

**ALL SAINTS**  
**CATHOLIC SCHOOL**



**Parent/Student Handbook**  
**2021-2022**

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## I. Introduction

### Mission Statement

All Saints Catholic School is a Transitional kindergarten to eighth grade parish school with Dominican roots. We provide a faith-filled, safe, and nurturing environment in a community that celebrates its traditions and diversity. All Saints Catholic School is dedicated to academic excellence and fostering every child's 21<sup>st</sup> century scholastic success. Our Catholic faith is the cornerstone in developing respectful, responsible, and socially conscious children of faith who say YES to God!

### Statement of Philosophy

All Saints Catholic School, in partnership with our families and parish community, fosters the development of the whole child. We guide our students in the practice of Christian values and in the understanding of their responsibilities toward one another and the larger community. We challenge our students to use 21<sup>st</sup> century educational opportunities to further their personal and intellectual growth.

### Purpose

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.

## Student Learning Expectations

### An All Saints Catholic School Student

is a student Inspired By Christ who...

- prays daily and takes an active part in the life of the Church.
- strives for peace, love, fairness, and forgiveness.
- values and respects all of God's creation.
- lives his/her faith guided by the teachings of the Catholic Church.
- serves as a steward of the faith, community, and world.

is an Active Learner who...

- listens attentively and responds appropriately.
- challenges himself/herself and never gives up.
- produces his/her best quality of work.
- takes ownership of his/her work and respects the work of others.
- demonstrates strong study skills and habits.
- works collaboratively and productively with others.

is an Effective Communicator who...

- speaks and writes with purpose and clarity.
- focuses while listening actively.
- uses all technology respectfully and appropriately.
- resolves conflicts peacefully, fairly, and with kindness according to the Gospel values.

is a Responsible Citizen who...

- serves as a positive role model.
- actively cares for the community and the environment.
- helps others.
- takes a stand against bullying.
- embraces diversity.
- accepts and appreciates the differences of others as Jesus did.
- is developing an awareness of the world around him/her.

## II. School Structure and Organization

### Diocesan and School Personnel

#### Bishop:

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual 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.

#### 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, supervisors, 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.

#### Pastor:

The Pastor, by direction of the Bishop, 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 for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

#### Principal:

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/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.

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.

School Office Staff:

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

Other Support Staff:

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

Faculty and Staff Assignments

Administration

|           |                   |
|-----------|-------------------|
| Principal | Ms. Jennifer Diaz |
| Pastor    | Fr. Ramon Gomez   |

Office Administration

|                 |                        |
|-----------------|------------------------|
| Tuition Liaison | Mrs. Rosanne Esplanada |
| Office Manager  | Ms. Sue Porter         |

Plant Administration

|               |                 |
|---------------|-----------------|
| Plant Manager | Mr. Juan Olmedo |
|---------------|-----------------|

Technology Administration

|                                 |                  |
|---------------------------------|------------------|
| Technology Educator and Support | Mrs. Cara Schott |
|---------------------------------|------------------|

Faculty and Staff

|  |                           |
|--|---------------------------|
| Transitional Kindergarten/Kindergarten | Mrs. Lucille Rivera       |
| Grade 1                                | Ms. Margarita Gutierrez   |
| Grade 2/3                              | Ms. Emma Russell          |
| Grade 4                                | Mrs. Haley Walker-Ferrier |
| Grade 5/Grade 6 Language Arts          | Mr. Kevin Ferrier         |
| Grade 6/Grade 5-8 Social Studies       | Mrs. Cara Schott          |
| Grade 7/Upper School Math,             | Mr. David Firestein       |
| Math Coordinator grades TK-8           |                           |
| Grade 8/Upper School ELA               | Mr. Kevin Padama          |
| Upper School Science                   | TBA                       |
| Music Teacher, Bell Choir Director     | Mr. Steven Meyer          |
| Physical Education Teacher             | Rhythm and Moves          |
| Lower Grades Instructional Assistant   | Mrs. Kristen Leli         |
| Instructional Assistant                | Mrs. Jessica Howard       |

## Resource

|                           |                       |
|---------------------------|-----------------------|
| Special Needs Coordinator | Mrs. Shaynee Muldoon  |
| Special Needs Assistant   | Mrs. Virginia Cochran |

## Kids Klub/Extended Care

|                         |                      |
|-------------------------|----------------------|
| Extended Care Director  | Ms. Marylu Garcia    |
| Extended Care Assistant | Ms. Charlotte Joseph |
| Extended Care Assistant | Ms. Charise Sisney   |

## Yard Duty Supervisors

|                  |                     |
|------------------|---------------------|
| Lunch Supervisor | Mr. Marlon Martinez |
| Lunch Supervisor | Mrs. Jessica Howard |

## Extra-curricular Programs

|                          |                     |
|--------------------------|---------------------|
| MUSE Band Director       | TBA                 |
| MUSE Piano Instructor    | TBA                 |
| Musical Theater Director | Mr. Antoine Olivier |

## All Saints School Board

The All Saints School Board acts in an advisory capacity to the Pastor and Principal. The 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 school board furnishes the support and leadership to carry out the Church's commitment to Christian education.

## Parent Teacher Group

All parents and guardians of students at All Saints Catholic School are members of the Parent Teacher Group (PTG) and are encouraged to attend and participate at meetings and events. Information about the PTG is publicized in the weekly newsletter. Teachers and staff are also members of PTG and are welcome to attend meetings and serve on committees. Meetings are monthly (excluding December and June).

The PTG aims to:

- Secure the maximum involvement of the parent community in the educational experience of their children;
- Promote educational enrichment opportunities for the students of All Saints School;
- Promote a spirit of Christian community within the school community through social affairs, educational programs, and other large and small group events;
- Provide financial assistance for educational field trips and class events through fundraising efforts; and
- Provide financial assistance in the operation of the parish school through fundraising efforts.



### III. Diocese of Oakland Diocesan Policies

#### Mission Statement

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

#### Diocesan Admissions Policy of Non-Discrimination

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, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the schools.

The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national and/or ethnic origin, sex or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school administered programs.

#### Policy Regarding Abuse of School Personnel

“Any parent, legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work and 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.” (Education code, Section 44811)

“Every person who, with intent to cause, attempts to cause or causes, any officer or employee of any public or private education institution or any public officer or employee to do, or refrain from doing, any act in the performance of this 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 a 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 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)

## Sexual Harassment Policy

### Policy Statement:

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

### Definition of Sexual Harassment:

1. For purposes of this policy, sexual harassment is defined as including, but not limited to, unwelcome sexual advances, requests for sexual conduct, or physical conduct of a sexual nature directed toward a student under any of the following conditions:
2. Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese.
3. Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student.
4. The conduct has the purpose or effect of unreasonable interfering with a student's academic performance., or of creating an intimidating, hostile, or offensive environment.
5. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services sponsored by the Diocese.

### Employee to Student Sexual Harassment:

1. Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action, including termination of employment.

### Student to Student Sexual Harassment:

1. This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:
  - While on school grounds;
  - While going to or coming from school;
  - During the lunch period whether on or off campus;
  - During, or while going to or coming from, a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action, including verbal warnings and reprimands, counseling, suspension, and expulsion.

### Retaliation:

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

#### Complaint Procedure:

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the formal complaint procedure is contained in the *Administrative Handbook for Catholic Schools, Diocese of Oakland*. Complaints may be reported to a school counselor, the Principal, or Assistant/Vice Principal. Written complaints may also be filed at the office of the Principal or designee. A complaint does not have to be written, in order to be investigated.

#### Diocesan Procedure Statement:

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

#### Policy on the Use of Alcohol/Smoking on School Campuses

The Diocesan School Board has issued a policy on the use of alcohol on elementary school campuses. The policy mandates the following:

- Alcohol will not be served or consumed on school premises during the work day or while children are present (e.g. Extended Care).
- Alcohol will not be served by children.
- Alcohol will not be stored on school premises.
- Alcohol will not be served or consumed during any school-sponsored field trip.

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

#### Employment Non-Discrimination Policy

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

## Safe Environment for Children Project

The Oakland Diocesan Safe Environment for Children Project was developed in cooperation with the Oakland Diocesan Presbyteral Council in compliance with the adoption of the *Charter for the Protection of Children and Young People* developed at the US Conference of Catholic Bishops, June 2002. Adherence to the policy and implementation of the project is a mandate from Bishop Vigneron.

Compliance requires all volunteers to complete the following:

- To read and keep the *Policy of Expectations and guidelines for Ministry to Minors* document annually.
- To complete Safe Environment for Children training either on-line at [Virtus Online](#) or at an in-person diocesan workshop.
- To be fingerprinted via the designated fingerprinting service to the diocese. Please ask at the school office or visit the [school website](#) for detailed information.

All volunteers must complete these steps. This means both parents as well as grandparents, other relatives, and friends who might volunteer on a child's behalf. We ask that every parent complete the training and submit the completion certificate to the front office with the appropriate processing fee.

In addition, the Diocese of Oakland requires that all volunteers be screened annually through the Megan's Law process. This enables the school to provide the best possible security for your children.

## IV. School Information

### Hours of Operation

School begins daily at 8:00 am with prayer at our morning assembly near the flagpole. Classes are dismissed at 3:00 pm. On some Friday mornings, assembly will take place in the gymnasium. Students should meet at flagpole and will be escorted to the gymnasium after the sounding of the second bell.

### Minimum Day Hours:

Minimum Day dismissal is at 12:00 noon, unless otherwise specified. There is no lunch period on these days.

### Early Dismissal Days:

Wednesdays are designated as early dismissal days. Students are dismissed at 2:30 on Wednesdays to allow sufficient time for weekly faculty and grade level meetings. Occasionally, Wednesdays will be scheduled as minimum days for Diocesan workshops. Please consult the calendar for upcoming dates.

#### Extended Care Hours:

Extended care is available before school from 7:00 am until 7:40 am, and after school from 3:00 pm until 6:00 pm. On early dismissal Wednesdays, after school care is available beginning at 2:30 pm. Extended care is available beginning at noon on most minimum days. There is no after school extended care on the day before Thanksgiving, the day preceding the beginning of Christmas break, Holy Thursday, and the last day of school.

#### Office Hours:

The school office is open on school days from 7:50 am until 1:30 pm, Monday through Friday. The school office is open from 9:00 am until 12:00 pm between August 1<sup>st</sup> and the first day of school and from the first business day after the school year ends until the last business day of June. The school office is closed during the month of July and during school holidays and vacation periods.

#### Morning Prayer Assembly:

The school day begins with a communal prayer and the Pledge of Allegiance at the flagpole in the schoolyard every day except for some Fridays. Morning prayer is held in the gymnasium on some Fridays. During rainy days, students go directly to their classrooms where they take part in community prayer and pledge via the intercom. Appropriate announcements may be made after prayer and pledge. No announcements are permitted without prior approval of the Principal.

### General Admissions and Procedures

#### Application Process

Applications for the next school year are completed online and available on the school website starting in January. A test is administered and an interview is conducted with all students being considered for admission to Transitional Kindergarten through seventh grade at All Saints Catholic School. Students are not accepted in grade eight. Once notice of the completed application is received by the school, a test date will be set.

#### Admissions Policies:

Admissions priority in all grades, Transitional Kindergarten through seven, is given first to families with children currently enrolled at All Saints Catholic School, second to active All Saints parishioners, and then, space remaining, to families who do not qualify in the other two categories.

#### Acceptance Probation:

To determine if acceptance into All Saints School is appropriate for all concerned (school, child and family), all new students are enrolled on a probationary basis for the first trimester. During this time, the students must demonstrate their willingness to follow the rules and play an active role in the overall academic and moral philosophy of the school. All possible support will be given to new students to assure a satisfactory adjustment. Should academic or behavior problems indicate, however, that placement at All Saints School is not in the best

interest of the child and/or school, alternative enrollment arrangements may be made.

Parents should make sure they fully understand the financial and participation obligations they assume when educating their children at All Saints Catholic School. Parent participation in the form of parent participation hours is an integral part of the education process.

#### Minimum Age:

To be admitted into kindergarten a child must be five (5) years of age on or before September 1st of the current school year. To be admitted into the first grade a child must be six (6) years of age on or before September 1st of the current school year. Transitional Kindergarten is designed to serve students who would be turning 5 in the fall of the entrance year, however students who are 4 years old are eligible providing they are academically and socially ready. Readiness is determined by many factors that are addressed during the entrance assessment discussed in our admissions process.

#### 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 health documentation.

#### Transfer Student Process and Requirements:

All financial obligations to previous school must be current. Students will not be accepted if a balance remains at another school.

#### Dismissal Policy:

Parents are expected to uphold the philosophy and policies of All Saints School. Nevertheless, a situation could arise in which the uncooperative or disruptive attitude and/or the actions of parents or students might so diminish the effectiveness of the school that continuation of the student at All Saints School could be impossible in light of the school's mission and philosophy.

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior 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 academic career at All Saints School.
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.

#### Special Needs:

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

#### Withdrawal Process:

Families should notify the school thirty (30) days prior to their withdrawal from All Saints Catholic School. Tuition and fees for the remainder of the school year are due in full at that time.

#### Nondiscrimination Policy:

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

#### Attendance Policies and Procedures

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

#### Reporting Process:

Parents must notify the school office by 9:00 am if their child will be tardy or absent from the school that day.

When a student returns to school after being absent, she/he must report to the school office before entering the classroom. California State Law for Education mandates that parents provide the school with a signed note explaining the date(s) of and reason for any absence. The note must be given to the school office within twenty-four (24) hours of the student's return to school and is in addition to phone notification of an absence. Such notes are kept on file until the end of the school year.

#### Absences and Tardies:

A student who has been absent is required to present a written excuse stating the reason for his/her absence and signed by the parent/legal guardian. These excuses shall be kept on file until the end of the school year. “Excessive absence” is being absent from school for ten (10) absences per trimester or a total of thirty (30) days per school year. When the student arrives after recess s/he is a half (1/2) day absent. “Excessive tardiness” is being late four (4) times per trimester or a total of twelve (12) times per school year. A student is tardy if s/he arrives after 8:00 am for the beginning of the morning prayer. Students who arrive late to school due to a medical or dental appointment need to bring an excuse note from the doctor or dentist for readmittance. Attendance records are legal documents, poor attendance could necessitate the completion of summer school or repeating of the current grade.

The back doors of the school are closed and locked as soon as the students enter the school building after morning prayer. Under no circumstances should a child be dropped

on the playground after the last class has entered the building. It is the responsibility of the parent to ensure the safety of his/her child by walking him/her to the front of the building.

#### Appointments:

A special effort should be made to make medical, dental or other appointments for a student outside school hours. If a student must be taken out of class for an appointment, the required procedure is:

- A parent or guardian must send a written request to school stating the time and reason for the dismissal.
- The person picking the child up must go directly to the school office. Any person who is not known to the staff must show proper identification.
- The person picking the child up must be listed on his/her emergency information form.
- The person picking the child up must sign him/her out in the office log.

#### Illness:

If a student becomes ill during the school day, the office will call the parent or guardian to pick the student up from school. If the school cannot reach either the parent(s) or guardian(s), the school will call the individuals listed on the student's emergency form in the order in which they appear on the form. Students may be released only to the parent(s)/guardian(s) or the authorized people listed on the emergency form. Parents are expected to pick up or arrange for pick-up of sick children immediately after receipt of phone notification.

#### Homework During Absence:

Students must make up all work missed due to absence within two (2) days of return to school if the absence does not exceed forty-eight hours or within five (5) days of return to school if the absence exceeds forty-eight hours. Missed assignments, quizzes, and tests may be made up if the absence is excused. Assignments, quizzes, and tests missed as a result of unexcused absences may not be made up. Vacation is an unexcused absence. Requests for homework will only be granted for extended absences. When students are home sick, they need to rest and not worry about schoolwork. Adequate time is given to make up missed assignments without requesting work during a student's absence.

#### Credit:

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

#### Before and After School Care

All children must be under adult supervision while on school grounds (Diocesan Administrative Handbook). Children may not be on school property before 7:40 a.m. and must be off school property by 3:15 p.m. **All students who arrive before 7:40 a.m. or remain after 3:15 p.m. will be placed under the supervision of the Extended Care Program.** Parents are responsible for all extended care costs incurred if their children are



sent to Kids Klub before or after school because of arrival before 7:40 a.m. or because they are not picked up by 3:15.

In order to provide for the safety of its students, All Saints Catholic School has established an Extended Care Program named Kids Klub. This program provides adult supervision, opportunities for social development, outdoor recreation, organized games, rest, nutrition, homework time, and homework assistance. Kids Klub is open from 7:00 a.m. until 7:40 a.m. and from 3:00 p.m. until 6:00 p.m. daily. On early dismissal days, Kids Klub is available from 2:30 p.m. Kids Klub opens at noon on minimum days. For more information, contact the Program Director.

## Health Policies

### Health Concerns:

Parents should provide the school with a written description of any medical or orthopedic condition their child has that requires monitoring or necessitates restricted activity. Every grade level from Kindergarten through grade eight has some physical or kinesthetic education. Therefore, it is important that the school be notified of any condition, which may affect a child's participation in these activities.

### Special Health Needs Plan for Students with Chronic Medical Conditions:

Parents must provide the school with a Special Health Needs Plan for any child with a chronic medical condition such as asthma, diabetes, severe allergies, or seizures. This plan must be signed by the child's health care provider and should address signs and symptoms of the condition, acute management recommendations, and indications for phoning 911.

### Injuries and Accidents:

Any injury, which occurs on school premises must be reported to the school office immediately. An Accident/Injury Report will be filled out and sent home for any injury, which occurs on the school grounds. A parent/legal guardian will be notified via telephone of any head injury, no matter how minor. In case of serious injury, a parent/legal guardian will be notified immediately. If a parent cannot be reached, persons listed on the child's emergency information sheet will be called.

### 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, pink eye (conjunctivitis) mumps and measles. Students who have restrictable diseases or conditions must be excluded from school. Parents should notify the school immediately if their child has come in contact with or has any contagious disease or condition.

### Health Examination Prior to School Entry:

New students in grades TK, K and 1 are required to have a health examination within six months of the start of school. New students in all other grades are required to have a health examination within the last two years of the start of school. Parents must file the

appropriate health documentation with the school office prior to the date their child starts school at All Saints.

#### Immunizations:

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements. A photocopy of the child's health record card or a computerized printout of his/her health record must be on file in the school office. This health record should note all immunizations as well as other pertinent information. The hepatitis B series is required for Kindergarten and seventh grade students. A Tdap (Pertussis/Whooping Cough) booster is required for students entering grades 7 and 8. Documentation of chicken pox vaccine or past episode of the disease is required.

TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test. All TB tests must be documented correctly. A no risk assessment is acceptable in some cases.

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

#### Medications

- Schools may not furnish any medications
- All medication administration requires parent/legal guardian authorization.
- All prescription medications and over-the-counter medications require physician and parent/legal guardian authorization.
- All medications must be secured in the school office (Exception: back up inhalers and epi-pens may be secured in the classrooms as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:
  1. Risk of not carrying medication
  2. The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

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

#### Responsibility of Parents/Legal Guardians:

- Parents/legal guardians will assume full responsibility for the supplying of all medications.
- No medications may be brought to school by students.
- Parents/legal guardians shall deliver to the school, any medication to be administered. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child,

and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.

### Suspected Child Abuse or Neglect

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

- Physical abuse or corporal punishment
- Emotional abuse or deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse.

A reasonable suspicion of child abuse 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.

### Student Records

Review of Student Education Records:

Parents of students currently in attendance at All Saints Catholic School may review the student's education records.

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.

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.

### Use of Student Photographs

Photographs of students may appear on the school website, school social media sites or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing at the beginning of school year. Please note, posting photos of children on social media sites, other than your own, is strongly discouraged. Many parents do not wish to have their children's photos posted. This is especially important to remember when chaperoning field trips.

## Parent Involvement

### Parent Participation:

Among All Saints Catholic School's basic principles is the active involvement of its school parents. Through participation in a variety of activities, the school's parents are instrumental to the school's vitality and to the growth of its children. The parent participation program respects the diversity of the talent pool represented by school parents and invites each to share according to his/her own gifts.

In addition to the direct support they provide, parent participation activities serve to introduce new families into our All Saints community. The generous contributions of school parents help to provide unique, vibrant, and enriching experiences for the children.

All Saints will require 15 service hours from families. It is mandatory that a minimum of five (5) of the 15 hours be completed at our annual parish/school Fiesta.

Families who feel they are unable to contribute their time, or who fail to honor their participation commitment will be billed \$100.00 for each hour not completed.

### Other activities and volunteer opportunities:

- Morning traffic safety monitoring
- After school traffic safety monitoring
- Field trip supervision
- Any activity in support of the spring fundraiser
- Additional activities in support of Fiesta
- Assistance with class projects
- Participation on any school board or committee
- Time spent by CYO coaches
- Time spent by All Saints Scout troop/pack/den leaders on scout activities
- The donation of time and skills for plant maintenance and improvement
- Parish ministries

### Annual Spring Fundraiser

The spring fundraiser provides a substantial source of income. It recently has enabled us to work on security upgrades, and a new Science curriculum. It is required that all families participate. Students, staff and parents enjoy this annual event immensely.

## Volunteers

### Volunteer code:

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.

**Volunteer Background Checks – Megan’s Law Screening:**

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

- All volunteers who work at the school site or in school sponsored activities twelve (12) or more hours a month must be screened pursuant to the identification process established under California’s Megan’s Law.
- All volunteers who participate in any overnight experiences 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 any capacity at the school.

**Health Screening:**

All Volunteers who work at the school site twelve (12) or more hours a month must have TB testing.

It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an x-ray of the lungs or an approved intra-derma negative tuberculin test taken within the immediate past six months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two years. If a skin test is positive a chest x-ray is needed, one time only. Therefore, a symptom screening is recommended each year, documented by a physician.

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 Advisory Council and committees, Parents' Association Board and Committees, classroom assistance to teachers, cafeteria/ hot lunch program, room

parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

### Family Cooperation

Classroom interruptions:

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

Conferences with teachers:

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

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.

Family Cooperation/Removal of Students Resulting from Parental Attitude:

A family may be asked to withdraw from the school if a situation arises in which the uncooperative or destructive attitude of the parents so diminishes the effectiveness of the school.

Messages to Students:

During school hours, all messages to students must be sent through the school office. If messages are not of an urgent nature and can wait until the end of the school day, please refrain from asking that they be passed on to students.

### Release of Students During the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

### Custodial and Non-Custodial Parent Rights

All Saints Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to 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 the school with an official copy of the court order. Only an official copy of the court order will allow the school to deny the non-custodial parent information.

#### Custody and Release of Minors:

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless the assumption of custody is explicitly authorized in writing by the parent/legal guardian.

In order to cooperate with child and family needs, the school should be informed of custody arrangements. The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. It is the responsibility of the parent/legal guardian to inform the school of any changes in custody status or arrangement. In the absence of such order, equal rights will be afforded to both parents.

#### Student Lunches and Forgotten Items

An important part of your child's development is learning to be responsible and independent. Allowing our children to make mistakes and learn from them is key to their success.

We understand that sometimes lunches, homework and items from home are forgotten. Unfortunately, the amount of lunches, water bottles and student work being dropped off became more than excessive over time translating to an excessive amount of interruptions to classes where teachers are teaching, and students are learning. Having said this, school policy does not allow forgotten student homework, classwork, backpacks, water bottles, lunches, etc. to be dropped off in the office.

- If a student forgets their work, they will be able to submit it the next day.
- Students who are not participating in our hot lunch program, should bring a lunch from home with them in the morning.
- Students who participate in the hot lunch program but forget to order may receive an emergency lunch from a limited choice menu. You must make sure you have not restricted this option on your ChoiceLunch account. Families must have an account to order hot lunch. Lunches cannot be paid for onsite.

All Saints School offers a hot lunch program on all school days except for 12 noon dismissal days. To register for the hot lunch program, please visit ChoiceLunch at [choicelunch.com](http://choicelunch.com).

#### Parties

In school:

School parties are handled through the cooperation of the classroom coordinator(s) and the classroom teacher.

Out of school party invitations:

Home party invitations are not to be given out by students at school unless 100% of the class is invited (or all the girls if it is an all-girl party or all the boys if it is an all-boy

party). Children's feelings can be hurt if publicly excluded from a birthday or other party.

End of the year party:

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

Birthday celebrations on birthday free dress days:

Students celebrating a birthday in a particular month will be allowed Free Dress on the designated day for that month. In addition, treats for the birthday celebration are permitted on the designated celebration day only. With the help of the classroom coordinator and in coordination with the classroom teacher's individual policy, families celebrating a birthday should coordinate treats to be sure that the students are not overwhelmed with too many sweets.

Our goal is to allow children the joy of celebrating their birthdays in a special way. However, we also need to remember that we are a school and our primary goal is to maintain the integrity of the classroom. We cannot allow balloons, party treat bags, clowns, and the like to be part of the celebration here at school. Also keep in mind when you are planning, that your teachers and staff are not able to cut cakes or serve elaborate meals. The goodies must be brought to the school in the morning and will be distributed by the teacher at a time designated by him or her. Remember just goodies, each family should have their own special celebration at home.

The parent coordinators will be in charge of contacting the parents with children celebrating birthdays in the particular month and arrange the goodies.

## Uniform and Dress Code

School Uniform:

1. All Saints students are required to be in a complete and clean uniform every day of school unless the day is designated as a special dress day. Students who arrive at school in a uniform that is not clean, neat, of proper fit, or in good repair will be required to call home for a change of clothing. Please note not all clothing sold at stores labeled as "School Uniforms" are the uniforms for All Saints Catholic School. Please review the following policy before making purchases.
2. There will be no exceptions to any part of the uniform requirement. Violations will result in a uniform infraction. Students who receive a uniform infraction forfeit their next special dress opportunity. Students earning repeated uniform infractions may be subject to further disciplinary action.
3. All Saints Catholic School uses Classic Design School Uniform and Athletic Wear as its main uniform supplier.
4. In addition to the general uniform requirements, the following regulations and/or restrictions apply to all students:



- All shirts and blouses are to be tucked into the pants or skirt at all times.
- Pants are to be properly fitted at the waist and length. Baggy, flare, bell bottom, corduroy, capri, skinny leg, and oversized pants are not to be worn.
- Cargo pants are not uniform pants. No extra pockets.
- Students wearing pants and shorts must wear belts. Belts should be plain and mostly black, brown or white. Students in grades TK, K, and 1 do not need to wear belts.
- Skirt length must be no higher than a 3" x 5" index card above the knee (measure with the short side of the card).
- Nail polish may not be worn.
- Boys' hair may extend down to the top of the standard shirt collar. Tails of any kind are unacceptable for boys. All hairstyles for both boys and girls must be kept neat and clean.
- Hair colors or dyes of any kind are not permitted. This includes highlights. Hair must be its natural color.
- Hairstyles with designs cut into the hair are unacceptable. The administration will determine the appropriateness of any hair cut or style.
- Hair accessories must be uniform colors and must be of modest size.
- Eighth grade girls may wear light make-up. The appropriateness of such make-up will be left to the discretion of the junior high teachers and the school administration.
- Girls may wear post earrings only. Only one earring may be worn in each ear. Boys may not wear earrings.
- Jewelry is to be kept to a minimum. No more than one necklace may be worn at a time and it should be tucked inside the shirt collar. Chokers cannot be worn.
- With the exception of the uniform cap (which may only be worn outdoors), hats are not to be worn at school even on special dress days.
- Tennis, athletic or rubber soled shoes, tie or velcro, are required. Shoes must not have patterns or designs. No other types of shoes are acceptable. Shoes must be mostly black, brown, white or gray. Checkered shoes (vans) are not acceptable.
- Boots may not be worn at school.
- Shoes with wheels or electronic components are unsafe and may not be worn to school.
- If high-top shoes are worn, socks must extend at least one inch above the top of the shoe.
- Socks must be proper anklets or knee-socks. Sport socks that come just to the top of the shoe are not acceptable.
- Tights are acceptable but not to be confused with leggings. Leggings are not acceptable under any circumstances.
- Jackets may not be worn indoors at any time.
- The school, under special circumstances, may introduce special shirts/hoodies (ie: student council shirts, special event shirts/hoodies) that may be worn as uniform.
- All uniform items and personal belongings should be marked with the student's name.

**Uniform Policy:**

Boys:

Shirt options:

- White oxford
- White collared polo
- Navy collared polo
- Navy or white turtleneck

Pant/Short Options:

- Navy blue twill pants
- Navy blue twill shorts
- Khaki twill pants
- Khaki twill shorts

Girls:

Blouse or shirt options:

- White oxford
- White blouse, Peter Pan collar
- White collared polo
- Navy collared polo
- Navy or white turtleneck

Skirt/Jumper/Short Options:

- Navy/green plaid jumper\* grades K through 4
- Navy/green plaid skirt\* grades 5-8
- Navy/green plaid skort\* grades 5-8 (special order option)
- Navy blue twill shorts
- Navy blue twill pants
- Khaki twill shorts
- Khaki twill pants

Boys and Girls:

Sweatshirt/sweater options:

- Navy blue cardigan
- Navy blue pullover sweater
- Navy blue pullover vest
- Navy blue crewneck sweatshirt with All Saints logo
- Navy blue 1/3 zip fleece pullover

Eighth grade students have the option of ordering “Class of 20XX” sweatshirts with the names of all eighth graders printed on them.

Seventh grade students have the option of wearing their Caritas Camp sweatshirt on Fridays after attending Caritas.

Optional outerwear:

- Navy micro fiber fleece-lined jacket

Socks:

Navy blue  
Black  
White

Tights - solid colors only:

Navy blue, black or white

Special Dress Code:

Certain activity days, as determined by the school, allow students to dress more casually than the uniform policy. They are not considered “free dress” because it is still expected that students will dress in a manner appropriate to a Catholic school. Jeans may be worn; they must, however, be neat and clean and free of decorative patches or holes. All shirts and blouses, especially tee-shirts, are to be appropriate to the environment of a Catholic school. Care should be taken as to the pictures or messages contained on any tee-shirt. Socks must be worn.

Students who arrive at school dressed in a manner deemed by the administration to be inappropriate will be required to call home to request that a uniform be delivered to school for them.

Mass/Liturgy Dress:

On days when students attend Mass or participate in liturgical celebrations, they are to dress in complete formal uniform, which includes a school sweatshirt or sweater.

This means:

- Boys are to wear long pants, a white or navy shirt, and a school sweater or sweatshirt
- Girls are to wear a jumper or skirt, a white blouse or a white or navy shirt, and a school sweater or sweatshirt.
- Shorts may not be worn on Mass days.

Students not dressed in complete formal uniform will be asked to call home to request that the proper uniform be delivered to school for them.

### Student ID Card

Student ID cards for all 7th and 8th grade students will contain the suicide prevention information per the senate bill requirements shown below:

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

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

## Field Trips

Field trips are privileges. Students may be denied participation if they fail to meet academic and/or behavioral requirements. A field trip permission form is required for all trips. Students who fail to submit the proper form at least seventy-two (72) hours prior to the field trip will not be permitted to participate in the field trip. Students must be in uniform on school sponsored field trips.

## Care of School Property and Personal Property

### Littering and Gum Chewing:

Students are expected to keep all school facilities neat and clean. Garbage is to be placed in garbage cans. Pride in our school requires that everyone plays a role in keeping All Saints Catholic School and the surrounding parish vicinity clean. Gum chewing is not allowed on campus.

### Toys and Trading Cards:

Students are not to bring toys, trading cards of any sort, games, basketballs, etc. to school. The school cannot accept responsibility for personal items and assumes no liability if such items are lost or stolen.

### Vandalism/Property Damage:

Students and their parents/guardians are liable for all damage to equipment or school property.

### Cell Phones/Electronic Equipment:

#### Cell Phones:

All student cell phones must be turned off during school hours and turned in to the homeroom teacher upon arrival to class. Cellular phones may not be used by students on the school grounds anytime between 7:00 am and 6:00 pm. Students not in compliance with this rule will have their cellular phones confiscated and a parent must come to the school to retrieve the phone. Phones will be returned to students at the close of the school day. Any student deliberately refusing to turn in his/her cell phone at the beginning of the day or repeated offenses of this type risks confiscation of his/her phone for the remainder of the school year.

No radios, CD players, iPods, iPads, Kindles, Nooks, iWatch or similar devices are to be brought to school. Likewise, electronic games of any sort are not permitted on school grounds. Any such devices found will be confiscated by the teacher and returned only to the parent or guardian. Repeated offenses of this type risks confiscation of his/her device for the remainder of the school year.

## V. Safety Policies and Procedures

### School Safety

The safety of all children while they are on the school grounds is of utmost importance to all school personnel. To this end, and in addition to the day-to-day safety procedures practiced by all All Saints Catholic School employees, school faculty and staff hold CPR/First Aid certification.

## Traffic Safety Procedures

### Morning Drop Off Procedures:

Cars should enter from High Street. Once in the schoolyard, cars should proceed slowly (at 5 mph) towards the coned-off area. At the large sign, cars may proceed into one of two lanes. The western-most lane (closest to the school building) will exit onto E Street. The lane farthest from the school building will loop around and exit back onto High Street.

Cars in the lane exiting onto E Street should, when safe, proceed as far as possible towards the crosswalk area. A parent or staff member will direct cars when it is safe for them to proceed. Cars in the lane exiting back onto High Street should, when safe, pull up parallel to the crosswalk area. To ensure the safety of all children, **STUDENTS SHOULD EXIT CARS ON THE SIDE CLOSEST TO THE SCHOOL BUILDING.** Students must remain to the west of the cones when they arrive on the playground. For the safety of all children, playing with any playground equipment is not permitted before school.

### Afternoon Dismissal Procedures:

Cars should enter from High Street and exit onto E Street or loop back around to High Street. Drivers are not to enter the school grounds until 30 minutes prior to dismissal. If students are present, drivers are expected to keep well away from their activities.

All cars should be parked to the east of the cones; they should not be parked next to the school building.

The speed limit on the playground is 5 m.p.h. **Drivers should use extreme caution when driving on school grounds. Children happy to see their parents at the end of the school day cannot be expected to watch for cars. The responsibility for the safety of all our children belongs to the adult drivers. Impatience with traffic cannot excuse any disregard for children's safety.** Habitual speeders and inconsiderate drivers will be barred from driving on school property.

Students wait with their teachers in designated areas on the playground. Parents/car pool drivers must pick children up from these waiting areas. It is expected that all children and adults will exercise great care while walking to and from their cars.

All Kids Klub students must report directly to Kids Klub.

Please remember that dismissal time is not an appropriate time to discuss individual student concerns with teachers since they are responsible for the supervision of children.

## Safety Procedures

### Supervision of Students:

Liability for supervision and control of students shall be assumed by the school at:

- 7:40 am, twenty minutes before the first bell in the morning, and ends at 3:15, fifteen minutes after the end of the school day,

or

- when signed in to before/after school care.

Students participating in school sponsored extra-curricular activities (i.e. TaeKwonDo) are covered until the ending time of the activity.

Skates, Skateboards and Scooters:

Skates, skateboards, roller blades, bicycles, and scooters are forbidden on the school grounds at all times.

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.

School policy for students walking to and from school:

Students walking and/or taking public transportation to and/or from school must have been given permission granted by a parent during online registration. Students who do not have permission will not be allowed to leave campus. A parent may send an email stating they would like to update this option before walking dismissal can be allowed. Students walking and/or taking public transportation are required to sign out in the appropriate binder located in the school office prior to leaving the school grounds. Once a student has signed out, she/he is to exit the school through the front door. Except in an emergency or when accompanied by an adult, the student may not return to the school grounds.

Visitors:

Visitors are defined as any non-attending student or any non-employee who seeks permission to enter the school premises. All visitors must report to the main office where they will sign in and be issued a badge to be worn throughout their time on campus.

## Emergency Preparedness

Fire drills:

Fire drills are performed once per month. When the alarm is sounded, students exit the building with their classmates and meet at the designated line up location. After attendance is taken and the clear signal has been given, students are allowed to return to their classrooms.

Earthquake:

In case of a serious earthquake, students will be released into the custody of their parents or parents' designee according to the emergency card. The procedures for an emergency evacuation are practiced once a year by the entire school community.

Emergency information:

In emergencies, information found on student emergency card, may be released to appropriate persons if it is necessary in the judgment of the Principal or his/her designee to protect the health or safety of the student or other persons. Each parent is responsible for keeping the information on the emergency form current during the year. Changes to the emergency form must be submitted in writing to the school office. Emergency card information must be updated annually at registration time.

#### School lockdown:

In some situations, it may be necessary to lockdown the school. 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.
5. A message will be sent to all families via email and/or text.

Parents should refrain from calling the school office during a lockdown. Phone lines need to be kept open for emergency personnel.

## VI. Financial Information

### Tuition

The School Board recommends fees and tuition. Tuition and fees for the following school year are published in May.

Parents are responsible for the tuition contract agreed upon at the time of registration and are obligated to pay the full annual tuition and fees amount stipulated. Voluntary or involuntary withdrawal from All Saints Catholic School during the school year does not dismiss a family’s obligation to pay the full annual tuition.

Monthly tuition payments will be made through FACTS Tuition Management Company, a tuition management firm. An Automatic Bank Payment, paid on your behalf from either a regular checking, savings or credit card account will be charged to your account each month. Your bank makes the tuition payment for you on the day you authorize. Enrolling in the service is mandatory for families choosing to pay tuition monthly.

**All Tuition is non-refundable for the school year.**

#### Parishioner Status:

All Saints Catholic School is an integral part of the All Saints Church Parish Family. The parish has a vested interest in the function and vitality of its school. Therefore, active parishioners qualify for a special rate of tuition.

To qualify for active parishioner status, families must

- be registered in the parish,
- attend Sunday Mass regularly,
- participate in some of the various ministries and programs of the parish community,
- make regular financial offerings using Sunday envelopes, or Electronic Funds Transfer

Such qualifications must be established prior to and independent of school registration and selection of a tuition rate. The burden of proof of compliance with these norms rests with the parent.

Tuition payment history and verification of status is reviewed twice a year by the Pastor and the Principal in December and May. Beginning in January, tuition rates will change if compliance with requirements for active parishioner are not met.

### Delinquent Tuition Policies

Tuition payments begin in July and are paid for ten (10) months, through May. When a tuition payment is missed, FACTS Tuition Management will reattempt the missed payment on the next possible EFT date. Tuition is delinquent when a payment is missed through FACTS and an available reattempt is unsuccessful.

If your tuition becomes 30 days delinquent, your child will not be allowed to return to class until your account is brought up to date. You will have two weeks to bring your account up to date. If after the two weeks your account is not brought up to date, and/or a payment plan is not in place, your child will be removed from class and your account will be sent to collections.

The Principal may arrange a payment program to meet extraordinary circumstances if the family has personally made a request in writing in a timely manner.

No student/family may graduate with a past due balance of any kind.

The school reserves the right to do any of the following with regard to the payment of any past due balances (including but not limited to tuition, student fees, and Kids Klub balances):

- Withhold reports/report cards
- Deny a student enrollment for the following month or trimester
- Deny a graduating student participation in graduation activities (including the Baccalaureate Mass, graduation ceremony and dinner dance) and/or withhold a diploma.

In cases in which tuition is still not forthcoming, the school will turn the collection of unpaid tuition over to a collection agency. The family then becomes responsible for both the tuition itself and all costs associated with its collection.

### Student Fees

Registration fees help pay for the use and consumption of textbooks, health and accident insurance, testing, and disaster preparedness (earthquake survival supplies). The registration fee is per student, grades Transitional Kindergarten to grade eight, and is due in March, at the time of registration. The registration fee is non-refundable.



Registration fees become delinquent the day after the published due date and a tiered fee structure consisting of an increase per each published date thereafter will apply, please contact the principal, before the deadline, if you have any questions or concerns.

Other Student Fees:

Graduation Fee (Grade 8 only)

Retreat Fee (Grade 8 only)

Sacramento Trip (Grade 4 only)

Science Camp Fee (Grade 6 only)

Caritas Retreat Fee (Grade 7 only)

PTG fee (annual per family – due in March at the time of registration)

All other fees are added to tuition unless otherwise paid in full at the beginning of the school year.

Development Fund fee:

A Development Fund fee is paid by all new families upon enrollment to All Saints School.

### Tuition Assistance

All Saints Catholic School recognizes that circumstances arise which effect the ability of families to pay tuition. The parish and school attempt to help those families who cannot afford tuition and fees through tuition assistance.

Families seeking assistance may apply for parish/school assistance. All families applying for assistance must complete a financial aid application through the FACTS Tuition Management. A limited number of reduced tuition spaces are available based on family financial need and the availability of funds.

A family's tuition assistance is determined following an application process that requires timely completion of family financial statements, which, together with copies of most recent tax returns, are submitted to an independent, nationally recognized firm for evaluation. The school takes this evaluation into consideration in making tuition decisions. Submission of a tuition assistance application does not constitute automatic approval. Forms should be submitted by the due date posted on the application(s).

All Saints Catholic School does not provide full tuition assistance. Families approved for reduced tuition must re-apply yearly, following procedures set forth by the school and funding source.

Tuition assistance applications are available through the school website typically beginning in January. All Saints Catholic School does not receive any form of financial support from FACTS Tuition Management.

Opportunities for tuition assistance are available from All Saints Catholic School/Parish, FACE, and through the Basic Fund.

The BASIC Fund Foundation provides need-based tuition assistance to families entering private schools. FACE provides need-based tuition grants to students who attend Catholic schools in the Diocese of Oakland.

## VII. Academic Information

### 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.

### Conferences

Scheduled by school:

To effect closer cooperation between home and school, fifteen-minute parent-teacher conferences are scheduled by the school during the first trimester. These are goal-setting conferences concentrate on organization and study skills. Parents are expected to attend these conferences and are encouraged to prepare in advance any questions and/or concerns they might have about their child's progress.

Requested by parent:

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year are encouraged to contact their child's teacher to arrange an appointment.

Diocesan Guidelines for Conferences:

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

### Curriculum

The Department of Catholic Schools of the Diocese of Oakland publishes approved curriculum guidelines in all curriculum areas. Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines.

#### Religious Education:

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

#### Family Life/Christian Sexuality:

The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum. Maximizing the wholesome influences of the Catholic classroom requires an approach, which integrates the Catholic value system and moral convictions throughout the curriculum.

#### Electronic Information/Communications:

The mission of All Saints 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 as part of registration.

#### Grading and Related Topics

Grading is an opportunity to evaluate a child's progress in specific subjects. Each child's effort and consistency with daily class and homework assignments affects his/her grades. Performance on tests provides a percentile ranking of each child's comprehension of specific subject area content.

#### Academic Records:

A parent who wishes to view a cumulative academic file must make the request in writing with at least twenty-four (24) hours notice. The records must be reviewed in the school office with a qualified person to help interpret the information.

#### Honor Roll:

Students in grades four to eight who receive all A's or all A's and B's on any report card are considered to have made the Honor Roll.

Students who earn a grade point average of 3.0 or better during their seventh and eighth grade years are awarded honors at graduation.

The most prestigious of academic awards is the national Presidential Award for Educational Excellence. This award is bestowed upon graduating students who have met the following criteria:

- scored in the highest percentiles on standardized achievement tests in seventh and eighth grades;
- achieved a grade point average of 3.5 or higher in all core classes in both seventh and eighth grades; and
- exemplary student in terms of citizenship, conduct, and responsibility

#### Homework:

Homework is a necessary part of school life and is assigned as a meaningful component of learning. Home study reinforces work begun in class. The assignment of homework is left to the discretion of each teacher. The times listed are reasonable average amounts for daily homework per grade level.

|                           |                          |
|---------------------------|--------------------------|
| Kindergarten              | 10 – 15 minutes per day  |
| First and Second Grades   | 20 - 40 minutes per day  |
| Third and Fourth Grades   | 40 - 60 minutes per day  |
| Fifth and Sixth Grades    | 60 – 90 minutes per day  |
| Seventh and Eighth Grades | 90 – 120 minutes per day |

In addition, all middle school/junior high students are expected to read a minimum of fifteen (15) pages a day, five (5) days a week.

#### Progress Reports/Report Cards:

Reports are sent home at regular intervals, three times during the academic year. In this way parents will be alerted to the successes or areas of improvement for their child. Progress reports are issued halfway through each trimester. Students who have excessive absences, ten or more days per trimester, may receive an incomplete for the grading period.

PowerSchool Student Information System is open to all students and parents in grades 3-8. Parents should access PowerSchool on a regular basis to follow their child/ren's progress. Attendance can also be accessed on PowerSchool.

#### 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. A list of supplies that students will need during the school year is sent home at the end of the previous school year. Some supplies may need to be replenished throughout the year. Wheeling backpacks are not allowed.

#### Textbooks:

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

Textbooks must be properly safeguarded. They may be taken home only in a book bag. All textbooks should be covered at all times with regular, not sticky, paper. Lost books will be replaced at the parent's expense. Individual damages will be assessed at the end of the year and appropriate charges made.

### 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.

#### Attire for Graduation Events:

Appropriate attire should be worn for all graduation activities. Boys should wear dress shirts and dress pants; dress attire for girls is to be modest and suitable to a Catholic school environment.

### Promotion and Retention

#### Promotion:

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

#### Retention:

Retention is only appropriate, for developmental readiness reasons, in grades TK, K, 1 and 2. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the Superintendent. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program, which is more realistically suited to his/her needs.

### Standardized Testing

All Saints School participates in standardized testing four times per school year using the STAR Renaissance program. Each student's scores will be sent home. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the current class.

## Discipline

Parents have the primary responsibility for disciplining their children and seeing that they conduct themselves according to Christian principles and the academic and disciplinary standards of the school. This implies that respect and obedience be shown to all teachers and school personnel, including parents who volunteer to help in any way at any time. Consideration and respect for the rights of all students must be exhibited by application to studies and by proper behavior in the classroom, library, halls and playground and at all school events whether on or off campus.

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:

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

To achieve these ends, the faculty has determined four basic school rules. All Saints Catholic School students are expected to:

- model Christian behavior at all times.
- choose actions that allow teachers to teach and students to learn.
- follow directions the first time.
- keep All Saints safe and clean.

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.

### Anti-Bullying Policy:

Everyone at All Saints Catholic School is committed to making the school a safe and caring place for all students. The school community believes in a zero tolerance for bullying. Accordingly, the community is committed to treating each other with respect and to refusing to tolerate bullying in any form.

The school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone or making fun of someone.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.
- Hurting someone physically by hitting, tripping, pushing, and so on.
- Stealing or damaging another person's things
- Ganging up on someone

- Using the internet and/or social networking sites to tease, hurt or spread rumors about someone
- Touching or showing body parts

Students at All Saints Catholic School are expected to do the following to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

Staff at All Saints Catholic School are committed to doing the following to prevent bullying and to help children feel safe at school:

- Supervise students in the school and on the playground
- Watch for signs of bullying and stop it when they see it
- Teach an anti-bullying curriculum to all students
- Take seriously families' concerns about bullying
- Look into all bullying incidents
- Assign appropriate consequences.

Illegal Substances:

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

Leaving School Grounds During School Day:

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

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

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

Every student is subject to the Diocese of Oakland Technology Use Policy for Students and Parents. 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.

#### Disciplinary Actions:

##### 1. Serving Detention

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



longer than fifteen (15) minutes, parents/legal guardians should be notified in advance.

## 2. Suspension Policies

Suspensions should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct. No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student must be given the opportunity to "make-up" work that was given during the time of the suspension.

## 3. Suspension Procedures

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

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

- a. NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
- b. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
- c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.
- d. PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
- e. RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However,

it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.

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

#### 4. Expulsion Policies

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

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion. An offense may occur that is not listed below but may warrant expulsion.

1. Continued willful disobedience/consistent violation of school rules.
2. Persistent defiance of school authority by any student or his/her parent/s.
3. Habitual profanity or vulgarity.
4. Use, possession or exchange (whether or not for sale) of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
5. Vandalism to school property.
6. Habitual truancy.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
8. Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, including laser pointers.
9. Theft.
10. Verbal or physical harassment of any student, teacher or administrator.

#### Procedures for Disciplinary Expulsion

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

1. The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian 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/legal guardian 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 a final decision will be made by the Principal in consultation with the Pastor and Superintendent.
3. Written records of the various proceedings leading to expulsion must be on file.

B. Cases Involving Serious Offenses or Threats to Safety

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

C. Right to Appeal

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

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.

### Health Services

Student health records:

Student health records are maintained by a volunteer health chairperson who coordinates the health program with the Diocese. The health chair checks to see that immunizations and physical examinations are current and in compliance with diocesan and state regulations.

Vision Screening:

All students new to All Saints Catholic School and students in first, third, fifth, and seventh grades will receive MCT vision screening.

Hearing Exams:

An audiologist tests the hearing of all students new to All Saints Catholic School and that of all students in kindergarten, second, fifth, and eighth grades.

Scoliosis Screening:

Students in seventh and eighth grades are screened for scoliosis.

Health Services Follow-up:

Students found in need of treatment after vision, hearing, or scoliosis screening are referred to their family health care professional.

## Title I Services

All Saints Catholic School receives Title I services under the federal No Child Left Behind Act. This program, which provides for academic remediation, is administered through the Hayward Unified School District. Eligibility for specific remediation services is determined by home address and standardized test scores.

### Learning Support Program:

All Saints Catholic School has a formal Special Needs Program administered by a Learning Support Coordinator. The Learning Support Coordinator works with parents and teachers to identify the needs of students who are experiencing academic difficulties. S/he helps determine modifications and/or accommodations that need to be made in the classroom, at school, and at home and helps teachers implement recommended modifications. S/he is available to address teacher and parent concerns, to do informal diagnostic testing in reading and math, to help parents locate community resources available to children with special needs, and, time permitting, to work with individuals or small groups of students in the areas of basic math, reading, and language arts.

## Student Service Opportunities and Programs

### Altar Service:

All Saints Parish children in grades three and up may become altar servers. Students and parents are notified of sign-ups and trainings, which take place at least annually. All Saints Catholic School children may serve at school masses, weekday funerals, and the Baccalaureate Mass, as well as at Saturday and Sunday masses.

### Student Council:

All Saints Catholic School has an active Student Council. Its purpose, as stated in its constitution, “is to promote good citizenship, to encourage a high standard of scholarship, to arouse school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members.” The Student Council is composed of seventh and eighth grade students.

The Student Council meets weekly to plan activities and address issues. On a regular basis, two students from grades four through eight represent their classes at a Student Council meeting.

### 3-H Lunch Program:

All Saints Catholic School is actively involved in the parish Tuesday Breakfast Program. Classes provide bag lunches each Tuesday for the less fortunate. Seventh and eighth grade students help distribute the lunches and serve breakfast on Tuesday mornings.

## Enrichment Programs

### Handbell Program:

All Saints Catholic School provides in-curriculum handbell instruction to all students in fourth, fifth, and sixth grades. Students in sixth, seventh, and eighth grades are eligible for the extra-curricular Honors Bell Choir. Tryouts for this advanced choir are held in September. Members of the Honors Bell Choir perform at various school events,

including the Christmas and spring concerts and the graduation ceremony; at diocesan events, including the Lillian Black Arts Festival; and at various community and public events.

**MUSE Band:**

All Saints Catholic School contracts with M.U.S.E. to provide an extra-curricular band program for students in fourth to eighth grade. Instruction is provided for a variety of brass and woodwind instruments, as well as for drums. Three levels of instruction—beginning, intermediate, and advanced—are offered. Beginning and intermediate band classes are offered during the school day; advanced band classes are provided after school. This instruction is provided at an additional cost to families.

**MUSE Piano:**

All Saints Catholic School contracts with M.U.S.E. to provide an extra-curricular piano program for students in kindergarten to eighth grade. M.U.S.E. provides keyboards for use during lessons. Instruction is provided after school. This instruction is provided at an additional cost to families.

**TaeKwonDo:**

TaeKwonDo is offered as an extension of the extended care program. TaeKwonDo, a martial art, helps children build self-confidence and self-discipline. Classes are offered on Friday afternoons and are provided at an additional cost to families.

**CYO Program:**

The parish operates a CYO program under the auspices of the Diocesan CYO Program. CYO provides organized team sports opportunities for students in second through eighth grades. The CYO Board oversees this program. Information regarding sign-ups is sent home with the weekly school newsletter when provided and is posted in the parish bulletin.

**Scouting:**

Boy Scout, Cub Scout, and Brownie troops are active at All Saints. Information regarding sign-ups will be sent home in the school newsletter when they become available.

## All Saints School Technology Responsible Use Policy

### Diocese of Oakland Technology Responsible Use Policy Students and Parents

#### **Introduction**

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

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

#### **Jurisdiction and Definitions**

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

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

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

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

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

#### **School Responsibilities**

##### **Protecting student data**

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

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

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

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

### **Parent Responsibilities**

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

### **Student Responsibilities**

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

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

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

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

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

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

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

Policy and/or the school's BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

By signing below, I give permission for the school to provide technology services and for my child to use technology in accordance with the rules and responsibilities above.

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

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

### **Distance Learning Addendum for 2020-2021**

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

#### **Jurisdiction**

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

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

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

#### **School Responsibilities**

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

#### **Student Responsibilities**

1. Students will not take photos or recordings of video conferences
2. Students will not share links or logins for video conference meetings with anyone outside of their class community.
3. Students will attend in uniform or school-appropriate attire as directed



4. Students will inform others nearby when they are conferencing, especially when the camera or microphone is on
5. Students will attend from common areas in homes, such as the family room, dining room, or kitchen.

Initial:       \_\_\_ I give permission for my child to participate in video conferencing with school staff and classmates.  
                  \_\_\_ I give permission for my child’s video conferences to be recorded.  
                  \_\_\_ I give permission for my child to appear in live streams of his or her classroom.

**Management Tools in Distance Learning**

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

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

**Internet filtering at home**

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

Student Printed Name:

\_\_\_\_\_

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

\_\_\_\_\_