



2025-2026 Family Handbook

Saint Elizabeth School
Since 1893... A Caring Community
1516 - 33rd Avenue, Oakland 94601
Office: (510) 532-7392 FAX: (510) 532-0321
School Website: www.saintelizabeth.us

Index

I. GENERAL INFORMATION.....6

- PRINCIPAL'S LETTER OF WELCOME
- PURPOSE
- HISTORY OF ST. ELIZABETH SCHOOL
- MISSION STATEMENT
- PHILOSOPHY OF EDUCATION
- STUDENT LEARNING EXPECTATIONS

II. PERSONNEL9

- FACULTY AND STAFF
- ROOM PARENT
- DEVELOPMENT COMMITTEE

III. ACADEMIC INFORMATION.....11

- CURRICULUM
- TEXTBOOKS
- SUPPLIES
- HOMEWORK
- ACADEMIC HONESTY/DISHONESTY
- ELECTRONIC INFORMATION/COMMUNICATIONS
- GRADING POLICY
- PROGRESS REPORTS / REPORT CARDS
- CONFERENCES
- STUDENT RECOGNITION
- PROMOTION
- TRANSFER
- RETENTION
- PROBATION
- RECOMMENDED TRANSFER TO ANOTHER SCHOOL
- GRADUATION

IV. ADMISSION AND WITHDRAWAL19

- ADMISSION OF NEW STUDENTS
- TRANSFER STUDENTS
- ACCEPTANCE
- READMISSION OF CURRENT STUDENTS

V. ATTENDANCE22

- TARDINESS
- ABSENCES
- HOMEWORK DURING ABSENCE
- EARLY DISMISSALS
- RELEASING STUDENTS DURING THE SCHOOL DAY

VI. UNIFORM / DRESS CODE24

- UNIFORM GUIDELINES
- FREE DRESS CODE

VII. PHILOSOPHY AND EXPECTATIONS FOR STUDENT BEHAVIOR27

- DISCIPLINE POLICIES
- CELL PHONE/ ELECTRONIC DEVICE USE POLICY
- CONFLICT RESOLUTION
- SUSPENSION POLICIES
- EXPULSION POLICIES
- ABUSE OF PERSONNEL

VIII. GENERAL HARASSMENT POLICY STATEMENT35

- SEXUAL HARASSMENT POLICY

IX. EMERGENCIES37

- EMERGENCY PROCEDURES
- EMERGENCY PREPAREDNESS

X. FINANCIAL.....38

- REGISTRATION
- TUITION & SCHOOL FEES

REFUNDS
FINANCIAL AID
FUNDRAISING
DELINQUENT ACCOUNTS

XI. MEDICAL40

CHILD ABUSE OR NEGLECT
COMMUNICABLE DISEASES
HEALTH SCREENING
ILLNESS / INJURIES AT SCHOOL
IMMUNIZATIONS
INSURANCE
MEDICATIONS
NUTRITION
PHYSICAL EDUCATION CLASS

XII. PARENTS43

PARENT VISITS AT SCHOOL
COMMUNICATION / CONFLICT RESOLUTION
PARTIES
PARENT SERVICE HOUR REQUIREMENT
VERIFICATION OF COMPLIANCE

XIII. SAFETY.....46

SCHOOL SECURITY
VISITORS
SUPERVISION OF STUDENTS
TRAFFIC SAFETY
ALCOHOL /SMOKING POLICY
SCHOOL CLOSURE

XIV. STUDENT ACTIVITIES49

ALTAR SERVERS
CATHOLIC YOUTH ORGANIZATION (CYO)
STUDENT COUNCIL
YEARBOOK
TRAFFIC SQUAD (SAFETY PATROL)

CATHOLIC SCHOOLS WEEK
SPIRIT DAYS
FIELD DAY
HALLOWEEN
FIELD TRIPS

XV. STUDENT SERVICES52

COUNSELING
LIBRARY/ MEDIA CENTER
LUNCH PROGRAM
GOVERNMENT PROGRAMS
MOTHER PIA PROGRAM
STUDENT ID CARD

XVI. STUDENT RECORDS.....53

REVIEW OF STUDENT EDUCATION RECORDS
PROCEDURES FOR CHALLENGING THE CONTENT OF THE RECORD
STUDENT/FAMILY RECORDS
SCHOOL DIRECTORY
EMERGENCY DISCLOSURE INFORMATION

XVII. VOLUNTEERS54

VOLUNTEER BACKGROUND CHECKS
VOLUNTEER CODE
HEALTH SCREENING

XIII. APPENDICES55

A. CODE OF CONDUCT INVOLVING INTERACTIONS WITH MINORS IN THE DIOCESE
OF OAKLAND
B. TELECOMMUNICATIONS RESPONSIBLE USE POLICY

I. GENERAL INFORMATION

PRINCIPAL'S WELCOME

We are excited to work in partnership with you to educate your children. We recognize that parents have the primary responsibility for the education of their children and that the school exists to help the parents accomplish this duty. Thank you for giving us the opportunity to share this responsibility with you.

PURPOSE

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

HISTORY OF ST. ELIZABETH SCHOOL

Founded by the Dominican Sisters of Mission San Jose in 1893, St. Elizabeth School has been serving children of the Fruitvale neighborhood of Oakland for over 125 years. St. Elizabeth School has provided quality education for children from Transitional Kindergarten through Eighth Grade for several generations.

In 1892, St. Elizabeth Parish was created and staffed by the Franciscan Fathers to serve the German-speaking Catholics of Oakland. One year later, on October 24, the Dominican Sisters of Mission San Jose opened St. Elizabeth Elementary School with an enrollment of 20 students. The school population increased slowly that first decade, but by 1913, St. Elizabeth School was educating more than 400 students.

The initial school was located on the first floor of the church building. By 1924, a new two story school building was completed, which provided for a grammar school on the first floor and a high school on the second floor, with a gymnasium included. Both schools prospered over the next several decades; by the mid-1950s, the schools were educating a combined total of more than 1,300 students. On October 18, 1959, a new building for the exclusive use of the elementary school was dedicated.

From 1920 to 1960, the area around St. Elizabeth School, the Fruitvale District of Oakland, prospered, consisting of modest middle and working class family homes, and small family businesses. Before World War I, St. Elizabeth school had a distinctive German flavor, with German composition a regular part of the curriculum; however, even in this early era, the school was multicultural as the student body included Irish, Portuguese, and Italian students. By the mid-1960s, increasing numbers of Latinos from Mexico and Central America, African Americans, and Filipinos and groups of Asians ancestry began settling in the Fruitvale area.

By the 1990s, the school was largely Latino, mostly from Mexico, but with a sprinkling of students from Central America. St. Elizabeth School supports our bilingual families by publishing weekly *Qué Pasa* newsletters in both English and Spanish, holding bilingual parent meetings, and making sure that a translator is present during parent-teacher conferences for those who are more comfortable with the Spanish language. Additionally, several staff members are bilingual, including our Director of Special Needs, Bookkeeper/Office Manager and Instructional Assistant.

The centennial of St. Elizabeth School was celebrated in 1993. In the same year, St. Elizabeth School expanded its program to support students with learning differences. The Mother Pia Learning Support Program was created to provide both student and family support for students who need additional help. This unique and comprehensive program is staffed by specialized professionals who are qualified to perform assessments and create personalized support plans.

In 2018, St. Elizabeth School became part of the newly-formed Lumen Christi Academies. The mission of the Lumen Christi Academies is to ensure equity, access, and excellence in educational practice to our students in a faith-filled environment. The organizational structure of the Academies is a departure from a customary parish school organization, with an Executive Director and Board of Directors assuming the roles of day-to-day leadership in the schools. Our pastor, Fr. Ismael Gutierrez, supports our school as its spiritual leader.

Throughout the history of St. Elizabeth School, a Dominican presence endures. One Dominican sister continues as part of the staff. She serves as the Development Director. The school is an affiliate of the Dominican Sisters of Mission San Jose Congregation. In addition, we are blessed to have two Sisters from The Society of the Sacred Heart Congregation serving in our school community.

Despite all the current financial and social challenges, St. Elizabeth School has continued to provide a solid education to the children of the East Bay. St. Elizabeth School, along with the Parish, has served as an anchor in a neighborhood with a high rate of mobility. We continue to offer a hope-filled community of faith to children from our own neighborhood and from neighboring communities.

MISSION STATEMENT

Founded in 1893, Saint Elizabeth School, in partnership with parents, is a caring Catholic community committed to the education of children. In this safe and nurturing environment, we prepare our students to become spiritually aware, socially conscious and lifelong learners who respond to the Gospel messages.

PHILOSOPHY OF EDUCATION

Saint Elizabeth School is a Catholic faith community committed to teaching the Gospel message in a safe, challenging and loving environment, grounded in the Dominican and Franciscan educational traditions of truth and peace. Together with parents as primary

educators, teachers and staff strive to educate each child with dignity and respect. We challenge all students to reach their full potential by stimulating their intellectual curiosity and by fostering service to others.

STUDENT LEARNING EXPECTATIONS

A St. Elizabeth School student is...

A Spiritually Aware Person who: (Prayer)

- Follows Jesus Christ and His Teachings
- Lives moral values in the Catholic Tradition
- Recognizes God's presence in self, others, and all creation

An Effective Communicator who: (Preacher)

- Actively listens
- Articulates clearly and confidently (orally, written, technologically)
- Respects the thoughts and feelings of others

A Lifelong Learner, who (Study)

- Sets personal and academic goals
- Masters curriculum and accepts challenges
- Uses higher thinking skills

A Contributing Individual, who (Community & Peace)

- Demonstrates leadership
- Serves the community
- Connects globally

The words in parentheses represent the four pillars of Dominican Charism and Franciscan influence.

The Pledge of St. Elizabeth School Students is recited each day in Morning Assembly.

I promise to respect all of God's creation,

To try my best and work hard each day,

To follow Christ's example and be a role model in our community, and

To treat others as I would like to be treated.

I promise to be a peacemaker,

To be truthful, loving, and responsible for my actions, and I promise to stay with God.

Amen.

II. PERSONNEL

The faculty, staff, and students of St. Elizabeth School form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as their intellectual, moral, and physical capacities are developed, strengthened, and nurtured.

Faculty and Staff

Mrs. Jennifer Packard	Principal
Mrs. Vanessa Cordova	Teacher, K ² -1
Mrs. Geno Salcedo	Instructional Aide, K ² -1
Mrs. Minerva Corona	Teacher, 2nd-3rd Grade
Mrs. Anne Napier	Instructional Aide, 2nd-3rd Grade
Ms. Diane Perez	Teacher, 4th Grade
Ms. Kayleigh Svensson	Teacher, 5th Grade
Mr. Miguel Menjivar	Teacher, 6th Grade
Ms. Stephanie Ona	Homeroom Teacher, 7th Grade; 7/8 Math & Science
Mr. Andrew Apollonio	Homeroom Teacher, 8th Grade; 7/8 ELA & History
Ms. Sara Lopez	Teacher, K ² -8 Grades; Art & Physical Education; Extended Care Director
Mr. Aswad Arif**	Teacher, 6-8 Grades; Restorative Practices
Mrs. Maria Carrillo	Learning Specialist, K ² -1, and Mother Pia Director
Ms. Jamie Lee	Learning Specialist, 2nd-5th Grades (Mother Pia)
S. Jo McFayden*	Learning Specialist, Middle School (Mother Pia)
Ms. Emily Vincent*	Speech and Language Intervention and Assessment
Ms. Sara Kaci*	Elementary Counselor
Mr. Clinton Badea**	Middle School Counselor
Mrs. Silvia Rodriguez	Office Manager/Bookkeeper
Mr. Tony Rodriguez	Morning Extended Care; Yard Duty
Mrs. Lisa Garcia	Afternoon Extended Care Assistant
S. Rose Marie Hennessy	Sacramental Preparation; Monthly Sunday Family Mass
S. Paula Toner	Sacramental Preparation; Monthly Sunday Family Mass
S. Julie Distel	Development Director of Mother Pia Programming
Mrs. Paula Garcia	Athletic Director, CYO Sports Program

In partnership with Cristo Rey De La Salle High School's Corporate Work Study Program, St. Elizabeth employees Student Associates who support our office and teaching staff.

Dr. Andrew Currier	Superintendent, Diocese of Oakland, Dept of Catholic Schools
Mrs. Jessica Griswold	Director of Academic Excellence, Lumen Christi Academies

*Title 1 funded

**Catholic Charities East Bay, Alameda County grant funded

Room Parents

The primary responsibility of the Room Parent is to assist the teacher. Needs vary by grade and by teacher. Generally, Room Parents support your grade-level teacher by welcoming new families, encouraging all parents to become fingerprinted to volunteer with students, scheduling parent volunteers for classroom and field trip opportunities, planning class parties, communicating special events/parent socials, representing class at monthly PTG meetings, attending room parent meetings, and recruiting parent leads for class fundraisers. Room Parents receive service hours according to the hours they work and are responsible for the documentation of their hours to report to the school's Office Manager when requested.

25-26 Room Parents

- Mrs. Cordova: **Mary Hinojosa** and **Cristina Lizardo**
- Mrs. Corona: **Milagros Velez** and **Maritza Mendoza**
- Ms. Perez: **Alejandra Muñoz** and **Esther Hernandez**
- Ms. Svensson: **Altagracia Galvan** and **Karina Villa**
- Mr. Menjivar: **Maria Baraja** and **Jessica Garcia**
- Ms. Ona: **Elizabeth Reys**
- Mr. Apollonio: **Mayra Valencia** and **Carolina Caceres**

Development Board

The overall objective of Development Board at St Elizabeth School is to ensure that a quality Catholic education is available to and affordable for current and future generations of St. Elizabeth families. Development efforts provide long and short-term financial stability for St. Elizabeth, staff, and the school community.

2025-2026 Development Board

Principal	Jennifer Packard , <i>St. Elizabeth School</i>
Chair	Ann Magovern , <i>Former Lumen Christi Academy Board Member, and Former Vision of Hope Executive Director</i>
Member	Vincent Cortez , <i>Owner and Filmmaker, Mitchell St. Pictures and St. Elizabeth School Alum</i>
Member	Sr. Julie Distel , <i>Development Director of Mother Pia Program at St. Elizabeth School and Dominican Sisters of Mission San Jose</i>
Member	Fr. Ismael Gutierrez , <i>Parish Pastor of St. Elizabeth Catholic Church</i>
Member	Frank Matarrese , <i>Former Councilmember and Vice Mayor, City of Alameda and St. Elizabeth Elementary and High School Alum</i>
Member	Stephen Murphy , <i>President, Cristo Réy De La Salle High School; Attorney</i>
Member	Colette Samimi , <i>University of California, Berkeley College of Education</i>

III. ACADEMIC INFORMATION

CURRICULUM

The school curriculum is designed to prepare the students for high school and to further the academic goals, which they may choose to pursue. The areas of study include Religion, Reading, Mathematics, Language Arts, Social Studies, Science, Physical Education, Safe Environment, and Fine Arts. In developing the general curriculum, we commit ourselves to educating the whole child in an environment that nurtures spiritual, intellectual, emotional, creative, social, and physical growth. The foundations of the curriculum are based on Diocesan Guidelines, State Standards, and Common Core Standards. Applying directives from these documents, the general curriculum reflects the school philosophy and was developed to offer the optimum in each program to support our students' academic achievement. As a school fully accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges, St. Elizabeth School evaluates key curricular areas annually and maintains high levels of professional development for its teaching staff.

Religious Education

Students receive daily religious instruction. In a Catholic school dedicated to spreading the Gospel message of Jesus Christ, all students are expected to participate in religion class and school prayer. Students participate in a school liturgy (Eucharist or para-liturgical prayer service) approximately once a month. Students are responsible for helping in the planning of the school liturgies. Parents are always welcome to attend school liturgies. The school sponsors a monthly Family Mass on Sunday. Families are highly encouraged to celebrate this monthly mass with their students. **TK through 8th grade student attendance is required as part of their Religion grade.**

Sacramental Programs

Those children, Grade 2 and above, who have been baptized in the Catholic Church and whose parents desire that they be prepared for the sacraments of First Reconciliation (Confession) and First Eucharist (Holy Communion) are given special instruction for these sacraments. Preparation for First Reconciliation and First Eucharist is part of the Second Grade Religion curriculum. Parents attend a mandatory informational meeting during students' sacramental preparation. If your child has not yet been baptized, we are happy to provide direction to you to arrange preparation for this.

Service Learning

Service Learning is a part of the curriculum at every grade level. Different opportunities throughout the year are presented for our students to offer service or contributions to the betterment of our community and world. Two all school service opportunities will be St. Mary Feast Day of Service for mother-figures and daughters, as well as, St. Joseph Feast Day of Service for father-figures and sons..

In the 5th through 8th grades, community service (Knights in Service) is required, as part of their Religion grade each trimester. Each student will complete 3 hours of service each trimester and will be graded on a rubric.

Knights in Service Program Objectives

- Deepen students' understanding of faith in action
- Instill a sense of community responsibility
- Connect classroom learning with real-world compassion
- Encourage family involvement in acts of service
- Build school spirit, legacy, and leadership capacity

Family Life/Christian Sexuality

St. Elizabeth School's program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum. Parents are welcome to review curricular materials used for Family Life.

Safe Environment for Children Project

The Diocese of Oakland has fully implemented the "Protecting God's Children Project." All volunteers and all parents who participate in on-campus activities and field trips are required to complete an online training course (www.virtusonline.org) in child safety and abuse prevention and be fingerprinted. Please see the "Diocese of Oakland Code of Conduct Involving Interactions with Minors" in the Appendix of this handbook for detailed information. All information collected related to the Safe Environment Program is highly confidential and is used only for the purposes of criminal background checks. No confidential information is disclosed. Additionally, specific curriculum will be taught in the classroom to help children recognize the behaviors of others that may jeopardize their safety.

TEXTBOOKS

Textbooks shall be selected in accordance with school policy developed by the Principal in close consultation with the faculty and will be used to implement Common Core State Standards as directed by the Lumen Christi Academies. ***Technology is integrated throughout the curriculum and skills are presented as tools rather than as part of a separate class.***

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

SUPPLIES

A supply list is given to each family. Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Some supplies may need to be replenished throughout the year. The school has a limited amount of extra supplies.

HOMEWORK

Homework is a necessary part of school life and is given as a meaningful part of education.

General Objectives

1. To help students develop independent work/study habits
2. To help reinforce learning that has taken place at school
3. To bring the home and school closer together
4. To incorporate students' interests/talents into school learning

Types of Homework

1. Skill reinforcement
2. Study for retaining information/tests
3. Reading - subject/interest
4. Projects and research

Note: At various times during the school year, a "long-term" or "extended" project, which requires more time to complete, may be assigned. These special assignments provide an opportunity for students to practice organizational skills.

Grades 3-8 should record their homework assignments in a homework planner to ensure student organization. **Parents should check this daily.** Teachers may choose to communicate with parents through the homework planner, Class DoJo, or email.

Technological literacy is a necessary academic skill. Parents of older students (4th-8th) should anticipate using outside resources if necessary (public library, computer lab, etc.) to support student completion of assignments using computer and online research skills.

As part of homework, students are expected to spend 20-30 minutes daily reading either independently or with a family member. All homework is expected to be neat, complete, and turned in on time. Specific classroom policies will be outlined by each teacher at the beginning of the school year and presented at "Back to School" night. ***Homework is considered part of life skills and will be assessed as such, and not included in formal grades.***

ACADEMIC HONESTY

Honesty is expected of students in the performance of all academic work.

ACADEMIC DISHONESTY

Any of the following behaviors is considered academic dishonesty:

- Looking at someone else's work.
- Using Artificial Intelligence as a resource, unless directed otherwise by your teacher
- Using another student's test or quiz to study from.
- Memorizing answers found, or copying said answers.
- Talking during a test.
- Plagiarism is stealing another's work and passing it off as one's own, and includes:
 - Copying words or ideas from someone else without giving credit
 - Failing to put a quotation in quotation marks around someone else's words
 - Taking work from any source, printed or on the Internet including AI sources like ChatGPT or Google Gemini.

For a full explanation, consult your teacher or the website below:

<http://www.plagiarism.org/article/what-is-plagiarism>

Students will be required to re-do any assignment which has been found to be plagiarized, as well as a disciplinary measure being allotted to reflect the academic dishonesty violation.

ELECTRONIC INFORMATION/COMMUNICATIONS

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

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

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

See **Diocese of Oakland Technology Responsible Use Policy-Students and Parents**. Additional policies concerning use of technology are set forth in the Discipline section of this handbook. The signed form must be on file before your child is given access to technological opportunities at St. Elizabeth School.

GRADING POLICY

The following is the grading policy for Lumen Christi Academies. Grading is an opportunity to evaluate a child's progress in specific subjects. Each child's effort and consistency with daily class work, class participation, and homework assignments affect his/her overall grades.

Report card grades are summative and reflect the student's mastery of the content introduced and assessed in each subject area. End of unit assessment, as well as oral and written reports or presentations also have an impact on a student's grade to show mastery of subject matter. Report card grades in standard based subjects reflect mastery of the standards introduced and assessed.

Standard Based Skills Assessment Grades K-5	Achievement Code Grades 6-8	
4 = Student Exceeds grade mastery	A = 95-100%	VG = Very Good
3.5 = Student has mastered grade level standards and displays partial mastery above grade level	A- = 90-94% B+ = 87-89%	G = Good S = Satisfactory N = Needs Improvement
3 = Student demonstrates grade level mastery	B = 83-86%	U = Unsatisfactory I = Incomplete
2.5 = Student is beginning to progress toward mastery of grade level standards	B- = 80-82% C+ = 77-79%	
2 = Student is beginning to progress toward mastery of grade level standards	C = 73-76% C- = 70-72%	
1.5 = Student demonstrates grade level understanding with some support	D+ = 67-69% D = 63-66%	
1 = Student does not yet demonstrate grade level understanding with support	D- = 60-62% F = Below 60%	

N/A = Not Assessed		
--------------------	--	--

An asterisk () is placed next to a grade on a report card to indicate a modified curriculum in a particular subject due to an IEP or 504 accommodation.*

CHARACTERISTICS THAT SUPPORT LEARNING

Work habits and social development are reflected separately from Academic Achievement on the report card. These work habits and behavior/social development effort marks communicate to parents matters such as behavior, participation, homework and completing assignments.

The grading is as follows:

Exceeds (E): student consistently demonstrates this characteristic. Meets (M): student demonstrates the characteristic most or some of the time. Needs improvement (N): Student seldom demonstrates this characteristic.

PROGRESS REPORTS / REPORT CARDS

Progress reports are sent home three times a year, approximately midway through each trimester. (See the School Calendar for dates when students will bring home report cards.) Progress reports are sent to parents to inform them of any concerns about student progress. Additional progress reports may be sent home by teachers at any time to make parents aware of any significant change in grades or behavior. Parents must sign and return an acknowledgement of receipt. Parents may also request a progress report. Parents of students in Grades 4-8 have access to PowerSchool to be informed about their child's progress. Information about how to login to PowerSchool is provided by the school.

CONFERENCES

Conferences are a time for teachers to communicate with parents about the child's goals and progress. We will have Family/Student/Teacher conferences twice a year after the end of Trimester 1 and Trimester 2. Conferences are to set goals for students. Parents/Guardians desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment. Please do not attempt to conference with teachers at morning assembly or at pickup time, as they are actively supervising students.

Guidelines

- Please, be as courteous to the teacher as you would expect them to be to you.
- PARENT-TEACHER PARTNERSHIP: We have set a goal for our school of creating and maintaining an atmosphere where optimal learning can take place. Parents and teachers must work in close partnership to successfully educate a child
- COMMUNICATION: If parents have concerns, questions, or complaints, the teacher should be the first to know and be given the opportunity to remedy the situation. The child will be torn between authorities unless there is a genuine unity of purpose and practice among parents, children and faculty. Communication is essential. An appointment should be set at the earliest convenience for all parties. Only after this

communication has taken place should the matter be referred to the Principal. The Principal is the final arbiter in all disciplinary situations and will determine whether further disciplinary action is necessary.

STUDENT RECOGNITION

Students are encouraged to do their best in all areas, both academically and in their attitude and conduct. They are recognized with positive reinforcement and praise for any growth and improvement noted by individual classroom teachers. Incentives vary according to different teachers and grade levels, but there are some forms of recognition that are school wide.

PROMOTION

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

RETENTION

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

PROBATION

It is expected that students comply with teacher requests for responsible behavior, class participation, completed homework, and a willingness to cooperate with school regulations. Failure to do so will result in unsatisfactory grades in class work, effort, and conduct, and may result in probation, after an initial parent conference does not show improvement.

If a student is placed on academic or disciplinary probation, a parent conference will be scheduled. An administrator, teachers, parent, and student will meet to discuss the probation. Progress notices will be sent approximately four weeks after the conference to inform parents of the student's progress.

While on Academic or Disciplinary Probation, a student will not be allowed to participate in any extracurricular events or special school activities. This includes CYO sports, Student Leadership, school assemblies, field trips, or eight grade special activities. It is intended to communicate the seriousness of student performance that is not meeting St. Elizabeth School standards. The length of Academic or Disciplinary Probation will depend upon each individual situation and will be communicated to the student and parent via letter.

To help students stay on task, weekly progress reports may be given. The purpose of these reports is to help the student stay on task and communicate his/her academic progress to the parent.

The probation will include a list of appropriate measures for implementation to improve the student's academic and/or behavioral performance. If there is no improvement and the student continues to receive failing grades on their report card, the parent/guardian may be requested to place the student in another school.

RECOMMENDED TRANSFER TO ANOTHER SCHOOL

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

- The school has explored means to meet the needs of the child.
- There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.

The transfer is to take place at the end of a grading period, preferably at the end of an academic year. The final decision is made by the Principal in consultation with the Superintendent, Diocese of Oakland, Department of Catholic Schools.

GRADUATION

To be eligible for a standard diploma, students must pass all subjects and attendance must be satisfactory. If a student fails to meet these criteria, or if tuition or fees remain unpaid by the date communicated each year, students may not be allowed to participate in the graduation ceremonies, and the diploma may be modified or held until there is evidence of completion of requirements. ***Payment of all fees includes tuition, fundraising, Parent Service Hours, broken technology, books and/or graduation fees are required to participate in graduation activities.***

Graduation Ceremony / Attire

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Appropriate attire should be worn for the occasion (see guidelines below). One celebratory lei is allowed at the Graduation Ceremony, but not the Baccalaureate Mass in the church.

Graduation Awards include the following:

- Gold Cords are awarded to students who achieve a 3.5 (B+) average in their final cumulative academic subject grades and who maintain a MEETS in all of the life skills throughout the eighth grade year.
- Red Cords are awarded to students who achieve a 3.0 (B) average in their final cumulative academic subject grades and who maintain a MEETS in all of the life skills throughout the eighth grade year.
- The Knights in Service community service program will be introduced this year. There may be an opportunity to earn a cord for going over the 3 hours each trimester requirement.

Graduation Celebrations

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

Graduation Attire Guidelines

We want our graduates to look their best for this special occasion. Please follow these guidelines to ensure appropriate and respectful attire:

For Girls

- Modest dresses or skirts and blouses
- No strapless, spaghetti straps, or halter tops
- No low-cut necklines or cleavage showing
- No backless or open-back dresses
- Dress length should be below, at, or up to 3" above the knee
- No excessively tight or sheer clothing
- Dress shoes (no flip-flops or sneakers)

For Boys

- Dress slacks with a belt
- Long-sleeve button-up dress shirt with tie
- Dress shoes (no sneakers or athletic shoes)
- Hair neat and tidy
- Clean-shaven
- No jeans or shorts

General Tips:

- Clothing should be clean, pressed, and appropriate for a formal ceremony.
- Graduates will be wearing gowns, so attire should be comfortable and fit well underneath.

IV. ADMISSION AND WITHDRAWAL

St. Elizabeth School educates children of all families desiring a Catholic education for their children. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions. We welcome students and families from

other faith traditions to join our nurturing community.

ADMISSION OF NEW STUDENTS

“The Catholic Schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, national origin, ancestry, religion, sex, sexual orientation, or disability to all rights, privileges, programs and activities generally accorded or made available to students at the schools.”

Saint Elizabeth School therefore admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin.

Entrance Assessment

Applicants may be required to take an entrance assessment of basic math, writing, and reading skills.

Forms/Records to be submitted before testing

- Completed application form
- Certified birth certificate (will be recorded and returned)
- Certified baptismal certificate (will be recorded and returned)
- Copies of report card for current school year and previous school year
- Copies of standardized test scores for current and previous school year

Records to be submitted after testing, before admission

- Immunization/health records as required by state law
- Students without current immunizations will not be allowed into class.

Minimum Age Requirement

To be admitted into transitional kindergarten a child must turn five (5) years of age between September 1st and March 1st. Children must be five (5) years of age before September 1st for Kindergarten. It is not acceptable to admit students who are younger than the cut-off date without a licensed preschool program. Principals may, at their discretion, extend this acceptance date to September 15th if it is in the best interests of the student as determined by the school. Where a child has been legally enrolled in another school s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

Transitional Kindergarten

A transitional kindergarten is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. A child must

turn five (5) years old between September 1st and December 2nd to enter our transitional kindergarten program.

TRANSFER STUDENTS

All financial obligations to previous schools must be current. In some cases, St. Elizabeth School may ask for a parent conference regarding the applicant or may deem it necessary to conference with officials from the previous school regarding the applicant. If summer school is required, the parent must provide a report from an approved summer school program.

Special Needs

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

ACCEPTANCE

Once a student has been accepted, registration forms must be completed and payment of non-refundable registration fee must be made within two weeks of notification or time specified in the admission letter in order to ensure a place in the school. **If all fees are not current by the date specified by the school in the registration materials, children will not be admitted to class on the first day of school.** Summer school may be required, recommended, or offered as a condition for enrollment.

Priority of Acceptance

1. Children of families who are active members of St. Elizabeth Parish.
2. Children of families who have other children presently in our school.
3. Baptized Catholic children
4. Children of other faiths and traditions who value a Catholic education

Probationary Period

All newly admitted students enter a 90 day probationary period. At the end of this probationary period, the admission office will confirm whether or not this is the correct placement for the student. Academic effort and behavior are the largest areas of attention during this period. Family commitment is also reviewed, including financial responsibilities, like tuition payments, fundraising, and parent volunteerism.

RE-ADMISSION OF CURRENT STUDENTS

Registration of currently enrolled students takes place each winter-spring. Re-admission is based on satisfactory behavior and effort of the students as well as parental cooperation and support of school policies. Re-admission is only finalized when all payments due for the current year are completed and re-registration forms and payments for the next school year have been completed. **If all fees are not paid in full and/or paperwork is not completed prior to the date specified on the registration materials, children will not be admitted to class on the first day of school.**

Should a family intend to return to St. Elizabeth but not take care of payments/forms, there is no guarantee that places will be held. If summer school is required, the student must either attend St. Elizabeth summer school program or a summer school pre approved by the principal. A satisfactory summer school report card must be submitted before readmission in the fall. The principal must approve readmission if a student has left St. Elizabeth due to the family's own decision and then wishes to return.

V. ATTENDANCE

Prompt and regular attendance is required of all students in order to ensure student success. All students are expected to be in line with their classes by 8:00 AM and are considered tardy after this time. Students who arrive after the gate closes will receive tardies. Students coming during or after morning assembly must go to the office to sign in and get their tardy slip for admission to class.

TARDINESS

"Excessive tardiness" is being late 4 times per trimester or a total of 12 times per school year. A student is tardy if s/he arrives after the time fixed by school policy for the beginning of the morning (8:00 AM), afternoon, or any class session. Please be aware of traffic constraints in the morning. Tardy students must go directly to the office for a tardy slip before entering classrooms. Constant tardiness is unacceptable and will result in a student/parent conference and potentially reporting the student for truancy in the State of California. In the State of California, a student is classified as a "truant" if they have three unexcused absences, or absences/tardies totaling more than 30 minutes, in a school year.

Arriving late is disruptive to classroom procedures and is uncomfortable for your child; therefore, we ask that you arrange your schedule to ensure that your child arrives at school on time. Tardiness is recorded on report cards and permanent records. Excessive tardiness, even if necessary and excused, may be grounds for disciplinary action at the discretion of the principal in consultation with the Superintendent of the Department of Catholic Schools in the Diocese of Oakland.

ABSENCES

Experience has proven that children at **all** academic levels find it difficult, if not impossible,

to make up for work which they have missed because of absence from school. No amount of subsequent personal study can adequately replace the teacher's explanation and class discussion or practice. All absences must be accounted for in writing by a parent or guardian. These excuses shall be kept on file until the end of the school year. In the State of California, a student is classified as a "truant" if they have three unexcused absences, or absences/tardies totaling more than 30 minutes, in a school year. For unexcused absences beyond this, a student may be considered "chronically truant," which is defined as missing 10% of the school year.

Reporting Process

Parents are required to report absenteeism to the office by 9:00, this is vital for the safety of each child. Be sure to **call the office, send a note or email**, including the date and reason for absence, to the teacher when the child returns to school (state law requirement). If parents wish to pick up work for a missing day, they must contact the school with the request before 10:00 AM. Please do not ask a teacher to prepare work as the school day ends. Often teachers have meetings or tutoring planned for after school and cannot put together work on such short notice.

For a student to be granted a medical excuse, s/he must have a **doctor's note**. Otherwise, it will be listed as a tardy or an unexcused absence. **Arriving late due to traffic will not be considered as an excused tardy**. A student will not be admitted to class late without a tardy slip.

HOMEWORK DURING ABSENCE

Students are responsible for making up all work missed during their absence. Taking family vacations during school time is highly discouraged. Please plan vacations when school is not in session. It is the students' responsibility to obtain the assignments missed and to complete the work when they return. Teachers are not required to give students work to complete during extended time away from school due to discretionary travel. If you take your child from school for an extended time for emergency reasons, please notify the school in advance.

Homework may be picked up **before or after school** in the office in the case of long-term illness (more than three days). **The office must be notified before 10:00 a.m. for homework to be picked up at the end of the school day. Please do not come to the office to pick up work without notifying the school before 10:00 AM. Teachers often have meetings or tutoring after school and cannot put together work at the last minute.**

Excessive absences may be cause for non-renewal of enrollment.

EARLY DISMISSALS

Children may not leave the school premises at any time for any purpose without the written authorization of parent or guardian and the principal. A special effort should

be made to make medical, dental, or other appointments after school hours. If a child must be taken out of class early for an appointment (medical, dental, emergency, etc.), the required procedure is as follows:

1. Parent or guardian must send a written notice stating the time of the requested dismissal and the reason (for the approval of the principal).
2. The person picking up the child must come to the school office and present proper identification to the office. The school will not release any child to an adult not on The emergency form or one who does not present proper identification. The child must be signed out and the reason for departure given. They must sign our attendance book stating the time the child is being taken from the class.
3. If the child is returned to school the same day, the adult must sign the book indicating the time of return.

Excessive early dismissals may be seen as a disinterest in our school's educational program and result in a conference with the Principal and placement of the family on a probation period of 30 days to show a renewed commitment to regular attendance.

RELEASING STUDENTS DURING THE SCHOOL DAY

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non parent/guardian should be in writing and the authorized person must present a photo ID to pick up the child. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

VI. UNIFORM / DRESS CODE

Students at St. Elizabeth School represent our school and will follow uniform guidelines. Complete uniforms are to be worn daily except on free dress days. Parental assistance is necessary to ensure that children are dressed in uniform when leaving home in the morning. If it is necessary for a student to come to school out of uniform for any reason, the student must present a note from the parent explaining why he/she is out of uniform.

DRESS CODE AND UNIFORM POLICY

In an effort to maintain the Catholic tradition, a school uniform policy is designed to establish a sense of community, increase safety on campus, and keep the focus on academics.

- All students are to be in uniform at all times, except when permission is given by the principal for a special occasion.
- Students who are not in proper uniform will receive a note home on the first offense, and a parent will be called to bring proper uniform components as needed. Further infractions will also result in detention and loss of free dress on the next Free Dress day..

- When in doubt, check with the Principal before changing grooming styles and/or making any uniform purchases.

Grooming Standards:

Students must be clean and well groomed.

- Hair must be of students' natural color.
- No make-up, fingernail polish, or artificial nails, no hair dye.
- Boys must be clean shaven with hair not extending beyond the collar or covering eyes.
 - Cultural exemptions may be granted with Principal approval.
- No fad hair cuts, no mohawks, no hair dye.
- Any visible piercings (e.g. face, lips). No tongue piercings are allowed.

Uniform Standards:

- Clothing must be properly fitted (not baggie or tight), clean, and in good condition.
- Skirts and shorts must be appropriate length (2" above the knee).
- Shirts must be tucked into pants or skirts. Anyone in pants should also wear a belt.
- Solid black athletic shoes, with laces, no slip on, or ugg/rain boots are acceptable. (Small accent logos & rubber soles in the color white are acceptable.)
- Jewelry, other than one simple medal or cross worn around the neck, one ring per hand, and one pair or simple post earrings, one in each ear.
- Must wear school uniform on assigned PE days.

St. Elizabeth's sweatshirt and sweater

- Be sure to mark all uniforms clearly with your child's name inside the article of clothing.

SCHOOL UNIFORM

Required to wear on regular school days.

- Pants/shorts: Classic black walking shorts or long pants.
- Shirts: White or Royal Blue polo shirts: long or short sleeves. White polo shirts only for mass days.
 - A white turtleneck or plain white crew neck undershirt may be worn under the polo shirt, but not instead of it.
- Girl Skirt options: St. Elizabeth plaid (jumper K-3) (Skirt 4-8) with black shorts underneath. (Solid black or white tights with socks may be worn during cold days). NO LEGGINGS.
- Footwear: Rubber sole athletic shoes are to be solid black with solid black or white socks. (Small accent logos & rubber soles in the color white are acceptable.)

OUTERWEAR OPTIONS

- St. Elizabeth sweatshirt or royal blue fleece jacket.
- Hooded sweatshirts (pullover or zip up) are not allowed at any time on uniform days with the exception of eighth grade sweatshirts. Hoods may not be worn at any time while in the school building.
- On very cold or rainy days, a heavier jacket or coat may be worn OVER the school sweatshirt during recess or before/after school. It may NOT be worn in the classroom.

- Eighth graders have the revocable privilege of wearing the eighth grade “Class of 2026” sweatshirt.
- Non uniform sweatshirts may not be worn. (Exception: Thursdays students may wear other St. Elizabeth spirit-wear or athletic sweatshirts.)

FREE DRESS CODE

On specified days, birthday free days, special occasions as approved by the principal. On free dress days, students are expected to wear clothes that are presentable and appropriate for school.

Free dress days will be publicized on the school calendar.

- Clothing must be appropriate for a Christian environment.
- Pants must be free of holes or rips and worn above the hip line.
- Jeggings, leggings, or other tight clothing are not permitted.
- Pajama bottoms cannot be worn in lieu of pants.
- Skirts and shorts must be no more than two inches above the knee.
- Tops must have a modest neckline and cover the midsection and shoulders. No tank tops or spaghetti straps.
- Wording must be positive and no inappropriate logos allowed.
- Athletic shoes that are safe for play. High heeled shoes, platform shoes, open toe sandals, flip flops, slippers, Crocs or any unsafe shoes.
- Themed days follow free dress rules with themes.
- No Sandals or open toes shoes of any kind.
- No make-up or hats are to be worn.
- Students who chose not to participate will wear their standard uniform.

The office reserves the right to decide what is appropriate.

Birthday Free Dress Option

Students have the option to wear free dress, following the guidelines, on their birthday. If their birthday falls on the weekend, they may wear free dress on Monday. Summer birthdays will be allocated a day for free dress to celebrate their birthdays, as well. If your child will be out of uniform for a Birthday Free Dress, please inform the teacher.

Classroom teachers enforce uniform regulations. If a student arrives at school in unacceptable attire, the parent will be called to either bring their school uniform to be worn for the day or a uniform from the uniform closet will be borrowed for the day and returned the next day laundered. **Students who are out of uniform will forfeit the next free dress privilege.**

Dress Code Violations

For the first dress code violation, parents or guardians will receive an email home and the Dress Code Violation slip to sign and return to your homeroom teacher, The 2nd violation earns a 30 minute detention with a Dress Code Violation slip and email home. The 3rd will result in two consecutive 30 minute detentions served with a violation slip and email sent home. More than three violations is an intentional disregard for the school's dress code and the principal will become involved for additional disciplinary action.

VII. Philosophy and Expectations for Student Behavior

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

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. ***Discipline comes from mutual respect and concern for one another. Discipline is a part of learning and self-discipline begins at home.*** The purpose of discipline is:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To build a sense of Christian community.
4. Each classroom will establish its own classroom rules.
5. Disciplinary actions are handled by the classroom teacher. If the issue occurs during the after school program, the after school program director is responsible for disciplinary action.

Students are to treat all members of our staff, regardless of position, with courtesy and respect and follow directions when given by any adult on campus without arguing.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions. Parents are welcome to contact the teachers or the principal about matters relating to their **own** child.

DISCIPLINE POLICIES

We respect the rights of other students and adults in our school. We understand that we are in school to learn. We understand our rights and responsibilities.

- I have the right to be respected and treated with kindness in our school.
- I have the responsibility to treat others with kindness.
- I have the right to be safe in our school.

- I have the responsibility to help make this school safe for everyone.
- I have the right to hear and be heard in our classroom.
- I have the responsibility to listen to others' ideas.
- I have the right to learn in a clean and healthful environment.
- I have the responsibility to keep our school clean.
- I have the right to learn in the classroom.
- I have the responsibility to learn and to let others learn.
- I have the right to be myself in this school.
- I have the responsibility to treat others fairly.

General School Norms

Students shall:

- Be gentle, share, speak kindly and courteously, care for one another, and show respect for all members of the school community.
- Use appropriate language, both written and verbal, at all times.
- Not hitting, shoving, pushing, tackling, or throwing any object at another student.
- Rough play is not permitted.
- Show respect with words, their actions, their uniforms.
- Not sell articles at school.
- Not use the school telephone without permission from school staff.
- Have sanitary and healthy bathroom practices.
- Not take or touch anything belonging to someone else.
- Not leave the classroom or yard without permission.

Classroom, Hallway and Playground Behavior and Safety Rules

Students are expected to:

- Maintain appropriate Christian behavior and attitudes in the classroom and on the playground at all times.
- Be attentive, cooperative, and accept the leadership and authority of all school personnel.
- Walk calmly and quietly in the hallways and classrooms.
- Not disrupt the orderly environment or the educational process of the classroom.
- Not enter the building before school begins nor after school has been dismissed without teacher permission and supervision.
- Students may not be in the hallways or in any classroom without adult supervision.

Cafeteria Behavior

Students are expected to follow directions of the cafeteria supervisors and personnel.

Students are expected to:

- Be seated and eat in a polite manner.
- Respect supervisors/all school personnel.
- Place unwanted food on the sharing table or in the proper containers.

- Leave their table area clean, placing garbage in the proper receptacle.
- Break down cardboard containers and follow recycling and composting directions.

Food is to be consumed only in the cafeteria. No food may be consumed in the halls or in the yard.

Cell Phone / Electronic Device Use Policy

Cell phone usage during school hours or at Extended Care is not permitted. If possible, please have students leave their cell phones at home. With parent permission and knowledge, students may bring cell phones to school **in the OFF position** and turn them into the classroom teacher at the beginning of the school day. These are the rules regarding cell phones:

- Cell phones, etc., are to be turned off at all times when on campus.
- Cell phones, etc., are to be given to the teacher.
- If the student is found to have their cell phone, it will be taken by the supervising adult and the student's parents will need to come to the school office to retrieve the phone during school hours.
- No phone calls will be made with the cell phone while on campus unless with the expressed permission of a supervising adult who is in close proximity.
- Absolutely **no** photos or videos are to be taken at school and/or disseminated via the Internet.
- Any loss, damage, or vandalism to one's cell phone or other electronic devices that requires repair or replacement is the responsibility of the owner. We discourage personal cell phones/electronic devices at school.
- The above regulations apply to all electronic devices referred to above and any newer versions students may obtain.

If cell phone rules are violated, the student will receive a detention of 30 minutes or more, per the detention guidelines.

For health reasons, students are required to maintain their own earbuds or headphones for instructional purposes.

Please see our "Acceptable Use of Technology" at the back of this handbook for additional guidelines.

Littering and Gum Chewing

Students shall put all wrappers, paper, and garbage in the proper containers. Gum can be a choking hazard to a child, and is difficult to remove from rugs and furniture. Students are not permitted to chew gum on school grounds before, during, or after school.

Valuables

Students should not bring toys or valuable articles to school, except on sharing days. Valuables are always the responsibility of the student, not the school. Students may not carry excessive amounts of money. Any money carried by students for extras at school should be put in an envelope with the child's name, the purpose for the money and the amount of money, and the envelope should be given to the teacher. The school is not responsible for keeping track of students' personal cash or for replacing lost money.

Vandalism/Property Damage

Students shall not deface school property, such as write on walls, desks, chairs, and textbooks or the restrooms. It is the responsibility of the parent/legal guardian to pay for any property damages due to willful conduct by the child. Report cards and/or diplomas will be withheld until the damages are paid in full. Vandalism or property damage incidents may place a student on Disciplinary Probation.

Illegal Substances

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

Weapons/Laser Pointers

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

Conflict Resolution

Providing a safe and peaceful learning environment is a priority for our school community. Conflict and frustration are natural and normal parts of life, and there will be times when your child will experience conflict and frustration at school. It is important that students learn and practice appropriate conflict resolution skills and use helpful words to resolve conflicts.

Physical or verbal aggression is never appropriate under any circumstances. If your child uses physical or verbal aggression, home and school are expected to work together to support your child in learning more appropriate conflict resolution skills. There may be a time of separation in order to reinforce the importance of peaceful resolution and allow for reflection time for your child to consider how to heal him/herself and the other person involved in the situation.

If your child experiences physical or verbal aggression that is not witnessed by an adult at school, your child needs to inform your child's teacher or the administration immediately so that we may take appropriate measures to help resolve the conflict. If your child does not report it to school but reports it to you, please contact your child's teacher immediately so that we can take the proper steps to resolve the situation and support your child.

Communication Steps:

1. Parents will be notified by the teacher or administration about any conflict that involves physical or verbal aggression. They will be informed of the steps taken by the school. It is expected that parents support the school's efforts to help your child learn appropriate responses to conflict and frustration. Communication will be provided by a phone call, Class Dojo, email message, and/or a written communication that must be signed by the parent and child and returned to school the following day.
2. A parent-student-teacher-administrator conference may be called in addition to the above steps to create a plan going forward for more positive behavior.
3. In a serious case of response that includes physical violence or excessive disrespect, a student may be held out of class or sent home immediately pending investigation of the incident. They will be given makeup work for the time missed in class. The student will be counseled through their choices to identify more appropriate ways to deal with conflict or frustration. The student will be expected to play an active role in resolving and healing the incident.
4. The school will be looking for evidence of improvement going forward in how students resolve conflicts peacefully and will monitor and follow up with the students in the following weeks after an incident. If evidence is not found, additional disciplinary actions, including expulsion may be determined.

St. Elizabeth School is committed to supporting every child in learning self-regulation and appropriate conflict resolution and communication skills. The most successful and lasting way this is accomplished is by giving students opportunities to talk about the conflict, their choices and feelings, and supporting them in establishing solutions themselves. It is an ongoing process, but well worth the time and effort for the development of lasting skills.

Disciplinary Probation

Students may be placed on disciplinary probation by the principal when they have:

- Consistently violated the school standard of conduct.
- Committed an offense of a serious nature.
- Received a grade of N or U in classroom conduct on a progress notice or report card.

Serving Detention

Requiring a student to serve detention after school hours is an acceptable disciplinary measure to provide space for reflection. Students may not be detained for more than one hour. A teacher may require a student to serve a detention for up to 20 minutes without prior notice to the parent/legal guardian. If a student is to serve detention longer than 20 minutes, parents/legal guardians should be notified in advance. This notice may come by telephone call, Class DoJo message or email, and the detention may be required to be served the same day. It is up to the teacher's discretion based on the incident. In extreme situations,

holding a student in at recess or lunch may be an acceptable disciplinary measure. Students held in at recess or lunch will be given the opportunity to eat snacks/lunch and use the restroom as necessary.

Suspension Policies

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

Suspension Procedures

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

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

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

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

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

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

E. RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the Principal, and later to the Superintendent of the Department of Catholic Schools. However, it

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

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

Expulsion Policies

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good or safety of the community. The Principal shall determine if expulsion is warranted; however, approval of the Superintendent of the Department of Catholic Schools is required before expulsion can take place. The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion:

1. Serious violation of school rules
2. Persistent defiance of school authority by any student or their parent/s which interferes with the productive functioning of the school.
3. Habitual profanity or vulgarity
4. Use, possession or exchange (whether or not for sale) of tobacco, drugs or alcohol on or near the school premises or at school sponsored events
5. Vandalism to school property
6. Habitual truancy
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students
8. Possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another, including laser pointers
9. Theft
10. Verbal, physical, electronic, or sexual harassment of any student, teacher or administrator
11. Abuse of the internet on personal or school electronics, including threats, ridicule, racist or sexist signs or language, verbal or graphic violence
12. Serious violation of School's Technology Acceptable Use Policy

Procedures for Disciplinary Expulsion

A. Cases of Cumulative Disciplinary Difficulties

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

A second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference, a final decision will be made by the Principal in consultation with the Superintendent of the Department of Catholic Schools, Diocese of Oakland.

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

B. Cases Involving Serious Offenses or Threats to Safety

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

C. Right to Appeal

The parent/legal guardian may appeal the decision to the Superintendent of the Department of Catholic Schools, Diocese of Oakland. However, it is presumed that the decision will not be overturned if the established procedure has been followed and sufficient reason for expulsion exists.

ABUSE OF SCHOOL PERSONNEL

PENAL CODE SECTION 71

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

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

carried out, is guilty of a public offense punishable as follows:

1. Upon a first conviction, such a person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
2. If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.

As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter." St. Elizabeth School also considers the use of social media as included in this provision.

VIII. GENERAL HARASSMENT POLICY STATEMENT

The schools of Lumen Christi Academies prohibit any form of unlawful harassment of students or employees, whether verbal, physical or environmental or through the improper or harmful use of technology (i.e., using social media to post inappropriate or disparaging comments). It is a violation of this policy for any employee, agent, student, volunteer, parent, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, a teacher, or the Principal. Formal written complaints may also be filed at the office of the Principal or designee. A complaint does not have to be written in order to be investigated. In all cases, the report will be investigated truthfully and respectfully.

SEXUAL HARASSMENT POLICY

Policy Statement

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

Definition of Sexual Harassment

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

1. Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese.
2. Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student.

3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment.
4. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

Employee to Student Sexual Harassment

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

Student-to-Student Sexual Harassment

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

1. While on school grounds
2. While going to or coming from school
3. During the lunch period whether on or off campus
4. During, or while going to or coming from a school sponsored activity
5. Use of social media and/or email to send or forward inappropriate content

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

Retaliation

Lumen Christi Academies forbids retaliation against anyone who, in good faith, reports conduct perceived to be illegal harassment or who participates in the investigation of such a report.

Complaint Procedure

Complaints of harassment or retaliation may be made verbally or in writing. No particular written form is required for a written complaint. Complaints should be made to the Principal, unless the complaint involves the Principal, and then it should be made to the Superintendent of the Department of Catholic Schools, Diocese of Oakland. Complaints should provide as much information as possible for prompt and thorough investigation.

IX. EMERGENCIES

EMERGENCY PROCEDURES

Regular fire, disaster, lockdown, and earthquake preparedness drills are conducted at school. Parents should be aware of the following procedures for a major emergency:

- The children will be kept safe and secure at school to the best of our ability until an authorized adults come for them. Please, remain calm.
- Children walking to school should continue walking to school. Children walking home should continue walking home.
- Please, do not call the school. The telephone lines need to be kept open for contact with emergency services as needed by the school. The school communication system, School Messenger, will be used to communicate important information and directions to all parents/guardians in our system.
- Outside entrances will be locked for security. Children should be picked up at the 34th Avenue entrance. Do not block the entrance with a vehicle. Do not double park blocking the street, as this area must be kept clear for emergency equipment.
- In the event of an emergency, children will be released only to parents or other persons designated on the school earthquake emergency form.

EMERGENCY PREPAREDNESS

Earthquake / Disaster Evacuation

In case of a disaster, please check in the student release area first for the whereabouts of your child. This area will be located, clearly marked, in the playground. Only people named on authorization forms will be permitted to take children off site. Parents may not go directly to classrooms or other areas to find their children. Keeping all the children calm is extremely important at this time. We understand this would be an extremely anxious time for parents, but we are responsible for an orderly emergency response for all students.

Staff and students perform regular drills to prepare for earthquakes, fires, and lock-downs due to dangerous intruders. Parents are notified of drills at Back to School Night. Authorities will give specific evacuation instructions after a natural disaster. Schools will be given top priority in terms of evacuation. Please, inform your children that, in such an event, it could be up to 3 days before they are reunited with you.

Emergency Information

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

Emergency Information Card

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

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

Secure the Building Procedures

In some situations, it may be necessary to secure our school building. As per police or the discretion of administration, the following procedures will be implemented for security reasons:

Doors will be locked.

Drapes and/or blinds will be closed.

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

The school will remain secured until the school receives an "all clear" signal from emergency personnel.

Parents/guardians will be notified of the situation by SchoolMessenger and/or by a letter from the office with details explaining the situation.

XI. FINANCIAL

REGISTRATION

A registration fee is charged per child per year and is due by the date indicated on the registration materials unless arrangements are made with the Principal. New students pay after acceptance. If registration and fees are not paid by the date specified by the school, students will not be admitted to class on the first day. Payment plans are available and a \$25.00 late fee will be assessed after each late payment deadline.

TUITION & SCHOOL FEES

Tuition is a yearly rate. For convenience, parents may pay on an annual, semi-annual, quarterly, or monthly (12 equal installments) basis, beginning in June and ending in May. Your annual tuition **is not** tax deductible as a charitable contribution.

All payments are to be made via automatic withdrawal through the FACTS Tuition Management Program and are due on the date specified on your tuition enrollment form. A late fee of \$15.00 will be charged after the specified due date of each month (unless arrangements have been made prior to the due date. Parents should contact Mrs. Rodriguez immediately if a need arises). There is a \$25.00 fee for any returned checks and a \$30.00 fee for each returned automatic draft. Cash will be accepted at the front office for tuition or registration fees.

“Catholic” families are those families whose children have been baptized in the Catholic Church and are regularly attending Sunday Mass. Exceptions can be made upon request if a non-baptized child enrolls in Baptismal program and is the child of a Catholic parent or guardian. The distinction is made because it is presumed that Catholic families contribute to their parishes on a regular basis.

Special Fees

The fee for the Sacramental Program for Reconciliation and First Eucharist is due in April. The Graduation fee (8th graders only) is due in May. A small fee for Art may be requested midway through the school year to replace Art supplies. Parents/Caregivers will be notified.

REFUNDS

The registration fee is nonrefundable. Please understand that the registration fee covers materials we need to prepare for your child. Parents are responsible for the full cost of the yearly tuition as part of your contractual agreement.

FINANCIAL AID

Financial aid is available to qualifying families. Due dates are published in the *Qué Pasa* and on the monthly calendar. Applications must be filed annually. Financial aid funds are provided through Family Aid – Catholic Education (FACE), the BASIC Fund and the school. Notification of financial aid received or not received is sent out in May through August. ***To qualify for any school assistance, the FACTS form must be completed and submitted on time.***

FUNDRAISING

Parents are required to participate in our annual school fundraisers to contribute a minimum of \$375.00. Our required fundraising activities will be determined. Parents may pay to opt

out of fundraising activities. Please see your tuition contract.

DELINQUENT ACCOUNTS

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

1. Hold the student out of class until the past due amount is paid in full.
2. Withhold report cards.
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.
4. Deny readmission to the family for the following school year.

We understand that difficulties may arise for our families. Please communicate with us so we may best support you.

XII. MEDICAL

CHILD ABUSE OR NEGLECT

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

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

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

COMMUNICABLE DISEASES

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school retractable diseases or conditions in students are chicken pox, mumps, measles and conjunctivitis (pink eye). Students who have retractable diseases or conditions must be excluded from school ***as per Lumen Christi Academies policy.***

Parent to School Notification

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

HEALTH SCREENING

The school provides regular eye, ear, and scoliosis examinations to the students. Parents will be informed of any problems that are observed, and parents are expected to make a medical appointment if a referral is recommended. Results of the referral should be reported to the school.

ILLNESS / INJURIES AT SCHOOL

Please, do not send your child to school if they are not feeling well, have a fever or a contagious illness. Be sure the child is fully recovered before returning to school. Should a student be injured or become ill, the parents shall be contacted. Ordinarily, no student shall be permitted to go home before this contact is made. If the parents cannot be reached and the illness or injury is serious enough to require medical attention, the **Principal shall consult the student's emergency care authorization**. Please notify the school office immediately of any changes of telephone numbers on the emergency card (including numbers to contact in case parent/guardian cannot be reached) or any other health information. We must be able to reach you in the event of an emergency or urgent concern.

IMMUNIZATIONS

No child may be admitted as a student of a school unless they have been immunized according to California Immunization requirements. TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test or a current note from a physician stating that no risk factors exist. All students entering 7th grade must show proof of Tdap booster.

Conditional Admission

A student who lacks the required immunizations has one (1) week to begin immunization. **Thereafter, students without proper forms will be excluded from school until parents provide the information required.**

INSURANCE

The children are covered by insurance while at school. The fee for this insurance is included in the annual registration fee. Claim forms for accidents that occur at school or school sponsored activities may be obtained from the school office. Please, call the office manager or stop by the office to request these forms as soon as possible after the injury.

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

MEDICATIONS

Guidelines for the administration of medications at school are as follows:

- Schools may not furnish any medications.
- All medication administration requires parent/legal guardian authorization.
- All prescription medications and aspirin require physician and parent/legal guardian authorization.
- All medications must be secured in the school office.

Inhalers And EpiPens

Inhalers and EpiPens may be secured in the office. Use of an EpiPen always necessitates a 9-1-1 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the EpiPen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:

- Risk of not carrying medication
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher before use.

Glucose Testing and Insulin Administration

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

Responsibility of Parents/legal guardians

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

Aspirin and Other Over-the-Counter Drugs

The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel without written authorization from the student's physician. Students requiring over-the-counter drugs (with the exception of aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above have been complied with.

NUTRITION

All students should have a healthy breakfast. Parents are encouraged to provide healthy, non-sweet snacks for their children for morning recess. Candy, soda, and fast food should not be brought to school for snack or lunch. **If it is your child's birthday and you wish to celebrate with your child's class, you must consult with the teacher well in advance of the special day or your treats may not be distributed.** The teacher is the one aware of the class's schedule, allergies, etc and will inform parents at the beginning of the year what simple treats are appropriate for school. Students may keep refillable water bottles with them.

PHYSICAL EDUCATION CLASS

Students who are not able to participate in physical education classes on a given day or week must have a written note from a parent or guardian. If health factors limit a student's participation for more than one day of class, a written document from a physician must be provided to the school. Students who have been excluded from physical education due to serious injury must provide a doctor's note to be readmitted to physical education class.

If a child has been injured in any way which limits other physical activities such as recess/lunch play, a note from parents is required to notify the school of any restrictions for non-PE activity.

XIII. PARENTS

FAMILY COOPERATION

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

Maintaining a Positive Home-School-Partnership

All schools in the Lumen Christi Academies 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. 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. Communicating in these ways may result in a family being required to leave the school.

3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child's parents. Parents, guardians or other responsible adults who violate these Catholic principles 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 their student(s) from the School. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its sole discretion.

GUARDIAN VISITS AT SCHOOL/CLASSROOM INTERRUPTIONS

We welcome and appreciate our families! For safety reasons, **all visitors, including parents, must report to the office, sign in, and wear a visitor badge.** Guardians may not go directly to their child's classroom. The office will deliver items to students or call a child from class to come to meet their guardian. Classroom disruptions are kept to a minimum and learning time to a maximum.

For safety and security reasons, any adult walking in the school hallways at any time during the day without a visitor's pass will be questioned about who they are and why they are in the school halls. Please help us with our efforts for a safe school and uninterrupted classes by always stopping by the office for business and never going directly to classrooms.

COMMUNICATION / CONFLICT RESOLUTION

Open and mutually supportive communication between school and families benefits students. The teachers and the administration wish to be of help to you. Parents may send a note requesting a phone contact from a teacher or the principal. To make a request for

teacher appointments, call the school office, email, or send a note to the teacher. **Parents may not accompany children into school in the morning to attempt to conference with teachers as the morning bell is ringing or as class is starting.** Teachers need to be welcoming their students and starting the day and teachers on morning yard duty need to be supervising their students, not conferencing with parents about private matters. Please arrange a more appropriate time so we may give your concern our full attention.

In order for communication to be effective and efficient, conflicts should be resolved in this order:

1. Parent and child discuss the problem and/or parent notifies the homeroom teacher via phone call or email.
2. Parents make an appointment to meet with the teacher and student if further resolution is desired.
3. If the issue is not resolved, the parent makes an appointment to meet with the principal (who may choose to invite a teacher/staff member and student to also confer on the problem).
4. Parent, principal, teacher/staff member, and student meet to clarify concerns.

PARTIES

In-school Birthday Celebrations

Parents wishing to help children celebrate their birthdays at school may do so in a simple way. In consultation with the teacher, a simple snack may be sent to school for all children in the class to enjoy at recess or lunch. **If you do not consult with the teacher in advance, your treats may not be passed out.** Please, do not send candy or “goodie bags” for each child. For any celebrations at school, whether you are providing birthday treats, Halloween treats or Valentines, you must provide one for **every** student in the class.

Out-of-School Parties

Invitations to out-of-school parties for any occasion may not be brought to and/or distributed at school. Parents should keep in mind the hurtful social consequences of excluding small numbers of children from out-of-school parties.

PARENT SERVICE HOUR REQUIREMENT

The aim of the Parent Service Hour Program is to provide parents with the opportunity to become actively involved with the school community. It is also an opportunity to model our value of service. Fulfilling the required service hours each year builds positive interaction between home and school in a variety of ways.

Hours Required

25 service hours per year are required for each family.

What Is An Hour?

An “hour” might be a literal clock hour (when a parent helps chaperone a field trip, or works in the cafeteria, etc.). Sometimes an “hour” represents a donation of \$15.00, (e.g. hour credit for donating chips for a fundraiser sale).

Record Keeping

When you help during a school event, please sign in with the supervising person so you can receive credit for the time you volunteered. If making a donation, please bring your receipt to the office so you can receive credit.

Periodically, a Record of Hours Worked will be sent home.. If there are any discrepancies, please contact the school office.

VERIFICATION OF COMPLIANCE

A written statement signed by the parent should be returned after the handbook is received each school year. The statement verifies that the parent is aware of the will comply with all regulations as written in the handbook. (see Signature Page at the end of the handbook.)

XIV. SAFETY

The school attempts to provide a safe environment for all students and staff members by abiding by the safety guidelines set by the Diocese of Oakland.

SCHOOL SECURITY

In an effort to keep the school secure, all outside doors and gates are locked during the school day.

VISITORS

A visitor is any person who seeks permission to enter school premises. All visitors must report to the main office where they will be issued a badge to be worn throughout their time on campus. All visitors must have a government issued ID.

SUPERVISION OF STUDENTS

The arrival and dismissal procedures are designed for the safety of your child and all children during arrival and dismissal times. Students must NOT be dropped off before 7:30 am. There is no yard supervision until 7:30am.

Students waiting for a ride after school must wait **in the schoolyard with school personnel**. Supervision is provided in the yard for 15 minutes after dismissal. After that, students are to be escorted to the after school program to be signed into the program.

“No Student Left Behind” Policy for After-School Care of Students

There is schoolyard supervision for 15 minutes after dismissal daily. After that, the yard is locked. Teachers will escort any remaining students to the after school program to be signed into the program.

UBER or LYFT

We may not release a child to Uber or Lyft without written consent from the parent or guardian.

TRAFFIC SAFETY

Please follow the traffic signals and directions given by members of the yard duty personnel. For everyone’s safety, please observe the following guidelines when walking to or from school and when dropping off or picking up students.

When Dropping Off Or Picking Up Your Child By Car

- The regulations of the Oakland Police Department must be observed regarding matters of traffic control and safety.

The elementary school and the high school are to have a one-direction traffic flow in the morning for drop-off and in the afternoon at pick up. Elementary School cars enter from the Foothill Blvd direction and drive west on 34th Ave. toward International Blvd, and the high school parents enter from International Blvd and drive east down 34th Ave. toward Foothill Blvd.

Following Oakland PD safety directive, do not park on the church/parish side of the street and have your student jaywalk across the street. This poses a safety risk to your student and impedes traffic from drop off and pick up at both schools.

At no time may parents double-park on 33rd Avenue or on 34th Avenue for any reason.

- **Do not double park, block driveways, or leave your car unattended.**

Students Who Walk

Use crosswalks, the pedestrian gate on 34th Ave, and follow the directions of the school personnel.

Before School

- Students must enter the school grounds through the pedestrian gate or carline gate on 34th Avenue beginning at 7:30am.
- Students will not be admitted through the main office door on 33rd Avenue until the gates have closed at 8:00 am.
- At no time may parents double-park on 33rd Avenue or on 34th Avenue for any reason. This action creates a safety risk for those in the car and those exiting the car.
- Drive in the westbound lane on the side of 34th Avenue street. This is the lane closest to the school. (No left turns into the school yard will be allowed.)
- Pull your car up to safety school personnel, three in a row - parallel to the school's two-story building. Once you've pulled your car up to the correct location, students should exit cars using the car door closest to the safety school personnel.
- The 34th Avenue gate will be locked by 8:00am. Students and families arriving at school late may enter the school together on 33rd Avenue and the student will receive an Admit to Class Slip in the office.

After School

- All students walking home must leave from the 34th Avenue pedestrian gate.
- Students may not leave campus through the pedestrian gate to walk out to a side street to be picked up. This causes a traffic jam and is unsafe.
- Students may not be picked up on 33rd Avenue at dismissal time.
- All students being picked up will be with their supervised class in the main schoolyard on 34th Avenue.
- Vehicles will drive southwest on 34th Avenue and turn right into the schoolyard. (No left turns into the school yard will be allowed.) Proceed through the yard as directed to pick up students next to the school building.
- Cars load **THREE AT A TIME**. Please pull forward as instructed by the safety patrol. Tell your children to watch for your vehicle so you don't have to stop several times in the loading zone.
- If parents have business in the office or with a teacher, please enter the schoolyard as directed and park in designated areas. All areas will be clearly marked by cones and supervised by school personnel. We ask all drivers to observe the directions given by these officials. If your business is expected to be longer than 15 minutes please park outside the school gates.
- Parental cooperation with safety measures is crucial. Please be patient, attentive, and refrain from using cell phones while driving in the schoolyard.
- All students who have not been picked up by 3:15 pm (12:15 pm on designated minimum days or 2:45pm on Wednesdays) will be escorted and signed into the after school program.

• All students in Extended Care. the St. Elizabeth after school program, are responsible for paying a flat fee of \$5.00 per hour. Extended Care closes at 5:00 PM. **Late pick up incurs late fees:** first 15 minutes = \$15.00; second 15 minutes = \$25.00. And goes up in \$10 increments each 15 minutes. Call the school office (510-532-7392 x141), if you are running late, so the Extended Care staff can prepare accordingly. A call does not eliminate the late fees, but it does show a respectful relationship with our Extended Care staff.

ALCOHOL /SMOKING POLICY

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

SCHOOL CLOSURE

In case of a school closure, **School Messenger** will be used to notify parents and guardians.

XV. STUDENT ACTIVITIES

Student activities are sponsored by the school and the parish to promote Christian leadership, service, responsibility, social skills, and fun. When your child brings home permission slips for participation in these activities, please discuss it seriously so that they will fulfill the commitments (i.e., altar servers).

CATHOLIC YOUTH ORGANIZATION (CYO)

This is a sports program for both girls and boys in grades 3-8. Students may participate in volleyball, basketball, sand volleyball, cross country, and track. A sports registration form is given out to interested students at the beginning of each season.

To qualify for CYO sports, students must maintain a C (2.0) average in core subject areas and an E, or M in most life skills. **All students are expected to be scholar athletes. A student who does not meet these requirements may be put on weekly or biweekly probation to determine eligibility to play.** Parent participation is required. More information will be given during the Parent/Player meeting held at the beginning of every season. **Athletes and their parents, as well as their families and guests, are to behave appropriately and supportively at all times toward the CYO Directors, referees, opposing teams and their supporters, and each other. Failure to observe these rules will result in disqualification from the program. Parents/ Guardians, family members**

who are spectators in the stands are not to “coach” or direct any player. Only the coaches may instruct players.

STUDENT LEADERSHIP

The school's student leadership team will come out of our House system. For the 2025-2026 school year, there will be two 8th graders and two 7th graders representing their house as the leaders and each grade-level will elect or the teacher will appoint two student representatives. The House Leadership Team provides students with opportunities to promote leadership and citizenship, to encourage a high standard of scholarship, to call forth school spirit, to demonstrate the practical application of democracy, and to advance the spiritual and physical welfare of the school and its members in every way. There are academic, attendance and behavioral standards required of any student who wishes to participate in House Leadership as specified in the Student Council Guidelines.

YEARBOOK

A Yearbook Committee works with the faculty yearbook advisor in producing our school yearbook.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is a weeklong celebration exhibiting the many wonderful aspects of Catholic Education and what it means to be a part of a Catholic faith community. Parents receive notification of the different events scheduled during Catholic Schools Week, including “Open House,” when visitors are invited to come see us in action.

SPIRIT DAYS

Spirit Days during the school year to build spirit and unity among the classes.

FIELD DAY

Field Day is a designated day close to the end of the school year when children participate in organized play in cross-aged competition.

HALLOWEEN

Our school celebrates Halloween as a social event.

If you do not wish your child to participate, we will excuse your child from school that day.

Halloween may include a parade, carnival and classroom party.

FIELD TRIPS

For each field trip the following information should be available:

1. Student Permission Slips

2. Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol or smoking at any time)
3. Current copy of **DECLARATION PAGE** of insurance and driver's license;
4. All adult chaperones must be fingerprinted and complete Virtus training.

Field trips are planned for the students at various times throughout the year. These educational experiences enrich students' classroom learning and enable them to broaden their experiential knowledge. Students who fail to submit a written permission form from parent/legal guardian will not be allowed to participate in the excursion. Telephone calls will not be accepted in lieu of signed permission forms.

Students may be denied participation if they fail to meet academic or behavioral requirements. Since field trips are an important part of our curriculum, it is encouraged that all students experience any off-campus educational excursion planned by the teacher, unless this privilege is denied due to behavior and failure to meet academic requirements.

Parents who accompany a class on a field trip may earn service hours. For transportation safety, every parent who assists as a driver must follow these guidelines:

1. Diocesan guidelines require 2 adults in every car transporting students.
2. California law requires drivers and all passengers to use a safety restraint system while riding in a motor vehicle.
3. Children must be secured in a car seat or booster seat **IN THE BACK SEAT OF A VEHICLE** until they are at least 8 years old or 4' 9" or taller.
4. Children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat.
5. For vehicles with airbags, the National Highway Traffic Safety Administration recommends:
 - Children aged twelve and under should ride buckled up in a rear seat.
 - If children twelve years and younger must sit in the front seat, first ensure that they use seat belts and/or child restraints appropriate for their size and weight. Then move their vehicle seat all the way back. The child needs to be sitting with his/her back against the seat back, with as little slack as possible in the belt.
 - Additionally, Vehicle code Section 27360 (a) states that a child may not ride in the front seat of a motor vehicle with an active passenger air bag if the child is: under one year of age, weighs less than 20 pounds, or riding rear-facing in a child passenger restraint system.
6. Drivers must be twenty-five years old or older.
7. Verification of insurance in the amount of \$100,000 per passenger and \$300,000 per accident and current driver's license must be on file with the school before the field trip.
8. No non-students are allowed on field trips (e.g. younger siblings).

9. NO SIDE TRIPS ARE PERMITTED (e.g. stop at McDonalds).
10. All chaperones must have completed the online program www.virtusonline.org, have the certificate of completion on file in the school office, and be fingerprinted through the Diocese of Oakland's Safe Environment Office.

XVI. STUDENT SERVICES

COUNSELING

St. Elizabeth School provides counseling services for our students, as wrap-around care for the whole child. All families are asked to provide consent for counseling services, via consent forms. Teachers or parents may make referrals if deemed necessary for this short-term counseling. Students may also request to be seen by the counselor. However, no child can be/will be seen after the initial visit without a signed counseling consent form. Our counselors will work with the families to find longer, family-centered counseling if necessary or desired. At the discretion of the Principal, the counselor may be called upon to assist as needed/necessary in small groups, in the classroom, or individually in an urgent situation. Our counselors are an important part of our staff at St. Elizabeth School, partnering with teachers to lead SEL (Social Emotional Learning) sessions in the classroom, and middle schoolers benefit from Restorative Practices sessions.

LIBRARY

Our school library is available to students of all grades at teacher-designated times. Please, contact the school if you can regularly volunteer time in the library.

LUNCH PROGRAM (currently suspended)

GOVERNMENT PROGRAMS

St. Elizabeth School participates in special programs financed by the Government that are designated for private schools (e.g. Title I). Through these programs, auxiliary services, equipment, and materials provide supplemental academic support services for those who qualify. To qualify for these funds, we must gather information about the families income and number of members of each family. This information is shared ONLY for the purposes of qualifying our school for funding. Please help us obtain the maximum funding by returning any forms we send you.

MOTHER PIA PROGRAM

St. Elizabeth School provides an on-site Learning Support Team who serves as advocates for students with special needs and also as a support for teachers and parents. The Mother Pia Program is a pre-referral program through which all on-site resources are exhausted prior to referring a student for outside educational assessment or services. This program

may also support the creation of SST (Student Support Team) plans involving parents, teachers, and students to monitor/support student achievement.

XVII. STUDENT RECORDS

Review of Student Education Records

Parents of students currently in attendance at St. Elizabeth School may review the student's education records.

Procedures for Challenging the Content of the Record

Challenges to the content of the record are concerned with the correction of data in the student record not with substantive decisions on the assignment of grades.

Student/Family Records

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

School Directory

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

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

Emergency Disclosure Information

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

XVIII. VOLUNTEERS

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

VOLUNTEER BACKGROUND CHECKS – MEGAN’S LAW SCREENING A Megan’s Law screening must be done for any volunteer who falls under the categories listed below:

1. All volunteers who work at the school site or in school sponsored activities 12 or more hours a month must be screened pursuant to the identification process established under California’s Megan’s Law **and** be fingerprinted through the Diocese of Oakland’s Safe Environment Office. The screening results must be returned to the school by the Department of Justice prior to participation in an event or field trip.
2. In addition, any other volunteer who has contact with or access to children must be screened and fingerprinted. Conviction of any sexual or violent crime will prevent an individual from volunteering in any capacity at St. Elizabeth School.

VOLUNTEER CODE

Before anyone is engaged in volunteer activity, a volunteer must read the “Code of Conduct Involving Interactions with Minors in the Diocese of Oakland” in the Appendix. A volunteer must always, without exception, comply with this Code of Conduct.

All volunteers that have any access to or contact with children, at school or away from school at any school-sponsored activity, must be fingerprinted through the Diocese of Oakland’s Safe Environment Office. Fingerprints will be run through the Department of Justice database prior to any volunteering activity. Conviction of any sexual or violent crime will prevent an individual from volunteering in any capacity.

HEALTH SCREENING

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

XIX. Appendices

A. CODE OF CONDUCT INVOLVING INTERACTIONS WITH MINORS IN THE DIOCESE OF OAKLAND

PREAMBLE

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

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

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

RESPONSIBILITY FOR COMPLIANCE

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

EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS MINORS ARE NOT INDEPENDENT INDIVIDUALS: Any and all involvement with minors is to be approached from the premise that minors should always be viewed – whether in a social or ministerial

situation – as restricted individuals, that is, they are not independent.

Minors are subject to specific civil laws in the State of California, which prohibits certain activities. They are not adults and are not permitted to make unfettered decisions.

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

ADULTS ARE NEVER TO BE ALONE WITH CHILDREN: Adults (minimum 18 years of age) should avoid situations that place them in a position to be alone with a minor in the rectory, parish residence, school, or in a closed room other than a confessional.

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

SACRAMENT OF PENANCE/RECONCILIATION: The Sacrament of Penance/Reconciliation is normally to be celebrated in a place identified for that purpose, e.g. reconciliation chapel, confessional, or other areas with visibility: The location should be acceptable to the confessor and confessee.

RECTORY RESTRICTIONS: An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters. Minors age 16 and over are permitted to work in the professional area of the rectory, when there are two adults over 18 years of age present.

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

SUPERVISION AT SPORTS EVENTS AND GAMES: At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engages in organized games or sports activities. At the High School level (nine-twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 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: At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

While on youth trips the adults as well as the minors may not use alcohol or controlled substances and anyone under the influence of these substances may not participate in the event. One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors. Any overnight trip for children or youth must include supervision around the clock. If adults are not rooming with the youth, there **MUST** be an adult (over the age of 18) on duty, in the hallways or outside of cabins at all times when youth/children are present in the rooms/cabins. This can be accomplished with live scanned and cleared volunteers, employees of the Diocese, or someone who is hired specifically for security.

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

AGE-APPROPRIATE MEDIA: Audiovisuals, music lyrics, and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an “R” rated movie or movies that have been rated with an even stronger designation. The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.

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

SOCIAL MEDIA: The Diocese of Oakland prohibits any irresponsible use of technology

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

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

EXPECTED BEHAVIORS IN PASTORAL COUNSELING OF MINORS SETTING: Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters.

Offices or classrooms used for pastoral counseling of a minor must have a window in the door, or the door is to be left open during the counseling session.

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

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

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

ENFORCEMENT / REPORTING

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

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

cooperate fully with public authorities investigating such allegations.

IMPLEMENTATION

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

B. Diocese of Oakland Technology Responsible Use Policy Students and Parents

Introduction

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

- Treat others with respect and compassion in all interactions, including online communication
- Care for school devices and systems, and not vandalize or intentionally damage them in any way. Respect others' privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission.
- Use school technology resources for educational purposes only.
- Use personal technology only as directed by staff while at school.

Students are expected to abide by this code of conduct 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

Parents are also 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. 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, 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.

Technology Responsible Use Agreement

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

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

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

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

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

4. I will use school technology resources for educational purposes only. I will stay on task during classroom activities using technology. I will not use school devices, software, or systems (like wifi) for non-school purposes like chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet

that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

5. I will use personal technology only as directed by staff while at school. I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal technology is still governed by this Technology Responsible Use Policy and/or the school's BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the restriction or loss of technology privileges, disciplinary action, and may face legal prosecution.

Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school.

Student Signature: _____ Date: _____

Printed Student Name:

By signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above:

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name:

At the top of the 25-26 school year, copies of this form were sent home for the signatures of parents/caregivers and students.

We, the _____, (print family name) as a family of St. Elizabeth School have read the material in the St. Elizabeth School handbook and agree to follow and uphold the school policies and procedure.

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature

Date

Parent's/Guardian's Signature

Date

NOTE: There is an online option, via [Google Form](#), to submit the Student and Parent Signatures.