



*Saint Joseph took good care of Mary and Jesus.
He loved them very much.*

Parent/Student Handbook
2023-2024

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STATEMENT 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 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, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school administered programs. Likewise, the Catholic schools in the Diocese of Oakland do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

WCEA / WASC ACCREDITATION

St. Joseph School has undergone evaluation by the Western Catholic Educational Association, (WCEA), and the Western Association of Schools and Colleges (WASC), and has been granted full accreditation through the year 2024.

MISSION STATEMENT

St. Joseph School, affiliated with the Dominican Sisters and an integral part of St. Joseph Parish in historic Mission San Jose, is dedicated to providing a strong Catholic religious formation and an excellent academic education for Transitional Kindergarten through 8th grade students. Partners in this endeavor, students, parents, educators, and parish community strive to live Christ's message, empowering service-minded future leaders for the Church and community.

PHILOSOPHY

Rooted in the Dominican spirit and a tradition of excellence, St. Joseph School recognizes students as learners, parents as primary educators, and teachers as facilitators of learning. The school is committed to instilling Gospel values and providing a nurturing, faith-filled environment that

- strengthens the individual's self-worth,
- appreciates the diversity of all people, and
- encourages caring interdependence, developing responsible members of family, parish, and local /global communities.

Dedicated to fostering each student's relationship with God and others, the educational program is directed toward the growth of the whole child: spiritual, intellectual, physical, social, and psychological.

SCHOOLWIDE LEARNING EXPECTATIONS

for Students in Sixth through Eighth Grade

Students from our School are Becoming.....

1. Faith-filled Christians in the Catholic Tradition who:

- know doctrine and practice traditions of the Catholic faith
- cultivate a personal, prayerful relationship with God
- practice Gospel values in their daily lives
- participate in communal liturgical celebrations

2. Life-long learners who:

- demonstrate a mastery of academic concepts and skills
- think critically and solve problems
- utilize and adapt technology and other resources productively, responsibly, and ethically
- acquire and utilize the skills necessary to be independent learners
- organize, analyze, synthesize, evaluate, and apply information and ideas from a variety of sources

3. Socially responsible members of the community who:

- recognize and respect the dignity of each person
- understand and value the rights and responsibilities of the individual in advancing the common good
- share their gifts and talents in service to others
- value all of God's creation and are stewards of the Earth
- make choices based on an understanding of the Seven Catholic Social Principles

4. Well-rounded individuals with good interpersonal skills who:

- are self-confident, adaptable learners
- respond constructively to both success and failure in their lives
- generate and pursue goals responsibly
- communicate effectively
- dialogue and collaborate in a spirit of interdependence
- interact positively and respectfully with others
- integrate personal habits that contribute to a healthy lifestyle

SCHOOLWIDE LEARNING EXPECTATIONS

for Students in Third through Fifth Grade

Students from our School are Becoming.....

1. Faith-filled Christians in the Catholic Tradition who:

- know and practice the teachings of the Catholic faith
- develop a personal relationship with God
- practice Gospel values in their daily lives
- participate in communal liturgical celebrations

2. Life-long learners who:

- strive to master new academic concepts and skills
- question and analyze new information to solve problems and think critically
- use technology responsibly as a tool for learning
- are self-directed learners and work independently
- organize, analyze, synthesize, evaluate, and apply information and ideas from a variety of sources

3. Socially responsible members of the community who:

- recognize and respect the uniqueness of each person
- understand that each person has rights and responsibilities
- share their gifts and talents in- service of others
- value all of God's creation and are stewards of the Earth
- make Christian choices based on the Seven Catholic Social Principles

4. Well- rounded individuals with good interpersonal skills who:

- are self-confident
- learn from both successes and failures in their lives
- set goals and work to achieve them
- communicate effectively
- work together in the spirit of cooperation
- act positively and respectfully with others
- have good personal habits for a healthy life

SCHOOLWIDE LEARNING EXPECTATIONS

for Students in Transitional Kindergarten through Second Grade

Students from our School are Becoming.....

1. Faith-filled Christians in the Catholic Tradition who:

- know the prayers and the teachings of the Catholic faith
- say their prayers and talk to God
- follow Jesus' example in their daily lives
- participate in Mass and prayer services

2. Life-long learners who:

- love to learn and try their hardest
- learn to solve problems
- use computers responsibly to help them learn
- learn to do things on their own
- use what they learn in everyday life

3. Socially responsible members of the community who:

- see God in everyone and treat all with kindness
- work together and make loving choices
- use their gifts and talents to serve others
- take care of the Earth and respect God's creation
- make choices based on the Seven Catholic Social Principles

4. Well-rounded individuals with good interpersonal skills who:

- believe in themselves and adapt to new situations
- work to achieve goals and learn from their successes and mistakes
- express ideas clearly
- play and work respectfully with each other
- make healthy choices

SAINT JOSEPH SCHOOL PRAYER

*Good and Loving God, help us this day to be more like
your son, Jesus, in our thoughts, our words, and our actions.*

Like St. Dominic, help us be Preachers of the Gospel.

Holy Spirit, bless us in our efforts to be

- *faith-filled Catholic Christians*
- *life-long learners eager to do our best*
- *service minded members of our parish, our community, and our world*
- *involved students who love and respect one another.*

Let all who enter here know that CHRIST is the reason for St. Joseph School !

AMEN

SCHOOL STAFF 2023-2024

PASTOR	F. Anthony Huang Le
PASTOR EMERITUS	Msgr. Manuel Sima
PRINCIPAL / Grade 6 HR	Mrs. Laurie Lopez
VICE-PRINCIPAL / Grade 6 SS	Mrs. Toni Gasiorowski
OFFICE MANAGER	Mrs. Cathy Marron
FINANCE MANAGER	Mrs. Diane Shufflin
TRANSITIONAL KINDERGARTEN	Mrs. Margie Robertson
KINDERGARTEN	Mrs. Laura Delfino
GRADE 1	Ms. Amanda Teano
GRADE 2	Ms. Molly O'Connor
GRADE 3	Mrs. Sharon Menicou
GRADE 4	Mr. Shane Graham
GRADE 5	Mrs. Jennifer Mirenda
GRADE 6 HOMEROOM/ JH MATH and SS	Mrs. Deepa Murthy
MUSIC / MISSION ADVANCEMENT	Mrs. Francine Zeppa
GRADE 7 HOMEROOM/ELA	S. Jane Marie Estoesta
GRADE 8 HOMEROOM/SCIENCE	Mr. Aaron Loverro
JR. HIGH MATH	Mrs. Melissa Check
JR. HIGH RELIGION	Mr. Charles Vaughan
LEARNING SUPPORT COORDINATOR	Mrs. Ana Vieira
LEARNING SUPPORT TEACHER	Ms. Thida Kong
LEARNING SUPPORT ASSISTANTS	Mrs. Julie Frankenstein
	Mrs. Anella Teano
	Mrs. Marylou Macias
	Ms. Domenica Soto-Diaz
	TBD
	Sister Denise Lazaro
PHYSICAL EDUCATION/SITE SAFETY	Mr. Angelo Delfino
ART EDUCATION/EXTENDED CARE DIR.	Mrs. Laura Blondin
SPANISH	Sra. Adriana Gisela Montenegro
	Sra. Zeira Arana
TECHNOLOGY COORDINATOR	Mr. Mauricio Ramirez
COUNSELOR	Mrs. Olivia Peña
EXTENDED CARE "KIDS CLUB" STAFF	Mrs. Julie Frankenstein
	Mr. Peter Daco
Maintenance	Mr. Kyle Shufflin
CUSTODIAN	Mr. Pablo Uribe

SJS 2023-2024 Calendar Highlights

(Subject to change. Families will be notified of changes via weekly newsletter or email)

Holidays for Students and Teachers

(Holidays for Students but not for Teachers)

September 4	LABOR DAY
<i>(September 15)</i>	<i>(Diocesan Staff Day)</i>
November 10	VETERAN'S DAY
November 20-24	THANKSGIVING BREAK
<i>(December 4)</i>	<i>(MSJ Dominican Staff Day)</i>
December 21 – January 5	CHRISTMAS BREAK
<i>(January 12)</i>	<i>(Diocesan Staff Day)</i>
January 15	MARTIN LUTHER KING DAY
February 19	PRESIDENTS DAY
March 28 – April 5	EASTER BREAK
April 26	Professional Development
May 27	MEMORIAL DAY

Minimum Days -- 12:15pm dismissals

August 17 (no Kids Club)	First Day of the school year
August 18 (no Kids Club)	Beginning Day
September 20	Faculty In-service
October 11, 12, 13	Parent-Teacher Conferences
October 18	Faculty In-service
October 31	Halloween Celebration
November 8	Faculty In-service
November 9	Emergency Evacuation Drill
December 15 (no Kids Club)	Staff Christmas Celebration
December 20 (no Kids Club)	Christmas Break Begins
February 2 (no Kids Club)	Grandparents Day & Staff Appreciation Lunch
February 16	Faculty In-service
March 6	Staff Lenten Retreat
March 15	Faculty WCEA Prep
March 20 (no Kids Club)	WCEA Reading
March 27 (no Kids Club)	Holy Week
May 10 (no Kids Club)	Teacher Appreciation Day
May 24 (no Kids Club)	Field Day
June 6	Ending Days
June 7 (no Kids Club)	Last Day (<u>10:30 am</u> dismissal)

TRIMESTER SCHEDULE

- 1 August 17 - November 9 (Parent Portal closes November 8)**
- 2 November 10 – March 1 (Parent Portal closes February 29)**
- 3 March 2 – June 7 (Parent Portal closes May 27)**

REPORT CARDS SENT HOME

Trimester 1 – November 17th **Trimester 2** – March 13th **Trimester 3** – May 31st grade 8 / June 7th grades TK - 7

DAILY SCHEDULE

Please see St. Joseph School's Family Calendar on website (www.stjosephschoolfremont.org)

The regular daily school schedule for all grades, TK – 8 is **8:00 a.m.** until **3:00 p.m.**

<u>Morning Recess</u>	Grade TK	9:30 - 10am
	Grade K	10 - 10:30 am
	Grade 1-4	10:05 - 10: 25am
	Grades 5-8	10:40 - 10:55 am

<u>Lunch Period</u>	Grade TK	11:30 - 12: 15pm
	Grades 1-4	11:45am - 12:25pm
	Grade K	12:15 - 12:55 pm
	Grades 5-8	12:25 - 1:05 pm

WEDNESDAYS ARE ALWAYS EARLY DISMISSAL DAYS FOR FACULTY MEETINGS
(2:00 p.m. - unless there is a scheduled minimum day)

Minimum Day Schedule: 12:15 p.m. dismissal with **NO LUNCH PERIOD**

Please note: A \$1.00 per minute charge will be incurred beginning 20 minutes after dismissal on days when Kids Club is not available.

Drop off and Pick-up times

There is no yard supervision before 7:40 a.m. Students dropped off between 7 a.m. – 7:40 a.m. will be signed into Kids Club and the family will be charged for extended care. Therefore, **NO CHILD MAY BE DROPPED OFF EARLIER THAN 7:40 a.m. unless they are being signed into Kids Club. PLEASE BE SURE THAT THERE IS A STAFF MEMBER ON THE YARD PRIOR TO DROPPING OFF YOUR CHILD AT 7:40 A.M.**

Parents are requested to pick up their children as soon as possible after dismissal. Children not picked up within 20 minutes after dismissal will be placed in our school's extended care service (Kids Club) and parents will be charged the hourly rate from the time of dismissal. Only those children who have been signed into an adult supervised school-sponsored activity may remain on the school grounds after dismissal without signing into Kids Club.

Rainy day lunch schedule

Rainy Day lunchtimes follow the regular schedule, however students remain in classrooms during supervised meal and recess time. "Yard Duty" parents who help supervise during clear weather days are still ***very much needed*** to come and help supervise the students in their classrooms on rainy days.

ADMISSIONS

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to St. Joseph School on the basis of sex, race, color, or national origin.

Admission to St. Joseph School shall be influenced / determined by the following:

- Satisfactory performance in Academics, Behavior, Attendance, Effort, Conduct, Test Scores from previous schools and entrance exam scores; For Transitional Kindergarten and Kindergarten, readiness is assessed prior to acceptance.
- Completion of both the online application and the application paperwork packet
- A **Birth certificate** for all incoming students must be presented for verification
- A copy of the Baptismal certificate must be presented for verification if applicable
- A request for student information prior to acceptance must be completed by the school from which the child is transferring
- Students applying for Transitional Kindergarten must be 4 years of age by September 1
- Students applying for Kindergarten must be 5 years of age by September 1
- Students transferring from another Catholic school or private school must have financial obligations to previous school completed.
- All applicants to St. Joseph School are assessed prior to acceptance, and parents may be asked to come for an interview.
- At the request of the parents, children assessed and accepted for a class that is at capacity will be kept on the waiting list for the current school year and will be asked if they would like the application rolled over to the next school year.

The number of openings in the classes is often limited. Therefore, priority of acceptance is as follows:

For all students, grades TK through 8th, who have satisfactorily completed all that is outlined above, acceptance will ordinarily be determined as follows:

1. FIRST PRIORITY will be given to families with children enrolled at St. Joseph School or are siblings of graduates of St. Joseph School, especially those who live and are registered in St. Joseph Parish and who are active in-parish parishioners.
2. SECOND PRIORITY will be given to other families who are registered in St. Joseph Parish who are active in-parish parishioners.
3. THIRD PRIORITY will be given to families who are members of other parishes and are active parishioners.
4. FOURTH PRIORITY will be given to families who do not meet one of the first 3 priorities.

ACTIVE PARISHIONER: An active parishioner is a registered member of our faith community for whom stewardship is a way of life, i.e. one who shares his or her time, talent and treasure with the parish family. Evidence of desire for spiritual growth and practice of the faith is evidenced by the Pastoral Agreement.

The definition of “**ACTIVE PARISHIONER**” related to the above policy includes:

- Parent(s) is Baptized; child(ren) has been baptized and participates in Family of Faith (attendance of CCD or religious education)
- Parent(s) has been a registered parish member for at least one full year prior to applying to enter St. Joseph School.
- Parent(s) is a participating, **active** parish member (events, liturgies etc)
- Parent(s) provides regular (weekly) financial support to the parish through use of the parish envelope or Electronic Funds Transfer, (EFT). Cash contributions not in a parish envelope cannot be recorded and records are checked. Checks are recorded with or without an envelope.

STUDENT ACTIVITIES

School Pictures

In the fall each year, school photographs are taken of the students. Special graduation pictures are taken of eighth grade students in January. Information will be sent home in advance. Pictures are available for purchase on a voluntary basis.

Assemblies

The St. Joseph school day begins with the first bell at 7:58 a.m. and the subsequent second bell for morning assembly at 8:00 a.m. in the school yard. Students must be in their class line at 8:00 a.m. or they will be marked tardy. Other student assemblies are called as occasions arise.

Dress to Bless and Spiritwear Days

On occasion a special Dress to Bless Day will be called for. On a Dress to Bless Day, students are invited to come to school in non-uniform dress. Students wishing to participate must bring in at least \$1 to be donated toward the cause specified for each Dress to Bless Day. The dollar or more donation will be collected by the teacher so change will not be able to be made.

Once per month we will have a Spiritwear Day, usually on the first Thursday of the month. On this day, students are asked to bring a non-perishable food item to be donated to the food pantry right here at St. Joseph Parish. Our 6th grade Mission Helpers will collect the food donations at the morning drop-off line. To thank the student for their donation, they may wear non-uniform dress of school colors. Students that have purchased SJS Spiritwear items are encouraged to wear their Spiritwear. Those participating in CYO sports may also wear their team jersey if they would like.

For both Spiritwear and Dress to Bless Days, the school non-uniform dress policy must be followed.

Athletics

Mr. Hiep Pham is the parish CYO Athletic Director, hiepphamcpa@gmail.com.

The Catholic Youth Organization (CYO) boys' and girls' extracurricular athletic programs that may be offered at St. Joseph Parish include:

girls' volleyball, basketball, cross country and track
boys' basketball, cross country and track

Through the vehicle of sports, the CYO program strives to provide young people with an opportunity to practice Christian attitudes and responsibilities and to become friends with other children in St. Joseph Parish and throughout the diocese. A fee may be required.

Physical Education (P.E.) classes are conducted on a regular basis as part of the school's curriculum.

Traffic Patrol

This program is under the direction of the Fremont Police Department and our Site Safety Coordinator. A staff member serves as the moderator. The traffic patrol is made up of volunteer parents and students.

Student Council

The school Student Council is one branch of Student Government. It is composed of elected officers from sixth, seventh, and eighth grades. The Student Council serves as a valuable link between faculty-administration and students. It also practices accepted democratic principles in its operation, encourages responsibility, and promotes service, good citizenship and leadership. A teacher team serves to moderate.

Campus Ministry

The Saint Joseph School Campus Ministry is another branch of Student Government. It is composed of elected officers from sixth, seventh, and eighth grades. The mission of Campus Ministry is to cultivate the faith life of the school community and beyond. We nurture and fulfill the spiritual needs of the community through service learning, spiritual growth, and supporting the religious communities.

Faith Families

When students enter St. Joseph School, they become members of a "Faith Family" composed of students from each grade level. Faith Families will participate in Eucharistic celebrations, occasionally have lunch, and do service projects together. The purpose of the Faith Family is for students to bond with members of other grades and to promote a sense of community and service.

Class Socials / Gifts / Graduation

\$25 of the registration fee paid for every child goes to a class fund to cover 2 simple classroom celebrations / parties during the year and for staff gifts from the class at predesignated times of the year. Each homeroom will have a lead room parent. The lead room parent plans for the careful use of class funds for celebrations in consultation with the teacher. Accountability for staying within a classroom budget of \$25 per child / per year is the responsibility of the lead room parent. Thus, requests for reimbursement from the school office for class parties may **only** be made by the lead room parent who is expected to keep track of finances and not exceed the party / gift budget. If other parents are authorized to purchase anything for class parties, they need to communicate and submit receipts for reimbursement, **within 1 month of purchase**, through their lead room parent. The budget of \$25 per child / per class is expected to cover the following:

- 2 annual class parties per year. The suggested class celebrations are Christmas and Valentine's Day. The lead room parent must clear dates and details regarding the celebrations with the homeroom teacher in advance. **All kitchen preparation for class parties needs to be done at home. Sorry, but we are unable to accommodate party food preparation in the Teachers' Faculty Room**
- a simple gift for classroom teacher / classroom LSA from the class at Christmas and for their birthday
- a June contribution, per class, for a gift to our Janitor (who cleans up after class parties as well as serves our school all year)

It is expected that class parties would be simple and in keeping with the conservative and careful use of funds. For this reason, no additional "collections" or fundraisers may be planned to augment the class party fund budget. Any monies leftover from the class funds at the end of the year may be used for a donation to a charity or returned to the school's operational budget. Surplus monies may not be carried into the next year's party fund.

The above guidelines apply to all grades, TK - 8th. However, at the time of 8th grade graduation, the end-of-the year party is a special Graduation dinner / dance and does require an extra collection of funds through a graduation fee paid by each 8th grade student. From this fee, the graduation dinner/dance plus any remembrances / gifts given to staff members at the time of graduation are covered, along with other related graduation expenses including the graduation gown, school yearbook and awards. If there are surplus monies still in the 8th grade party fund, they may also be applied to graduation, but the lead room parent and parents who chair the 8th grade graduation Dinner/Dance are expected to work within the parameters of a budget.

Traditional "celebration" events for certain classes will be covered by the school's general funds, requested by Room Parents responsible for those events and approved by the teacher. These include:

- First grade "brunch" for 8th grade buddies
- Seventh grade reception for graduates following Graduation ceremony

***** PLEASE NOTE: All receipts for reimbursement MUST be submitted to the school office no later than 1 month from the date of purchase *****

UNIFORMS

PARENT HELP is needed to assure that students follow regulations for attire. The school **does** care about rules of dress, but it takes an inordinate amount of time and energy to patrol that uniform expectations are being followed, and to contact the parents when students are in violation of the policies. Daily "checking" of uniforms of over 200 students cannot be the school's responsibility. **We count on "parent power" to help us.** Please, help us support and guide our students to put their energies and focus on growing in mind, heart and spirit - inner qualities that are most important, during their few short hours at school.

Uniforms / Appearance in General

Uniforms are available online at Tommy Hilfiger Uniforms, www.globalschoolwear.com - school code stj034. Our official school logo wear is available here and at our gently used uniform sales, held at various times during the school year. All children must be in FULL uniform unless a "non-uniform dress" day is called by the principal or scheduled on the school calendar. SJS Spiritwear is not considered part of the uniform.

Non-uniform Dress

Non-uniform dress must reflect the standards of regular uniform dress. **Non-uniform days** will occur throughout the school year but may never be taken when a student is attending Mass on a school day. All students must be in school uniform when attending a Mass on a school day. The guidelines for non-uniform dress are found below. Participation in non-uniform dress is voluntary. Students may have non-uniform dress on their birthdays. If the student's birthday falls on a Mass day, on the weekend or over the summer, the student may check with his / her teacher and decide on a non-uniform dress day. In an emergency situation when your child cannot be in uniform, an explanatory note must be sent to the teacher. All articles of clothing must be clearly labeled with child's name.

Dress Code for School Events

St. Joseph School hosts several events that take place beyond school hours for the enjoyment of our students and their families. These include, but are not limited to, an annual Christmas Pageant, Spring Concert and several junior high dances throughout the year. Students are expected to abide by the non-uniform guidelines for each of these events, unless given explicit permission to do otherwise from the school administration.

UNIFORM GUIDELINES 2023-2024

The following are expectations for all students related to uniform and attire for the 2023-2024 year. Following uniform policies is an **everyday** sign of parent and student support. This issue represents far more than skirts and socks and shoes! It speaks of cooperation and respect!

Summary of Uniform Expectations

(The school reserves the right to modify these rules as necessary)

Jumpers (grades TK - 4)/Skirts (grades 5 – 8)

Girls' jumpers, (grades TK - 4), and skirts, (grades 5 - 8), are blue and white plaid. The uniform skirts and jumpers all girls wear must be no shorter than the top of the kneecap. This needs to be true for the hem in the front as well as the back. Please purchase jumpers / skirts that comply with this rule or take down the hems of jumpers / skirts your daughter wears now that are shorter than this. Blue or black shorts should be worn under a girls' skirt / jumper but should not hang below the hem.

Pants / Shorts

Both girls and boys may wear pants or shorts. Both pants and shorts are twill **type navy blue uniform style only**. These may be purchased from any supplier but they must be exactly the same as those sold through our uniform supplier, Tommy Hilfiger. **Uniform pants**, worn by either boys or girls, **may not be zip off pants**. **Uniform shorts**, worn by either boys or girls, may only be **walking shorts with no side pockets**. **The hem must be no more than 2 inches above the kneecap**. **Oversized, baggy** uniform pants/shorts may not be worn. Pants must fit at the waist.

Shirts

Girls wear uniform white short-sleeved, round, plain collar blouses / polo style shirts, (identical to those sold through our uniform supplier). **Boys** wear white short-sleeve uniform shirts / polo style shirts. **8th grade boys and girls** may wear sky blue polo style shirts. In colder weather, both boys and girls may wear long sleeved white polo style shirts. White turtlenecks may be worn under the uniform shirt but not in lieu of the uniform shirt. **Only all white tee shirts under uniform shirts are allowed**. **Oversized shirts** (that hang down close to the knees) may not be worn.

Sweatshirts / Jackets

ONLY St. Joseph school navy blue sweatshirts / jackets may be worn in the classroom. This includes the 8th grade class sweatshirt and Student Leadership sweatshirt. Eighth Grade Students – only - may wear Caritas Sweatshirts during regular school days. However, on Mass days or either of our school picture days, only the official school sweatshirt or 8th grade class sweatshirt may be worn. No other kinds of sweatshirts are allowed. Students may wear an "extra" jacket or sweatshirt outside; however NO OTHER sweatshirts or jackets may be worn in the classroom.

Shoes

Athletic type (tennis) shoes must be worn by St. Joseph School students all 180 days of the school year. There are NO exceptions. When students are dressed in uniform, athletic shoes must be BLACK with only some white markings. Laces must match the shoes. No other colors are permitted. Any logo on the shoe can be black or white. On non-uniform dress days, the athletic type shoes are not required to be all black. Athletic type shoes are defined as *a sport shoe with a rubber sole and a stitched canvas or leather upper that laces, properly tied, or has Velcro over the instep*. **Slip-on shoes without laces or Velcro are not permitted**. **Mary Jane type shoes are not permitted**.

Socks

Socks must be white, black, or navy blue. Knee highs, tights, or ankle socks with no design or logo are the only socks that may be worn. Socks must be visible above the shoe top. **“No Show” socks are not permitted.**

Jewelry

Only one pair of small post earrings may be worn by girls (no dangly ones). Students may wear an analog or digital wristwatch, (watches that connect to the internet or are able to send and receive text messages “Smart watches” are not permitted). Small religious symbols may be worn inside the shirt or blouse only. We ask that no other jewelry be worn (no rings, choker necklaces, assorted bracelets etc.)

Hair

Hair must be neat and combed and free from streaks/ highlights or artificial color of any kind. No fad or trendy style haircuts. Bald shaved heads, lines cut into the hair or spikes longer than a one-half inch are not allowed. Girls only may wear simple hair clips, simple ponytail scrunchies, or simple headbands. Ornate headbands, very large bows, ribbons, hair ornaments, and scarves. Boys' hair must be kept trimmed above the shirt collar. Boys may not have ponytails or hair buns. Both boys and girls must not have bangs that go below eyebrows, obscuring vision. Hats are only permitted to be worn when outside.

Make-up / Fingernails / Tattoos

Make-up of any kind, false fingernails, colored/gel nail polish of any kind, Henna/ tattoos of any kind are all not permitted.

Please note - The school will host a “Gently Used Uniform Sale” at the beginning of each school year. This is an opportunity to purchase gently used uniforms at a much lower cost than brand new.

P.E. Uniforms

Only students in grades 5-8 are required to wear a PE uniform. Students are not permitted to come to school in PE clothing. They must bring correct PE clothes on their PE days and change before and after the PE period. **PE uniforms may not be worn under the school uniform.** The PE uniform consists of navy blue, black, gray or CYO shorts or sweatpants (cotton or nylon without side snaps), and a plain navy blue, black, gray, white or CYO T-Shirt. Students in grades TK – 4 do not change clothing for PE.

Non-Uniform Dress

Non-Uniform dress must reflect the standards of regular uniform dress. Clothing should be age appropriate with regard to style and fit, nothing too tight, too baggy or too short. **SHOES MUST BE ATHLETIC TYPE (TENNIS) SHOES, PROPERLY TIED -- NO BOOTS OR SANDALS OR MARY JANE TYPE SHOES** -- color is optional. THESE GUIDELINES APPLY EVERY DAY THAT SCHOOL IS IN SESSION, including Halloween and Field Day. All clothing should be in good repair – no rips or holes. Walking shorts are permitted. Cut-off jeans, crop-top shirts, sweat pants, yoga pants, leggings worn as pants, very tight jeans, spandex shorts, tank tops/sleeveless tops, short-shorts, spaghetti strap shirts, maxi skirts and maxi dresses are not allowed. T-shirts or shirts without collars are allowed provided they do not contain logos / pictures reflecting the use of alcohol, tobacco or the like or are in poor taste. Short tee shirts exposing the middle of any student are not permitted. Students who do not abide by the school uniform / non-uniform dress guidelines may be kept from class or class activities until they are properly attired. Parent(s) will be phoned to bring proper attire for the student. Students may also lose non-uniform dress privileges at the discretion of the principal. Students not adhering to the uniform / non-uniform guidelines are subject to the following consequences:

- 1st offense: The student will receive a written reminder from the school to be signed by the parent.
- 2nd offense: The student will receive a written reminder from the school to be signed by the parent and the student will lose non-uniform dress privileges for the next non-uniform dress day.
- 3rd & subsequent offenses: Continued loss of non-uniform dress privileges for a period of time determined by school administrator.
- Blatant or repeated disregard for uniform code may result in loss of non-uniform dress privileges for the school year, parent conference and/or suspension.

The Principal reserves the right to modify the above code for certain special occasions or activities.

It is the parent’s responsibility to see that their children are neat, clean & properly dressed for each school day.

PARENT PARTICIPATION

General Philosophy

Community is at the heart of Christian Education not simply as a concept to be taught but as a reality to be lived. The experience of community leads naturally to service. God gives people different gifts, not only for themselves, but to share with others. The goal of our Parent Participation Program is to equitably solicit the time and talents of school parents for the purpose of assisting the school in meeting its educational goals. In order for the children of St. Joseph School to receive the most well-rounded education possible, it is necessary that parents/guardians volunteer to aid in various daily activities around the school, as well as support the school's fundraising and community building efforts. The involvement of all parents is essential in meeting these goals.

Parent Participation Program Description

As part of the Parent Participation program, each family agrees to contribute time, talent, and/or treasure to support St. Joseph School and its educational program. Each family is expected to complete a minimum of 30 hours of volunteering, or "Parent Hours" per school year. At least fifteen (15) hours of the required commitment (50%) must be completed by December 31 of each school year (more is acceptable). Another fifteen (15) hours must be completed between January 1st and May 31st of each school year (more is acceptable). This **balances** parent participation in both school semesters. Each family's commitment may be met by volunteer hours provided by parent, guardian, grandparent, or any other relative who is **over 18 years of age**. Parents are encouraged to continue their support and participation after the minimum commitment is met, and to keep track of and submit forms for hours earned beyond the 30 (or 15) required hours.

Exception for single parent families

In instances where only one adult in the household is active in the child's school life, (ie: widow(er), divorce, single parent, etc...), This requirement may be reduced to 15 hours for the year. At least seven and one half (7.5) hours of the required commitment (50%) must be completed by December 31 of each school year (more is acceptable). Another seven and one half (7.5) hours must be completed between January 1st and May 31st of each school year (more is acceptable). **Households who have not previously requested a reduction to a 15 hour requirement, but wish to do so, are asked to submit an email to our principal, Mrs. Lopez, at llopez@sjmsj.org by September 15th.**

Some families, though the parents are separated, still have both parents active and participating in the child's school life. In that case, both parents submit parent hour forms, which count toward a 30-hour family requirement.

It is MANDATORY that all families complete the Parent Hours Reporting Form monthly listing hours contributed. The monthly Google form is included each week in the school's electronic newsletter, Smore. Hours not submitted on the form by the due date, which appears on each form, are subject to forfeiture.

TB Clearance Requirement

The law forbids the use of volunteers to work directly with children for more than twelve hours per month unless they have filed with the school a certificate indicating that they have completed a TB Risk Assessment within four (4) years and found to have no risk factors and are free **of communicable tuberculosis**. The parents are responsible to assure that all the qualifications are met to participate in the volunteer program. The school will maintain an up-to-date file of certificates covering each volunteer. Please submit the most recent copy of TB Risk Assessment Certificate verification to the school office.

The provisions of Assembly Bill (AB) 1667, which became effective on January 1, 2015, replaces universal tuberculosis (TB) testing, for private, parochial, and public K - 12 schools and nursery school employees and volunteers with a TB risk assessment, (see appendix D at the back of this book). If risk factors are identified, then further testing may be required, which may include the PPD/Mantoux skin test, a chest x-ray or a Quantitative Feron Blood Test.

Parent Volunteer Compliance with Diocesan Requirements

Saint Joseph School requires all school parents to comply with the Diocese of Oakland Safe Environment for Children policies and procedures and be in agreement with the Diocesan "Policy of Expectations and Guidelines for Ministry to Minors" (dated June 2013) which appears on pages 58-60 in this Handbook. **ALL** school parents are considered "volunteers" of St. Joseph School due to our Parent Participation Program. As such, all parents are expected to comply with all volunteer requirements. **Parents who do not comply with these regulations will not be able to volunteer, in any capacity, around the students.** The following is what is expected of parent volunteers (and any school volunteer subbing for parents or acting as guardians of children):

1. **Read** the information referred to above (Handbook pp. 58-60)
2. **Live-Scan Fingerprint Screening** is now required for all volunteers. No one may not participate in school activities until the school has received a fingerprint clearance, under the Diocese of Oakland, on them. 2 Parent Hours may be claimed if this is the volunteer's first time being fingerprinted under the Diocese of Oakland. Fingerprinting is only required 1 time. ****Please note: The cost for this clearance is \$34 and payable to the school office.**
 - a. Parents/guardians not fingerprinted will **be screened** yearly by a Megan's Law clearance check done through our school office. If screening results show that any parent/guardian is a registered sex offender, the school will follow-up through Diocesan channels.
3. **ALL** Volunteers must complete VIRTUS online **training**, (see directions below). Everyone must complete the mandatory "Protecting God's Children Online Awareness Session" course as their first training and will be assigned their next course via email for subsequent training, which is required every 3 years.
4. When this training is due, and completed as a requirement for a new school year, 1 Parent Service Hour may be claimed. ****Please note: No payment is required for this online training.**
5. Complete and submit a Volunteer Application, available at the back of this book and in the school office. This must only be done one time for our school.

Important - It is your responsibility to submit a copy of your volunteer application to all Diocesan organizations that you volunteer for, i.e.: CYO, St. Joseph School, Parish, etc... We do not send copies to each other. A copy of your Virtus completion certificate is not required for the school office but may be needed for other organizations.

Thank you for taking these volunteer requirements for the safety of children seriously.

As our school learns more about these new dimensions of the Diocese of Oakland's evolving "Safe Environment for Children" requirements, we will see that parents are notified.

The Diocese of Oakland Safe Environment for Children Requirements

The Diocese of Oakland requires all adult volunteers to complete the Safe Environment for Children requirements prior to volunteering in any capacity, around children at our school or in our parish. Since St. Joseph School requires all parents to perform volunteer hours in service to our school community, this would pertain to all of our parents and any other family members planning to volunteer. These requirements include completing training under VIRTUS every three (3) years and being fingerprinted under the Diocese of Oakland. You are only required to obtain fingerprint clearance under the Diocese of Oakland once. You must also complete a Volunteer Application, found at the back of this book and in the school office.

VIRTUS TRAINING INSTRUCTIONS

1. Log into www.virtusonline.org
2. Select "Oakland, CA (Diocese)"
3. If this is your first time using VIRTUS, select "No"
4. Create a User ID and Password
5. Enter the requested information
6. Please choose St. Joseph **School**, not Parish, (Fremont) as your primary location
7. If you also volunteer or worship at another location, including our own parish, please choose "yes" to enter another location. Look at the list and include any locations whom you would like to have access to your record of training.
8. Select the primary role that you play in our Diocese. For most parents, this will be Volunteer.
9. Under title, please enter how you volunteer - "School Volunteer" for example.
10. If you volunteer in other ways, choose that next. Many of our parents are also CYO coaches and/or liturgical ministers for example.
11. Since you will be volunteering at school, please choose "yes" for volunteering around minors.
12. Read the Diocese of Oakland Code of Conduct and check that you have done so.
13. The next page will ask if you have already completed the mandatory training. If you have never trained on Virtus before, the answer to this will be "No".

14. The next page will give you the option for attending a live training. Feel free to do this but we recommend the online training, located at the bottom of the page, since it is the most convenient for most. Confirm your selection.
15. You are now assigned the "Protecting God's Children Online Awareness Session". Click on this and it will take you to the page to begin the training.
16. Please notify the school office, via email, when you have updated your training. A copy of the completion certificate is no longer required.

OBTAINING FINGERPRINT CLEARANCE

1. A Live Scan Service Request form is required and must be obtained from the school office. There is a \$34.00 fee payable to the school office at the time the form is obtained.
2. "Applicant Information" must be completed prior to arriving at a Live Scan fingerprinting location.
3. Any Live Scan provider may be used. However, using one contracted by the Diocese of Oakland will avoid any additional fee. The school office can provide a list of some contracted providers upon request. Please note: a state issued ID card, (driver's license), must be presented at the time of fingerprinting and there may be additional service fee charged by the vendor.
4. The Diocese of Oakland will post fingerprint clearance to the volunteer's Virtus account. Once fingerprinted and cleared under The Diocese of Oakland, you should never be required to be fingerprinted under the Diocese of Oakland again.

If any parent does not have computer access to complete the required training at home / work, the school office should be notified and arrangements will be made for the use of a school computer during school hours. In some cases, time to do this training in the school office may be available outside of school hours.

Worker's Compensation for Volunteers

The Diocese of Oakland workers compensation insurance covers all officially designated volunteers who incur an injury during the performance of duties, which are approved by the school. If injured, a volunteer is required to report to a designated clinic for medical treatment. The clinic will be the provider of treatment for the first 30 days of treatment if necessary. After 30 days the parent may elect to see another physician if desired. However, according to the State of California Workers' Compensation guidelines, volunteers must submit a letter requesting to see a particular physician, (in place of using the designated treatment clinic), prior to volunteering.

PARENT SERVICE HOURS

Recording hours

Parent participation hours will be recorded on a month specific Parent Participation Google Form. The monthly Parent Hours form is included in the weekly electronic newsletter, so that families may report participation hours for that month. Participation hours should be reported by the due date each month. Hours not entered on the form by the due date may not be considered. **(Please keep a copy of your response for your records)** Hours are not transferable from one family to another.

Actual time worked is the amount that may be recorded unless bonus time has been specified by the principal. Some suggestions for earning parent hours include traffic control, lunch distribution, lunchtime yard supervision – both rain and shine, fundraising events. Morning traffic control begins at 7:35 a.m. and afternoon duty begins 15 minutes prior to dismissal. Lunch distribution begins at 11:00am and yard supervision is from 11:40 a.m. – 1:10 p.m. While volunteering, you must give the children your full attention. PLEASE, no cell phone use or visiting with friends or students. **PLEASE NOTE: Children not enrolled at St. Joseph School may never accompany anyone coming onto campus to volunteer or to observe any school-related activity; this includes babes in arms.**

Contributions of materials, supplies, and/or equipment can be used to earn hours. Value will be established by receipts when possible and usually one hour of credit can be earned for each \$30 value donated. However, these donations have to be requested by school personnel, useful to the school and pre-approved by the principal or the office manager.

Contributions of food or other supplies requested by a room parent, teacher, or other school staff member for parties, receptions, bake sales, etc., receive the same \$30 value per one hour credit. For **home-baked** goods only, not store bought goods, one hour of credit will be given for each of the following: 2 dozen brownies or cupcakes; 3 dozen cookies. Please note: These items must be pre prepared and individually wrapped.

VERY IMPORTANT: Please clearly mark if any items contain nuts of any kind.

School Advisory and PTG Board Meeting Attendance

Hours may also be earned for attendance at School Board, PTG and various other school related meetings.

Parish volunteering

In addition to direct school volunteering, parents may also apply parish ministry or service hours as Parent Participation Hours. However, at least half of your volunteering commitment requirement must be met in direct service to the school, (7.5 for two parent families and 3.75 for single parent per semester).

- Examples include:
- Parish Committee work / volunteer service / Family of Faith Ministry
 - Eucharistic ministers, lectors, ushers at Mass
 - Sister John Marie's pantry services / St. Vincent de Paul work
 - Dominican Sisters Holiday boutique

PLEASE SUBMIT ALL HOURS WORKED EVEN IF THEY EXCEED THE MINIMUM REQUIREMENT. ACCURATE PARENT INVOLVEMENT DATA IS VALUABLE WHEN APPLYING FOR GRANTS AND DETERMINING ACTUAL HOURS NEEDED FOR SPECIFIC EVENTS/TASKS.

Fee for Unfulfilled Parent Hours

Each hour of unfulfilled Parent Participation commitment will be billed at a rate of \$30 per hour. Hours short of the Fall commitment will be billed in January. Payment must be received by January 31st. Hours short of the Spring commitment will be billed on May 31st. Payment must be received by June 8th. Any request for exemptions to the above billing must be submitted in writing and approved by the principal. Any hours worked after May 31st will be credited to the first semester of the next school year and should be submitted on the Summer/August reporting form.

Questions or Suggestions: Please email the school office manager at cmarron@sjsmsj.org.

Participation Opportunities: Watch the weekly electronic newsletter for upcoming events/tasks with immediate needs. **PLEASE NOTE: Younger children may never accompany anyone coming onto campus to volunteer/observe or any school related activity, this includes babes in arms.**

Volunteer hours go directly to support the operation of the school

School Advisory Board

This board operates in an advisory capacity to the administration and is actively involved in policy formation. School Advisory Board committees include: Finance, Facilities, Marketing, Advancement, Mission, and Bylaws. The Board regularly monitors the school budget. The Board does not operate in the capacity of a grievance board. Concerns regarding school procedures and curriculum are channeled through the teachers and principal. The monthly meetings are published on the school calendar and all parents are welcome.

SJS PTG

The purpose of our PTG is to facilitate communication between parents and school, provide meaningful parent in-services, volunteering and coordinate family-themed, community building events. Additionally, PTG encourages and provides support for community service activities through its Mission Helpers Program. A PTG Representative sits on the School Board.

2023-2024 proposed events

- New Family Faire (August 15, 2023)
- Welcome Back Party (August 26, 2023)
- Golf Tournament (Sept. 25, 2023)
- Read-a-thon (October 2023)
- Halloween Celebration (Oct. 31, 2023)
- Christmas Faire (Dec. 2, 2023)
- Catholic Schools Week (Jan. 28 - Feb. 2, 2024)
- STEAM-a-Thon (April 2024)
- Family Fun Event (May 4, 2024)

Participation hours can be earned for service hours contributed on designated school activities. In addition to representing direct monetary value for the school, time and talent donated by the parents promote a strong sense of 'family' in our St. Joseph community.

(Please note that children not enrolled at St. Joseph School may not accompany any person while performing on-campus volunteer service or while supervising any school activities such as Field Trips)

PARENT FUND PROGRAM

The Parent Fund Program, which is now part of your Tuition Contract, is used to supplement the school's operating budget. Tuition does not cover the entire cost to educate each child at St. Joseph School, making alternative methods of fundraising necessary. During the Fall of 1996, PTG instituted the Family Pledge Program as an alternative approach to fundraising, thereby eliminating individual *mandatory* fundraising sales, (candy, wrapping paper, cookie dough, etc), which required much time and effort. As a result of our Parent Fund Fee, St. Joseph School no longer requires mandatory fundraising sales. The school relies on the Parent Fund Fee, donations, Scrip proceeds, and several fundraising events to cover the cost of necessary operational expenses. Furthermore, in lieu of time spent on individual fundraising, families are encouraged to use their time and talent to help support the school in other ways and participate in community service projects through the Mission Helpers Program.

MISSION HELPERS PROGRAM

Parents and students spend their talents on community service projects in support of our school's religious and social goals. The Mission Helpers Program was established in 1996 to nurture our commitment to Gospel charity. The teachers, students, PTG, and Mission Helper class representatives together decide what service their class will perform during the year. There are also several school-wide Faith Family service projects throughout the school year. Parents assist students by helping in the classroom, transporting donated items, and monitoring students both on and off-site. Hours donated by parents to these community service projects are counted as parent participation.

ATTENDANCE

Arrival

Students may be dropped off at school beginning at 7:40 a.m. For the protection of students who arrive between 7:40-8:00 a.m. there is yard supervision. **Children are never to be dropped off at school before 7:40 a.m. unless they are signed into Kids Club.** The school day begins at 8:00 a.m. with morning assembly. Students not in class when attendance is taken will be marked absent. Parents should make every effort to see that their child is in school unless the child is ill. **If your child will be absent, you must phone the school office, 656-6525, before 9:00 a.m.**

Absences

Absences not reported by the parent/guardian prior to 9:00 a.m. will receive a phone call from our automated notification system. Unreported absences will be marked as unexcused. If after three consecutive school days your child is still absent, a doctor's note will be required before readmittance. Upon returning to school, the parent/guardian must email the reason for the absence to the school office or the child must bring a written excuse, signed by a parent or legal guardian, properly dated and specifying the cause of the absence. These documents shall be kept on file until the end of the school year.

Excessive Absences

"Excessive absence" is considered 10 days per trimester or a total of 30 days per school year. Students arriving after morning recess will be marked absent for 1/2 day. In the case of excessive absences, the teacher may elect to give a grade of "Incomplete", require summer school, or promote with conditions.

Extended Absences for Trips or Family Visits

Instructional time is of primary importance. We ask you to plan your vacations outside of school time. Teachers **are not** responsible for providing students work missed for vacations.

Extracurricular activities on absent days

Any student absent from school or sent home ill from school may not participate in any after school activity on the day that school is missed, this includes school dances and CYO sports events.

Missed work for absences

In the event of your child's absence due to illness, missed work will be made available to your child upon their return. They will be given 1 day per each day of absence to complete their missed work. **Work will not be sent home on the first day of absence in grades TK-5. For grades TK-5 you may request missed work be sent to the office by emailing the teacher directly on the 2nd day of absence.** This request should be emailed to the teacher by 10 a.m. on the day of the request. Because of the resources available to them, no work will be sent home for junior high students unless the student is absent for an extended period or special arrangements are made. Work will not be available until after 3:15 p.m. on the day of the request. Homework is posted to the class' platform (SeeSaw, Google Classroom) website and may be obtained there. **Teachers are not required to provide missed work due to absences that are not health related.**

Tardiness

Every effort should be made to have children at school on time. Please aim at having your child to school by 7:45 a.m. Students arriving after the second bell has rung at 8:00 a.m. will be marked tardy. If assembly is still going on, late children will line up at the west end of the yard where the tardy will be recorded and they must wait until morning assembly is over to join their class. If a child arrives after morning assembly is over, he/she must report to the office to obtain a late slip to allow admittance into the classroom. On rainy days, students arriving after the second bell has rung must report to the office prior to going to their classroom.

Excessive Tardiness

Valuable teaching time is lost when children come into the classroom late. **PLEASE NOTE:** Excessive absences or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action at the discretion of the principal.

Dental and medical appointments

Every effort should be made to schedule medical/dental appointments to after school hours and vacation times. If a student requires a medical appointment during school hours, they must bring in a signed note from the medical provider in order to be considered a medical absence, which does not affect attendance.

Student Release

During School Hours

No child will be permitted to leave the school premises without written consent from the parent. Students leaving school early for illness or appointments must receive a **Student Release Slip** signed by office personnel. After a Student Release Slip is issued, the student will be called to the office. When leaving school before dismissal, students are not allowed to wait in the parking lot for someone to pick them up. Students should remain in the classroom until paged to the office. If someone other than the parent is to pick up a student, a note or email from the parent will be required for the student's release. If the person is not listed on the student's emergency form, the parent must inform the office of the person's name, phone number and give specific permission for that person to pick up the student(s). The parent should also specify if this permission is just for the day or if the person should be added to the emergency form.

After School

Students are never to be left unattended after school. Students waiting for sports practice or games must go to Kids Club. Under no circumstances should a student ever leave the school grounds after dismissal unless they have a completed and signed Diocese of Oakland Parent Permission Walk/Bike Home from School Form on file in the school office. (pg. 52)

****PLEASE NOTE: CHILDREN ARE NOT PERMITTED TO WAIT FOR THEIR RIDE OFF OF SCHOOL GROUNDS – ALL CHILDREN ARE TO WAIT ON THE BENCHES BY THE TRAFFIC LANES.**

INSTRUCTIONAL PROGRAM

Awards

Monthly

Each month at our 8:00 a.m. assembly, awards will be given to one or two children from each grade level for the following categories:

Blue Ribbon: Student who best exemplifies the student learning expectation of the month.

Person of Celebration: Student who demonstrates a notable virtue deemed worthy of honor by his or her teacher(s).

Teachers will prepare a short letter to the child affirming him/her for the award earned. Pictures will be taken of the award winners for a bulletin board display. The awards ceremony will be part of the morning assembly at the beginning of the following month, rain or shine. While it is the school's goal that every student receives an award, the student must meet the criteria before receiving this honor.

Trimester

At the end of each trimester, The St. Joseph Award will be given to two students in each grade, K-8, who have been identified by their classmates and teacher as personifying one or more of the school's Student Learning Expectations. This award is usually presented during the first class sponsored school Mass after the end of each trimester.

Progress Reports/Powerschool

Student progress will be reported three times during the school year. Progress reports are sent home as follows; Trimester 1 - all students, Trimesters 2 & 3 - as needed based on progress. Progress reports provide parents, guardians and students with interim information about academic and Life Skills achievement. Parents are required to sign and return the progress report after viewing the information.

Parents, guardians and students in grades 4-8 have continual access to their academic grades through Powerschool, the school's web-based student information system.

Jr. High Progress Reports

In lieu of progress reports, parents with students in Jr. High will be required to check their student's progress at the midpoint of each trimester via their PowerSchool parent portal and submit a signed form verifying that they have done so.

Report Cards

The report card provides parents/guardians with an evaluation of their child's development in scholastic subjects along with elements of work habits and behavior. It is important to establish a climate of support and affirmation regarding report cards. Each child should be considered individually and not in comparison with other children. Report cards will be issued at the end of each trimester.

Conferences

Formal Parent-Teacher Conferences are held annually. Each family will be provided an opportunity to request the time and date that best suits their schedule via our online scheduling system. Conferences with teachers or the principal may be arranged by appointment whenever a parent or teacher considers it necessary. Please email the teacher and/or principal to schedule a meeting. Teachers are unavailable to meet without an appointment during the school day, and have limited availability after school. All school staff members are prohibited from conferencing while on yard or traffic duty.

Grading Definitions

Academic Grade Definitions for English Language Arts (ELA) and Mathematics (Math) in **grades K-5:** St. Joseph School, in conjunction with the Diocese of Oakland, has implemented a Standards-based System (SBS) of assessing, grading and reporting. **For more information on Standards-Based grading, please visit [Powerschool Resource Library](#).**

4	Advanced/ Exceeds Mastery	<p>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exceeds the learning target by performing at exemplary levels.</p> <p><i>In addition to exhibiting standard mastery, students apply conceptual understanding to new situations, show mastery of the next vertical standard, offer alternative perspectives, and/or apply higher order thinking skills.</i></p> <p><i>These are not just harder tasks, but learning that requires deeper or more rigorous thinking.</i></p> <p><i>Examples of this type of learning may include: applications for real-world use, teaching another person the material, using information to solve problems in a different context, explaining connections between ideas, demonstrating a unique insight, and/or creative application of skills</i></p>
3.5		<p>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets and sometimes exceeds learning targets as exhibited in performances on basic application, strategic and extended thinking activities.</p> <p><i>The student who scores a 3.5 has not consistently shown exemplary performance on activities that require a high level of cognitive demand.</i></p> <p><i>The student is on track to exceed grade-level standards.</i></p>

3	Proficient/ Mastery	<p>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities.</p> <p><i><u>This level is the focus for the entire proficiency scale</u></i></p> <p><i>This is the expected level of performance for all students</i></p> <p><i>This level includes essential outcomes, common core and diocesan standards, and related skills and practices</i></p> <p><i>The student exhibits mastery on assessment tasks involving fact and vocabulary recall, conceptual application, and strategic and extended reasoning, such as modeling and problem solving.</i></p> <p>No major errors or omissions with level 2 or 3 elements.</p>
2.5		<p>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student almost meets learning targets as exhibited in performances on recall, basic application, strategic and extended thinking activities.</p> <p>The student is on track to meet grade-level standards.</p>
2	Developing/ Approaching Mastery	<p>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is approaching an understanding of the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities</p> <p><i>This level is the basic learning necessary and serves as the foundation for the higher levels of learning.</i></p> <p><i>Examples of this type of learning may include recall questions, fact-based skills, and basic applications.</i></p> <p><i>The student occasionally meets standards as demonstrated by a body of evidence that shows incomplete/inconsistent understanding and application of grade-level concepts.</i></p> <p><i>No major errors or omissions regarding the simpler details or processes but major errors or omissions regarding more complex ideas or processes.</i></p> <p><i>Does not make connections among ideas nor is able to demonstrate their learning without support.</i></p> <p><i>Exhibits basic understanding of standard on assessment tasks involving fact and vocabulary recall, basic conceptual application, and strategic and extended reasoning, such as modeling and problem solving.</i></p> <p>However, there are major errors or omissions with level 3 elements.</p>
1.5		<p>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is beginning to develop necessary skills to meet the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities.</p> <p><i>Some skills are above basic, while some are still in need of intervention</i></p>
1	Needs Support/Below Basic	<p>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exhibits limited skills necessary to meet the learning targets as shown in performances on recall, basic application, strategic and extended thinking activities.</p> <p><i>Students require more time and experiences; shows limited achievement of the standard(s).</i></p> <p><i>The student rarely meets standards as demonstrated by a body of evidence that shows minimal understanding and application of grade-level concepts.</i></p> <p><i>Only a partial knowledge of some of the simpler details or processes and/or little to no understanding or skill demonstrated, even with help and support.</i></p> <p><i>May be able to complete some low-level assessment tasks involving fact and vocabulary recall with support but struggles on tasks involving conceptual application and strategic and extended reasoning, such as modeling and problem solving.</i></p>

Academic Grade Definitions, grades 6-8 and Spanish grades 5-8

Grading standards for grades 4-8 for core academic subjects (not including art, music and PE,) are as follows:

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

Transitional Kindergarten Academic and Non-Academic, Non-Academic and Life Skills Grade Definitions for Grades K-8

M = Meets Expectations

A=Approaching Expectations

N = Needs Support

Life Skills Grade Categories

- Completes quality work
- Is prepared to learn
- Participates in Learning
- Follows Classroom Expectations
- Shows behavior/Social Development
- Growing as a faith-filled Christian, a lifelong learner, a socially responsible member of the community, and a well-rounded individual with good interpersonal skills

Academic and Conduct Probation

Students who, through lack of effort, consistently receive unsatisfactory academic and Life Skills grades may be placed on probation by the principal for one trimester. Students who do not meet the school’s academic and behavioral standards after the time of probation may be dismissed, transferred rather than promoted to the next grade, or subject to other consequences. The teacher will provide written notice of possible retention or probationary status no later than February. A copy of the letter / progress report is kept in the student’s file in the office. While on probation, students, parents, teachers, and the principal will be in frequent communication.

Promotion/Retention/Transfer

Advancement to the next grade is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete a grade level course of study successfully.

PROMOTION to the next grade depends on successful mastery of all subject area standards. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirements for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

RETENTION may occur, in grades TK-2 only, if it is determined that a student has not mastered the appropriate grade level standards. A conference will be scheduled with the child’s parents by February if there is a possibility that their child will be retained at his or her grade level. Usually, a definite decision is made by the end of the 2nd trimester.

Students in grades 3-8 may also be TRANSFERRED to the next grade which means that, after consultation between the school and home, a child is being moved to the next grade but they have not mastered the appropriate grade level standards in the core content areas.

Homework

Each student should be expected to do some homework every night, and an appropriate work area should be provided; not all homework is written work. If any questions concerning homework should arise, consult with the teacher. When a child is given homework the parent is not to do the child’s assignment, but coaching and questioning, checking for neatness and completion will encourage learning and help establish good study habits. In addition to the homework given by the teacher from Monday-Thursday nights, every student is encouraged to also read at home (or be read to by a parent). Sometimes long-term projects are assigned that require weekend homework or additional homework time Mondays-Thursdays. All teachers provide an online platform where students and parents can access assignments.

Suggested cumulative homework time, Mon - Thurs. nights:

Grades 1 & 2	20 minutes
Grades 3 & 4	30 minutes – 45 minutes
Grades 5 & 6	45 minutes – 60 minutes
Grades 7 & 8	60 minutes – 90 minutes

STAR Assessment Program

At the start of the school year, and once each trimester, students in grades K-8 take a STAR assessment. The STAR test results are used to improve student learning. Teachers use the test results as part of the body of evidence they consider to determine the needs of their class and of individual students. The results are also used to help assess the effectiveness of different programs in the school and to indicate areas of needed growth. Test results are shared with parents via a parent report sheet.

Sacramental Preparation

During second grade, the class prepares for First Reconciliation and First Communion. Catholic students experience these sacraments for the first time in the Spring with their families. Parents, too, are involved in the preparation. The Sacramental Program is administered by the Family of Faith Director, (510-656-2364). If you are seeking to have your child baptized, please contact the rectory (510-656-2364) to be advised of parish policies / practices, and then communicate with the school.

Physical Education

A regular program in Physical Education is part of the curriculum in all grades. All students are expected to participate unless excused for medical reasons. If that is the case, a written explanation should be supplied by the parents and accompanied by a doctor's note for extended times. All students are expected to be properly attired during their P.E. session (see above).

Spanish

Grades K-8 receive Spanish Instruction from a qualified professional. This program also provides an integration of core curriculum areas, Music and Visual Art.

Art

Grades TK-5 will participate weekly in Art classes. This program provides an integration of Social Studies, Music, and Visual Art. A qualified professional offers instruction in this area.

Music

Grades TK-5 receive weekly Music education from a qualified professional. This program also provides an integration of curriculum, Music and Visual Art.

Jr. High Electives

Students in Grades 6-8 participate in enrichment electives. Jr. high students have the opportunity to explore other classes such as poetry, photography, and film appreciation, for example. Students choose classes to attend each Trimester. Elective classes change based on availability of teachers and enrollment.

Field Trips

Periodic field trips may be scheduled by the teacher with the permission of the principal. These trips are privileges, and students may be denied participation if they fail to meet academic or behavioral requirements. They are planned for the purpose of expanding learning, and the teacher is expected to incorporate the learning into the classroom. Parents may be asked to drive and help chaperone the students. At least one faculty member must accompany a field trip. No student may go on a field trip without returning the completed official school field trip form, which will be sent home prior to the planned trip, (See Appendix B at the back of this book). Telephone calls cannot be accepted in lieu of the form. The Diocese mandates that each child must have a seat belt and a van may not carry more than 8 people, including the driver. Students may not ride in the front seat of any vehicle. Children under 8 years old or under 4'9" in height must use a car/booster seat for travel. Each personal vehicle used for a field trip must have at least two adults during travel, one of which is the same gender as the students in the car.

Drivers must:

- have complied with Safe Environment for Children requirements
- have a completed Volunteer Application on file in the office
- be over 25 years of age
- have a current, valid, unrestricted driver's license
- have current liability insurance for at least \$100,000 for each individual and at least \$300,000 for each accident on the automobile to be used.

If you are planning to be a driver for a school function, you need to have met all Safe Environment requirements, present a copy of your insurance declaration page and driver's license before the scheduled trip. Documents must be current for each trip. Neither small children nor any others, including students in other SJS classes, may accompany adults when supervising field trips. It is a school policy that volunteers driving on a school field trip may not stop enroute to or from the excursion for any reason (eg: to treat students in their car to a snack etc).

Outdoor Education

The goals of our 6th and 8th grade outdoor education camps are based upon an awareness that natural resources are essential to the well-being of all people. Today's students, in their lifetime, will be asked to make many decisions that affect the quality of life they experience. A key factor in making these decisions is the basic knowledge of the interrelationship that exists between us and our environment. Recognizing our interdependence and consequent responsibility to each other is another key factor.

Environmental education is an important network of concepts that cuts across all aspects of the school curriculum. The week spent at outdoor camp supplies the student with first-hand experience of nature. They are surrounded by what they study and are learning with all of their senses. Outdoor education is not an attempt to add new subject matter to the school curriculum. Rather, it provides an ideal environment for enhancing certain areas of study which cannot be fully realized in the atmosphere of the indoor classroom.

While emphasis is placed on natural science and conservation, students continue to develop their knowledge and skills in other curriculum areas. They use these skills in investigating, measuring, and reporting discoveries in nature and in the experiences they share with others in the outdoors. Goals for the outdoor education program include:

1. To develop an understanding and appreciation of the functioning ecosystem from which we derive natural resources.
2. To develop an understanding of the interdependence that exists between humans and their living and non-living environment.
3. To provide a quality experience in supervised democratic and social living, and provide a model which encourages living in harmony with each other and our environment.
4. To maintain at home and at school the knowledge, skills, and attitudes acquired at outdoor ed.

SERVICES and RELATED INFORMATION

Health Services Medication Policy

General Policy

No pupil shall be given any medication during school hours unless a completed Medication Authorization Form, (see appendix C at the back of this book), is signed by the parent/guardian and is included at the time that the medication is given to the office. For prescription medication, the bottom portion of this form must also be completed and signed by a licensed physician who has the responsibility for the medical management of the student.

NO MEDICATION WILL BE GIVEN WITHOUT THIS FORM, CORRECTLY COMPLETED, BEING ON FILE IN THE SCHOOL OFFICE.

Responsibility of the parents or guardians

- Parents or guardians will assume full responsibility for the supplying of all medications.
- **No medications may be brought to or taken from school by students unless a physician's note requiring this is on file in the office.**
- Parents or guardians shall deliver, or cause to be delivered, by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy.

Responsibility of the physician

• A request form, (appendix C at the back of this book), for each prescribed medication must be completed by the student's physician, signed by the parent or guardian, and filed with the school administrator or his/her designated representative.

The container must be clearly labeled with the following information:

- Student's full name
- Physician's name
- Physician's telephone number
- Name of medication
- Dosage and administration schedule
- Date of expiration of prescription

Please Note: Each medication must be in a separate container labeled as above.

Responsibility of school personnel

- Students taking medication will come to the office for medication. Where reasonable and feasible, a student's medication is to be self-administered under the supervision of the office personnel. This shall be done in accordance with the physician's instructions.
- All medications administered by school personnel must be kept locked in a secure place under appropriate temperature conditions.

Aspirin: The dispensing of aspirin will be treated as a prescription drug and must be supplied by the parent / guardian and accompanied by a physician's authorization.

Acetaminophen (Tylenol)/ Ibuprofen (Advil) : The dispensing of Acetaminophen or Ibuprofen, is considered over the counter medication and must be supplied by the parent/guardian and accompanied by the Medication Authorization form located at the back of this book.

Cough Drops: No student should carry cough drops in their backpacks or on their person. Cough drops are a medication and must be brought to the office and accompanied by a completed Medication Authorization form. A copy of this form is located at the back of this handbook.

The school does not provide any medication to students, including cough drops/throat lozenges.

If a child has constant or frequent headaches he/she should see a physician and have a note sent to the office. The office will not give out Tylenol or any other medication, except when properly authorized and provided by the parent. For students to take medication, the completed Medication Authorization form is required each time the child changes prescription or for recurrence of the same prescription (e.g. antibiotic for strep throat, etc.). See pg. 53 of this Handbook for Medication form. Copy as needed.

Special Medical Information

Special medical problems should be made known to the members of the school staff directly involved with the child, e.g., principal, teacher, office personnel. A written note should be on file for children who are restricted in P. E. or playtime activities. Please note, if a child is restricted from participating in P.E., they are also restricted from excessive physical exertion at recess.

Life threatening medical conditions / Permission to carry and self administer

Background: In 2012, the CA Education Code 49423-49423.1 was revised to include the right for students with a life threatening medical issue to carry and administer medications if approved by a physician AND the student is fully capable of self administration as determined by the physician and parents/child's guardian. Auto-injectable epinephrine for severe allergies and asthma rescue inhalers are both good examples of this. In response to this code, in order for a pupil to carry and self-administer prescription epinephrine, (epipen) or inhaled asthma medication while at school, the student must have both

the “Request for Medication to be Taken During School Hours” (pg. 53) and “Permission to Carry and Self Medicate” (pg. 54) forms, completed by the parent and physician, on file in the school office. The parent/guardian acknowledges that by completing these forms, the school and school personnel are released from civil liability if the self-administering pupil suffers an adverse reaction by taking medication under this law. Both of these required forms shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Other Medical Information and requirements

Illness: Children who are not feeling well should not be sent to school. Students with a fever of 99.6 or higher may not be sent to school until they have been fever free without medication for 24 hours. Likewise, a student that has vomited or had diarrhea may not return to school until they have been symptom free, without medication, for at least 24 hours.

Rash: Students with a rash of an unknown cause or due to a contagious reaction may not return to school until the rash is gone or is declared non-contagious by a medical doctor via a note.

Allergies: If your child has severe allergies, either food or seasonal, please be sure that you have given properly authorized medication to the office. If your child has a prescription for an epi-pen, you must deliver the epi-pen to the office, with the proper authorization paperwork, on the first day of school. Please note, 911 will be called anytime the use of an epi-pen is required.

Injuries: If a child is injured at school, he/she should report it to a yard supervisor. If the injury warrants a visit to the doctor, the office must be advised so an accident report may be sent to the Diocese.

State-required immunizations: All students must be current with required immunizations for school. The student’s immunization record is required at the time of enrollment. All dates are tracked and verified by the health committee. Student’s not in compliance may be excluded from attendance until requirements are met. Parents who do not have their children immunized must be registered and approved through CAIR-ME per California Law. More information is available from the school office or by visiting the CAIR-ME website, <https://cair.cdph.ca.gov/exemptions/home>.

Emergency Information: The emergency form must be current at all times. Any change of address, phone numbers, names of persons to be called if parents are unavailable should be given to the school office manager as soon as they occur. The school personnel must be able to contact parents or their representatives in case of illness or accident.

Health Screening: Vision and hearing tests are given each year to specified grades. Parents are informed prior to the screening and may opt out by submitting a letter to the school office.

Sun and Skin Health Concern: It is recommended that children come to school daily having applied sunscreen to the face and arms. Parents who want their child to have added protection from the sun while at play outside may provide a hat with a brim for the child to wear outdoors.

Handwashing and Health Concern: Students are provided with hand-cleaning opportunities before eating (sinks, hand wipes or gel hand sanitizers) to reduce the transmission of infectious disease between individuals and to ensure more sanitary eating conditions.

Counseling Services

Parents are asked to sign a general permission form in August allowing their child(ren) to be seen by the school counselor for an introductory visit if the child is referred. Referrals for the school counseling services may be made by a parent, principal, teacher or at the student’s request. Parents of the child being referred are contacted by the school counselor. Although this is a service provided for school families, in some situations, parents may be asked to make arrangements for their child to see an outside counselor.

Student Insurance

The Student Accident Insurance Program is mandatory for all students while attending school or school sponsored activities or while being transported to and from school or any school-sponsored activity. The premium for each student enrolled is covered by the parent as part of the registration fee.

Lunches brought from home

All children that are not purchasing lunch from ChoiceLunch should come to school with their lunch in the morning, along with any utensils that may be needed; only students who have purchased a hot lunch may use hot lunch supplies. **Lunch is not to be brought to your child after the school day has begun.** If an extenuating circumstance requires you to bring your child's lunch later in the day, please call the office to let them know – though **this should not be a regular practice.** Student lunches brought to school after morning assembly should be placed in the Lunch Drop Basket. Please note, soda type beverages and candy are not allowed in your child's lunch. Glass containers of any type are never allowed on campus. Although emergency hot lunches are not available, school personnel will assist a child if they have forgotten their lunch.

Choicelunch daily lunch provider

All school families are offered the option of pre-ordering and paying for their child's lunch through ChoiceLunch. Families order all ChoiceLunch meals online after registering at www.choicelunch.com. After registering, parents can login and choose exactly the nutritious lunches desired from a varied selection including vegetarian /vegan / gluten free options. Options for a beverage, (milk, chocolate milk, bottled water, 100% juices), fruit, vegetable and a snack item are also available. Increased entree portions will be available for an increased price. **As stated above, emergency hot lunches are not available.**

Note well: Families are responsible for canceling lunches for their child(ren) on class field trip days, for absences etc. Lunch not canceled will not be held. See cancellation policy online.

Lost and Found

Lost and found articles are kept in a container outside of the school office. **PLEASE HAVE JACKETS, SWEATERS, LUNCH BOXES AND FREE DRESS CLOTHING MARKED WITH YOUR CHILD'S FAMILY NAME.** Check periodically to see that the identification has not worn off. Unclaimed uniform items are recycled and sold at the uniform exchange. Other articles are given to St. Vincent de Paul. This is done every few weeks so any lost items need to be searched for the day they are lost. Smaller items turned into lost and found, (ie: jewelry), will be held in the school office.

DISCIPLINARY PROCEDURES

Catholic School Discipline

Discipline in the Catholic School is to be considered an aspect of Christian development and not a form of punishment. The purpose of this 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 help build a sense of community.
- Good discipline will normally be the product of successful classroom management. Students will be expected to help to maintain an orderly classroom. It is presumed that the home and the school will work together in modeling Christian respect and in supporting and encouraging the student to mature in this area.

Student Conduct

A student enrolled at Saint Joseph School assumes personal responsibility for his/her conduct. As a member of the school, the student is obliged to be considerate of all classmates and fellow students and respectful to the teachers and staff. All students are asked to accept this opportunity and obligation to become an integral part of their school community wherein they exercise convictions of Christianity and love of neighbor by fully respecting the rights and privileges of all other members. This basic attitude of respect characterizes the actions of the student toward him/herself, other students, teachers, clergy, custodians, visiting adults, guests, and all school staff.

The student is expected, therefore, to conduct him/herself according to the Principles of Christian and Civic Behavior. These are as follows:

- To be honest in all dealings with fellow students, teachers, and school personnel.
- To cooperate positively with fellow students, teachers, and school personnel.

- To always respect the rights and value of each individual on the school premises or at any school-sponsored events and functions.
- To obtain permission from the proper authority for the use of any school facility or materials.
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address classes or the assembled student body.
- To be responsible for the care of all materials loaned to them for the purpose of study during the year.

Since there are times when an individual student finds it difficult to meet his/her personal responsibility for good conduct, it becomes necessary for the school to indicate specific acts for which discipline will be administered. The following items are considered inappropriate behavior;

- Bully and/or Harassment in any form, as described in the School Anti-Bullying and Harassment Policy
- Fighting, provoking a fight between other individuals, or participating in activities which result in physical violence toward any person
- Bullying behavior / intimidation / threatening behavior
- Spreading gossip, rumors, lies, or even truths that malign or defame another's reputation and are done so in mean-spirited unkindness towards others
- Showing disrespect to adults or other students
- Showing any mean-spirited, unkind, un-Christian attitude / behavior to others
- Showing disrespect for property, not providing proper care of materials
- Disrupting learning in the classroom
- Indecent or obscene conduct or language while at school or at school-sponsored events
- Leaving the campus during the school day without permission
- Any and all other violations of good order and discipline which, in the evaluation of a member of the school staff, results in misconduct.

When a student manifests a lack of respect for adults, students, property or law, appropriate disciplinary measures will be enforced. It is presumed that the home and the school will work together in modeling Christian respect and in supporting and encouraging the student to mature in this area.

Consequences

Notice to the students: Continuation or repetition of specified conduct will be the cause for disciplinary action.

In-School Suspension

In-school suspension will be used when the teacher and the principal agree that the student should be removed from the classroom.

Out-of-School Suspension

The Principal or the Vice Principal are authorized to suspend a student for misbehavior and disregard for school regulations. Suspension for misconduct applies to behavior in the classroom, in or about the building or the school grounds, to and from school, or at a school sponsored event away from school facilities (e.g. field trips, science camp). Parents are notified of suspension and directed to re-admittance procedures for the student.

Expulsion is the permanent removal of the student from the school without the possibility of re-admission. There are various actions, which carry liability for systematic expulsion. The following offenses, committed by the students while under the jurisdiction of the school, may be reasons for expulsion:

- actions greatly detrimental to the moral and spiritual welfare of other students, including harassment;
- habitual profanity or vulgarity;
- assault, battery or any threat, force, or violence directed toward any school personnel or students;
- open and persistent defiance of the authority of the teachers;
- continued willful disobedience;

- smoking / having tobacco or any type of drug;
- stealing;
- use, sale, distribution or possession of drugs or alcohol on or near the school premises;
- willful cutting, defacing, or otherwise injuring in any way, any property, real or personal, belonging to the school;
- habitual truancy;
- actions, inside or outside of school, which are detrimental to the reputation of the school;
- technology code violations.

Nonrenewal of Student Enrollment

If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent / legal guardian, the school maintains the right not to accept the child for continued enrollment. This decision should include consultation with the Pastor and Superintendent.

Procedures for Recommended Transfer

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

1. The school has explored means to meet the needs of the child;
2. There has been sufficient discussion with the parent/legal guardian concerning the child’s condition or the parent/legal guardian’s attitude;
3. The transfer is to take place at the end of a grading period; preferably at the end of an academic year.
4. The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

MAINTAINING A POSITIVE HOME-SCHOOL PARTNERSHIP REQUIREMENT

It shall be an express condition of enrollment that students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the School in its sole discretion. Parents/guardians should read this, below, and acknowledge they have done so by signing the form sent home at the beginning of the school year via the August packet.

Maintaining A Positive Home-School-Partnership

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

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school’s contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.

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

ST. JOSEPH SCHOOL ANTI-BULLYING AND HARASSMENT POLICY

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. The Diocese of Oakland and St. Joseph School are committed to preventing and responding to bullying and harassment during the school and after-school programs, during school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

What is bullying?

Bullying is mean or hurtful behavior that keeps happening. It is unfair and one-sided. Our school defines bullying by three primary characteristics: It is aggressive behavior that is repeated over time, occurs in a relationship where there is an imbalance of power, and intends to cause harm or distress and/or has a serious harmful or distressing impact on the target.

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

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

What is harassment?

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

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy. Harassment in any form is illegal. The Diocese of Oakland does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment, nor does St. Joseph School.

Every member of our school community plays an important role in preventing bullying and harassment.

The staff at St. Joseph School will strive to prevent bullying and harassment to ensure that our students feel safe at school, on school field trips, attending school or Diocesan sponsored events, while using electronic devices and when they are traveling to and from school.

To prevent bullying:

- Our school takes a proactive approach to dealing with bullying by providing training and prevention education for our students and staff:
 - Social skills, conflict resolution, and anti-bullying instruction are a regular part of the curriculum at our school.
 - *The Second Step* program is used in Grades TK through 8 to teach social skills, including conflict resolution and bullying prevention.
 - The *Second Step Bullying Prevention* unit is taught in grades K-5.
 - All staff members are trained in bullying prevention and practice research-based methods for effectively recognizing and responding to bullying.
 - In addition to the general all-staff training, teachers, counselors, and administrators are trained on how to coach, create safety and behavior plans, and continue to follow-up with students involved in bullying.
 - Teachers are trained and given resources to help create a positive classroom climate to minimize the likelihood that bullying will occur.
- Closely supervise students in all areas of the school and playground.
- Take seriously and investigate all reported bullying incidents
- Assign consequences for bullying based on the school's bullying policy and discipline code.
- Provide bullying resources and support to the parent community
- Provide immediate consequences for retaliation against students who report bullying.

The students at St. Joseph School will strive to prevent bullying and harassment to ensure that our students feel safe at school, on school field trips, attending school or Diocesan sponsored events, and when they are traveling to and from school.

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

Students knowingly making false accusations of bullying will be subject to disciplinary action.

The parents at St. Joseph School will strive to prevent bullying and harassment to ensure that our students feel safe at school, on school field trips, attending school or Diocesan sponsored events, and when they are traveling to and from school.

- Understand what bullying is and what it is not
- Learn and recognize warning signs of bullying and get help for the child who is the target and/or the child who is involved in bullying behavior and get help
- Support the school's *Second Step* program at home by reading parent communications and implementing recommended practices at home
- Talk openly to their children about bullying
- Model appropriate conflict resolution behaviors
- **Report bullying to the school when it is witnessed or reported**

Volunteers and contracted workers who witness or suspect bullying behavior must immediately report the incidents to a school staff member.

Reporting Bullying

It is our school's expectation that all bullying incidents will be reported in a timely manner. Each report of bullying will be promptly investigated.

- **Students** who are victims or witnesses of bullying are to report the incidents to an adult staff member as soon as it is safe to do so.
- **All volunteers and contracted specialists** must immediately report incidents of bullying or harassment when witnessed or reported.
- **Teachers and staff** members are required to take immediate steps to intervene upon witnessing or becoming aware of perceived acts of bullying or harassment behaviors. Many times the situation can be rectified before it requires complicated interventions. All incidents are to be reported to the school administrator in a timely and responsive manner.

How to Report

Immediate and direct reporting by the target and/ or witnesses of bullying behavior expedites the resolution process. To encourage prompt reporting of bullying concerns, our school offers several options for reporting.

- Immediate verbal report to adult staff member
- Email teacher or administrator
- Phone call to teacher or administrator

Once a bullying report is received, the school administrator will conduct an investigation within five school days.

If it is determined that bullying has occurred, our school administrator will:

- Take appropriate disciplinary action
- Notify the family of the bullied student
- Notify the family of the student who bullied
- Create a safety plan for the bullied student
- Create a behavior change plan for the student who bullied

If appropriate, the school may also:

- Make mental health referrals
- Provide counseling through the school’s counseling program

Written records of all bullying incidents and their resolution will be maintained for a period of 5 years using the following forms:

- Bullying report form
- Our school’s discipline-tracking form
- Student safety plan
- Student behavior change plan
- In addition, written records of communication between our school and the involved parties and their families may also be retained.

Consequences

There will be consequences and appropriate remedial action for those involved in bullying. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and a past history of the parties involved will be considered when posing consequences.

Our school will follow our hierarchy of developmentally appropriate consequences for verified incidents of bullying and harassment.

Hierarchy of Consequences

The following are consequences for confirmed incidents of bullying that have gone beyond what can be directly addressed immediately by the classroom teacher.

Social or emotional bullying	Conduct referral Conference/phone call with principal, guardian, and student Behavior Change Plan (Safety Plan for bullied student) Weekly check-ins Make amends	Discipline referral Conference/phone call with principal, guardian, and student Review or modify Behavior Change Plan (Safety Plan for bullied student) Increased check-ins In-school counseling Make amends Project	Verified bullying and harassment behavior that occur more than twice in a given year, will be handled on a case-by-case basis by school administration, in cooperation with the pastor and the Oakland Diocese Department of Catholic Schools. http://www.stopbullying.gov/respond/support-kids-involved/#address
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<p>Physical, severe non-physical bullying (violent threat), harassment and property damage</p>	<p>Discipline referral Conference with principal, guardian, and student Behavior Change Plan (Safety Plan for bullied student) For property damage, repair, clean, and/or replace Weekly check-ins Make amends</p> <p>Loss of technology privileges for a period of no less than 3 days</p>	<p>Discipline referral Conference with principal, guardian, and student Review or modify Behavior Change Plan (Safety Plan for bullied student) For property damage, repair, clean, and/or replace Increase check-ins In-school suspension In-school counseling Make amends Project</p>	<p>See above</p>
<p>Cyber bullying (See Telecommunications Acceptable Use policy)</p>	<p>Conduct referral Conference with principal, guardian, and student Behavior Change Plan (Safety Plan for bullied student) Weekly check-ins Make amends</p>	<p>Discipline referral Conference with principal, guardian, and student Review or modify Behavior Change Plan (Safety Plan for bullied student) Increase check-ins In-school suspension In-school counseling Make amends Project</p>	<p>Loss of technology privileges for a period of no less than 10 days. Further consequences will be determined on a case-by-case basis by school administration, in cooperation with the pastor and the Oakland Diocese Department of Catholic Schools.</p>

If the parent or guardian is dissatisfied with the methods by which the school addresses bullying or harassment complaints, he or she may file a written appeal to the pastor. The written appeal may be submitted as an email attachment and through the US Postal Service.

Sexual Harassment Policy

Policy Statement

St. Joseph School affirms the dignity of every man, woman and child and we endeavor to treat all persons with dignity and respect. We are committed to provide a safe learning environment that is free from harassment in any form.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (e.g., sexual jokes, stories, drawings, pictures or gestures, spreading sexual rumors, etc.) and through social media or any other electronic communication. Students and personnel at St. Joseph have the responsibility to avoid any act or actions, implied or explicit, that may be interpreted as harassment. A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered, together with the above definition of sexual harassment. Such determination shall be made

from the perspective of a “reasonable person” of the same sex as the victim. Any person who violates this policy will be subject to disciplinary action, up to and including expulsion or termination.

Resolution Process:

A student is encouraged to directly inform the person engaged in such conduct that such conduct is offensive and must stop. He or she is to then report the incident to an adult staff member.

VERBAL COMPLAINT: A student may verbally report a complaint to a member of the school staff. The staff member shall process the complaint using the following steps:

- speak to the students involved in the situation
- deal with the situation, as appropriate
- document the complaint
- send written documentation to the office and parents.
- provide feedback to the complainant

WRITTEN COMPLAINT: A student may submit a written complaint to the principal or pastor. The written complaint may be sent as an email attachment or sent through the US Postal Service. Except to the extent necessary or appropriate to carry out the purposes of this policy, any such information shall be kept confidential.

This written complaint should include the following information:

- Complainant’s name
- Date of complaint
- Date(s) of the alleged harassment
- Name(s) of the alleged harasser(s)
- Where the harassment occurred
- A statement of the conduct allegedly constituting harassment
- Prior attempts, if any, to resolve the situation

Review, Investigation, and Resolution:

The formal written complaint will be reviewed and a thorough and complete investigation of the complaint will be conducted following the same process as in the verbal complaint noted above. If the complaint is against a staff member, the principal or pastor will review and conduct this investigation. Every effort will be made to address each complaint within seven days after it is received.

The principal or pastor will make a written report summarizing the results of the investigation and disposition of the matter.

Both parties shall be afforded a full and fair opportunity to present their side of the issue in a hearing before the principal, pastor or designee.

Within five working days after the hearing, the principal, pastor or designee shall render a decision in writing, which shall be sent to both parties. The decision shall include the findings and the disposition of the complaint, the rationale for the decision, and a recommended course of action if any. If the incidence of sexual harassment is determined, it will result in disciplinary action, up to and including termination or expulsion.

Both parties shall have the right to appeal the principal’s decision to the Diocesan Coordinator of Conciliation, Mediation and Arbitration.

Students, parents and staff members are urged to use the above “policy procedure” without fear of reprisal as a result of initiating or discussing a complaint or incident. It is contrary to this policy to take any action intended to intimidate, retaliate against, or harass any person because that person has opposed harassment, reported or complained of harassment, or assisted or participated in any investigation or proceeding under this policy.

After-School Hours Discipline

It is a very important principle that the shorter the time between an incident and its consequences, the better it is for the intended learner. Consequently, students are requested, and sometimes required, to remain after school on the day of the situation in question. This is to correct or remedy something that may have occurred on the same day and to ensure proper follow-up and speedy conclusions. It is the intention of the school to help each student begin afresh each day whenever possible. Efforts will be made to notify a parent if a student is to be detained. Parental cooperation is essential in such instances.

Classroom Rules

Each teacher develops classroom rules with his/her students. The rules and consequences are posted for the students to see.

Policy for Damaged Books

Students are issued textbooks “on loan” for the year unless they are write-in workbooks. Upon receiving a textbook, it is the student’s responsibility to look it over carefully and put in writing any pre-existing condition of the book pointing out any flaws or if the condition is not satisfactory which is then to be turned in to the teacher within the first three days of receiving the book. During the course of the year, should the student be responsible for any additional damage done to the textbook, he / she will be required to pay the cost to replace that book in June. Payment is based on the cost of the book and may be adjusted to reflect depreciation.

Policy for Cell Phones

St. Joseph School prohibits student use or possession of cellular phones while on campus, unless a physician’s note is on file with the school. All parents/guardians and students must submit a completed and signed St. Joseph School Cell Phone Policy form to the school office each school year.

Policy for non-Instructional Possessions at School

Students may not bring any personal possessions to school (toys, electronic equipment – including Fitbit type objects, Fidget items, games, Smart watches, etc...) unless they are approved school supplies for instructional use only or approved playground equipment shared by the student who brings it. Liquid correction fluid is never permitted on school property. This applies to time at Kids Club after school care as well as during regular school hours. Other non-instructional personal possessions are not permitted at school.

SCHOOL REGULATIONS FOR STUDENTS

No list of “school rules” could ever completely address all behaviors, situations, school interactions that might occur among and between students. But the following points - some general, some specific - hopefully cover the major expectations of St. Joseph students:

- Be respectful, helpful, compassionate, and kind at all times to EVERYONE, adults and children alike and include others in your conversation and your play;
- Be polite and friendly, greeting adults and students alike;
- No “Put-Downs” allowed!
- Be honest and truthful and keep your promises (eg: Student Technology Agreement);
- Do your best each day --- carefully, neatly, with effort and pride!
- Be in complete uniform daily, and take pride in your appearance (see “uniforms”);
- Be punctual for school and maintain good school attendance (and don’t forget a signed note from parent / guardian when returning from an absence);
- Play on school grounds only if supervised by an adult;
- Play activities stop at the FIRST bell. Line up promptly for 8 a.m. morning assembly or outside of your classroom (after recess and lunch). No drinks taken after the first bell. The second bell means silence and be in line;
- During morning assembly and any time students gather for any type of service or announcements, be attentive and respectful. Participate in prayer, flag salute, and song. Don’t talk, whisper or fool around at any time during assemblies / Church services;
- Remember, skateboards, hard bats or hard balls are not allowed on the school grounds except at supervised P.E. class;
- Stay off the garbage bins;
- Stay off the retaining walls around the playground;
- Play kickball only in the designated area; play only touch football;
- Jumping, walking on or stepping over walls is not allowed;
- Always walk in the red hall and away from doors that might open and hit you;
- There should be no running, shoving, or pushing in the classrooms, restrooms or hallways ever, especially on rainy days when floors may be slippery due to rain;
- Junior High students change classes silently so as not to disturb other classes and in order to enter the next classroom quietly and be ready to learn;
- Junior High locker area should be kept clean and 7th-8th grade students need to be mindful of others walking through area while they are at their lockers; keep silent in the locker area and don’t obstruct the walkway;
- Students are not permitted behind the school or its outbuildings without specific permission from a staff member
- Students are to be in their assigned areas while eating lunch

- Use playground equipment properly (bars, slides, etc.); **No rough play is permitted...play safely!**
- Always walk bicycles while on school /church grounds and lock bicycles at school;
- Students are not to ride their bike or walk behind or through the cemetery, the Mission grounds, or the convent property, (except Dominican music students going to class);
- Don't bring a lot of cash to school. Only bring what's needed for Dress to Bless, snack sales, etc.;
- No items may be brought to school (even in your backpack "to use after school") if they are anything other than school supplies or school related items;
- No trading, selling, buying items from each other is allowed;
- Take good care of your own school items as well as the school books and supplies you use;
- Never damage property of any kind - yours, someone else's or the school's;
- Keep textbooks covered all year;
- Note writing or note exchanging is not permitted at any time during school;
- Non-glass reusable water bottles are permitted and encouraged in most classrooms. No other eating, chewing (eg: gum), or drinking is allowed during class;
- Obey members of School Traffic Patrol when in the parking lot;
- Remember to use restrooms during recess and lunch times; Food and drink are not allowed in these areas;
- Bathrooms are for one purpose only! Do not linger in the restrooms, and no playing, fooling around, socializing, loud talk, or misusing restroom supplies is allowed;
- Use the proper container for all trash, recycling and food waste – please do not waste food; Pick up litter even if it is not yours and clean up the lunch area daily. Keep our school looking good!
- No glass bottles in student lunches; only non-breakable containers are permitted;
- Chewing gum and sunflower seeds in the husk are not permitted anywhere at the school;
- Students are expected to obey the uniform dress code and regulations for "non-uniform" dress days;
- ALL adult supervisors are to be obeyed without argument or comment;
- Never leave the school grounds or any class during the school day or while waiting for a ride after school without permission from school staff;
- After school, be seated near carpool lines while waiting and always wait until the driver has stopped the car before proceeding to the car;
- Never go into the office (recess, lunch, during the day) without permission from your teacher or other adult staff member, unless it's an emergency;
- If you must enter the office area (eg: for an emergency) please do so alone;

All school rules are to be followed at all times, even after school if a parent is present, whether the child is in Kids Club or not.

We encourage you, students of St. Joseph, to keep following these rules in the best spirit! God's rules help us know how to live with one another as Christians and our school rules help us be safe and focused on learning. We know you will take them seriously!

TUITION AND FEES

Payment Schedule

A non-refundable registration fee shall be due on or before **April 17th, 2024** in order to hold a child's place for the 2024-2025 school year. The registration fee is not applicable to tuition and it is paid via PowerSchool Enrollment at the time of registration or to the school office. Registration for the school year is not considered complete until the online PowerSchool Enrollment registration process, as well as the Tuition/Parent Fund Contract, Parent Agreement, Family Commitment Form and Registration Fee have been received by the school office.

Our tuition collection is handled by **Blackbaud Tuition Management**, an agency that specializes in contract collection accounts. At the time of admission, parents sign a Tuition & Parent Fund contract and select a payment plan. **Blackbaud Tuition Management** will automatically debit from a client's checking or savings account or charge to a credit card, although credit card payments will incur a convenience fee for each transaction. All school families **MUST** be enrolled with **Blackbaud Tuition Management** unless tuition is paid in full, with a check or money order payable to the school or by credit card, prior to the start of the school year.

A late charge of **\$15.00** will be assessed by the school if any payment is not received within 10 days from the payment due date. A fee of up to **\$85.00** may be assessed to your account for any scheduled withdrawal that is dishonored due to insufficient funds. **Blackbaud Tuition Management** does allow a 10 day grace period, but only if you inform them no later than 3 business days before your scheduled withdrawal/payment. If **Blackbaud Tuition Management** is unable to deduct sufficient funds on your due date, or your credit card is rejected, they will attempt the transaction again approximately 10 days later. Dishonored transactions may incur multiple fees if they unsuccessfully attempt for both current and past due amounts. Additional fees may be imposed by your bank.

Full tuition payment made to school office

In some instances, a family may choose to pay their child's tuition in one installment to the school office. While this is acceptable, all payments over \$1000.00 must be made by check, money order or credit card. No sums of cash over \$1000.00 will be accepted in the school office.

Tuition Plans

There are currently two tuition plans:

- **Plan A** - In Parish family whose student(s) are baptized; provides regular financial support to their parish through parish envelopes or EFT; (see section on "Admissions" for definition of "In Parish" on page 12).
- **Plan B** - Does not fill the qualifications of Plan A

Under Plan A or B a family may choose to have the yearly tuition withdrawn in bi-annually, quarterly or in ten or twelve monthly increments via **Blackbaud Tuition Management**. They may also choose to pay it in full prior to the first day of the school year.

Tuition Delinquency Policy

If tuition is delinquent:

- A late notice is sent by the tuition collection agency (see above).
- A Finance Committee member will make a follow-up phone call if necessary.
- It is important to talk to the principal if a need occurs. Continued delinquency can result in termination of your child's attendance at St. Joseph School.
- Eighth grade students may not participate in graduation ceremonies if tuition and all other financial obligations are not paid in full by the end of May.
- Parents who have not met their financial commitments at the end of the year will need to pick up their children(s) report card(s) from the school office.

Need Based Scholarships

Special rate tuition is occasionally approved by the scholarship committee according to merit (family size, present hardship, etc.). Usually this is on a short term basis until the financial situation of the family is corrected. To apply for a Need Based Scholarship, a family must complete a FACTS application. A link to this form may be found on the school website.

NSF CHECKS - Money Collected by the Office

Payments made to the school office with checks that are returned for insufficient funds, are permitted only once. After the first NSF check, should a second check be returned for insufficient funds from the same family, that family will need to make all future payments to the school with cash or money order. The school will charge a \$15.00 fee for any check returned unpayable by the bank. This fee is due upon replacement of the check.

OTHER

School/Principal's Right to Amend Handbook

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

Office Telephone

The school office telephone is used for the business of the school. Students may obtain permission to use the telephone in cases of emergency only. "Forgotten" books, devices, lunches, homework, etc. are not considered emergencies. However, students who have been assigned a device for school use may use the phone one time during the school year to have the school issued device brought to them.

Parents are asked to refrain from frequently calling school with messages for their children and, ordinarily, **students will not be called to the office to receive phone calls from parents**. Please be sure your children know how they are getting home when they leave the house in the morning. If parents do not pick up children within 20 minutes after dismissal, the child will be automatically checked into Extended Care (Kids Club).

Visiting / Volunteering on Campus

Anyone, including parents of students, coming to the school for any reason, (i.e. bringing a late child to school, etc...) must first check in at the office. If a visitor will be going to areas of the campus outside of the office, they must sign into the Volunteer Log Book and obtain and wear a visitor's badge while on campus.

Volunteers

All volunteers must sign into the Volunteer Log Book located in the school office and receive a visitor's badge. All Safe Environment requirements must be met prior to volunteering.

Visiting Classrooms

Parents wishing to observe their child in the classroom environment while school is in session need to first make arrangements with the teacher and then sign into the office to receive a visitor's badge.

Campus Restrooms

The student restrooms are for student use only. Anyone else needing to use the restroom must come to the main office.

Faculty Room for Faculty

While occasionally it will be necessary for the Staff Room to be available during the day for parent use, it's requested that non staff members use other areas if possible and allow teachers the "sanctuary" of their space. If class treats are being brought by Room Parents, they are not to be prepared in the faculty room kitchen. Anything needing freezer or refrigerator space should be left in the extended care / school lunch room near the primary tables, but prior arrangements must be made with the office manager and extended care director.

Student Birthdays

No invitations for home parties are to be given out at school unless given to every member of the class. On your child's birthday, the school will announce his or her name at morning assembly and a simple celebration will take place in the classroom. For the sake of our students' health, no outside food may be brought to school for birthdays.

School Office Hours

The school office is open from 7:30 a.m. to 4:00 p.m. on school days. The office operates on a modified schedule during June after school is out, July, and during August before school resumes.

Monetary Change Not Available

The school office does not make change, (i.e. for free dress days, coins for kids, damaged books, field trips, etc...). Please send your child(ren) to school with the correct amount of money needed for any activities happening on a school day. While the office may make periodic exceptions to this rule, repeated disregard of the rule will result in the overpayment being considered a donation to the cause that is collecting the money that day.

Weekly School Newsletter

A newsletter email is sent to all school families, via the online application Smore, usually on Wednesday of each week and should be read in a timely manner. Families may request and receive a paper copy of this document. Please email cmarron@sjsmsj.org if you wish to receive a printed copy each week. The deadline for submitting announcements for the newsletter is Monday by 4 p.m. All notices need the principal's approval prior to being sent home. This includes all flyers, etc. from the School Board, PTG, or any school or outside organization.

Family Envelope

School communications are sent home electronically via the school newsletter. Some communications will periodically be sent home via the family envelope. Please be sure to remove and read all the contents, and sign and return the envelope the following day. **It is important that the family envelope be signed and returned promptly. Records are kept. A \$1.00 fee will be charged for lost or misplaced envelopes.**

Child Custody Issues

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

Photos of Children in Public Media

Parents/Guardians acknowledge that, if they give their consent for their student(s)' photo to be used on a public forum via the online registration done in PowerSchool, their child's likeness may appear in publications/social media platforms for varying school related reasons. This is also part of the Technology Agreement each family must complete each year. For safety and privacy, student names are not to be posted with any pictures used. ****PLEASE NOTE:** Students, parents and/or guardians cannot take pictures of school personnel or other students at school or school sponsored events and post those photos to an open social media network without the written consent of the personnel or student's parents/guardians. Please refer to the Diocese of Oakland Technology Responsible Use Policy For Students And Parents (pg. 46).

Class Communications via email

Any communication to school parents must be approved and distributed through school channels. Please send all correspondence to either your child's classroom teacher or to the principal (llopez@sjsmsj.org) for classroom or school wide distribution. Any communication to school parents regarding school business must be approved by the classroom teacher or principal prior to sending.

PARKING LOT PROCEDURES WITH ILLUSTRATIONS

The Fremont Police Department's Traffic Division has observed the traffic flow in our parking lot, which has led to the following procedures.

Procedures for morning drop off

- **All cars** must enter the parking lot via the driveway next to the Mission. Cars should not enter the school via St. Joseph Terrace. Students should be dropped off in traffic lanes 1 and 3 only. (See illustration A)
- Parents needing to exit their car for any reason, including getting children out of car seats or helping with backpacks, should park in a designated parking area. However, if someone chooses to park in traffic lane 2, they do so with the understanding that they should remain parked until after the second bell has rung so as not to endanger other children exiting their cars.
- **Right turn only onto Mission Blvd. when exiting, especially if there are cars behind you.**
- Adult traffic volunteers are authorized to direct the traffic flow and remind parents and students of proper procedures.
For the safety of our school community, always respectfully cooperate with our traffic volunteers!

Procedures for after school pick up

- 1) **All cars** enter the same way as in the morning – no cars are to enter from St. Joseph Terrace as this goes against the traffic flow. (See Illustration A)
- 2) If someone needs to park between 30 minutes before the dismissal bell up to 15 minutes after the dismissal bell, they should park only in designated afternoon parking areas, (morning area A becomes parking lane 2 in the afternoon). Please remember this when parking your car on the days that you are going on a field trip, etc...
- 3) All cars pulling into the three traffic lanes should:
 - a. Pull into the shortest line. Once the top line is full, you **must** pull into one of the other lines.
 - b. Pull as far forward as possible; the first car in each line should pull up to the crosswalk.
- 4) The driver should be in their car when the bell rings. If someone needs to get their child or converse with others, they should park their car in the designated parking areas. Parents needing to exit their car for any reason, including helping children into car seats or helping with backpacks, should park in a designated afternoon parking area.
- 5) All cars should move up as the traffic line that they are in moves up.
- 6) Drivers should signal the adult volunteer at the front of the line with a thumbs up if they are ready to go or a thumbs down if they are still waiting for their student(s).
- 7) All cars should remain in their traffic lane until they have crossed the crosswalk unless the adult traffic volunteer has instructed them to do otherwise.
- 8) Cars in the front of a traffic lane for an extended time due to the delayed arrival of their student will be directed to exit the traffic lane and then park in a designated parking area while they wait.

- 9) Adult traffic volunteers and the 8th grade traffic patrol are there to ensure our student's safety and to aid in the flow of traffic. They have discretion if any modifications need to be made due to special circumstances, (i.e. funerals, church functions, etc...)
- 10) Right turn onto Mission Blvd. when exiting, is encouraged. However, if traffic is backed up on Mission Blvd, please utilize the "Do Not Block Intersection" area on Mission Blvd. to make a left turn. In other words, please exit as quickly and as safely as possible to keep the flow of our pick-up traffic moving.

Student parking lot procedures

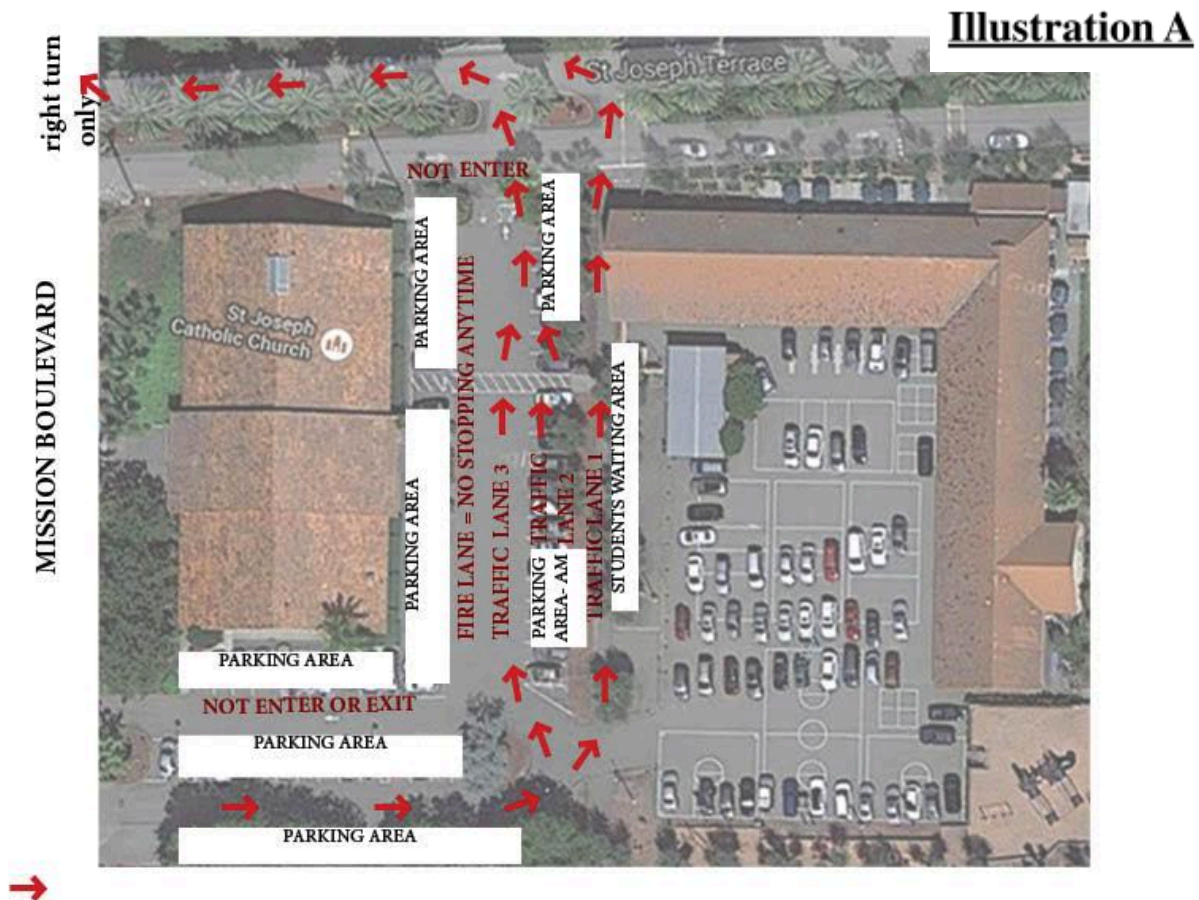
Students leaving by car must;

- Wait seated on the benches by the olive trees until their car has pulled as far forward as possible into one of the traffic lanes. Students should not run around or play games during afternoon pick-up.
- If a ride is in one of the lower traffic lanes, he or she should always cross in the crosswalk, (as should any grown ups or siblings).
- Carry all belongings, including backpack, into car; do not open trunk of vehicle for any reason while car is in traffic lane.

Students leaving on foot or going by public transit must:

- Have a completed and signed "Walk/Bike from School Form" on file in the school office.
- Exit down the school driveway and walk along parking Area D, being sure to watch for cars attempting to exit a parking space.
- Once off of the school grounds, use sidewalks and crosswalks according to Fremont traffic ordinances.

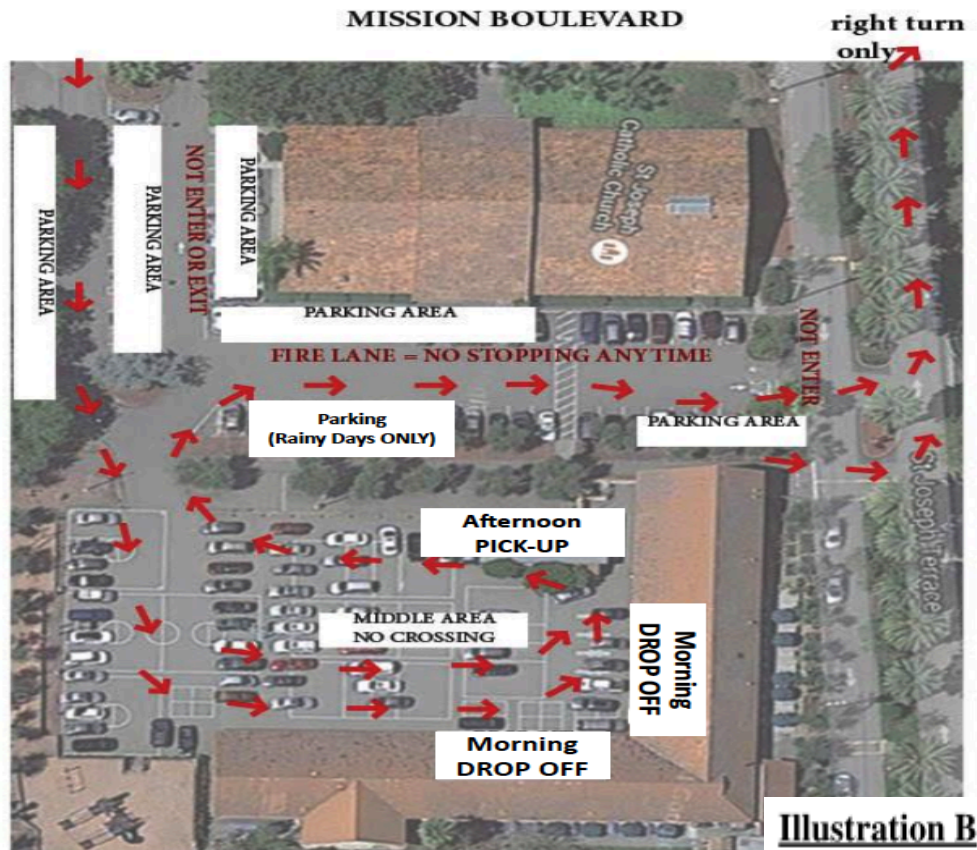
****PLEASE NOTE: CHILDREN ARE NOT PERMITTED TO WAIT FOR THEIR RIDE OFF OF SCHOOL GROUNDS – ALL CHILDREN ARE TO WAIT ON THE BENCHES BY THE TRAFFIC LANES.**



Rainy day procedures

Lower Campus

- Morning drop off:
 - The traffic lane will be set up on the blacktop area of the school grounds. (See illustration B.)
 - All students wait in their car until a traffic volunteer has arrived to escort them
Students may not exit their car until instructed to do so by a traffic volunteer.
- Afternoon pick up:
 - Two traffic lanes will be set up on the school black top. (See illustration B)
 - As always, pull into the shortest lane and pull as far forward as possible.
 - Please remain in your car, a traffic volunteer will bring your child to your car.
 - All students will be walked to their car by a traffic volunteer
No one is to be picked up in front of grade 5 or the office.
 - The traffic lanes form a circle and no one is to cut through this circle. Anyone needing to walk up from, or go down to the lower parking lot is to use the stairs by the crosswalk and walk in the red hall, not on the blacktop.
 1. Anyone that prefers to park to pick-up their student(s) must go to the student pick-up area located outside of room 4. Only those going to the office on official business may walk onto campus during rainy day pick-up time.
 - If you are waiting for your student and it is delaying others, you will be directed to either pull over or circle around and get back in line. As always, follow the direction of the traffic volunteers.
 - It is very helpful to have a card with your family name printed on it for use during after school pick-up as it is difficult to see the driver in the car, especially on rainy days. Display the card in your front passenger side window for easier gathering of your student(s); You may obtain cards for this use from the school office



Special Transitional Kindergarten Traffic Procedures (TK only)

(We have received special permission to use the Dominican Sister's parking lot for our TK families so please ensure that the school issued parking pass is clearly visible when parking)

- Morning drop off:
 - Drivers enter the Dominican Convent grounds via Mission Tierra Place off of Mission Blvd.
 - Cars must be parked and TK students walked through the gate by the upper playground and checked-in with the TK staff.
- Afternoon pick up:
 - TK parents must park in the Dominican Sister parking lot and enter using the same gate mentioned above..
 - TK students must be checked out with the TK staff.

Traffic Reminders

- Do not park on St. Joseph Terrace (along the side of the school) - This impedes trucks from making deliveries to the convent or the houses up the hill
- Unless you have received a parking permit, do not park on or exit through the Dominican Sisters Convent grounds - it is private property.
- If you wish to speak with a teacher or traffic volunteer, please request an appointment at an appropriate time.

IMPORTANT: PLEASE DRIVE SLOWLY AT ALL TIMES AND BE COURTEOUS TO ALL TRAFFIC VOLUNTEERS. THEY DESERVE YOUR RESPECT AND COOPERATION!

Repeated failure to follow these traffic rules will result in a conference with the principal

DIOCESE OF OAKLAND TECHNOLOGY RESPONSIBLE USE POLICY for 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). 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.

Diocese of Oakland, Department of Catholic Schools

ST. JOSEPH SCHOOL KIDS CLUB

Organizational Structure

St. Joseph School provides before and after school care, available only to those students enrolled in St. Joseph School. Kids Club is part of the total school program. It is under the supervision of the principal and the extended care director. Kids Club policies and finances are cleared through the principal and director. Employees are hired by the principal.

Facilities

Kids Club is located in the two end rooms between classrooms 1 and 8. The activities of the program are varied and use of the playground, playground equipment, and classrooms is often needed (as available).

Activities

All children enrolled in Kids Club are expected to participate in the activities. After school activities include:

- opportunities for organized games
- outdoor recreation
- crafts
- homework time
- nutritional snack
- other planned activities

Before school activities are limited in nature and do not include breakfast or snack. The student may bring their own snack or breakfast if needed.

Schedule of Operation

St. Joseph Kids Club is available beginning the first full school day of the 23-24 school year, Monday August 21st. Before school Kids Club is available from 7am until 7:40am. Students not checked into Kids Club **may not** be dropped off before 7:40am. Children dropped off prior to 7:40am will be signed into Kids Club and charged accordingly. After school Kids Club begins at dismissal through 6:00 p.m.

Days Kids Club is not available during the 2023-2024 school year:

August 17 & 18 - First Days of School

Dec. 15 - Staff Christmas Celebration

Feb. 2 – Staff appreciation

March 27 – Easter break begins

May 24 – Field Day

Nov. 9 - Emergency Evacuation Drill

Dec. 20 – Christmas break begins

March 20 – Staff meeting

May 10 – Teacher appreciation day

June 7 - Last Day of School (10:30am dismissal)

Minimum Days

The Kids Club program is available on most minimum days with the exception of those mentioned above.

Registration

Any child registered in our school is eligible to participate in Kids Club for a fee. A separate Kids Club registration form must be completed for enrollment into Kids Club. A copy of the school emergency form submitted to the school office will be made available to Kids Club personnel. The Health History Report that is filled out upon acceptance into the regular school program is sufficient for Kids Club.

Insurance

The Kids Club program takes place during the normal school year as an extension of the school day and is school sponsored, therefore the children are covered under the regular school insurance policy.

Nutritional Policy

A nutritious snack will be served daily to all after school Kids Club participants .

On minimum days, children are asked to bring a bag lunch from home. Students who use the before school Kids Club may bring a snack or breakfast from home.

Child Abuse Policy

The report procedures for child abuse will be followed as stated in the school's Faculty and Staff Handbook.

Fee Schedule

Kids Club is a prepay program and operates on a per child rate. Families who purchase a larger block of hours in advance enjoy a reduced hourly rate per child. See the fee schedule below for the school year 2023-2024.

Registration Fee

All families needing Kids Club, whether occasionally or on a regular basis, must register in advance. There is a **\$75 per child** registration fee and a minimum 5-hour block of time must be purchased at the time of registration.

Implied Consent / Drop In for Extended Care

In a situation which necessitates a child being sent to Extended Care unexpectedly (parent has a morning meeting, is delayed in picking up child or forgets the time to pick up child or is detained unexpectedly and calls the school instructing child to be sent to Kids Club, etc). That rare occasion may happen twice and families would be charged at the rate of \$15 per hour / per child for the time spent at Kids Club. In the event that this happens a third time, families would be required to register for Kids Club, pay the registration fee, and purchase the 10 hour minimum block of Kids Club time. "Implied Consent" period for Kids Club occurs from 7:00 -7:40 a.m. and 20 minutes after school dismissal. **However, students who have not been picked up after 20 minutes of dismissal will be sent to Kids Club and billing will begin at dismissal time.**

- Fees for Implied Consent and for Drop-In care are due at the time of pick-up.
- Parents who complete the Kids Club enrollment form and use the service on a regular basis (not implied consent) are assessed hours in 15 minute increments.

Drop - Ins and / or Implied Consent rate (occasional use of Kids Club): **\$15.00** per hour/per child, or portion thereof.

Cost – sold in time blocks

(Hours are non-transferrable)

10 hours = \$85 (\$8.50 per hour rate)

25 hours = \$200 (\$8.00 per hour rate)

50 hours = \$370 (\$7.40 per hour rate)

100 hours = \$670 (\$6.70 per hour rate)

200 hours = \$1,200 (\$6.00 per hour rate)

No refunds for unused time

There are no refunds for unused hours and unused hours are non-transferable so please plan carefully. If a family goes over the amount of time they have pre purchased they may buy another block of time and any overage will be taken out of that new block. If the family does not purchase a new block of time they will be charged \$9.00 per hour for the time used over their pre-purchased block.

\$1.00 PER MINUTE / PER CHILD will be charged AFTER 6:00 P.M. AND or BEGINNING 20 MINUTES AFTER DISMISSAL ON DAYS WHEN KIDS CLUB IS NOT AVAILABLE

Important Points

- While parents are allowed to pick up children within 20 minutes of the dismissal bell, it becomes a concern when a number of children are left on the benches until that time or later on a regular basis. Any child signing in to Kids Club 20 minutes after dismissal will be charged from dismissal time (either 3 p.m., 2 p.m. on Wednesdays, 12:15 p.m. on minimum days).
- Children who regularly go to Kids Club, or who know they are going to Kids Club on a given day, should sign-in immediately after dismissal.
- Initial Block of hours, and subsequent blocks, may be purchased through ProCare via electronic funds transfer, (\$1.95 fee incurred per transaction) or credit card, (2.95% + \$1.95 per transaction fee). Payments may also be made in the school office, which do not incur any additional charges.

Clothing Policy

Each parent can provide “play” clothes for their child if they wish. PLEASE LABEL ALL CLOTHING.

Check-in/Check-out Procedures

Kids Club afternoon sessions begin at school dismissal and will continue until 6:00 p.m. It is important for students to sign-in on arrival. At check-out time, the adult picking up the student must sign their student(s) out in Procure and notify a member of the Kids Club staff which child they are picking up. **NO CHILD WILL BE RELEASED TO ANY PERSON WHO IS NOT ON THE EMERGENCY FORM LIST** completed by the parent in PowerSchool. The director or staff will not release your child to anyone else unless written authorization is given - an email is acceptable for emergencies. Identification will be required if that person is not a “regular face.” Kids Club closes at 6:00 p.m. each school day that it operates. Please respect this 6:00 p.m. deadline for picking up children. A \$1 per minute/per child fee will be charged regardless of the reason for the late pick-up.

Hot Weather Water Play

On very hot days, Kids Club will allow the children to use water spray bottles. Parents may want to pack a change of clothes and shoes for those days (no swimsuits, please). Unless parents send a note to the Director of Kids Club expressly stating they do not permit their child to participate in this warm-weather activity, all students will be invited to enjoy water play in hot weather.

Emergency Procedures

Children in Kids Club will follow the regular school day emergency procedures for fire drills and earthquake drills.

Behavior Expectations

Children are expected to follow the direction of the Kids Club staff at all times. They are expected to be courteous and respectful to one another. If a child continually violates rules, the director will notify the principal and ask for a parent conference. The principal may suspend the child from the program for a time, and if the behavior continues to be a problem, remove the child from the program for the remainder of the year. Reasons for suspension are the same as for the regular school program.

Grievance Procedures

Parents should first direct their concern about the Kids Club program to the director or the staff in charge of a particular activity. If this does not lead to resolution, parents may contact the principal and, if necessary, the pastor.

Parent Conferences

There will be no regular parent conferences for those children in Kids Club. However, the director is always available by appointment. Daily informal discussion with the director is encouraged. Any parent who is aware of any concerns at home that might be affecting their child should contact the classroom teacher, as well as the Kids Club director.

Change of address and phone numbers

Any change of information should be reported immediately to the school office **and** to the Kids Club Director.

Miscellaneous

Children may not bring gum, candy, toys, or money to Kids Club. If a student chooses to bring a personal possession to school that is not permitted, the school and Kids Club program are not responsible for its loss or damage. Time is set aside each day to help children with homework.

KIDS CLUB EXTENSION IS #120 Please make note of the number, 510-656-6525 #120, because after the school office closes at 4pm you may not be able to communicate with Kids Club unless you call this number:

Director: Mrs. Laura Blondin

SCHOOL POLICY REGARDING EMERGENCIES

Emergency Response Policy: In case of emergency, the school has outlined specific emergency procedures for teachers, parents, and administration. It is essential that parents know their responsibilities in this area and follow them carefully.

Responsibilities of Parent

BEFORE

1. Fill out emergency dismissal form **and** keep it up to date
2. Be familiar with school emergency policy
3. Be familiar with policy regarding dismissal of students and reuniting students with parents.
4. Have home planning:
 - a. Who is responsible for your children after school hours, especially if children are home alone?
 - b. What will happen to the children at school if they are not picked up?
 - c. What parents and children can do at home to prepare for an earthquake.

DURING AND AFTER

Parental Guidelines for earthquake and other emergency situations requiring evacuation:

1. DO NOT PANIC - YOUR CHILD WILL BE CARED FOR!
2. **Do not phone the school.** All school personnel will be busy caring for the students.
3. **A message will be sent from the school regarding your next course of action.**
4. Tune into local radio stations to listen for announcement of safety verification or for the release of children from school.
4. Parents are to present themselves at the school dismissal pick-up area. Parents will be asked the names of their child(ren) and their grade(s). The parent must sign a release form before students are released into their care.
5. Children are not to be released except to parent, guardian or persons specified on the Emergency Form, which is kept in the office.

DO NOT TAKE YOUR CHILD FROM SCHOOL WITHOUT SIGNING HIM/HER OUT!

Psychological Management of an Emergency

Control is the Issue. Adults are vulnerable during an earthquake because they have nothing “to do.” In a fire one can at least hold the garden hose and have a sense of handling the situation. The vulnerability is considerably less for the school administrator and teacher. You do have a responsibility: to care for the children! This, ironically, will make the psychological impact less negative. Children on the other hand are accustomed to having others control their environment. The quake will not be nearly so frightening as seeing an adult out of control. Research shows that children’s long-term psychological problems are caused by the emotional reactions of the adults around them, not the quake itself.

Things you can do

1. Remember what happens immediately will be of greatest importance psychologically.
2. Be Honest!!! Don’t say everything is “okay” when it is not. First acknowledge the child’s rational fears, then be optimistic.
3. Learn relaxation techniques so that you can use them with the children.
4. Be so adept at active listening that you can do it during a crisis.
5. Give the children something to do. A simple, but meaningful task can give them a sense of inner control.
6. Help other parents as they come to pick up their children to be relaxed and organized.
7. After the earthquake, be accepting of some regressive behavior from the children.

Crisis As An Opportunity. Following a crisis psychological change is very possible. You can make a conscious effort to see that the change is positive.

HANDBOOK APPENDICES

PARENT FIELD TRIP PERMISSION FORM

To the Principal of Saint Joseph (Fremont) School

I hereby request that _____ participate

In the field trip to _____

Time and Date: _____

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

I certify that my child is at least eight (8) years old or 4'9" in height.
Students Birthdate: Month _____ Year _____

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

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

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative
St. Joseph School as agent(s) for the undersigned to consent to a

Name of school

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

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

Parent/Guardian Signature _____ Date _____

WALK/BIKE HOME FROM SCHOOL



St. Joseph School
P.O. Box 3246
43222 Mission Blvd.
Fremont, Ca. 94539

Appendix 6017

Diocese of Oakland Parent Permission Walk/Bike Home from School Form

Permission Slip to Walk Home

Student's Name: _____ Grade: _____

Parent/Guardian who authorized (please print): _____

By signing this waiver, I authorize my child (listed above) to walk home, bike home or go only to the places I have designated below. Please note that this permission form grants permission for this child to leave school without adult supervision.

Students may walk home, bike home, or go to the places designated below, only when a permission slip is signed, dated by parent or guardian, and is on file at the school. If we do not have this slip, your child will not be released without authorized adult supervision. Your child will be sent to extended care if no adult picks them up.

This permission slip is valid for the _____ school year.

Signature of Parent/Guardian: _____

Date: _____ Phone Number: _____

Please note the names of any additional younger siblings that will be walking with the student named above:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Please note the places you have designated for your child to walk to after school:

St. Joseph School
 43222 Mission Blvd.
 Fremont, California 94539



Phone: 510-656-6525
 FAX: 510-656-3608

REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS
THIS FORM MUST BE RENEWED EACH SCHOOL YEAR

TO BE COMPLETED BY PARENT/GUARDIAN: (1 form per medication) (please print information)			
Student's Name _____		Grade _____	
Name of Medication	Dose	Time(s) to be given	Number of Days
I request that my child, named above, be assisted in taking the prescribed or over-the-counter medication at school by authorized persons and will comply with the school's policies and procedures.			
Initial I have provided the medication in its original container and labeled as above.			
_____	_____	_____	
Date	Daytime Telephone Number	Parent/Guardian Signature	

TO BE COMPLETED BY A LICENSED PHYSICIAN (for all prescription and aspirin)			
_____		_____	
(please print) Student's Medication		Purpose of Medication	
_____	_____	_____	
Dosage Prescribed	Time(s) to be given	Dose Form (tablet, liquid, etc.)	
ANY PRECAUTIONS, SPECIAL INSTRUCTIONS, POSSIBLE ADVERSE EFFECTS OR COMMENTS			

The student named above for whom this medication is prescribed is under my care.			
_____		_____	
Physician Name (please print)		Signature of Physician	
_____	_____	_____	_____
Physician's Address	City	Telephone	Date

SELF MEDICATE / CARRY FORM



DIOCESE OF OAKLAND

2121 HARRISON STREET, SUITE 100 • OAKLAND, CA 94612-3788
510.628.2154 • FAX: 510.451.5331 • www.csdo.org

DEPARTMENT OF CATHOLIC SCHOOLS

PERMISSION TO CARRY AND SELF MEDICATE

Date: _____

_____ has been instructed in the proper use of
(*inhaler/medication/epi-pen*) _____ (name here). The
child's well-being is in jeopardy unless the *inhaler/medication/epi-pen* (circle appropriate item)
is carried on his/her person; therefore, we request that he/she be permitted to carry the
inhaler/medication/epi-pen (circle appropriate item). The student has been instructed in the
indications, appropriate method and frequency for administration, side effects, responsibility not
to share, and the responsibility to notify the teacher immediately after use.

Physician's signature: _____ Date: _____

Physician's name: _____ Phone: _____

Hospital/Clinic: _____

Address: _____

Please initial indicating you have read and agreed to each statement:

____ I permit my child to carry the above listed *inhaler/medication/epi-pen* (circle one) as
ordered by his/her physician.

____ It is my responsibility to check the expiration date of the *inhaler/medication/epi-pen*
(circle one) for my child.

____ I understand that sharing this *inhaler/medication/epi-pen* (circle one) with other students
will result in disciplinary action.

____ I will provide the *inhaler/medication/epi-pen* (circle one) at my own expense.

____ I understand that use of an epi-pen necessitates a 911 call.

Parent's/Guardian's signature: _____ Date: _____

**THIS FORM MUST BE COMPLETED IN ADDITION TO THE
AUTHORIZATION FOR MEDICATION FORM.**

TB ADULT RISK ASSESSMENT



California Tuberculosis Risk Assessment Adults



- Use this tool to identify asymptomatic **adults** for latent TB infection (LTBI) testing.
- **Do not repeat testing** unless there are **new risk factors** since the last negative test.
- Do not treat for LTBI until active TB disease has been excluded:
*For patients with TB symptoms or abnormal chest x-ray consistent with active TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing.
A negative tuberculin skin test or interferon gamma release assay does not rule out active TB disease.*

LTBI testing is recommended if any of the 3 boxes below are checked.

Birth, travel, or residence in a country with an elevated TB rate for at least 1 month

- Includes any country other than the United States, Canada, Australia, New Zealand, or a country in western or northern Europe
- If resources require prioritization within this group, prioritize patients with at least one medical risk for progression (see the California Adult Tuberculosis Risk Assessment User Guide for this list)
- Interferon Gamma Release Assay is preferred over Tuberculin Skin Test for foreign-born persons ≥ 2 years old

Immunosuppression, current or planned

HIV infection, organ transplant recipient, treated with TNF-alpha antagonist (e.g., infliximab, etanercept, others), steroids (equivalent of prednisone ≥ 15 mg/day for ≥ 1 month) or other immunosuppressive medication

Close contact to someone with infectious TB disease during lifetime

Treat for LTBI if LTBI test result is positive and active TB disease is ruled out.

None; no TB testing is indicated at this time

Provider: _____

Assessment Date: _____

Patient Name: _____

Date of Birth: _____

See the California Adult Tuberculosis Risk Assessment User Guide for more information about using this tool.
To ensure you have the most current version, go to the RISK ASSESSMENT page at: <https://cdph.ca.gov/tbcb>



Dec 2017

VOLUNTEER APPLICATION

2



ST. JOSEPH SCHOOL
 P.O. BOX 3246 • 43222 MISSION BLVD • FREMONT, CA 94539
 OFFICE: 510-656-6525 • FAX 510-656-3608 • www.stjosephschoolfremont.org

Volunteer Application

(Use extra paper to complete if additional space is required)

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____ Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies _____

Community affiliations (Clubs, Service Organizations, etc.) _____

Previous volunteer experience Year: _____

Year: _____

Do you have children in the program? Yes No If yes, where? _____

Special Certification (i.e. CPR, Medical, etc.) _____

Do you have a valid driver's license? Yes No Driver's License # _____ State _____

Accidents or traffic violations? Yes No If yes, explain _____

Car you will use: Make _____ Model _____ Year _____ Insurance Co. _____ Policy # _____ Limits _____

Have you ever been convicted of any crime(s)? Yes No If yes, describe each in full: _____

Have you ever been refused participation in any other volunteer programs? Yes No If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)

Friendly Visitor Coach General
 Driver Maintenance/Construction Youth Supervisor Other _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program.

Name	Phone
_____	_____
_____	_____
_____	_____

As a condition of volunteering, I give permission to conduct a background check on me, which may include a review of criminal and child abuse records maintained by governmental agencies. I understand that, if appointed, my position is conditional upon receiving no inappropriate information on my background. I hereby release and agreed to hold harmless from liability ST. JOSEPH SCHOOL, FREMONT, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, ST. JOSEPH SCHOOL, FREMONT is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension and/or removal for violation of its policies or principles.

In consideration of participating in the VOLUNTEER PROGRAM AT ST. JOSEPH SCHOOL, FREMONT, I represent that I understand the nature of this Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the activity.

I fully understand that this Activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "Releasees" named below, and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Activity.

I hereby release, discharge, and covenant not sue ST. JOSEPH SCHOOL, FREMONT, The Roman Catholic Bishop of Oakland, a Corporation Sole, and the Roman Catholic Welfare Corporation of Oakland, its respective administrators, directors, agents, officers, volunteers and employees, other participants, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses or damages on my account caused or alleged to be caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save and hold harmless each of the Releasees from any loss, liability, damage, or cost, if any, which may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, and understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intent it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Applicant _____

Please Print

Date _____

Applicant Signature _____



DIOCESE OF OAKLAND CODE OF CONDUCT

Involving Interactions with Minors in the Diocese of Oakland

PREAMBLE

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

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

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

RESPONSIBILITY FOR COMPLIANCE

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

EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS

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

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

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

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

SACRAMENT OF PENANCE/RECONCILIATION: The Sacrament of Penance/Reconciliation is to be celebrated in a place so designated for that purpose (e.g. a reconciliation chapel, a confessional or other designated area with visibility). Only extreme inconvenience or impossibility would be an acceptable reason to deviate from this standard.

RECTORY RESTRICTIONS: An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters. Minors age 16 and over are permitted to work in the professional area of the rectory, when there are two adults over 21 years of age present.

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

SUPERVISION AT SPORTS EVENTS AND GAMES: At least two adults, one of who is to be the same gender as the participants, are to be present when a group of minors engages in organized games or sports activities. Sports leagues sponsored by parishes or Catholic schools from 8th grade and under must be under the supervision of the CYO Office.

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

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

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

YOUTH TRIPS AWAY FROM PARISH FACILITIES: Youth group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times. Groups must have a minimum of one adult chaperone for every ten to twelve minors.

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

One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors.

PROHIBITED SUBSTANCES: It is absolutely prohibited that adults serve or supply alcohol, cigarettes, inappropriate reading material, or controlled and illegal substances to minors. Alcoholic beverages will not be served or consumed at parish or school social activities intended primarily for minors. Minors may not serve alcohol at events. Event leaders should take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs.

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

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

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

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

EXPECTED BEHAVIORS IN PASTORAL COUNSELING OF MINORS

SETTING: Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters. Offices or classrooms used for pastoral counseling of a minor must have a window in the door, or the door is to be left open during the counseling session.

SUPERVISION: Another adult should be in close proximity during any counseling session.

PARENTAL NOTIFICATION: Unless the subject matter precludes their presence or knowledge, parents or guardians of minors must be made aware of the counseling session. If counseling is expected to extend beyond one session, evaluation of the situation should be made with the parents or guardians.

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

ENFORCEMENT / REPORTING

Violations of the Code will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop) in accordance with Civil Law and this Diocesan policy. Penalties may take various forms ranging from counseling to removal from ministry. Violations of this Code must be reported immediately to the appropriate parish, diocesan or civil authority. Allegations of sexual misconduct by priests, church employees, or volunteers must be reported to the local authority (e/g. Police or Sheriff Department, County Child Protective Services). In the cases involving priests or religious, the Office of the Chancellor of the diocese (510-267-8334) will be notified. In cases involving other employees or volunteers, the Office of Human Resources (510-267-8359) will be notified.

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

IMPLEMENTATION

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

June, 2013

HANDBOOK SIGNATURE PAGE to SIGN and RETURN

The signature page indicating that both parents/guardians and students have read and understand the practices and policies contained within this handbook is sent home as part of the yearly August packet.