once the child is enrolled and accepted at St. Agnes, if

financial difficulties do develop, it is the responsibility of the family to notify the Principal so that an acceptable payment plan can be developed. Consideration for financial assistance is available to any family that has been enrolled in the school for a minimum of one year. An application must be completed through FACTS Tuition Management Services. All tuition assistance is kept confidential.

Tuition is paid over a ten-month period from August through May, with a non-refundable registration fee payable in March and June of the preceding school year. All families must enroll in the FACTS Tuition Management Program. This company will collect tuition and fees; tuition is due and payable on the first of each month and fees are due on the first of July. Payments received after the fifteenth of the month will be considered late and a \$35 late fee will be assessed for each late payment. To avoid the late fee charge, each family is responsible to notify the school office of any change in their payment schedule. Reminder notices will be sent to families that have become late in their payments.

There is a \$35 charge on all returned checks from the bank. If more than one check is returned from the bank for a family, only a cashier's check or money order will be accepted in the future.

G. TUITION DELINQUENCY

A family will be considered "delinquent" if tuition is one month overdue and appropriate payment provisions have not been agreed upon between the school and the family. It is the responsibility of the family to contact the school before a delinquent status occurs. Delinquent status will result in the family being contacted by the principal to discuss the situation. An agreed upon the payment plan will be implemented. Families receiving tuition assistance must follow the agreed upon payment plan as outlined in their Tuition Assistance Contract.

A family is considered to be in persistent delinquent status if it does not make satisfactory payment arrangements or fails to make delinquent payments when promised. A persistent delinquent status will result in the following conditions:

1. The school will request that the child/children be kept home until the delinquent amount is paid or a mutually acceptable payment plan has been agreed upon.

2. The family will be notified that its place in the school has been declared vacant and shall be filled by the next eligible family. This will occur at the beginning of the next grading period.
3. Report cards and diplomas will be held until all delinquent tuition and charges have been paid.
4. Delinquent accounts may be turned over to an agency for collection purposes.

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 are head lice (pediculosis), chicken pox, mumps and measles.

Students who have restrictable diseases or conditions must be excluded from school.

C. ILLNESS

According to County Health Department regulations, a child must be fever free without medication and/or have not vomited or experienced diarrhea for at least 24 hours before returning to school. Please refer to the County Health Services website for up-to-date information regarding guidelines pertaining to COVID-19.

D. IMMUNIZATION POLICY

All students entering our school in grades PreK-8 are required to comply with the California Department of Public Health Grades K-12 Immunization Requirements. All students must have a TB Screening completed prior to entrance to school.

E. MEDICATIONS

ONLY SCHOOL PERSONNEL, WITH WRITTEN CONSENT FROM A PHYSICIAN, CAN ADMINISTER MEDICATION.

If a child needs medication during the school day, the following procedure must be followed:

1. A signed release from doctor and parent must be on file stating the name of the medication and dosage to be given.
2. Medication must be in the original prescription bottle with child's name printed on the label.
3. The child must come to the office for medication, which has been provided by the parent or guardian.
4. A child's medication will be identified by office personnel and then be administered to the child in the presence of an adult supervisor.
5. Children may **not** be sent to school with any medication to be kept on their person. Parents must bring all medication into the school office personally.
6. If a student's well-being is in jeopardy unless an inhaler/epi-pen is carried on his/her person, a parent may request that the student be permitted to carry the inhaler/epi-pen. A form must be requested from the school secretary, completed and then

- submitted to the principal before this can take place.
7. All medications need to be picked up from the office by the end of each school year.

F. PARENT TO SCHOOL NOTIFICATION

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

G. PREGNANCY POLICY

Through its philosophy, schools in the Diocese of Oakland teach and guide its students to make responsible and moral decisions within the framework of the teachings of the Catholic Church. In accordance with these teachings, schools in the Diocese of Oakland assume the position that all life is a God-given gift and is sacred. The school supports the pregnant student by encouraging her to continue her studies at the school and by providing Pastoral guidance.

During the student's term of pregnancy, the Principal will assess and determine the attendance status for the mother (and identified father, if a Diocese of Oakland student) and after consultation with the parents of the student(s), a counselor, and others as deemed appropriate (Pastor, Superintendent of Catholic Schools, and Pastor of the student (s') parish.) The following, thereafter will be the guidelines:
Counseling sessions for both (mother and father) shall be required. The parents of the student(s) will be allowed, though not required, to attend.

To assure the safety and well-being of the pregnant student and her child, a doctor's release will be obtained and kept on file at the school; and a documented waiver, signed by the student(s) and the parent(s) or legal guardian(s), will be kept on file at the school, releasing the Diocese of Oakland, the school, and its employees from any liability during the attendance of the students during the period of pregnancy. The program of studies of the pregnant student (and father) will be assessed and monitored by the Principal and the counselor(s) of the student(s).

Re-entry or readmission to the school program following delivery of the baby will depend on the mother's (and father's) meeting with the Principal, the

conditions of which would include but not be limited to similar criteria as above and appropriate plans for the care of the child while the student(s) are attending school.

H. STUDENT ID CARD

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 dial 988.

PARENTS

A. CLASSROOM HELPERS

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

B. CONFERENCES WITH TEACHERS

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.

C. CONFERENCES/APPOINTMENTS

Scheduled by School

Formal parent-teacher conferences will be held after Progress Reports are issued during the first trimester in October. Fifteen minute appointments will be scheduled using an online software management program. Parents are

encouraged to prepare for the conference by making a list of questions about how their child is doing academically and/or socially.

Throughout the year, classroom teachers may find it necessary to request further conferences either through a written note or a telephone conversation. The teachers for grades K-5 will also send a comprehensive progress report midway in each trimester communicating any areas of concern. Junior high students and their parents can view grades using the parent or student portal of PowerSchool. It is expected that parents will monitor progress on a regular basis, therefore no progress reports will be sent home for these students.

Requested by Parent

A child's success relates directly to the quality of parent and teacher communication. When a question or concern arises regarding your child or their progress, please contact the appropriate teacher as soon as possible to make an appointment for a meeting.

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.
- d) It is not acceptable to come to the classroom during the instructional day to discuss a student or a problem. If contact is made through the school office, the teacher will attempt to respond within 24 hours of the call.

Principal Appointments

Appointments to see the principal may be made by calling the school secretary. THE PRINCIPAL SHOULD BE APPROACHED ABOUT CLASSROOM DIFFICULTIES ONLY AFTER THE TEACHER OR CONCERNED PARTIES HAVE BEEN CONSULTED. Conferences can then be set up between teacher, principal and parent, if so desired.

D. 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. Ultimately, any complaints directed to the Superintendent must be filed in writing.

E. FAMILY COOPERATION- REMOVAL OF STUDENT 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.

F. MESSAGES TO STUDENTS

Should the need arise, parents may call the school office and leave a message with the school secretary who will then deliver this information to the student. In order to prevent disruption to the learning environment, parents are not to visit the classroom directly. Students are not allowed to have cell phones or smart watches on campus nor are they to receive emails on their school accounts.

G. RELEASING STUDENTS DURING THE SCHOOLDAY

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. This person will need to come to the office and sign the student out before the student can leave campus.

H. PARENT INVOLVEMENT

Parents volunteer to participate in the following services: library, hot lunch program, room parents, parish activities (i.e. CYO athletics, lecturing etc.) health

program, School Board, PACE

Board, fund-raisers, socials, etc. Each family is required to give 30 hours or more (15 hours for single parents) per year, fifteen of which can be parish hours. During the re-registration process in May, parents will use an online portal to sign up for various activities throughout the year. Parents are required to fulfill all jobs assigned for which they requested even if they exceed the required 30 hours.

Included in the 30 hours of service are 4-hours each in the following categories:

- mandatory maintenance work party
- annual Development or PACE fundraising event

Volunteer vouchers are available in the school office. It is the parents' responsibility to obtain the signature of the activity coordinator and to return this voucher to the office for record keeping purposes. Completed vouchers must be turned in within 30 days of the event, failure to do so may render those hours unacceptable. A fee of \$50.00 per hour will be charged for any portion of unfulfilled hours. If possible, half of the required hours should be served in the first half of the year and the remaining hours served prior to May 1st.

State law requires that there be a current TB Risk Assessment questionnaire signed by a healthcare provider on file for any volunteer who participates in the classroom, hot lunch program, library, or any activity of 10 hours or more per month. The Diocese of Oakland also requires all parents and volunteers to have their fingerprints cleared and documentation forwarded to the Safe Environment Office. A current certificate from the VIRTUS program must also be on file at the school as well.

I. FAMILY RESPONSIBILITY

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

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all

areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.

2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.

3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child's parents.

4. Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The School reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the School in its sole discretion.

*If we walk in the light, as He is the light, we have fellowship with one another.
1 John 1:7A*

J. MOVING/CHANGE OF ADDRESS

If a St. Agnes School family moves but remains in school, the following must be done:

1. Notify the school office of the change in address.
2. Update Emergency forms.
3. Update the Disaster Emergency forms.
4. Notify the homeroom teacher.

K. VERIFICATION OF COMPLIANCE

A written statement signed by the parent must be returned at the beginning of each school year. This Acknowledgment & Receipt of Family Handbook document verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See The Acknowledgment & Receipt of Family Handbook page at the end of this handbook.)

PRESCHOOL PROGRAM

(Please see the website for Preschool Parent Handbook)

The preschool program introduces the youngest members of our faith community to God and all His wonderful work. Families have the option of enrolling children in a five, half-day or full-time program. A separate preschool handbook is available on the school website. The program provides a foundation for learning by providing a nurturing learning environment built upon respect and dignity of the whole child and is based on the Montessori philosophy. Our program offers 3–5 year-old children the opportunity to:

1. Explore the areas of religion, math, language arts, science, geography, practical life and art.
2. Develop their fine and large motor coordination in both the indoor and outdoor environments.
3. Learn self-regulation skills
4. Nurture social relationships

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 by children.

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

B. BICYCLES

Bicycles are to be locked in the schoolyard. According to California State law, any person riding a bike is obliged to walk his/her bike onto the school property. Also, according to California law, a child must wear a helmet while riding a bicycle. If bicycles are not walked in and out of the yard, a warning will be issued to the student. A second warning will result in the student not being allowed to ride his/her bicycle to school for a specific period of time.

C. DRILLS

1. EARTHQUAKE / EMERGENCY DISASTER

Various drills (fire, earthquake, intruder and disaster) are practiced on a regular basis to ensure staff and students know how to protect themselves and evacuate when needed.

Parents are required to fill out an Emergency Dismissal Form. It is important that parents be familiar with the school's Emergency Disaster Policy. In the event of a serious disaster, all students will remain at school until dismissed to the care of an adult who has been designated by the parent to pick up the particular student. In order to provide safety for all, children will not be released to any adult who is not listed on the Emergency Dismissal Form. It is recommended that you check with the school office to make sure your information is current and correct.

When picking up your child, use the school side entrance (staff parking lot) and report to the designated outside pick-up area. Remain in your vehicle and your child/children will be brought to your car.

The school has a cellular telephone available for emergency purposes. This will be used to access emergency information as well as secure the dispatching of emergency vehicles, if needed, to the school premises.

Turn on the radio/TV and follow instructions for the civic community. For the

sake of communication, St. Agnes School will follow the local public school district's decision. Turn the channel to any of the following locations for current information/news:

RADIO:

KCBS 740 AM 415-765-4000

KGO 810 AM 415-954-7777

KNBR 680 AM 415-995-6800

TV:

CHANNEL 7 415-954-7777

CHANNEL 5 415-362-5550

CHANNEL 4 415-441-4444

CHANNEL 2 510-834-1212

Call the following numbers for information about your child/children:

Parish Church: 925-689-0838

Red Cross: 415-427-8000

CCD Office: 925-689-3757

Day Care: 925-689-0711

DO NOT CALL THE SCHOOL NUMBER so that the phone may be free for outgoing calls only.

D. EMERGENCY INFORMATION CARDS

In case of illness or injury, a child may never be sent home unless there is someone to receive him/her. In case a parent/guardian cannot be reached, another person to care for the child must be indicated on the Emergency Card. Two local people, other than parents, must be listed. CHILDREN WILL ONLY BE RELEASED TO AUTHORIZED INDIVIDUALS. SAID AUTHORIZATION MUST BE IN WRITING. It is vital to keep this information

up to date at all times. Any neglect to do so may cause unnecessary delay in helping your injured or sick child receive necessary care. It is permissible to list on the back of the Emergency Card the names and numbers of any other individual who may be contacted in the event of an emergency.

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 phone will be available to emergency personnel.

F. WEAPONS/LASER POINTERS

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

G. PETS

In order to ensure the safety of all those on campus, pets are not allowed on school grounds. Service animals are the only domesticated animals to be on campus. One exception to this is the Annual Blessing of the Animals Prayer Service, during this gathering however, all pets must be either leashed or enclosed in a carrier/cage.

H. PLAYGROUND RULES AND USAGE

Classes will be assigned play areas during lunch and recess. Students are to remain with their class during these breaks unless a supervisor has been notified. Respectful and safe behavior is expected. Rules for the various play areas are dependent on the location and will be reviewed with the class each

year before the first recess of the school year.

I. SCHOOL CLOSURE

Notification

Parents will be notified immediately via SchoolMessenger, should conditions necessitate the school to be closed for a period of time. If students are on campus, parents will be given specific directions on the procedure to pick-up children. For the safety of all, please follow these instructions closely.

Phone Tree

If electronic communication is unavailable, a phone tree will be initiated. Parents will be contacted alphabetically in each class and asked to call the next family on the class list to communicate information. Should no one answer and a message is left, the person leaving the message will continue contacting families on the list until direct communication takes place. That person receiving the information will then continue the phone tree.

J. SUPERVISION OF STUDENTS

Staff members will be responsible to supervise students throughout the day including 15 minutes before the start of the school day and 15 minutes following the last bell of the school day. Students enrolled in the after-school program will be supervised during posted hours of operation.

K. SKATES, SKATEBOARDS AND SCOOTERS

Skates, skateboards, scooters or similar modes of transportation are not allowed on the school grounds.

L. TO AND FROM SCHOOL

Written notification must be on file in the school office in order for a student to walk to and from school. The form is posted on the school website.

M. TRANSPORTATION

Only parents or the person designated on a student's emergency card will be permitted to pick a child up from school. Students cannot be released to ride sharing companies (e.g. Uber etc.)

N. PARKING PROCEDURES

MORNING DROP OFF

Side A (School Side): The parking lot is open at 7:45 before school begins for drop off only. Please drive cars to the flagpole in a single line. Students whose cars are parallel to the schoolyard are to exit from the right passenger side only and parents are to remain in their cars. In order to alleviate congestion, please do not park in this area unless you have a handicapped placard. Traffic flows both in and out of the same gate. For the safety of all – **Right Turn Only!**

Side B (Church Side): Cars enter on the Chapel side of the church. Please proceed around the church toward the Ministry Center to the crosswalk drop off area in a single line. Children in cars parallel to the main school building are to exit the vehicle from the left passenger side only. Cars may use designated slots in which to park and then walk children to the schoolyard. Upon exiting at the Ministry building, drivers may turn left or right.

AFTERNOON PICK UP

Side A (School Side): Kindergarten students and their siblings are to be picked up in the front parking lot of the school. Please pull up to the flagpole and wait for the children to be brought to the car.

Side B (Church Side): Enter only at the far end of the property (Chapel side,) drive around the church and onto the playground forming six lines with 6 cars in each line. Please remain in your car. Children may only approach vehicles that are parallel to the school once the traffic supervisors give the appropriate signal. When directed to exit, please proceed to the driveway between the church and the Ministry Building, you may turn either right or left.

O. VISITOR PASSES

Visitors and parents volunteering during the school day must sign in and obtain a visitor pass from the school office. This pass should be worn during the entire duration of the visit. Before leaving all visitors must sign out of the office. Note: A visitor is any person who seeks permission to enter school premises.

STUDENT ACTIVITIES

A. ALTAR SERVERS

Students in grades 3-8 can serve as altar servers during school masses and on Sundays. Training is required and is facilitated by the parish.

B. ASSEMBLIES

Various assemblies are held throughout the year and sponsored by the Student Council. A variety of topics are chosen and educational in nature. These assemblies most often occur in the church.

C. DANCES

Students in 7th and 8th grades are eligible to attend two dances during the year, hosted by neighboring Catholic Schools. Permission slips must be signed by a parent and given to the homeroom teacher before the day of the dance. Students need to be present at school the entire day of the dance in order to attend. Students are expected to follow the rules outlined in the permission slip. Parents will be called to pick up their student if these expectations are not followed.

D. EDUCATIONAL TRIPS

Educational field trips are planned as part of the school's instructional program. A field trip is a privilege afforded every child, not a right. Therefore, permission to attend a field trip may be revoked for inappropriate behavior or poor academic grades. Parents must send a signed permission

slip for **each** field trip the child attends at least three days prior to the trip in order for the student to participate. The Parent Permission Form is included in this handbook. Handwritten letters, notes, or telephone calls giving permission are not acceptable. On all field trips, the parent assumes total liability and releases the school from any such liability.

Whenever possible, St. Agnes School will use buses to transport children on field trips. When this is not possible or practical, two parents per car will be needed to transport students. Parent drivers must be at least 25 years of age and are required to complete an additional form. Copies of the following documents are required and must be given to the classroom teacher or instructional assistant prior to the day of the field trip:

1. a valid California driver's license;
2. an insurance policy with a minimum coverage of \$100,000.00 to \$300,000.00;
3. the car license number and description of the car.

Any child whose height is less than 4'9", or is not yet 8 years of age, must bring his/her own booster seat. All children must use seat belts. In cars that have airbags engaged, children under the age of 12 may not sit in the front seat.

Parents have the right to refuse permission for their child to attend a particular field trip. In such a case the child is required to be in attendance at school and written work will be provided for him/her to complete.

According to the policies of both the School Department and the Diocese of Oakland, only the students enrolled in the particular class may attend a school-sponsored field trip. Other siblings may not accompany the parent on school field trips.

E. PARTIES

In school

Room parents are assigned to each classroom and are responsible to work with the teacher to help plan and coordinate various class parties throughout the year. Each party is limited to 30 minutes with the exception of Christmas and the end of the school year. Money is collected with the class fees in July to fund these parties. Parents should

not be requested to give any additional money or items for these

celebrations.

Out of School Party Invitations

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

End of the Year Party

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

F. REWARDS/PRIVILEGES

Rewards are compensations given to students in order to recognize their good effort on behalf of their classroom teacher or larger school community. Teachers are encouraged to help children realize the importance of good behavior. Students may be recognized by the classroom teacher and receive awards or other kinds of recognition for their good classroom behavior at the discretion of the individual teachers. Written notices may also be given to advise parents of any good behavior and/or work that is achieved in the classroom.

Students are acknowledged as “Children of God” on a regular basis according to the anniversary date when the Sacrament of Baptism was conferred. This activity recognizes and celebrates their baptismal birthday. Because of the importance of this special Sacrament, we encourage each family to celebrate this day as you would celebrate their chronological birthday.

G. STUDENT COMMUNITY SERVICE HOURS

Every 6th, 7th, and 8th grade student is required to perform community service hours. These hours can be done for the school, the parish, a PACE sponsored activity, or with prior teacher approval, a broader community function. Sixth grade students are expected to perform a minimum of 15 hours of service, 7th grade students a minimum of 20 hours of service and 8th grade students a minimum of 25 hours of service. All hours must be completed by May 1st and may begin prior to the conclusion of the previous

school year.

H. STUDENT LEADERSHIP

The Student Council Program gives students the opportunity to develop the leadership skills of self-government. The present form of student leadership consists of the following elected officers: President, Vice-President, Secretary, Treasurer, Commissioners of: Service, Spirit, Athletics and Environment. There are two class representatives from grades 4 through 8. These elected officers work under the direction and guidance of staff moderators. Council meetings take place before school each Wednesday. The Student Council must obtain final approval on all projects and activities from the principal and school faculty.

STUDENT RECORDS

A. REVIEW OF STUDENT EDUCATION RECORDS

St. Agnes School abides by the provisions of the Buckley Amendment. This amendment is also known as the Family Educational Rights and Privacy Act. It allows a parent the right to access their child's cumulative record. At St. Agnes School, we give parents and students the right to access their cumulative records. Parents and/or students must complete and turn in a request form to the office in order to set up an appointment to access cumulative records.

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

Only those connected with the school faculty or administration will be permitted to see school records, obtain copies thereof or otherwise learn of their contents without the permission of the involved student's parent(s) or legal guardians(s). Immigration officers or other government officials will

need to present the school with a valid subpoena or warrant to access these records.

B. 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.

C. CUSTODIAL RIGHTS

The school requires the custodial parent to provide 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. SCHOOL DIRECTORY

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

Permission to use any part of this Directory for mailing list purposes (e.g., home room list) must be granted by the Principal or Pastor. Directory information must not be released to anyone without permission from the Principal or Pastor.

E. 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.

STUDENT SERVICES

A. SCHOOL LUNCH

A school lunch program called Choicelunch is available throughout the year. Families purchase lunch online and must be paid for in advance. No daily food sales are available. Outside food delivery services will not be allowed on campus. Students may also bring lunch from home. Parents should make certain that their children have a nutritious lunch. Fast food should not be brought to school; if this occurs the child will eat in the office as it causes a distraction to the other children.

B. LIBRARY

Each class has a regularly scheduled time to visit the library. Students in Kindergarten through 4th grade may borrow one or two books at a time. Students in grades 5th through 8th may borrow up to four books at a time. Reading material may be borrowed for a one-week period, renewable once, as long as the book is not on reserve. A \$.25 fine per day is charged for each overdue book, after one month, the parent's FACTS account will be billed for the cost to replace the book. Fees that are not paid by the end of the trimester may result in report cards being withheld.

C. LEARNING SUPPORT (LS) PROGRAM

St. Agnes School provides a program to support students with identified learning needs. This pullout program is designed to work with and support the classroom teacher. The program can also provide for accommodations, modifications, and/or remediation to the academic program of a student. The learning support teacher can elect to work with students on an individual basis as well as in a small group setting, based on identified needs. Separate classrooms are provided for this program.

D. STUDENT SUCCESS TEAM (SST)

When a student's learning needs require additional understanding and clarification, teachers and/or parents may request a Student Success Team

Meeting (SST.) Learning support (LS) teachers will coordinate a Student Success Team Meeting. The SST process enables classroom teachers, LS teachers and parents the opportunity to identify student strengths and areas of challenge in order to establish an action plan. The action plan will provide direction for the next steps in meeting the learning needs of the student.

E. LOST AND FOUND

The school is not responsible for lost or damaged items. Students should only bring items necessary for the regular learning experience. TOYS SHOULD NOT BE BROUGHT TO SCHOOL. Any item found should be turned into the office and all lost and found articles are to be claimed in the office. Lost clothing can be claimed daily outside the school office. All unclaimed articles are donated to charity at the end of each trimester.

F. TELEPHONE

Cells phones or smart watches are not allowed on campus. Students may use the telephone in the school office if they need to contact their parent. Please make all attempts to inform students of their schedule before arriving to school in order to minimize the disruption of business in the school office.

Student Uniforms

A. SCHOOL UNIFORM REQUIREMENTS

St. Agnes School recognizes the beauty in each person God created and therefore teaches its students to appreciate their individual gifts and appearance as God intended. We expect our students to take pride in themselves. We also want those who come in contact with our students to see them as positive representatives of our school.

Therefore, outlined below are the basic requirements for proper dress and grooming. These regulations help create an atmosphere conducive to learning and demonstrate pride in our school. Appearance is important. Students are expected to come to school clean and neat. All elements of the uniform are required attire. No other clothing is allowed. Articles of clothing should be clearly labeled with the family name. The school uniform

should be kept neat and clean at all times. Parent cooperation in seeing that the uniform code is adhered to is not only appreciated but also expected. The following is the list of uniform requirements:

B. COLD/RAINY WEATHER APPAREL

Only uniform sweatshirts can be worn in the classroom. Navy blue windbreaker jackets maybe purchased for the children to wear. Other colored sweaters or jackets may not be worn to school or during the school day. Colored or printed T-shirts or long-sleeved shirts, or sweaters, may not be worn underneath school regulation shirts or blouses.

C. EARRINGS

- One flat, post earring in the center of each earlobe (may not cover ear lobe) including newly pierced ears.
- No jewels or precious stones; gold or silver only.
- If an earring falls out it will be placed in a sealed envelope; teachers will not reinsert earrings.
- No gauges, hoops or any type of dangling earrings are allowed.
- St. Agnes School will not be responsible for lost earrings.

D. DAILY UNIFORM

Girls

- Hunter green and blue plaid jumper, Grades K-4
- Hunter green and blue plaid skirt Grades 5-8
- All skirts and jumpers may not be shorter than 2 inches above the knee. (Length of skirt will be determined by having the student kneel down and the 2-inch hemline will be measured from the floor up.)
- Navy blue or khaki Classic Designs Uniform walking shorts
- Navy blue or khaki cotton twill Classic Designs Uniform pants with gathered front and no back pockets. All types of pants are to be worn at the waist at all times.
- The uniform polo shirt with the St. Agnes logo. It is available in green or white. The shirt may be purchased in long or short sleeves.
- Short sleeve, Peter Pan collar white blouses may be worn (K-4)

- Navy blue cardigan or V-neck uniform sweater (optional)
- Navy blue sweatshirt with St. Agnes logo (K-5) (optional)
- Caritas sweatshirts (5th and 6th grade students only) (optional)
- Gray junior high sweatshirts are available for 6th & 7th graders (optional)
- Special class sweatshirts are worn by 8th grade only (color TBA)
- White, black or navy blue crew or knee-high socks are acceptable uniform attire. Socks must be worn at all times.
- White, black or navy plain-footed or non-footed tights may be worn with skirts or jumpers. No leggings.
- Navy blue Polartec® or navy Colorado Timberline jackets are the only cold weather attire to be worn by students when weather dictates – no other jacket may be worn.
- Uniform shorts under jumpers and skirts may be worn.

Boys

- Navy blue or khaki Classic Designs Uniform cotton-twill pants
- Navy blue or khaki Classic Designs Uniform walking shorts
- Pants and shorts must be worn at the waist
- The uniform polo shirt with the St. Agnes logo. It is available in green or white. The shirt may be purchased in long or short sleeves
- Over-sized shirts may not be worn
- White, black or navy crew socks and clearly visible above the top of the shoe are the only acceptable type of uniform sock and must be worn at all times.
- Navy blue cardigan or V-neck uniform sweater (optional)
- Navy blue sweatshirt with St. Agnes logo (grades K-5) (optional)
- Caritas sweatshirts (5th and 6th grade students only) (optional)
- Gray junior high sweatshirts are available for 7th graders (optional)
- Special class sweatshirts are worn by 8th grade only (color TBA)
- Navy blue Polartec® or navy Colorado Timberline jackets are the only cold weather attire to be worn by students when weather dictates – no other jacket may be worn to school

E. SHOES (Boys and Girls)

Shoes are to be solid black or solid white in color, including outer soles. All tennis shoes must be **low top**, (unless accompanied by a doctor's slip)

laced and tied. Velcro type tennis shoes may be worn if the strap is closed and secured. Failure to keep the Velcro strap attached and secured to the shoe will result in only being allowed to wear lace-type shoes to school for the remainder of the academic year.

F. FORMAL UNIFORM

The formal uniform must be worn on days when we attend Mass, Prayer Services or experience special sacraments (i.e. Reconciliation). Formal dress must also be worn on all days when we have assemblies (i.e. PeaceBuilder Assemblies, Awards Assemblies, or any other special school assembly). Skorts and shorts may not be worn on formal dress days. Junior high sweatshirts may be worn as part of formal attire by 6th & 7th graders while 8th grade students may wear their special sweatshirts.

Boys

- Classic Designs Uniform blue or khaki twill pants.
- Classic Designs Uniform green or white logo polo shirt in either long or short sleeve.

Girls

- Hunter green and blue Classic Designs Uniform jumper (K-4.)
- Peter Pan collared white blouse or green/white polo logo shirt (K-4.)
- Navy blue or khaki twill Classic Designs Uniform pants with gathered front and no back pockets. All types of pants are to be worn at the waist at all times.
- Hunter green and blue Classic Designs Uniform skirt and green or white polo logo uniform shirt (5-8.)

G. UNIFORM PURCHASING

All St. Agnes School uniforms are purchased through Classic Designs Uniform Company and can be contacted at [\(415\) 661-4700](tel:4156614700). You may also order online at <https://eclassicdesigns.com/>. Classic Designs Uniform Company scrip is available for all purchases.

St. Agnes School offers a "Used Uniform" program. Used uniform items, in good condition are available through the school's Lost and Found program. Should you need any of these items, we suggest you contact the school office for the

name and number where these used uniforms are available.

H. NON-UNIFORM DRESS CODE

The school uniform is worn each day unless specific permission is given for non-uniform dress. Specific Tuesdays have been designated as non-uniform dress days. The following dress code will apply:

Girls

- **TOPS:** T-shirts, polo shirts, blouses, sweaters or sweatshirts
- **PANTS:** Cotton twill, jeans, cords
- **SKIRTS/DRESSES:** Appropriate styles (no more than **2 inches** above the knee)
- **SHORTS:** Walking length (no more than **2 inches** above the knee – same measuring means for skirts will be used to determine length of shorts), cotton twill, tailored and hemmed denim shorts
- **SOCKS:** For safety and health purposes, socks must be worn at all times.
- **SHOES:** Footwear must be tennis shoes or hard-soled shoes with Velcro or laces. These types of shoes enable safe participation in P.E. activities as well as free play at recess and lunch. No open toed shoes, Crocs™ or Uggs™ are allowed.

Boys

- **SHIRTS/TOPS:** T-shirts, polo shirts, dress shirts, sweatshirts
- **PANTS:** Cotton twill, jeans, cords, or slacks belted at the waist
- **SHORTS:** Bermuda length
- **SOCKS:** For safety and health purposes, socks must be worn at all times.
- **SHOES:** Footwear must be tennis shoes or hard-soled shoes with Velcro or laces. These types of shoes enable safe participation in P.E. activities as well as free play at recess and lunch. No open toed shoes, Crocs™ or Uggs™ are allowed.

The following clothing is NOT acceptable for non-uniform days:

- Skulls, crossbones, or gothic style attire
- Advertising, political statements or logos that carry inappropriate messages
- Clothing having suggestive slogans, pictures or words
- Cut-off shirts, shorts, jeans or sweat pants

- Baggies, jams or pajama-like pants
- Sagging pants or shorts. Pants must be worn at the waist, not on the hips or below.
- Spandex, leggings, aerobic, or tight-fitting clothing
- Short mid-body style shirts, miniskirts or tube skirts
- Athletic wear: sweatsuits or sweatpants
- Clothing with holes or rips
- Uggs™, Sandals, Crocs™, flip-flops, or open-toed shoes
- Low cut tops (including but not limited to: tank tops, halters, tubes, spaghetti-strap tops, crop-cut blouses)
- “Muscle” T-shirts, and mesh material tops
- Oversized clothing
- Baseball caps or hats
- Gym wear (including basketball or soccer shorts)
- Bicycle (Spandex “Bike”) shorts

I. PERSONAL APPEARANCE AND ACCESSORIES

Make-up, jewelry, and artificial nails are not permitted. Only clear nail polish may be worn on fingernails during school hours. Extreme haircuts or styles are not permitted, i.e. dyed, bleached, highlighted hair or unblended layers. Additional beading, feathers, or extensions may not be worn. Any bows or headbands must be white, navy blue, hunter green, black or uniform plaid. Hair length may not touch eyebrows. Haircuts with tails are not allowed and the length of a boy’s hair must be short enough so as not to touch the shirt collar. Shaved heads, Mohawks, designs or razored parts etc. are not acceptable. Body piercing or tattooing of any kind is prohibited. All boys’ faces are to be clean-shaven. In addition, any current fashion deemed extreme, inappropriate or unacceptable by the administration or faculty will be prohibited. All jewelry is prohibited, except watches, approved earrings and necklaces that are religious in nature i.e. a blessed religious medal or cross.

J. CONSEQUENCES FOR INFRACTIONS

If an infraction occurs, a uniform violation form will be sent home to notify parents. If a second such occurrence takes place, a notification will be sent home and a detention will be served. A fine of \$1.00 may be levied. The money from these fines will be given to assist in the work for God’s poor and

marginalized. An additional infraction will result in the loss of the next non-uniform dress privilege.

K. IDENTIFICATION

All sweaters, jackets, lunches, books and book bags should be clearly marked with the student's name and grade. Lost items are placed in a Lost and Found Basket that is located outside the school office. Frequent checking when items are lost is encouraged. Unclaimed items are given to the poor at the end of each trimester.

VOLUNTEERS

A. VOLUNTEERS

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Board and committees, Parents' Association Board and Committees, Annual Auction Committee, classroom assistance to teachers, 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.
- Anyone who does not wish to comply with these regulations may not participate in activities sponsored by school/parish while children are present. *The Diocese of Oakland Code of Conduct Involving Interactions with Minors* has been included for your review, in the addendum section at the end of this handbook.

B. SAFE ENVIRONMENT

Every adult wishing to volunteer at St. Agnes School must be screened through the Oakland Diocese Safe Environment for Children Project. There are two components to this screening process:

Virtus

- The VIRTUS online course is required. A fee of \$15.00 per person must accompany the certificate that is received after the completion of the course. All certificates and fees are to be brought into the school office. Recertification is required per St. Agnes School's 3-year cycle.

Fingerprinting

- Live Scan Fingerprints must be taken and once cleared by the Department of Justice, this documentation will be filed with the Diocese of Oakland. A specific form is required and can be secured from the school secretary.
- All volunteers who participate in any overnight experiences (e.g. environmental educational camp) must be screened pursuant to the identification process established under California's Megan's Law. The screening results must be returned to the school by the Department of Justice prior to participation in the overnight field trip.
- In addition, any other volunteer who has contact with or access to children may be screened.

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

C. HEALTH SCREENING

- All Volunteers who work at the school site twelve (10) or more hours a month must have TB testing.
- It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years; a two (2) step skin test procedure is required.) If a skin test is positive, a chest x ray is needed, one (1) time only. Therefore, a symptom screening is recommended each year, documented by a physician.

STAFF ROSTER- 2024-2025

Preschool	Ms. Lori Sciacqua
Kindergarten	Ms. Julia Throckmorton
First Grade	Ms. Hannah Stroud
Second Grade	Ms. Kathleen Sacco
Third Grade	Ms. Mary Schuster
Fourth Grade	Ms. Nicole Gonzalez
Fifth Grade	Ms. Elizabeth Kumar
Sixth Grade-Religion & Jr. High Science	Ms. Theresa Audas
Seventh Grade-Religion & Jr. High ELA	Ms. Paula Papetti
Eighth Grade-Religion & Jr. High Social Studies	Mr. Jamie Sheridan
Math (8)	Ms. Patricia McDonald
Math (6-8)	Ms. Gloria Rivera
Reading Teacher K-3	Ms. Bridget Concepcion
Learning Support	Ms. Patricia McDonald
Teachers:	Ms. Jennifer Miner
Music Teacher K-8	Mr. Hamerson Gil-Romero

PE Coordinator	Ms. Tracy Timms
Spanish Teacher K-8	Ms. Dalia Light
IT Coordinator	Mr. Hamerson Gil-Romero
Librarian	Ms. Joan Cesca
School Counselor	Ms. JoAnne Layton

Classroom Instructional Assistants

Preschool	Ms. Heather Delucchi
Kindergarten	Ms. Michele Villano
First Grade	Ms. DeeAnne Merletti
Second Grade	Ms. Lisa O'Brien
Third Grade	Ms. Madi Borden
Fourth Grade	Ms. Barbra Sana
Fifth Grade	Ms. Lisa Fernando
Jr. High	Eileen DeMaria
	Ms. Gloria Mercado
	Ms. Rose Wright

Administration

Parochial Administrator	Fr. Luke Ssemakula
Principal	Ms. Jill Lucia
School Secretary	Ms. Ana Kelley Kids Club
Director	Ms. Bonnie Taylor

ADDENDUMS

ACKNOWLEDGMENT & RECEIPT OF FAMILY HANDBOOK

Please sign this form and return it to the school office or the classroom teacher.

We have carefully read the Family Handbook and agree to be governed by this Handbook for the 2024-2025 school year.

Please check one of the following:

_____ Our child/ren is/are below the 5th grade level so we have discussed those things that we felt would apply and for which we felt there could be reasonable understanding.

_____ Our child/ren is/are in the 5th grade or above. He/she has read the Handbook and understands that they will be governed by it and have signed the portion below.

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

ST AGNES SCHOOL ANTI-BULLYING PROTOCOL

Our school's social vision

"Seeing Jesus in Others"

Why we have implemented a school wide system to stop bullying

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore our school has adopted the No Bully System for preventing and responding to harassment and bullying during the school day, before and after-school programs, at school field trips, school or Diocesan sponsored events, through social media or any other electronic communication and when students are traveling to and from school. This policy applies to all students, teachers, staff, specialists, and anyone who works on the school campus, whether employed by the school or the Diocese of Oakland, working as contractors, or volunteers.

What is bullying?

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

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

threaten, shame or isolate another student. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

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

What is harassment?

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

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and/or physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. Our school investigates and responds to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

How students can end bullying

Bullying and harassment cause pain and stress to students and are never justified or excusable as "just teasing" or "just playing." When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at St Agnes School have agreed to join together to treat others with respect and dignity both online and face-to-face so that we keep our community bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- If I am the target of bullying to ask the bullying student to stop, or walk away and seek help by telling a trusted adult on campus or by putting a note in the No Bully Box.
- If I see bullying, to be an “upstander” by asking the bullying students to stop or to walk away with the target.
- Never take revenge or ask someone to retaliate against a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as **Solution Coaches** to bring together a Solution Team of students and ask them to end bullying situations. Most Solution Teams successfully end bullying situations after one or two meetings without using punishment.

Staff, Teacher and Parent Response to Student Harassment and Bullying

Our school follows the No Bully System to prevent and respond to bullying and harassment.

Level 1 – Prevent & Interrupt

- All teachers, staff, students and volunteers support a campus-wide system for preventing and responding to harassment and bullying.
- Any teacher or staff member who witnesses an act of bullying shall take immediate steps to intervene and redirect students provided it is safe to do so.
 - Name the behavior for what it is e.g. “That’s a putdown.”
 - Speak to the intention behind the words or gestures, e.g. “That was meant to hurt.”
 - Explain the values that their behavior offends – remind them of our school social vision.
 - If more time or privacy is needed, take it.
- If a parent or guardian knows or suspects that his/her child is being harassed or bullied, his/her child should be encouraged to tell the bullying students to

stop and/or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying to the school principal or vice-principal. The school can only help if someone reaches out and tells us what is happening. If the child is a target of cyberbullying, please take screen shots and/or print any electronic or digital messages and share these with the school.

Level 2 – Check in with target of bullying and notify the Principal or Vice Principal

- All school staff members are encouraged to watch out for students who appear to be isolated from other students, who are put down by other students behind their back, or who show signs of being bullied.
- If any staff member learns or suspects that a student is the target of bullying, they will check in with the student as soon as reasonably possible. If this appears to be bullying or harassment, the staff member will attempt to resolve the situation and shall tell the respective vice-principal by the end of the next school day. In addition, a report will be generated.

Level 3 – Solution Team, Progressive Discipline and Other Responses

- The vice principal investigates and resolves the situation and shall ensure that any report of bullying or harassment and its resolution is documented on the “Bullying Report Form.”
- If this is a case of bullying or harassment, the school will promptly notify the parents or guardians of a target of bullying and the actions taken to prevent any further acts of bullying or retaliation.
- Our school uses a variety of methods to resolve incidents of bullying and harassment.
 - **We may refer the target of bullying to get help from a school Solution Coach.** Solution Coaches are teachers and staff members who have been trained by No Bully to bring together Solution Teams of students, including bullies, bystanders, and positive student leaders, and without using punishment to bring the bullying to an end. The Solution Coach records progress using a Solution Team Log and shall report progress to the principal.
 - **We may use progressive levels of discipline to redirect**

bullying students depending upon the severity of the bullying. The principal or vice-principal may meet with the bullying student, may involve their parents or guardians when determining consequences to change behavior, and inform the student and the parent or guardian that additional consequences will occur if the bullying continues.

Level 4 – Implement an Empathy-Building Action Plan

If a pattern of harassment or prejudice is apparent across an entire class or grade, the Solution Coach brings together relevant school staff to implement a plan to teach respect for differences and create a supportive peer culture.

Timeline for Addressing Bullying Complaints. Depending on the nature of a particular bullying incident, the vice principal may either 1) engage in a disciplinary process or 2) implement a Solution Team process. In either case, once an incident has been reported and it is determined that bullying has occurred, the vice principal will act in a timely manner.

Solution Team Implementation.

Week One

- The vice principal refers the target of bullying to a school Solution Coach to run a Solution Team.
- The Solution Coach runs the first meeting of the Solution Team.
- The vice principal may implement progressive discipline process.

Week Two

- Solution Coach runs second meeting of Solution Team if this has been initiated.
- Further progressive discipline can occur when necessary.

Week Three

- Third meeting of Solution Team if this has been initiated.
- Target invited to attend this final Solution Team.
- Solution Coach® records progress in Solution Team® Log, schedules three month follow up with target, and notifies the Principal and parents of outcome.

If the school's intervention does not resolve the bullying, the student or his/her parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to a complaint of harassment or

bullying, he or she may appeal to the school's Pastor.

Parent Permission Form

APPENDIX 6007A

PARENT PERMISSION FORM

To the Principal of _____ School

I hereby request that _____ participate

In the field trip to _____

Time and Date _____

I agree to direct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip.

I certify that my child is eight (8) years old or older and at least 4'9" in height and may use a seat belt in the back seat of the automobile.

Students Birthdate: Month _____ Year _____

I certify that my child is not eight (8) years old or at least 4'9" in height. Therefore, I understand that my child **MUST be secured in an appropriate child passenger restraint (safety seat or booster seat) IN THE BACK SEAT OF A VEHICLE** and I must provide a safety seat or a booster seat to be used for his/her transportation as required under California law.

I understand that any expenses incurred for medical treatment of my child will be first submitted to my personal medical/dental insurance plans. Unpaid benefits can be submitted to Myers- Stevens as a secondary provider.

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative of _____ as agent(s) for the undersigned to consent to an _____
name of school

x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the California Medical Practice Act, on medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment hospital care being required but is given to provide authority and power on the part of the above mentioned agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care that the above mentioned physician in the exercise of his or her best judgment may deem advisable.

Parent/Guardian Signature _____ Date _____

Yes _____ No _____ I offer to drive on: _____

(If yes, please fill out Appendix 6007B.)

Parent Permission Bus

APPENDIX 6007C

PARENT PERMISSION FORM – BUS FIELD TRIP ONLY

To the Principal of _____ School

I hereby request that _____ participate

in the field trip to _____

Time and Date _____

I agree to direct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip.

I understand that any expenses incurred for medical treatment of my child will be first submitted to my personal medical/dental insurance plans. Unpaid benefits can be submitted to Myers-Stevens as a secondary provider.

The Diocese of Oakland has been informed by the California Highway Patrol that it is not required to provide safety belts and booster seats for bus field trips.

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative of _____ as agent(s) for the undersigned to consent to any

name of school

x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the California Medical Practice Act, on the medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the above mentioned agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care that the above mentioned physician in the exercise of his or her best judgment may deem advisable.

Parent/Guardian Signature _____ Date _____

Parent Request Student Records Access

APPENDIX 6004

DIOCESE OF OAKLAND, SCHOOL DEPARTMENT

PARENT REQUEST FOR ACCESS TO STUDENT RECORDS

We/I, the parents of _____
Hereby request to examine and review his/her school records. We/I
understand that we/I will be contacted within Five (5) days after receipt
of this request to schedule an appointment.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

For Office Use Only:

Appointment date and time:

DIOCESE OF OAKLAND CODE OF ETHICAL CONDUCT FOR MINORS VOLUNTEERING OR WORKING WITH YOUNGER CHILDREN

To ensure the safety of children in the Diocese of Oakland, all minors who volunteer or work at a parish and/or school site must review these boundary guidelines before undertaking ministry in the Diocese of Oakland, and must sign the Code of Conduct form to verify that they understand their obligation.

You are about to begin what could be a lifelong commitment to working or volunteering in the Church. It is a privilege to help carry on the mission of Jesus, one that no one takes lightly. As a minor yourself, it is important that you follow certain rules and guidelines, both for your protection and for the protection of those to whom you minister. The Church takes the issue of misconduct very seriously. Certainly any instance of misconduct will be evaluated carefully and you are urged to report any instances of misconduct that you see to the adult in charge of your area of service. Your own conduct must be beyond reproach. You have a responsible position within your parish and you should live up to the expectations of trust that have been placed in you

CODE OF CONDUCT FOR MINOR WORKERS/VOLUNTEERS

1. I must always be aware of my own protection and the protection of those with whom I am working.
2. I must never be alone with a younger child in my care.
3. I must never transport a younger child in my care.
4. When on an outing with younger children there must be two adults present at all times.
5. I am not to access locker rooms, shower rooms and dressing rooms where younger children are in my care unless another adult is present.
6. I am not to accompany a younger child in my care into a restroom without an adult present unless the circumstances make it unavoidable, in which case I will inform the person in charge.

7. I must never have physical contact with younger children in my care, except as appropriate in connection with duties.
8. I must never use inappropriate language when working with younger children.
9. I must never be involved with the illegal possession and/or illegal use of drugs and/or alcohol.
10. I must never use physical force or demeaning language in disciplining younger children in my care.
11. I must never take advantage of a younger child in my care.
12. I am aware that Diocesan guidelines on reporting child abuse are to be followed without exception.

The Diocese of Oakland is grateful for the service you provide. These guidelines are meant for your protection and for the protection of the children you serve. Whenever you have questions or are uncertain about what is required, ask the adults with whom you work.