

ST. EDWARD SCHOOL

PARENT AND STUDENT

HANDBOOK

2025-2026



5788 Thornton Avenue, Bldg. D
Newark, California 94560
Phone 510-793-7242 FAX 510-793-3189
Kids Club (Extended Care) 510-793-5663
www.stedcs.org

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SIGNATURE PAGE is a Google form and the link is listed separately on the website

PLEASE COMPLETE THIS [GOOGLE FORM](#) AND SUBMIT IT
by Wednesday, September 3, 2025

***Families will receive one parent point for submitting the form prior to this date
and for correctly answering three questions.*

DIRECTORY

ST. EDWARD SCHOOL
5788 Thornton Avenue, Bldg. D
Newark, California 94560
510-793-7242 FAX 510-793-3189

Pastor
Parochial Vicar
Principal
Directors of Religious Education

SCHOOL STAFF

Transitional Kindergarten
Kindergarten
First Grade
Second Grade/Leadership Team Member
Third Grade
Fourth Grade/Leadership Team Member
Fifth Grade
Sixth Grade
Seventh Grade
Eighth Grade/Leadership Team Member
Jr. High ELA & Art Teacher
Learning Support Coordinator
Physical Education
TK-8 Spanish and Instructional Assistant
Technology Support
Music
Extended Care Director
School Counselor
School Secretary
Office Assistant
School Bookkeeper
Development Director
Instructional Assistant
Instructional Assistant
Instructional Assistant
Instructional Assistant
Extended Care Staff
Extended Care Staff
Extended Care Staff
Extended Care Staff
Extended Care Staff
Extended Care Staff

ST. EDWARD RECTORY
5788 Thornton Avenue, Bldg. A
Newark, California 94560
510-797-0241

Reverend Mark Amaral, Pastor
Reverend Rafal Duda
Mrs. Tina Cruz
Mirian Lopez, Faith Formation Coordinator
Colleen Smith, Confirmation & Youth Ministry

Ms. Gemma Garcia
Mrs. Fides Lozano
Mrs. Maggie Leung
Mrs. Lourdes Grace Esteves
Mrs. Judy Nye
Mr. James McGee
Ms. Mikayla Oteyza
Dr. George Lucero
Mrs. Twinkle Patnaik
Mrs. Yvette Cardenas
Ms. Kelsey Berryman
Mrs. Christina Govea
Mr. Michael Todd
Mrs. Johanne Garcia
MicroTech Resources
Mrs. Laurin Toegemann
Mrs. Jean Fay
Mrs. Victoria Petty
Mrs. Angel Cogal
Ms. Catelyn Lyon
Ms. Shirlee Crockett
Mrs. Emelyn Magpoc
Mrs. Alyssa Barrios
Mr. Sammie Minioza
Mrs. Liana Morales
Miss Emilie Martinez
Miss Tatiana Sagapolu
Miss Claire Cardenas
Mr. Joey Magpoc
Miss Itzel Mendoza
Miss Klein Ochinang
Miss Ally Rodriguez
Miss Cailey Winder

You may email most faculty or staff. Use the email links found in the Staff Directory under the "About Us" tab and on the "Teachers Pages" tab on our website www.stedcs.org.

SCHEDULES

| SCHOOL HOURS & BELL SCHEDULE | |
|------------------------------|--|
| 7:40 am | Yard duty supervision begins |
| 7:58 am | First bell - Students assemble in back area |
| 8:00 am | Second bell - Morning Assembly begins with prayer, flag salute and announcements Students are considered TARDY if not in line with their class by this bell |
| 10:30 am | Morning recess bell – Grades TK-8 |
| 10:45 am | End of Recess bell for all students |
| 12:30 pm | Lunch bell – All Grades except TK and Kindergarten who may eat earlier |
| 1:10 pm | Afternoon bell – End of lunch for all students |
| 2:15 or 12:30 pm | Minimum Day Dismissal for Faculty/Staff Meetings usually on Wednesdays - Check school calendar |
| 3:00 pm | Dismissal bell for all grades (TK-8) |

Teachers are available at school from 7:30am until 3:30pm, BY APPOINTMENT ONLY. If parents need to contact teachers, please plan to do so either before or after regular instruction hours. Parents may leave a message for teachers on the school voice mail system or by sending the teacher an email. Please sign in at the school office before visiting the classroom for your appointment.

ARRIVAL/DEPARTURE TIME OF STUDENTS

Yard Supervision begins at 7:40am. Students dropped off prior to 7:40am will automatically be checked into the Extended Care Program (Kids Club) and charged accordingly. This is a liability requirement. Students MUST remain in their cars until the 7:40am bell or otherwise the student must be checked in to Kids Club. Students who are not picked up by 3:20pm in the afternoon will be automatically checked into the Extended Care Program (Kids Club) and charged accordingly. On Minimum Days/Faculty Meeting Days (2:15pm or 12:30pm dismissal times) students not picked up by 2:35pm or 12:50pm will be checked into Extended Care and charged accordingly.

PLEASE NOTE:

Students are not allowed in or out the front office door, unless accompanied by parent/guardian, with 2 exceptions:

- A student is tardy or coming back to school from an appointment. Students must obtain a slip from the office before going to class;
- A student is leaving early. After the parent signs out their child, the student will be called to the office and they may leave out the front door. The office will not call for students until parent/guardian arrives in the office.

OFFICE HOURS

The Main Office is open from 7:40am to 3:30pm Tuesday, Thursday, and Friday. On Mondays, it is open from 8:00am to 3:30pm to allow for the weekly Monday morning prayer for the faculty and staff. On Wednesdays, and any early dismissal day, the office closes thirty minutes after school dismissal.

To contact the following:

School Secretary - During school hours call the main school line, extension 10

Bookkeeper - Work hours are 6:30am to 1:30pm, extension 13

School Counselor - Available Wed & Thurs during school hours

Development Office - Work hours are 8:00am to 3:00pm, Mon - Thurs, extension 14

Principal - During school hours call the main school line

SCHOOL MISSION / PHILOSOPHY / STUDENT LEARNING EXPECTATIONS

SCHOOL MISSION

We empower students to achieve academic excellence, deepen their faith, and develop a commitment to service.

SCHOOL PHILOSOPHY

In partnership with parents, the faculty and staff, provide an integrated curriculum permeated by the teachings of Jesus Christ. As a Christ-centered community rooted in the Dominican tradition and charism, we engage students in varied learning experiences to discover within themselves a love of learning, the importance of outreach, and a desire to grow closer to God. Through their spiritual, moral, academic, and physical development, we teach the whole child, preparing our students to meet the challenges of the future.

STUDENT LEARNING EXPECTATIONS

A St. Edward student who embraces prayer

- ☐ Develops a personal relationship with God that impacts life choices.
- ☐ Integrates into daily life the teachings, traditions, and prayers of the Catholic Church.
- ☐ Develops a contemplative spirit and self-reflection.
- ☐ Knows and appreciates the charism, traditions, and prayers of the Dominican order.

A St. Edward Student dedicated to study

- ☐ Listens and articulates ideas cooperatively.
- ☐ Demonstrates curiosity, creativity and critical thinking.
- ☐ Commits to learning and perseveres in solving problems.
- ☐ Uses technology responsibly.

A St. Edward student who nurtures community

- ☐ Welcomes growth and is open to change.
- ☐ Resolves conflicts peacefully by showing empathy, compassion, and solidarity.
- ☐ Understands community as local and global.

A St. Edward student who preaches in the Dominican tradition

- ☐ Fosters friendships and cares for all.
- ☐ Proclaims the Gospel values through daily actions.
- ☐ Practices the Catholic Social Teachings.
- ☐ Shares gifts, talents, and knowledge with local and global communities in a spirit of service.

Student Learning Expectations (TK - 4)

A St. Edward student who embraces prayer

- ☐ Grows in friendship with God.
- ☐ Understands and practices the teachings, traditions, and prayers of the Catholic Church.
- ☐ Becomes thoughtful and reflective
- ☐ Learns the charism, traditions, and prayers of the Dominican order.

A St. Edward Student dedicated to study

- ☐ Listens and shares ideas cooperatively.
- ☐ Demonstrates curiosity, creativity and critical thinking
- ☐ Explores and finds different ways to solve problems.
- ☐ Uses technology responsibly.

A St. Edward student who nurtures community

- ☐ Values friendships and cares for all.
- ☐ Respects and appreciates differences.
- ☐ Welcomes growth and is open to change.
- ☐ Solves problems peacefully
- ☐ Understands community as local and global.

A St. Edward student who preaches in the Dominican tradition

- ☐ Lives the Gospel values daily.
- ☐ Practices the Catholic Social Teachings.
- ☐ Shares gifts, talents, and knowledge with the community through service.

Accreditation

The schools in the Diocese of Oakland participate in the Western Catholic Education Association (WCEA) Process. The purpose of this process is to encourage growth in excellence and to assure the school and its publics of an appropriate level of success in meeting criteria needed for a sound educational institution. In 2025, St. Edward School received a certificate of full accreditation for a term of six years. St. Edward School will again be visited in 2032.

Spiritual Exercises

All of our Catholic students are expected to attend Sunday Mass weekly. Parents are strongly encouraged to participate as a family in receiving the Sacraments of Eucharist and Reconciliation frequently. It is also assumed that families of other denominations will take an active part in the worship services of their churches.

Students attend Mass with their class/faith family on a regular basis. During Advent and Lent, students in grades 3-8 have the opportunity to receive the sacrament of Reconciliation. For certain religious occasions during the year, paraliturgies and/or prayer services are conducted by the students for the whole school as well as in the classroom. These are listed on the school calendar found on our website and in the Spartan Weekly.

When students enter St. Edward School, they become members of a "Faith Family" made up of students from each grade level. The eighth graders serve as leaders, planning and facilitating monthly gatherings. The purpose of the Faith Families is for students to bond with members of other grades and to promote a sense of community.

Faith Families are assigned a team color and a Dominican Saint name. Each student will receive a T-shirt in their family color which is to be worn over their uniform on Faith Family activity days. These days are listed in the calendar and in the Spartan Weekly.

The Sacraments of Reconciliation and Holy Eucharist are received for the first time by students in Grade 2 in the spring. Parents of 2nd grade students attend mandatory faith formation meetings led by the pastor to assist them in helping their children come to understand and appreciate these sacraments. A special retreat day is planned for students before their First Eucharist Day. Parents are expected to attend this day with their child.

Students in all grades are required to actively participate in the Student Outreach Program. Classroom teachers will discuss the program and distribute the information at Back to School Night each year. Participation must be completed each trimester and if not completed, will result in the Religion grade being lowered that trimester. Please see the school website to find out more information about the program and to download forms.

ADMISSION POLICIES

Policy on Non Discrimination

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

Policy on Immigration Reform and Control Act - Diocesan Policy

St. Edward School will hire only individuals who are U.S. citizens or persons authorized to work in the United States.

ADMISSIONS PROCEDURES

1. An application form, available online, is completed for each student. A current report card is needed for applicants to grades 1-8. A \$35.00 application fee is required for each child.
2. An interview with parents and child is conducted by the school principal or another school representative who reviews the application form.
3. Kindergarten Readiness Screening is given beginning in February to all students applying for Kindergarten. Students are tested for other grades also and those meeting all the requirements will be offered enrollment if/when there are spaces available.
4. The criteria for entering St. Edward School are as follows:
 - a. Transitional Kindergarten students must be 4 years old and fully potty trained by September 1 to enter at the beginning of the school year for which they apply. For example, to begin August, 2024, a student must turn 4 years old by Sept. 1, 2024.
 - b. Kindergarten students must be five years old by September 1 of the school year for which they apply. (For August 2024, by September 1, 2024)
 - c. Testing and/or report cards indicate a readiness for school and give evidence that the child will succeed here. Conduct and effort grades must be satisfactory.
 - d. Siblings are already in the school. (Number of siblings, length of time in school, parental support and involvement are given consideration).
 - e. Family is registered and is active in Saint Edward Parish.
 - f. Family is registered and is active in a local Catholic parish that does not have a school..
 - g. Non-registered or non-participating Catholic family.
 - h. Non-Catholic family.
 - i. Date application is received.
5. Letter of acceptance or non-acceptance will be emailed to individual families when decisions are made.

ATTENDANCE POLICIES

1. Student Absences and Expectations:

Students are expected to attend school daily. If students are ill or coming down with an illness/virus, it is important that they stay home for 24 hours after any fever, vomiting or diarrhea has ended.

If a student will be absent from school, parents are expected to notify the school office by phone or email on each day of absence. The school office should be contacted before 9:00 am Requests for homework must be made directly to the child's teacher by email at this time as well. Messages may be left on the office voice mail or an email sent to the school secretary and the teacher. When the student returns to school, a note signed by the parent must be sent to the homeroom teacher. (Notice: The note must be sent in addition to the daily phone call, per state law.) The school accepts no liability for a student's absence unless the parent/legal guardian has contacted the school to inform the office that the student will not be in attendance that day.

Students who are absent will be held accountable for work and assessments missed. Students who are truant are liable to suspension. Students who are absent during a school day, may not participate in afterschool activities or school sponsored events, such as CYO sports, Christmas Program, Spring Concert, movie nights, bingo, etc.

2. Tardiness

The first bell rings at 7:58 am Students who are not in line with their class by 8:00 am are considered tardy. A notation will be recorded by the teacher or Parking Lot Supervisor and reported to the school office. Students who arrive late will remain on the lawn and can join their classes at the end of assembly. If the Parking Lot Supervisor is no longer out front, students will need a tardy slip from the school office to be admitted to class. Punctuality is a habit all students should acquire, a responsibility shared by families. Tardiness interrupts the educational process of the individual student and the entire class. Plan ahead and be at school at least 10 minutes before the first bell. Habitual tardiness leads to conferencing with parents in order to change this pattern of behavior. Excessive tardiness is defined as being tardy 5 times per trimester, or a total of 15 times per school year. Excessive tardiness can be a reason for students to miss out on school events or be refused readmission to school.

3. Truancy

If a student is absent without a phone call or email to the school secretary or teacher, or if the school has reason to suspect the validity of the excuse, the principal shall investigate the situation and apply appropriate remedies. If all efforts to persuade the child to return to school are fruitless, the case shall be referred to the appropriate official of the public school district.

4. Excessive Time Missed

Excessive absences and chronic tardiness seriously disrupt the learning process. "Excessive absence" is when a student is absent from school for ten (10) days per trimester or a total of thirty (30) days per school year. When a child arrives after recess he/she is considered to be a half-day absent. When school records indicate a pattern of poor attendance or tardiness, the parent(s) will be informed. If no improvement is made, the parent will be required to come to school for a conference to discuss the problem where solutions will be presented. Said solutions will not be limited to after school make-up and/or summer school.

Long absences for travel are discouraged since it is difficult for students to make up missed classroom instruction. Teachers are not responsible for a student's academic losses during these times. Excessive absences may affect student grades. Teachers are not expected to send advanced school work or provide assessments early with the student when going on vacation during school days. Teachers may make general suggestions of ways parents can work with children during an absence. Make-up work and tests will be given upon the student's return and is expected to be completed.

5. Student Illness

Communicable diseases must be reported to the school, e.g. chicken pox, pinkeye, head lice, strep throat, covid,

etc. This is necessary to help stem the infection and protect all children and staff members in the school. If your child is not well prior to the beginning of the school day, you are asked to keep the child home. A child should not be sent to school with a fever or if he/she experienced nausea or diarrhea during the night or early morning. A student who has had a fever or nausea or diarrhea may not return to school until 24 hours after the child is fever free without the use of medication and there are no further stomach issues.

If a student is ill for more than 3 days, a doctor's note may be required. Students who are ill for a certain period of time and provide a doctor's note, will have the same amount of time when they return to complete school work missed. For example, if a student is sick for three days, they will be given three extra days to complete the work or make up assessments.

6. Student Appointments

Please make dental and medical appointments for children outside of school hours. If such appointments are necessary during school time, a note from home is to be sent to the teacher and school office requesting that the student leave school for the appointment. The student must be signed out at the office by parent, legal guardian or other designee explicitly authorized in writing by the parent(s)/legal guardian(s) before being released. No child will be released for a medical or dental appointment for any reason unless accompanied by a parent, legal guardian, or other designee who is designated on student emergency form. When the student returns to school, a note from the doctor or dentist should be presented. An absence for medical appointments can be listed as an excused absence only when a note from the doctor's/ dentist's office is received in the school office.

7. Withdrawal Procedures

In the event that the parent(s) decides to withdraw a child from the school, the parent(s) must send a written notification to the school prior to withdrawal. Be aware the school needs time to prepare the necessary paperwork and the teacher(s) an opportunity to bring closure to the child's school experiences. Refer to your Tuition Contract regarding tuition and fees. It is also requested that a parent complete an exit interview to help the school understand any reasons for the withdrawal.

FINANCE

Registration Fee is non-refundable. A registration fee reserves a place for a student for the following year and allows for an accounting of space for other applicants into various grades. The Registration fee also covers the costs of various assessments placed on the school on a per pupil basis by the diocese or some vendors. Some, though not all of these include the Diocesan School Department Assessment, Diocesan Student Accident Insurance, health fees, annual STAR testing, CTN fees, Dominican Affiliate Schools Assessment, earthquake supply replenishment, books and school supplies, classroom celebrations, Faith Family T-Shirts, school technology fee, PowerSchool, and family PTG membership dues.

Some grades may have additional fees. These include:

- 2nd grade with a \$80 fee for First Communion
- 3rd grade with \$40 Chromebook fee
- 8th grade with a \$140 for graduation
- New Families a \$100 New Family Set-up Fee

Tuition may be paid in advance or paid in ten equal installments from July through April. Tuition paid in full before the first day of school will receive a \$100 discount. An email from FACTS Tuition Mgmt. will be sent five days in advance as a reminder of withdrawal of funds (EFT) on the 5th or 20th of each month. Parents will be notified by email if the payment attempt fails. The parent should contact the Principal if financial difficulty occurs. A reattempt will automatically take place in two weeks including a FACTS charged \$30.00 late fee.

Guidelines For Tuition Payment

Payment is due either the 5th or 20th of each month from July through April. The registration fee is due on the

assigned date in March. Each family will have an account set up with FACTS Tuition Mgmt. for an electronic transfer of funds each month. A family's obligation also includes participation in PTG meetings, fundraisers (unless the higher tuition rate is chosen), the parent service program, and other school activities. Please refer to the tuition contract for additional information.

Tuition Assistance

It is our goal to offer Catholic education to all students who wish to attend St. Edward School and who are eligible. Realizing at times families may be in need of assistance, a tuition assistance program was established. In order to facilitate such assistance, we require that the principal be contacted by families and a meeting be scheduled as soon as the need becomes apparent in order to develop a tuition plan. In the case of financial difficulty when parents contact the principal, the school administration will consider each family according to its situation (family size, present hardships, overall cooperation). When applying for financial aid, parents must complete the FACTS Grant Aid Application online through your SchoolAdmin account. Your Federal Tax Form 1040 is required with this application.

Delinquent Tuition

If the regular monthly payment cannot be made, it is the responsibility of the parent to contact the principal to explain and arrange for a mutually agreed upon payment plan. If no payments have been made for two months, the student will not be able to attend classes until an arrangement or agreed upon payment plan has been made. If an electronic fund withdrawal cannot be made, a reattempt is made in 15 days and a \$30.00 fee is charged as a late fee by FACTS. If you foresee a need to extend a monthly payment by a few days or a week, please contact the school bookkeeper at least two days in advance of the due date. Delinquency in tuition has an effect on the financial stability of the entire school program and payment is a contractual obligation of parents.

Year End Financial Deadlines

1. Eighth Grade parents must fulfill their financial obligations if a student is to participate in end of the year activities and graduation. Graduation gowns will not be distributed until financial obligations are fulfilled. In other grades, final report cards cannot be issued until all financial obligations are fulfilled.
2. Report cards and diplomas of students may be held whose financial commitment is in arrears.

At the advice of the Finance Committee and School Advisory Board, these guidelines will be strictly enforced. Please read them carefully and follow them responsibly.

Annual Giving Program

St. Edward School Development Program is built on the belief that stronger ties with our community will further enhance our school program, and therefore enrich our students. One avenue available to invite stronger relationships of participation and support into St. Edward School is through our Annual Giving Program. More information can be obtained from the school's Development Department. It is expected that tuition obligations are first satisfied each month before contributions to the Annual Giving Program are made.

Schools Events' Money Collections

Monies collected for any classroom activity, parent sponsored fundraising or school event must be given to school office personnel immediately upon collection for safe-keeping. All monies collected at school are to remain in the safe-keeping of school personnel until deposited to their appropriate accounts. Monies collected from any parent sponsored fundraising event must be counted and tallied in dual custody in the presence of school personnel on school grounds. Funds may not be collected from students or families for any reason without prior approval of the principal.

EXTENDED CARE PROGRAM (KIDS CLUB)

KIDS CLUB, our Extended Care Program, is open on all days that school is in session with the exception of the first

day of school. Only morning care will be available on the last day of school before the Christmas break and the last day of school in June. Morning care will be from 6:45am-8am and after school care begins at dismissal and ends at 6pm daily. Participants must have on file an emergency form, authorization form, a signed parent agreement, and a movie release form.

Payment Plans

Parents have the option of registering in the program and have a choice of three payment plans. For those who choose not to register, a higher hourly rate is charged and is based on one-hour increments. Registration fees are \$80 with \$30 for each additional child in the family. The Registration fee is non-refundable.

All children need to be signed out both on the computer and on the written log verifying the time the child(ren) were picked up. If this is not done, the charge for the day will be until 6pm.

For families with two or more children on any rate plan, a 10% discount is calculated on the oldest additional child(ren).

Registered Prepay A

Prepay A participants are charged a set monthly fee based on choosing hourly weekly care in advance. Payments are over a 9- month period. Refunds will not be given if care is not used; likewise, if additional minimum days are added during the year, there will not be an additional cost. If hours are used in excess of the plan, participants will be charged the "Registered Drop-In" rate.

Registered Prepay B

Prepay B participants are charged a set monthly fee based on choosing daily care in advance. (Charges are \$8.25 per hour except where stated.) Payments are over a 9-month period. Refunds will not be given if care is not used; likewise, if additional minimum days are added during the year, there will not be an additional cost. If hours are used in excess of the plan, participants will be charged the "Registered Drop-In" rate.

Registered Drop In

Drop In participants are charged on actual hourly use based on the computer billing system. This plan is for those who do not use the program on a consistent weekly basis or are using additional hours outside of the Prepay Plans. Charges are \$10.25 per hour and are based on ½ hour increments.

Non Registered Drop In

The Registration fee is not charged, but participants pay a higher hourly rate. The rate is calculated on the computer billing system, at \$17.50 per hour per child, and is based on one-hour increments.

KIDS CLUB ends at 6pm daily. Any child left after this time will be charged \$1.00 per minute. The billing goes out electronically between the 1st and 5th of the following month and will be due immediately. If payment is not received by the 15th, a late fee of \$25 will be added to the bill. If not paid by the 20th, the child may be dropped from the program. Returned checks are subject to a \$35.00 fee. For more information, please consult the KIDS CLUB Handbook on our website.

Implied Consent

Implied consent means a child will automatically be placed in Extended Care when a parent drops off a child prior to 7:40am or is 20 min. late in picking up the child after school dismissal time (3:00pm). This is for the protection of your child since there is no faculty supervision prior to 7:40 am or 20 minutes after dismissal. Parents will be charged the appropriate rate. (See Kid's Club section for these rates.)

Arrival/Dismissal

Students may not be dropped off prior to 7:40am and must be picked up by 3:20pm. If children are on school grounds before 7:40 or after 3:20 minutes past dismissal, they will automatically be checked into the Extended Care Program and the appropriate fee will be charged. This policy is to ensure the safety of your children. Please do not tell them to disobey the policy by waiting across the street, or in the church, etc. Any child participating in

an after school activity on campus (student council, campus ministry, choir, music, study hall, journalism, yearbook, tutoring, sports, etc.) has a 15 minute grace period to be picked up before being charged the hourly rate in Kids Club. Students are only allowed to leave without an adult if the parent has filed with the school office a signed "Permission to Walk Home" diocesan form. (copy on our website)

ACADEMIC POLICIES

Curriculum consists of instruction in religion, language arts, mathematics, social studies, science, fine arts, music, Spanish and physical education. The curriculum guides and time allotment guidelines of the Diocese of Oakland are followed.

Report Cards

Report cards are issued for all students at the end of each trimester November, March, June. Important instruction and review take place during the last week of a trimester, and final tests may be administered as late as the last day. Student attendance is required. Tests will not be administered at earlier dates to accommodate family schedules. In junior high, "0" will be added to PowerSchool if a student is not present to take an exam. The following grading scale is used:

Standards-Based Report Card—Grades K-5

The report card will seek to provide meaningful feedback so both students and parents can track progress toward mastery of key academic concepts, as well as reflect upon strengths and weaknesses. In a standards-based approach, parents and students will see consistent grading practices throughout each school—and throughout the diocese. Teachers will grade based on what each student has learned and how that student meets the standards.

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

Grades 6 – 8 for Academics

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

Grades

A Student consistently produces outstanding quality, exceeding expectations in assignments/projects.

B Student consistently produces above average quality in assignments/projects.

C Student produces grade level appropriate work in assignments/projects.

D Student produces below grade level work in quality of assignments/projects.

F Student produces far below grade level work in quality of assignments/projects.

Missing and Incomplete Assignments: When assignments are not submitted, "0" will be added to PowerSchool. Students may receive a notice from their teacher when they fail to complete or turn in their work on time. At times, students may be asked to complete missing assignments during recess or lunch. Late work will be accepted. For each day late, 10% credit will be deducted, up to 50%.

Important instruction and review takes place during the last week of a trimester, and final tests may be administered as late as the last day. Student attendance is required. Tests will not be administered at earlier dates to accommodate family schedules. A "0" will be added to PowerSchool if a student is not present to take an exam.

Parents are asked to sign the envelope and return it to the school. Parents keep the report card and envelope contents. Parents can make copies of these report cards as necessary. There will be a \$1.00 charge per page for records that have been issued or previously distributed such as Report Cards and STAR test results, etc.

Promotion and Graduation

Students who have completed course work in a satisfactory manner and who display appropriate maturity are promoted to the next grade. Students who receive final grades of D+ or below may be required to attend summer school or complete summer school work as assigned by the teacher as a condition of promotion and/or continuing at St. Edward School. Students, particularly in eighth grade, may be counseled to transfer from St. Edward School if they are in danger of not graduating.

No student will receive a diploma from St. Edward School if the student earns a failing grade for the year in any subject.

Retention

When there is evidence of lack in basic skills and/or a lack in the maturity required to successfully complete the requirements of the next level, retention may be recommended if it could benefit the student. When this is a possibility, teachers will notify parents in writing by May 1. The final decision is made by the principal following consultation with the teacher.

Progress Reports

In the middle of each grading period, TK through grade 5 students receive a printed Progress Report. Parents with students in Grades 6 through 8 will be asked to check progress online at PowerSchool. Dates will be given on the monthly calendar. These reports alert parents to student performance prior to report cards. Parents should review them carefully. If problems are evident, parents are advised to contact the teacher to plan for remediation. Parents keep the copy of the progress report sent home. Parents are asked to sign the envelope and return it to the school. Failure to return the envelope will result in a \$1.00 replacement fee.

Parent Teacher Student Conference

One conference per year is scheduled for each child. Parents are expected to attend this conference. The conference will be held in the middle of the first trimester, when the first Progress Report is issued. This early date will help the teacher and parent establish a cooperative partnership at the beginning of the year to promote student success. Conferences are scheduled online. In grades 3-8, student attendance is mandatory. If the student is not present, the conference must be rescheduled. Additional conferences may be requested by parents or teachers at other times during the school year. Parents are encouraged to make an appointment for a conference with the teacher during the school year when there is a need for more information or the parent has a concern. These appointments are usually arranged by contacting the teacher through the school office or by email.

Academic Support Plan

Occasionally, a student has difficulty with academic progress. In order to provide support, direction and accountability for learning, it may be best to require a Student Success Team conference with the student, parents, teachers and Learning Support Coordinator to involve them in developing a Student Support Plan. This plan will outline aspects of support necessary for progress as well as the need for parent involvement at home. A mutually agreed upon plan is developed which typically requires daily or weekly accountability with teacher and parent signatures verifying work was accomplished with quality and attention. If sustained improvement does not occur, an additional conference will be required to address what further will support students and parents in movement toward academic progress and growth. If no progress is evident within a timeline, a conference will be held to determine if placement in this school is the best learning environment for the student. At this conference, parents, teachers, special needs coordinator and principal will be present and involved in the discussion. If no further improvement occurs within a determined timeline, a student may be asked to leave the school with the possibility of reapplying in the future. The Principal makes the final decision regarding continuance in the school. Effort will be made to assist the parent in finding a school that will support the students' continued growth and development. Parents are advised to notify the teacher when a tutor is working with their child to ensure the greatest consistency in learning.

Homework

Homework is of special importance because it is given to reinforce lessons taught in class. This work can give the parents/guardians an opportunity to follow the child's progress in school. Written work is not the only type of homework. Students may also spend time reading, studying, and working on projects. Whatever work is assigned, emphasis should be placed on effort, completeness, accuracy, and neatness. Periodically children will need help. Parents should try to assist their child without doing the assignment for them. If for a particular reason a child cannot complete homework, a note signed by a parent/guardian should be given to the teacher the next morning. The student may be permitted to make up the work. If regular difficulties should arise regarding homework, please consult the teacher for directives or clarification. Students are encouraged to complete their homework within the general time limits stated. If students cannot complete homework within these time limits, parents are advised to contact the teacher for a meeting to discuss the situation and remedies which may be needed.

Homework is not given on weekends for students in grades TK-5; however, in grades 6-8, it may be assigned. Students in all grades may choose to spend time during weekends working on long term projects. Tests may be given on Mondays in grades 3-8.

In grades 3 -8, teachers will post homework on the St. Edward School website. Individual teachers may have other ways of communicating to parents and students in addition to the school website. This information will be provided to parents at Back to School Night. Students in grades 2 through 8 are still required to write their homework in their planner daily. Parents are required to check the planner each day in grades 2-4, and note if student work is being completed. If students do not turn in homework, an infraction form will be sent home for parent signature. If the problem persists, parents may be asked to sign the planners each night. This practice may continue should the teacher determine it is necessary for the students.

Students in Transitional Kindergarten through 2nd grade receive a weekly parent newsletter, which may include the homework for the week and information about events happening in the school or their classroom.

Homework should fall approximately within these general time limits :

| | | | |
|-----------------|------------|--------------------------|-------------|
| TK/Kindergarten | 15 Minutes | Third and Fourth Grade | 60 Minutes |
| First Grade | 30 Minutes | Fifth and Sixth Grade | 90 Minutes |
| Second Grade | 45 Minutes | Seventh and Eighth Grade | 120 Minutes |

Students are encouraged to complete their homework within the general time limits stated. If students cannot complete homework within these time limits, parents are advised to contact the teacher for a meeting to discuss the situation and remedies which may be needed.

PowerSchool

PowerSchool is the school's tool for maintaining a student information system (SIS) and the teacher's grade book. PowerSchool is a web-based student information system program. It will allow parents (Grades 4 -8) to access class and grade information over the web. Because PowerSchool is platform independent, it can be accessed from any Windows or Mac computer with a web browser and it supports both Windows and Mac server platforms. Once online, parents will be able to see current grades for their students. Grades are normally posted within 2 weeks (10 working days). This will allow parents to monitor progress at any time, thus eliminating the need for formal trimester progress reports. Each family with a 4th grade student or above, will be provided a first time user ID and password in a letter, to log-on and view grades, assignments, and progress. You may change your ID and password and it will be used throughout your student's years at St. Edward School.

P.E. Regulations and Grades

Physical Education is a regular class in the school curriculum which fosters growth in physical fitness and promotes overall physical and mental well-being. Participation is expected by every student. Please be aware of the following

1. Excuses from participating in P.E. on any given day must be written and signed by the parent and presented to the P.E. teacher. Phone calls will not be accepted as valid excuses. If the excuse is ongoing, a doctor's note is necessary.
2. Students in all grades are expected to be appropriately dressed for P.E. to facilitate ease of movement and student safety. For TK-4, this means wearing the required athletic shoes; for grades 5-8, the P.E. uniform. Any student not in P.E. uniform without a proper and valid excuse will receive an infraction and will lose points that will affect the final grade. On P.E. day, Grades 5-8 will change into P.E. clothes prior to class.
3. On Formal Dress or Free Dress days, students are still required to be appropriately dressed for P.E.
4. Parents will not be contacted for forgotten uniform items nor should students contact their parents (by email) for forgotten uniform items.

Technology

St. Edward School offers protected internet access to students. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. It is expected that all electronic communications to or from St. Edward School shall reflect the Christian principles upon which the school is founded, in support of its educational goals. Availability of the internet to students at St. Edward School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are listed in detail in the Diocese of Oakland Technology Responsible Use Policy Students and Parents which are provided to parents for their signature at registration and are posted on the school website. Office staff will oversee student signature of appropriate papers which must be signed and returned to school each year before students are given computer privileges. Parents are expected to monitor student internet activity at home.

Learning Support

A Learning Support Coordinator is on staff to enrich the instructional program the school is able to provide. The Learning Support Coordinator provides enriched support through direct assistance to students during the school day and provides support to teachers, administration, and parents in obtaining necessary diagnosis for students' needs. The Learning Support Coordinator is assisted by instructional aides who also give support to students

during the school day.

Parent concerns regarding a student's difficulties or identified needs should be communicated directly to the classroom teacher on a regular basis to ensure the best possible outcome for the child.

Due to financial limitations, St. Edward School is unable to provide staff resources to perform diagnostic or remedial services. The school staff will work within its limits to accommodate for students' identified needs while fulfilling a prescribed course of study.

When students experience academic or behavioral difficulties, the school may recommend to parents that an evaluation be obtained through some private or public agency. The prompt response of parents to this recommendation will assist the school in how to better serve the individual student's needs.

Standardized Tests

Four times a year in grades 2-8, students take the STAR Renaissance test. Students in grade 1 will take the STAR Renaissance tests in the 2nd and 3rd trimester. This is a benchmark test to assess how well they are meeting their grade level standards. These scores are used by the teachers, in conjunction with their classroom assessments, to monitor student progress.

AWARDS

Monthly Awards

At the monthly award ceremony, students in grades K-8 are recognized in a designated curriculum area, the Virtue of the Month and a Student Learning Expectation. These awards are given at morning assemblies at the end of each month.

Trimester Awards

At the end of each trimester, students in Grades 6-8 may receive awards for academic achievement. Grade point averages (GPA) are calculated using the grade scale below for the 6 core classes (Religion, Math, Reading/Literature, English/Writing, Social Studies, Science).

| Grade | GPA | | Grade | GPA |
|-------|-------|--|-------|-------|
| A | 4 | | C | 2 |
| A- | 3.667 | | C- | 1.667 |
| B+ | 3.333 | | D+ | 1.333 |
| B | 3 | | D | 1 |
| B- | 2.667 | | D- | 0.667 |
| C+ | 2.333 | | F | 0 |

Students are recognized for their academic achievement in the following categories:

First Honors: students with an average GPA of 3.7 or higher and VG/G in Spanish, Music, Art, and PE

Second Honors: students with an average GPA of 3.0-3.69 and VG/G in Spanish, Music, Art, and PE

End of Year Awards

At the end of the school year, students in grades K-8 will be recognized for the following in the Church:

Grades K-8

May/June Monthly Awards

Service Outreach Certificate (see below)

The Mother Pia Backes Award (see below)

Grade 6-8

Third Trimester Awards

Academic Excellence (students on the honor roll all three trimesters)

Student Outreach Certificate

This certificate is given to students who completed their required approval and service hours on time each trimester. Due dates for approval and completed hours and reflection are written in the Student Outreach packet shared with parents and students during the first week of school or at Back to School Night. Due dates are also on the school calendar.

Mother Maria Pia Backes Award

In 1876, with two words of counsel, "Have courage," Mother Maria Pia Backes and two sister companions made their way from New York to San Francisco, California, to establish a school for immigrant children of newly arriving German families. Mother Pia's persistence and faith in "God Alone," led her to found many schools and orphanages along the Pacific Coast.

In honor of her contribution to education, we recognize a student from each class at the end of the school year who follows in the footsteps of Mother Pia and possesses many of the essential skills of leadership: a strong character, responsibility, optimism, cooperation, perseverance, understanding, and a willingness to serve others.

FIELD TRIPS

Periodic field trips may be scheduled by the teacher with the permission of the principal. These trips are privileges and students may be denied participation if they fail to meet academic or behavioral requirements. Field trips are for the purpose of expanding the learning objectives and the teacher is expected to incorporate the learning into the classroom. At least one faculty member will accompany a class on a field trip and parents may be invited to participate as chaperones. When necessary, students will be charged for entrance fees. The preference for transportation for long distance trips is by bus, an additional charge will be necessary for this.

Should a student be asked not to participate, or if a parent does not wish the student to participate, regular attendance at school is expected; the student will be assigned alternative learning activities.

Permission Slips

No student will be allowed to attend a field trip without returning the approved Diocesan permission slip signed by either the parents or legal guardians. Notes, phone calls, or emails will not be accepted in lieu of the proper form. Students who do not have the proper permission slip must stay at school. A list of safety rules has been prepared for parents who are attending field trips to insure the comfort and security of all. All parents must sign the form "Expectations For Field Trip Drivers/Chaperones".

Chaperones/Drivers

Each vehicle must have one driver AND one chaperone (2 unrelated adults). The number of parent chaperones and drivers will be determined by the teacher, no exceptions. Parents not assigned as chaperones or drivers may not drive on their own to class field trips. Only teachers assign students to cars.

Drivers must:

- be over 25 years of age;
- have a valid unrestricted driver's license;
- have liability insurance for at least \$100,000 for each individual and at least \$300,000 for each accident;
- have current copies of both driver's license and insurance coverage on file in the school office;
- adhere to all posted speed limits while on trip;

- provide each child with a seat belt or required car seat (per current law) and not carry more than 8 people in a van or SUV, including the driver and chaperone;
- not make unplanned stops (per Diocesan guidelines)- only those designated by the teacher;
- not allow any child under 12 years of age to sit behind an airbag.

Drivers AND chaperones must:

- completed all the Safe Environment for Children Project requirements
- not consume, nor provide for another, any alcohol or judgment-impairing drug substance prior to or during the event;
- be unaccompanied by any other children other than the St. Edward School students;
- sign and follow the "Expectations For Field Trip Drivers/Chaperones" form;
- not smoke in the presence of students nor spend time on cell phones while on the trip.

COMMUNICATIONS

Telephone/Cell Phones/Electronic Devices

The office telephone may not be used by students. In an emergency, the office staff will make the necessary call home. NO CALLS will be made for forgotten P.E. clothing, homework, Chromebooks, lunches or to arrange after school activities. Students are not allowed to use email to contact parents during a school day for any reason or to inform parents of forgotten items at home.

Cell phones and smart watches are not allowed to be in the possession of students in the classrooms or outside during the school day. We recommend students come to school without them. If it is necessary for a student to bring such devices to school, it must be turned in to their teacher first thing in the morning and will be returned at the end of the day. Under certain circumstances (ie-parent is late for pick up time), students may use their cell phone to contact parents if a faculty or staff member gives permission and supervises them.

The only electronic devices allowed to be used under school supervision are those devices provided by the school and the student or school owned Chromebooks (grades 3-8 only). Chromebooks and iPads are used for school purposes only. Electronic devices (for games, music, etc.), tablets, toys, cards, cameras, air pods, etc. are not allowed to be used when on school grounds, including Extended Care (Kids Club). Any student using such a device, whether on the school's wireless network or any private system, (e.g. Verizon, ATT, etc.) will have the device confiscated.

Students bring their own electronic device, including required Chromebooks, to school at their own risk. All devices must be permanently marked with the students' names. The school assumes no responsibility for any personal item lost, damaged, or stolen.

Chromebooks are to be charged at home, not at school. Parents will be notified if a Chromebooks is not charged. In addition, all printing of documents is expected to be done at home. This is at the discretion of the teacher.

If a child violates any of the school's policies above about electronic devices during school hours, the device will be confiscated. On the first offense, the item will be confiscated and returned to the parent. On the second offense, the device is confiscated, kept for one week, then returned to the parent. On the third offense, the item is confiscated until the end of the school year.

If a teacher or the Kids' Club Director gives permission for a specific activity which would require a student to bring a personal electronic device, it may be brought to school, kept in the classroom, and used only for the specific activity. It may not be taken to recess or lunch. It may be used only for the specific activity for which permission was given and all Acceptable Use Policies must be followed.

At all times the student is expected to adhere to the conditions of the Diocesan Telecommunication Acceptable

Use Policy as displayed on our webpage and signed by you and your student. Anything not related to school work is off limits.

Contacting Teachers

Teachers are available BY APPOINTMENT ONLY before and after school. Please call the school office to leave a voicemail message or contact the teacher by email to set up an appointment. The teachers will contact parents at their earliest opportunity. If there is an emergency which requires you to contact the teacher during the school day, please come to the office for assistance or direction in making the contact.

Parents or other visitors may not disturb the teachers during class hours, morning recess or noon lunch hour for any reason (including lunch deliveries, homework, PE clothes, books, messages, etc.). Items dropped off after 8:00 am will be delivered to students at recess or lunch. (Please also see the Visitor section under Safety.)

Parent-Teacher Teamwork - Maintaining a Positive Home-School-Partnership

From the Diocese of Oakland Administrative Handbook, Series 6251, August, 2018

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

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.

1. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.
2. A parent with concerns regarding the behavior of another student must direct their 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 St. Edward 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.). St. Edward School reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from St. Edward 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 St. Edward School.

Spartan Weekly

Every Wednesday during the school year, the school sends the Spartan Weekly newsletter by email to parents and other interested parties that have provided their email address to the school.

Included in the Spartan will be important information and announcements to parents with links to documents and/or forms. It is often the only communication you will receive regarding some school activities. This is a school-wide newsletter. Some teachers will have their own newsletter and send things home with your students that pertain to just their class. In some cases, school-wide fliers (fundraising, special events, etc.) will be sent home periodically to students.

The deadline for submitting announcements for the Spartan Weekly is Monday, 9:00am. All notices need the Principal's prior approval before being included in the Weekly or sent home. This includes all flyers, etc. from the School Board, PTG, Room Parents or any school or outside organization. Please give to the principal the Monday before the Wednesday. Once the flier is approved, it is then announced in the Spartan Weekly and/or a link to a flier will be announced.

Faculty/Staff Meetings

Faculty/Staff meetings and teacher in-services are held on most Wednesdays. Students are dismissed at either 2:15 pm or 12:30 pm on these Wednesdays, and the school office will close at 2:30 pm or 1:00 pm. Please refer to the posted monthly calendar and most recent Spartan Weekly to confirm the Wednesday dismissal time. As a general rule, the 12:30 pm dismissal will be on the last Wednesday of the month, but this may not always be the case. Always refer to the most recent Spartan Weekly for details.

DISCIPLINE PHILOSOPHY AND POLICIES

Our philosophy is based on the Gospel values of Jesus. Parents and students agree to support the discipline code of the school, which seeks to foster the values of a Christian community: kindness, courtesy, justice, respect and cooperation. The intent is to form Christian character and behavior. At school, discipline policies are intended to:

- promote personal responsibility and self-control;
- provide a classroom environment conducive to learning;
- provide for the well-being and safety of each student;
- promote cooperation between teachers and parents in supporting proper behavior.

1. RESPECT YOURSELF, OTHERS, AND THINGS

Looks/Sounds like:

Being courteous and responsive to faculty, staff members, lunch supervisors, & visitors.
Acting as representatives of the school.
Listening and following directions of adults.
Keeping hands, feet and objects to yourself.
Respecting school/other's property.
Acting as representatives of the school.
Using polite and kind language.
Doing your own work.
Owning up to your mistakes/accepting responsibility.

Does not Look/Sound like:

Rude or loud talking.
Bullying and name-calling.
Ignoring people or directions.
Fighting, shoving, kicking, hitting.
Using objects in harmful ways.
Damaging or vandalizing objects or property.
Negative talk about school property and your own.
Using profanity.
Copying others or giving your work to others to copy.
Blaming others.

2. CONTRIBUTE TO POSITIVE LEARNING ENVIRONMENT

Looks/Sounds like:

Arriving promptly at designated areas.
When dismissed, leaving in a quiet and orderly manner.
Walking and speaking quietly in learning areas.
Coming to school prepared to learn.
Completing all school work on time.
Displaying a positive attitude and responding appropriately.

Does not Look/Sound like:

Arriving late.
Cutting class/school.
Being disruptive, running, or shouting in learning areas.
Forgetting supplies, books, or work.
Failure to complete class and/or homework.
Being negative, rude, defiant, or uncooperative.

3. FOLLOW ALL SCHOOL PROCEDURES

Looks/Sounds like:

Wearing the school uniform with pride. Taking care of your school uniform.
Eating food only in designated areas; putting trash in the appropriate trash bins.
Keeping classroom desks/cubbies neat and free from tape or stickers.
Having a backpack or wheeled carrier that fits into closet areas.
Carrying books and supplies to each class appropriately.

Does not Look/Sound like:

Violation of uniform code (regular and P.E) or the free dress code.
Looking messy, clothing needing repair.
Bringing or eating food where it is not permitted; chewing gum.
Having a messy desk and classroom cubby.
Failure to have books and supplies needed.
Defacing school property building, desks, chairs, books, and all equipment.
Leaving school grounds without permission.
Inappropriate internet activity and/or instant messaging.
Plagiarizing material or inappropriate use of AI for school assignments.
Continued disregard of basic school rules e.g. chewing gum, uncovered textbooks, eating or drinking in class, being in "off limit" areas, being in classrooms without supervision.

No list can cover all possibilities of behavior. Students must understand that they are expected to act in ways appropriate for a Christian student, and therefore, must avoid any conduct detrimental to the reputation of the school, the reputation of a staff member and/or any conduct unbecoming a Christian student. Students are expected to abide by the following rules and guidelines for conduct.

Consequences occur when actions take away another person's rights and opportunities. Teachers will articulate and display rules and expectations that are necessary for successful classroom management. Children will be aware of the consequences for their chosen actions. As part of our discipline program, students are taught in class to recognize the types of bullying: physical, verbal, relational and cyber-bullying. They are taught the impact this behavior has on the bully, the bullied and the bystander. Students are encouraged to approach any adult on campus to assist with concerns related to bullying. Parents are encouraged to speak with faculty, staff and the principal with any concern.

Bullying Policy

In accordance with diocesan policy (Sec. 6640), *No Bully, by Power of Zero*, an anti-bullying training program, is used to ensure our school prevents and responds to bullying and harassment during school, at after school programs, on field trips and when students are traveling to and from school.

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

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

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

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics. It is sexual harassment to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. Our policy on investigating and responding to incidents involving sexual harassment is provided in the school's Sexual Harassment Policy on pg. 29.

Harassment in any form is illegal. Our school does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment. Parents and students should report to their child's teacher and principal if they feel their child is a victim of bullying or harassment.

When a bullying or harassment situation is reported, parents will be notified by a Solution Coach. A Solution Team will be formed. A Solution Coach (trained faculty & staff members) will work with a Solution Team (a small group of students) to help resolve incidents of bullying or harassment between the parties involved. The team will include the bully, the bully-followers and positive leaders from Target's (the person being bullied or harassed) peer group. Meetings will be held over a period of two weeks.

The Solution Team will meet in 5 Stages:

| | |
|---------|--|
| Stage 1 | Solution Coach meets with the Target |
| Stage 2 | Solution Team Meeting #1 (comprised of 6-8 students to discuss and ask what they can do to help the Target) ** For a week, students will enforce the planned actions to help the Target. |
| Stage 3 | Solution Coach will follow up with the Target (get an update) Solution Team Meeting #2 (Inform team how Target is feeling and get more suggestions as needed) ** For another week, students will enforce the planned actions and suggestions to help the Target. |
| Stage 4 | Solution Coach will follow up with the Target (get an update) Solution Team Meeting #3 (Include Target in the meeting to share how everything is going, what was helpful |

| | |
|---------|---|
| | and to find out if the problem has been resolved. Solution Coach will check back with the parent of the Target) |
| Stage 5 | 3 month follow-up (Solution Coach meets with Target to make sure they are bully-free) |

Discipline With Purpose, a developmental approach to teaching self-discipline, is taught and integrated into the school program throughout the year. The following is an excerpt taken from the introduction, “*It is no accident that the words “disciple” and “discipline” are spelled so much alike. Both come from two Latin root words, discipulus, which means a disciple, and discere, which means to learn. The purpose of all discipline is to teach an alternative way of behaving.*” And “*Self-discipline is a person’s ability to wait. While you wait you think and process and decide how to act. Waiting is the master skill that helps people delay impulsive behavior.*” The 15 skills, divided into 3 groups: Basic, Constructive, and Generative, are taught and reinforced each year.

We invite you to talk with your children regularly about the skills they are learning. At various times, you may receive information related to this program, and its implementation at school, along with suggestions of ways you might give additional support to your children at home.

School Search

Students’ legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school’s obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student’s person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule. If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search. A “reasonable suspicion” may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student’s person, locker, car, or personal property and effects. Whenever a school official conducts a search of a student’s person or personal effects, an adult witness should be present. The school should notify the students’ parents/guardians of any search of a student’s person or personal effects. (*Diocese of Oakland Administrators Manual, June 2019*)

Evidence of Discipline

All students are to work cooperatively with the principal, the teachers, and their peers toward the attainment of class and school objectives.

Maintenance of Discipline

St. Edward School supports effective discipline which is maintained when there is:

1. Respect for the learning rights of each student
2. An appropriate atmosphere conducive to learning
3. Positive correction
4. Reinforcement of desirable conduct
5. Firm, kind and fair treatment of all children
6. Avoidance of undue regimentation
7. Avoidance of all corporal punishment
8. Evidence of self-motivation for learning
9. Evidence of desire for self-discipline

Infraction

When there is a discipline problem, violation of the dress code or any other breach of discipline, an infraction will be issued by the teachers/staff. It is sent home and must be signed by a parent/guardian and returned to the teacher the next morning. If the infraction is not returned to the teacher, parents will be contacted to bring the signed infraction to school. The parent signature is required as evidence that the parent has seen and read the teacher’s notes. Teachers develop appropriate strategies for their grade level and communicate these to parents.

If any conference is needed, the parent may contact the teacher for an appointment to further discuss the infraction. If multiple infractions are issued, the teacher will contact parents for further consultation. Conferences will be called and if the need arises, a specific action plan may be developed between parents, student and teacher. Noncompliance with a behavioral support plan will result in a meeting with the principal and/or pastor. If this support plan process is not successful, it may warrant suspension or ultimately the removal from the school.

Behavioral Support Plan and Probation

Occasionally, students have difficulty taking responsibility and managing their own behavior. In order to provide support and accountability for actions, students and parents may be required to participate in developing a student behavior support plan to address areas needed for improvement. This involves a conference attended by parents, the student and teachers. A Behavioral Support Plan often requires daily or weekly reporting with documentation from each teacher and a parent signature which demonstrates parent involvement and participation in the Support Plan. This includes student self-monitoring and reflection on behavior choices.

If the Support Plan is not effective, a student may be placed on behavioral probation. Behavioral improvement must be evident by the next grading period or a progress report or report card. Once placed on behavioral probation, a full trimester of improvement must occur before probation is ended. If no further consistent improvement occurs, a student may be asked to leave the school.

Suspension Policies

#6614 – 6616 Diocesan Administrative Handbook

Suspension is used when other means of behavior modification 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 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 others. Students are 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 the school staff, the Principal may remove the student from the class or yard, and then contact the parents/legal guardian as soon as possible. In such cases, where the suspension has already occurred, the procedures under # 2 below will be followed 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: The student is told that he or she is going to be suspended, informing him or her what school rule has been broken, and indicating that such violation results in a suspension, and the length of the suspension.
 - b. Evidence: The student is informed of the information the principal has evidence supporting the suspension decision.
 - c. Opportunity to respond: The student is given an opportunity to respond, informally, such as "Do you have anything to say?" Then, the principal may make the decision to suspend based on the evidence and the student's response.
 - d. Parents/Guardians Contacted: The principal will inform the parent/guardian as soon as reasonably practical once the suspension decision has been communicated to the student.
 - e. Written Record: The principal shall keep a written or electronic record of information supporting

the suspension separate from the student's cumulative file.

Expulsion Policies

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

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

- a. Continued willful disobedience/consistent violation of school rules.
- b. Open, persistent defiance of the authority of any school employee by student or parent(s)/legal guardian(s).
- c. Habitual profanity or vulgarity.
- d. Use, possession, or exchange, whether or not for sale, of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
- e. Vandalism to school property.
- f. Habitual truancy.
- g. Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another.
- h. Theft.
- i. The verbal, physical, visual or sexual harassment, bullying or cyberbullying of any student, teacher or administrator.

Procedures for Disciplinary Expulsion

A. Cases of Cumulative Disciplinary Difficulties

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

A second conference with the student and parent(s)/legal guardian(s) shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference the Principal in consultation with the Pastor and Superintendent will make a final decision.
3. Written records of the various proceedings leading to expulsion must be on file.

B. Cases Involving Serious Offenses or Threats to Safety

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

C. Right to Appeal

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

No Expulsion or Suspension by a Teacher

Though a teacher may temporarily remove a disruptive student from his/her classroom as a disciplinary measure, in no case shall a teacher on his/her own authority attempt to expel or suspend a student.

Confidentiality

Investigations into student conduct leading up to suspension and/or expulsion shall be kept confidential, except as necessary to investigate the student's actions. Information obtained from witnesses is to be shared with the accused student and as necessary to investigate the actions in question. The Principal has the discretion to withhold the identity of witnesses and/or certain information obtained from witnesses if the disclosure of such information poses a threat of physical harm or endangers the safety of students or school personnel. Similarly, the Principal has the discretion to disclose information to others if the withholding of information poses a threat of physical harm or endangers the safety of students or school personnel.

Recommended Transfer

Students clearly unable to profit from the school by reason of ability, serious emotional problems, continued behavioral problems, or the conspicuously uncooperative or destructive attitude of the parents will be urged to transfer. Prior to this decision, discussion will be held regarding the student's condition and possible remediation efforts will be explored. The final decision regarding recommended transfer is made by the principal, in consultation with the pastor, teacher and parents. The transfer will take place at the end of a grading period.

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

The Principal is the final recourse in all disciplinary situations and may waive or amend disciplinary rules for just cause at their discretion.

Ways Parents Can Help your Children Succeed with Peer Relationships

1. Establish a respectful environment at home. Parents who use physical power and inconsistent consequences tend to create children who rely on power to get their own way.
2. Don't allow your children to intimidate or bully others. Be a role model for intervention.
3. Have conversations with your children throughout their childhood about differences. Teach them to respect and value those who are different from them.
4. Monitor how you talk about others in front of your children. If you gossip or put down others, you are teaching your children to do the same.
5. Ask your children who their friends are, what they do at recess and what they are looking forward to at school. If you are concerned that your child is isolated, ask their teacher.
6. Teach your children what happens when friendships go wrong. Tell them that feelings of anger, sadness, jealousy and confusion are normal. Explain that whatever they might be feeling, bullying, retaliation and revenge are never acceptable responses. Encourage and model positive responses to these life challenges.
7. Limit your child's exposure to violence in music, television, movies, video games, and media.
8. Limit your child's internet access to computers in the shared areas of your home.
9. Have a conversation with your child about social networking sites and texting and the effect of posting false words, rumors and hurtful images. Establish rules that you have access and ask that they restrict access only to friends. Check chat groups and messages on their phones/computers to make sure they're appropriate.

10. Don't expect your child to tell you that they are being harassed or bullied. Watch for indirect signs that things are not going well for your child, stomach aches, headaches, irritability, depression, social withdrawal, sudden change in behavior, reluctance to go to school and in the case of physical bullying, unexplained cuts and bruises.

SEXUAL HARASSMENT POLICY

Policy Statement

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

Definition of Sexual Harassment

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

- a. Submission to or toleration of sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese;
- b. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student;
- c. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment;
- d. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

Employee to Student Sexual Harassment

1. Employee to student harassment is prohibited at all times whether or not the incidents of harassment occur on school property or at a school sponsored event.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to the disciplinary action including, but not limited to, verbal warnings, letters or reprimand, transfer, reassignment, suspension without pay, and dismissal.

Student to Student Sexual Harassment

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

Retaliation

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

Complaint Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the formal complaint procedure is contained in the Diocese of Oakland School Department's Administrative Handbook.

Complaints may be reported to a school counselor, the principal, or assistant/vice principal. Written complaints may also be filed at the office of the principal or designee. Complaints should be presented in written form to the principal. See Appendix for further information.

UNIFORM/DRESS CODE

The complete uniform must be worn to school daily. The wearing of a school uniform is an important factor in building a sense of school identity and belonging. Students are part of a special learning community at St. Edward School and the uniform is a sign of support for the philosophy, goals, and objectives of our school. It is an important responsibility for both parents and students to support the uniform and dress code policies. If you have any questions about particular clothing, please ask before sending your child to school. The faculty and staff reserve the right to interpret the policy as appropriate.

School a may be purchased through School Uniforms by Tommy Hilfiger. All school uniforms are placed [online](#). Merry Mart uniform items may not be used for this school year.

Hygiene

Neatness and cleanliness are an important part of any child's growth and development. Students are expected to arrive at school neat and clean each day. Parents are expected to instruct their children in good hygiene and emphasize to them the necessity of taking proper care of the person and belongings, and to provide the care needed at home to support this.

UNIFORM - Girls

Grades TK-3

- Red plaid jumper from School Uniforms by Tommy Hilfiger, no shorter than 3 inches above the knee
- Navy blue or black bike shorts must be worn under the jumper
- White, Oxford button down blouse, Peter-Pan collared button down shirt, polo shirt from School Uniforms by Tommy Hilfiger, or white turtleneck; blouses must be tucked in when wearing pants or shorts, plain white undershirts or tank tops can be worn under
- Navy blue or heather gray logo polo shirt from School Uniforms by Tommy Hilfiger
- Navy blue logo cardigan, v-neck pullover, vest, or sweatshirt from School Uniforms by Tommy Hilfiger
- Navy blue twill bootcut or straight cut pants from School Uniforms by Tommy Hilfiger with navy blue or black belt (belt optional for grades TK-2); skinny / slim fit pants, flare pants or anything resembling leggings are NOT acceptable
- Navy blue walking shorts, no shorter than 3 inches above the knee with navy blue or black belt (belt optional for grades TK-2)

Grades 4 & 5

- All of the above and may choose either the jumper or the red plaid skirt from School Uniforms by Tommy Hilfiger

Grades 6-8

- All of the above and;
- Red plaid skirt from School Uniforms by Tommy Hilfiger no shorter than 3 inches above the knee
- 8th graders may wear a class sweatshirt which complements the uniform
- 6th graders may wear Caritas Camp sweatshirts (current year after returning from camp)
- Members of Campus Ministry/Student Council may wear their sweatshirt during their year of participation

UNIFORM - Boys

Grade TK-8

- Navy blue flat front twill pants or shorts from School Uniforms by Tommy Hilfiger; pants must fit at the

- waist and hips, be of proper length and tailored;
- Belts, navy blue or black, must be worn, fitted to the waist and be contained in the belt loops; belts optional for boys in grades TK-2;
- White Oxford pinpoint shirt, white polo shirt from School Uniforms by Tommy Hilfiger or white turtleneck; Shirts must be tucked in at times;
- Navy blue or heather gray logo polo shirt from School Uniforms by Tommy Hilfiger
- Navy blue logo v-neck sweater, full-zip sweater, vest, or sweatshirt from School Uniforms by Tommy Hilfiger
- Plain white undershirts must be worn at all times;
- 8th graders may wear a class sweatshirt which complements the uniform
- 6th graders may wear Caritas Camp sweatshirts (current year after returning from camp)
- Members of Campus Ministry/Student Council may wear their sweatshirt during their year of participation.

FOR ALL: Small stud earrings (one piercing per ear) and/or a religious necklace (ie small crucifix or medal) may be worn. No jewelry, make-up, nail or gel polish, or fake nails allowed.

SHOES AND SOCKS

Shoes, All Grades, Boys and Girls

- Colors on closed toe shoes are limited to WHITE OR BLACK. There should be no additional colors on the shoes.
- Strong patterns, such as plaid and/or different colored stripes and shoes with lights or wheels are not allowed.
- Boots may only be worn to and from school on rainy or cold days and students must change into their uniform shoes during a school day.

Socks, All Grades, Boys and Girls

- PLAIN white, black or navy blue socks. Socks must not have visible logos.
- Girls may wear plain white or navy blue tights (sample) that cover their feet.

LEGGINGS AND LEGWARMERS of any color are not part of the school uniform. If it is too cold for your child, we recommend they wear the uniform navy blue pants / slacks as listed above.

HEADWEAR

Headbands must complement the uniform colors (white, navy blue, gray, or dark red). Nothing should be hanging or stemming from headbands. Only head gear (hats, caps or beanies) with school colors (navy blue, grey, dark red) can be worn. Sports baseball caps with any logos are not to be worn during the school day.

P.E. UNIFORM

Grades TK-4, Boys and Girls

- No special uniform. Regular uniform pants or shorts.
- Students may change out of their uniform school shoes into athletic shoes during PE class.
- Girls must wear uniform bike shorts under their jumper (TK-4) or skirt (gr. 4).

Grades 5-8, Boys and Girls - Dress out for P.E. Classes.

- Uniform navy logo shorts with gray or navy logo t-shirt purchased from School Uniforms by Tommy Hilfiger only
- Navy logo sweatpants and sweatshirts from School Uniforms by Tommy Hilfiger only
- White athletic style socks
- Athletic shoes, no slip on shoes

FORMAL DRESS UNIFORM

Students are expected to be in Formal Dress uniform for all formal school assemblies (e.g. School liturgies, all awards ceremonies in the Church, and most scheduled events in the Church).

Girls TK-3 - Jumper or navy blue twill bootcut or straight cut pants from School Uniforms by Tommy Hilfiger, Oxford Button Down blouse from School Uniforms by Tommy Hilfiger, red tie, navy blue logo cardigan, v-neck sweater, or vest

Girls 4-5 - Jumper, skirt, or navy blue twill bootcut or straight cut pants from School Uniforms by Tommy Hilfiger, Oxford Button Down blouse from School Uniforms by Tommy Hilfiger, red tie, navy blue logo cardigan, v-neck sweater, or vest

Girls Gr. 6-8 - Skirt or navy blue twill bootcut or straight cut pants from School Uniforms by Tommy Hilfiger, Oxford Button Down blouse from School Uniforms by Tommy Hilfiger, red tie, navy blue logo cardigan, v-neck sweater, or vest

All Boys - Navy blue pants, White Oxford pinpoint shirt from School Uniforms by Tommy Hilfiger, red solid tie (Gr. TK-4) or navy & red striped tie or red solid tie (Gr. 4-8), navy blue logo, full zip sweater, v-neck sweater, or vest

No SHORTS or SWEATSHIRTS, including the special 8th grade class, 6th grade science camp sweatshirts, Campus Ministry, Student Council or 60th Anniversary sweatshirts may be worn by any student for formal dress days.

Free dress tickets may not be used on Formal Dress Days. Students whose birthdays fall on a Formal Dress Day may wear free dress the next day following Formal Dress Day. Parents will be notified if a student is out of formal dress on these required days. An infraction may be given to students. All formal dress days will be on the school calendar and Spartan weekly newsletter.

OUTERWEAR

All students should wear the Navy logo Co-ed full zip or ½ zip polar fleece jacket from School Uniforms by Tommy Hilfiger as outerwear and inside the classrooms. During colder days, students may wear their own personal (non-uniform) jackets to and from school and wear them outside during recess or lunch. Non-uniform hooded sweaters are not considered jackets. Beanies, hats, gloves, scarves, etc. must complement the uniform. These items are considered non-uniform and must be close in color to our uniform colors. Non-uniform outerwear must be taken off inside the classrooms.

ADDITIONAL UNIFORM GUIDELINES FOR ALL STUDENTS

- Please mark all articles of the uniform and lunch boxes and 'Free dress' clothes with the student's name and grade. Any article of clothing not claimed by the children will be given away periodically throughout the year to Goodwill.
- The complete uniform must be worn to school. If a student is out of uniform for any reason, parents are to send a note stating the reason for non-uniform dress.

Spirit Day Fridays

On Fridays, not designated as Formal Dress days, students may wear St. Edward CYO / spirit wear (older Caritas, school sponsored sweatshirts, 60th Anniversary sweatshirts, etc). Uniform bottoms and shoes must be worn on Spirit Fridays with the sweatshirts mentioned above. St. Edward CYO sweatpants may be worn if P.E. lands on a Friday.

Hair

Hair should always be neat, clean, and worn in a manner which is not distracting or covering eyesight. No extreme haircuts may be worn. Bleached, colored, tinted, highlighted, streaked or lines/designs in hair may not be worn. If there are any questions about acceptable styles, please ask the principal prior to haircuts. Parents are asked to carefully supervise the haircuts allowed for children.

FREE DRESS DAYS

On occasion, the school may designate certain days as Free Dress Days. Students may have Free Dress on the day of their birthday or the Friday or Monday closest if the date falls on the weekend. If any of these days land on a Formal Dress Day, the student may have free dress the following day.

Students are expected to follow these free dress guidelines under the guidance of their parents. Students who do not comply with the free dress policy will be sent to the office. If necessary, parents will be contacted to bring the student clothing that follows the guidelines. If you have any questions about particular clothing, please ask before sending your child to school.

Free Dress Guidelines:

- All clothes must be neat, clean, and in good repair. No ripped or torn clothing.
- Pants, jeans, and shorts must fit properly at the waist. No pajama pants (unless it's a themed Pajama Day).
- Tops worn with leggings and skinny jeans must be of a length that covers their bottom.
- Walking shorts, skirts, or dresses are to be no more than 3 inches above the knee.
- T-shirts are acceptable; no inappropriate logos, symbols, or messages.
- T-shirts must cover the top of pants, or shorts or skirts. Midriffs should not show when a student raises their arms.
- Spaghetti tank tops, shoulder-bare tops, and undershirts worn alone are not allowed.
- Shoes must be closed toe. Crocs, sandals, sling back, or backless shoes, and heels no more than 2" are not allowed.
- Socks or tights must always be worn with shoes.
- Students scheduled for PE are expected to dress in their appropriate full P.E. uniform on Free Dress Days during their PE class.
- On days designated as "Nice Free Dress", follow the above guidelines except NO jeans, t-shirts or shorts.
- Tops and dresses should be mid-breastbone for modesty.

Free Dress Guidelines for 8th Grade Graduation Week

Students are to wear nice free dress for the 8th Grade Dance, the Awards Ceremony, and Graduation. Keep in mind the following Free Dress Guidelines.

1. Skirts, or dresses are to be no more than 3 inches above the knee.
2. T-shirts must cover the top of pants and skirts. Midriffs should not show when a student raises their arms.
3. Shoulders must be covered.
4. Tops and dresses should be mid-breastbone for modesty.
5. Dress shoes must be worn. No sneakers.

OUT OF UNIFORM CONSEQUENCES

Guidelines cannot specify every area; however, the intent is clear - student dress should always be neat, clean, modest, and safe. If you have any questions about particular clothing, please ask before sending your child to school. The faculty and staff reserve the right to interpret the policy as appropriate.

Parents must send a note stating a reason for their child to be out of uniform to the classroom teachers. If a child is missing a part of the uniform, every effort must be made to make sure the uniform is replaced as soon as

possible. Students will be given an infraction if uniform rules are not followed.

If a student continues to violate the uniform dress code this could result in:

- being benched at recess or lunch time.
- losing a free dress day privilege.
- being sent home.

EMERGENCY PROCEDURES

EMERGENCY/DISASTER FORMS

It is of great importance that Emergency/Disaster Cards be kept up to date. Parents are expected to notify the office immediately when information on the card has changed. Students may be released only to persons listed on this card or who have WRITTEN authorization from parents.

EMERGENCY DRILLS

Fire, earthquake, tornado, shelter in place and intruder drills are held regularly. In the case of a serious earthquake or other serious situation which makes it necessary to send children home, they will be released only to their parents or those persons specified on emergency forms. Parents will be notified by way of the School Messenger Notification System. The Diocesan guidelines given to the schools are in accordance with State and Local regulations and are observed at St. Edward School. St. Edward School has a well-defined emergency plan in place developed by our Safety Committee. It can be found in the office and in each classroom.

EARTHQUAKE DRILL

1. If inside the school building, the teacher will direct students to:
 - a. "drop" to their knees under some equipment - desks, table, etc., where available.
 - b. stay away from windows, mirrors, or objects that may fall over.
 - c. follow the directions of the teacher or supervisor for the duration of the "shaking".
 - d. stay there until the quake is over or instructed to leave.
2. If outside the school building, teachers will direct students to stay clear of all buildings, walls, power poles, and objects that could fall.
3. If there is no damage, or if damage is minor, building evacuation need not be initiated and teachers can return to normal procedures.
4. If damage is major, an orderly drill shall be conducted to evacuate the building, and await further instructions from the Newark Police Department. St. Edward School is listed on the Newark Police Department's file for Emergency Procedures.
5. Students will be released only to their parents or other authorized persons listed by the parents on the Emergency Form. Be sure that this form contains the names of all persons authorized to pick up your child in the case of emergency and that the school is notified of any changes as they occur throughout the school year.

CIVIL DEFENSE DRILL

1. The Attention or Alert Signal in Newark for Civil Defense is 3-5 minute tone, broken or short blasts. Earthquake procedures will be followed for inside the school building. If outside, students should immediately go inside to the classrooms and follow the above procedures.
2. Follow instructions given on the radio from the Emergency Broadcast System.
3. The Newark Police Department will notify the school with instructions for the Newark area.
4. Under certain emergency circumstances, Newark Police may direct the school to evacuate to a designated area. We will attempt to inform parents when this is done.

NATURAL DISASTER

1. The Attention or Alert Signal in Newark for a natural disaster is a 3-5 minute steady or unbroken tone.
2. Follow the above procedures.

STUDENT SERVICES

Food

1. Breakfast/Recess Snack - Nutritious and regular meals are crucial to student learning, growth and development. Parents are expected to see that students have had a healthy breakfast each day before coming to school and to provide a healthy snack for children to eat at mid-morning recess (10:30am) Parents are asked to avoid "junk food" type snacks and meals in order to support children's best learning opportunity. Please send a snack every day with your child.
2. Lunches - Parents are encouraged to provide nutritious, balanced lunches in leak-proof containers. Please provide eating utensils. NO hot water is available and NO microwave/oven may be used to heat any food. Only in an emergency, lunches may be dropped off in the office when students forget, but we strongly encourage lunches to be sent with your child in the morning. "Fast food" meals and soft drinks are not allowed. If a fast food meal is dropped off, students may be required to sit in the office or separate area to eat it. Hot lunches are available through "Choicelunch". On Minimum Days, children in Kids Club must bring their lunch.
3. Hot Lunches - Choicelunch is our Hot Lunch provider. Choice Lunch ordering is available up to 9:00am each day. Ordering and payment is done directly with Choicelunch. Visit their website at www.choicelunch.com and use EDWARD as the registration code for more information. Hot lunch is available *most* school days, beginning Tuesday, September 3, 2024, but NOT on 12:30 pm dismissal days. Occasionally, pizza, hot dogs, sandwiches, etc. may be offered for sale as fundraisers. More information will be sent home on these as the fundraiser is scheduled.

Insurance

Included in the registration fee is the student accident insurance fee. It covers the students for the time they are in school, while traveling directly and uninterruptedly to and from the school and the home on regular school days. If a child is injured, the parents must notify the school office within 72 hours and file an insurance claim form obtained from the school with the company within 90 days after the date of first treatment. Please read the insurance brochure carefully.

Health

As students' physical, psychological and emotional health are imperative to their success in school, academically and socially, a home environment which fosters and provides for these needs is necessary. All children should have adequate and sufficient rest each day and regular nutritious meals. Parents' careful attention to these areas is essential.

The health program for the school is coordinated by the school secretary in cooperation with the Oakland Diocese and the Public Health Department of Southern Alameda County. School policies regarding student health are in accordance with Diocesan Health Policies for Schools.

Disbursements of Medications

*Prescription Medications for students during school hours may only be given upon the written request from a licensed physician who has the responsibility for the medical management of the student. (Form available on our website and from the school office). All such requests must also be signed by the parent or guardian.

*Over-the-counter medications, including cough drops (Except aspirin) - a signed release from the parent or guardian on the Medication form will suffice. 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.

Supplying of all medications, prescription and/or over-the-counter medications, is the full responsibility of parents or guardians.

ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER. No medications, including cough drops, may be kept by students at school. All medications are to be kept in the school office. Medication will not be furnished by the school. Parents or guardians must deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy. All medication must be picked up at the end of each school year in the same manner.

A "Request for Medication" form for each prescribed medication must be completed by the student's physician, signed by the parent or guardian, and filed with the school administrator or delegate. ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER. The container must be clearly labeled with the following information: student's full name, physician's name, physician's phone number, name of medication, dosage schedule and dose; date of expiration of prescription. Each medication is to be in a separate container labeled as above.

The student will come to the office for medication, whether it is prescribed or over-the-counter, including cough drops, Tylenol, Benadryl, eye drops, etc. Students will take medication under the supervision of authorized school personnel. This shall be done in accordance with the physician's instructions. Medication must be accompanied by a release, and signed by the physician(if prescription). All medications are kept locked in a secure place under appropriate temperature conditions in the school office. Asthma inhalers must be turned in at the office.

Student Injuries

The school secretary or office assistant is in the office each day to take care of minor injuries or ailments and to contact parents if a child should need to be sent home due to illness or injury. Please note - your child(ren) will be released only to persons authorized on your emergency file. THEREFORE, EMERGENCY FILE FORMS MUST BE KEPT UP TO DATE. All emergency medical forms are kept in the school office. Medicine can only be given if authorization is on file. (see above) along with medication you have supplied.

Health Screening

Students are screened for vision and hearing at appropriate grade levels throughout the year. Parents will be notified of this schedule in the monthly calendar and Spartan Weekly. Parents are expected to respond to follow-up letters for recommended medical attention as a result of these screenings. When necessary, assistance in caring for your child's medical, dental, physical or emotional needs can be obtained through the Alameda County Public Health Nurse or by contacting Catholic Charities.

Child Abuse

School Report of Suspected Abuse or Neglect: Any principal, teacher, or other school employee who suspects child abuse from observation of a student or from any other source is mandated to report the fact by telephone to the police or other county agency within 36 hours of knowledge of the incident. This shall be followed by a written report. It is the responsibility of the police and/or county agency and not the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection. Report of child abuse or neglect is made without incurring civil or criminal liability. Failure to report suspicion of child abuse may result in a misdemeanor charge punishable by fine and imprisonment.

Guidance

1. The parish priests and school staff are available for student and parent consultation.
2. Parent-Teacher-Student conferences will be arranged for each family during the first trimester..

- Participation of each family in this conference is expected of all parents.
3. Members of the faculty are available for conferences throughout the year. Please send an email requesting a conference (see pg.2). Home telephone numbers of lay staff members and of students will not be given out. Teachers are not available for conferences during school hours.
 4. The school counselor is available 2 days each week to assist students and families. Signed permission slips must be on hand for students to speak with the counselor. Parents are encouraged to sign the permission slip so that students may access the counselor at any time during the school year.

Student Records

The following are kept on file for each student academic records, attendance, standardized testing scores, immunization dates. Parents have the right of access to their child's record maintained by the school. Behavioral records (e.g. counselor's reports) may be released only in the presence of a person qualified to interpret these records. Requests to view a child's records should be given in writing to the school office no less than 24 hours before the parent wishes to view the records. We will allow access to both parents in a divorce situation unless given cause (i.e. court order) to withhold this information.

Non-Custodial Parents/Access to Records

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

If there is a court order specifying that there is to be no information given, the school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

St. Edward 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.

Access to Children

In case of separation or divorce, parents are to provide written information to the school regarding their agreed upon custody plans. The school must know when the child may be released to either father or mother and with whom the child resides. If a court order exists which disallows a parent access to a child, the school must have an official copy of the order. In the absence of an order, the school cannot refuse to release a child to the parent.

Persons who are allowed to pick up children from school must have written authorization from parents or legal guardians. These persons must be listed on the child's emergency form.

Photographs of students may appear on the school website or in other publications per the Media And Student Work Agreement. Parents signed this permission slip during registration, which we keep on file throughout their years at St. Edward School. If you no longer wish to allow your student's photographs, etc. to appear in any publication, please notify the Principal in writing at the beginning of the school year.

ORGANIZATIONS

Student Council

Student Council provides an opportunity for students in Grades 6-8 to develop leadership skills and school spirit among the student body. Applications are accepted in the spring from students in grades 5-7. A panel of faculty and students process the applications and interview candidates to determine members for the next school year.

All members are expected to maintain a Good or Excellent in Conduct and Effort and to be positive role models for the student body. Additional responsibilities for each office include:

1. Showing Christian attitudes and leadership skills.

2. Attending student council meetings.
3. Planning and organizing various school activities.
4. Listening to suggestions for school improvement made by students.
5. Implementing recommendations (when possible) of the students for improved school spirit, buildings and grounds, and health and safety.

Campus Ministry

Vision Statement

Campus Ministry aims to enrich the community's personal relationship with God. We strive to help each other develop an awareness of the environment and current events, thus enabling us to take action for the betterment of our world.

Campus Ministry provides an opportunity for students in Grades 6-8 to develop leadership skills and school spirit among the student body. Applications are accepted in the spring from students in grades 5-7. A panel of faculty and students process the applications and interview candidates to determine members for the next school year.

All members are expected to maintain a Good or Excellent in Conduct and Effort and to be positive role models for the student body. Additional responsibilities for each office include:

1. Showing Christian attitudes and leadership skills.
2. Attending student council meetings.
3. Planning and organizing various school activities.
4. Listening to suggestions for school improvement made by students.
5. Implementing recommendations (when possible) of the students for improved school spirit, buildings and grounds, and health and safety.

Choir

When personnel are available to train and lead, the choir sings at student body Masses and may be asked to sing at Sunday Masses or special occasions. Requests for members will be in the Spartan Weekly. Students in grades 3-8 are encouraged to participate. Depending on the moderator, weekly practice may be held after school.

Altar Servers

Boys and girls in grades 3 through high school are welcome to be part of this service group. Training sessions are required. Members serve both school and Sunday liturgies and are under the direction of the pastor.

Art Club

Students in grades 6-8 may join this club held on Mondays in the STEM lab. A small sign up fee is required for materials used throughout the school year.

CYO

Students in grades TK-8 may participate in the Catholic Youth Organization after school sports program. There are programs for girls and boys. A fee is charged per sport to cover expenses of the program. Parents are volunteer coaches. CYO is a diocesan sponsored parish program, and is coordinated by a member of the parish who serves as the Athletic Director and is directly accountable to the parish pastor. Disputes should be first directed to the Athletic Director, then to the parish pastor or his representative. More information at the link on our website.

Boy and Girl Scouts

Groups can be formed when there is interest and parent volunteers are available. No Parent Participation points can be earned as this is not school-sponsored. There currently is an active Boy Scout troop at St. Edward which meets Wednesday nights. For more information contact scoutsstedwardcatholic@gmail.com.

School Advisory Board

St. Edward School Advisory Board assists the principal and pastor in studying, reviewing, and recommending policies for the operation of educational programs and facilities at the school, subject to rules and regulations which proceed from the Bishop through the Diocesan Superintendent of Schools and the Elementary School Department. Membership on the board includes the principal and pastor as ex-officio members, as well as appointed members who are appointed by the principal and pastor. Length of service may vary. Other parents or “friends of the school” may be invited to support ongoing initiatives of the Advisory Board.

Meetings of the Board are open to any interested party unless the Board is meeting in executive session which is a closed session. Meeting agendas are planned by the Advisory Board Chairperson and Principal. Agenda items should be submitted to either the Chairperson or Principal at least one week prior to a meeting for consideration on the agenda.

Finance Committee

The Finance Committee is a subcommittee of the Advisory Board whose members are appointed by the pastor and the principal. The committee meets periodically throughout the school year. The purpose of the committee is:

1. Make recommendations for the yearly budget and tuition rates;
2. To review delinquent tuition accounts and to give advice regarding these accounts;
3. To review and to make recommendations regarding requests for tuition assistance.

School Safety Patrol

Led by a staff member, the School Safety Patrol is composed of students to help direct traffic. Students are able to put the time served toward one trimester of Service Outreach.

Parent-Teacher Group (PTG)

The PTG (Parent Teacher Group) acts as a support and advisory group in areas of school fundraising and provides an opportunity to build community among parents. Each year, fundraisers are sponsored by the PTG to assist in school programs. Because of its importance to our school, it is vital that all parents become active in this organization.

The PTG Board is directed by the principal and the president and a group of parents who volunteer for specific offices held for two years. The offices are President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Head Room Parent, Hospitality and Fundraising. No parent may hold one particular office for more than two consecutive terms. The officers known as the PTG Board are responsible to the school principal and act in an advisory capacity.

Room Parents

Head Room Parents

Being a Head Room Parent is a subcommittee of the PTG who helps assign or coordinate the Room Parents for all the grades. There are two Head Room Parents. They attend monthly PTG meetings to support the PTG and help with various activities during the year. They also act as a liaison between the Class room parents and PTG Board. The Head Room Parents help plan the Teacher Appreciation lunch with the support of the Room Parents from each class. Parent Points are earned for this service.

Class Room Parents

Class Room Parents help the teacher manage class birthday parties, bake sales, candy sales, social functions, and some academic and enrichment programs at the school. For each grade, there are one or two parents who volunteer to be the Class Room Parent. The Class Room Parent works with the teacher in planning the year's activities, which could include field trips, and then coordinates the services of the other parents. This work of coordination may involve holding class parent meetings, telephoning, emailing, collecting and accounting for fees, etc. The work of the Class Room Parent is coordinated by the PTG Board Head Room Parent(s). Parent Points are earned for this service.

Yard / Lunch Duty

Parents may be asked to volunteer for yard supervision during lunch break, and sometimes during recess break. Parents may also be asked to deliver hot lunches or Choice Lunch to the classes. These parents must be in compliance with the Safe Environment for Children Project requirements training, be LiveScan fingerprinted, and complete the Diocesan Volunteer Form before participation in yard supervision may occur. Parent Volunteers deliver Choicelunch orders to the classes. You may volunteer for this service and earn parent points by contacting our ChoiceLunch coordinator. More information will be in the first Spartan Weekly

Parent help may also be needed for traffic direction before and after school, during drop off and pick up times. If you are interested in this service that will also earn parent points, please contact the school office for information.

STUDENT CELEBRATIONS

Student Birthdays

In most classes, student birthdays are celebrated once a month at a class party (see below). Parents are asked to check with their Class Room Parents and teachers before making any other plans to celebrate a birthday at school. Birthday celebrations should be no more than 20 min. All parents attending class birthday celebrations must be Safe Environment compliant. Healthy menus for parties are to be followed. We only encourage a small treat and drink to celebrate birthdays. Major meals like pizza, hot dogs, burgers, sandwiches, major meals, etc. are not necessary. No goodie bags are allowed.

Student birthdays are announced at the morning assembly. June and July birthdays will be announced in June before school closes. August birthdays will be announced in August when school reopens. Students may wear free dress on their birthdays. If a birthday falls on Saturday, it is usually announced on Friday. If it falls on Sunday, it is usually announced on Monday. If free dress cannot be worn because the birthday falls on a Formal Dress day, the child may wear free dress the following day. Invitations for parties outside of school may not be given out at school unless all classmates (or all the boys, or all the girls) are invited. If the party is to be smaller, invitations may not be brought to school.

Class Parties

For holidays such as Thanksgiving, Christmas, Valentine Day, birthdays, etc., classes may plan a class party with approval from the teacher and principal. Not all classes celebrate these events in the same way or at the same time. Room Parents and teachers can decide together when the class will have a party and what will be needed. Parents will be asked to assist in providing items for these parties. Please check with the teacher for any food allergies, especially peanuts.

Parents do not earn parent points for volunteering or attending birthday celebrations or class parties.

SAFETY POLICIES / SAFE ENVIRONMENT FOR CHILDREN PROJECT

Arrival/Departure Procedures

All parents are expected to follow the directions of those assigned to help direct traffic in the morning and afternoon. The only consideration in the development of these rules is the safety of the children. Speed or convenience are not to be put above the safety of the children. Be sure that any persons who may be coming to school to pick up or drop off children are aware of these rules. Also, insist that the rules be obeyed by these people as well as the children. The Safety Patrol is composed of staff, students and parent volunteers who help with direction.

Morning

All cars enter from St. Edward Street.

Drop Off - Go straight ahead to the aisle closest to the Parish Hall. Drive as far forward as directed before allowing children to leave the car. Only when you are completely stopped may the children leave the car on the right side only. Please have them leave as quickly as possible so the line will not be held up unduly. NEVER pass a car on the right side-- this is the side children are exiting. Children are to go directly to the school yard.

Park and Accompanying Child - Upon entering the parking lot, go left down the aisle closest to Saint Edward Street to park in the areas closest to Civic Terrace Dr. and the classrooms. (See map). You must yield to the car line exiting the parking lot and only cross when safe. Do not cross the car line at any other point. You must use the crosswalk behind the cones in walking your child/ren into school.

Afternoon

Follow the above car line procedures or park in a designated parking space. You may use any parking space without cones. Children may only enter cars which are stopped in the car line or are properly parked. Parents with students in TK and Kindergarten must park and pick up their TK/Kinder child from their classroom or designated area. Children in grades TK-4 are to be walked across the parking lot by an adult in the designated crosswalks. Children in grades 5-8 also must use the crosswalks and cross only when the safety patrol tells them it is safe. All children wait in the school walkway or in front of the parish hall area behind the brick wall.

Students not picked up after 3:20 pm (2:35 pm or 12:50 pm on Minimum Days) will be placed in the Extended Care Program (Kids Club) and charged accordingly.

Universal Precautions

All staff members are instructed in and make use of universal precautions when dealing with any student injury or illness. Students also receive instruction in how to respond appropriately to an injury or illness of a fellow student. They are expected to seek the help of an adult in any serious situation, or whenever a cut, bleeding or bodily fluid is involved.

Visitors/Volunteers/Safe Environment for Children Project

When visiting the school campus for any reason, parents and visitors are required to sign in at the school office and to wear a visitor's badge. Parents/Visitors are asked to sign out in the office upon departure. Parents/Visitors may not go to the classrooms for any reason without first stopping in the front office.

8th Grade Post-Graduation School Visits

8th Grade students may return to school after graduation if they are willing to assist on campus. Times throughout the day need to be filled with service. Recess and lunch times are free. The Safe Environment Requirements consists of a form signed by the parent and the student volunteer which may be picked up in the front office - "Minors Working With Minors Code Policy and Contract".

ALL school parents/guardians are considered "volunteers" of St. Edward School because of the hours of participation required of all school families through our Parent Participation Program. All volunteers must be in compliance and in agreement with the Diocese of Oakland Safe Environment for Children Project.

The requirements are:

1. Volunteers will be screened yearly by a Megan's Law clearance check. If screening results show that any volunteer is a registered sex offender, the school will follow-up through Diocesan channels;
2. TRAINING: The Diocese of Oakland requires volunteers to complete online training once every three (3) years. The Diocese of Oakland now uses VIRTUS Online to complete the training portion of this requirement. You will find the training at virtusonline.org. Step by step instructions are posted on our website. Once the initial training on VIRTUS is completed, you will be sent an email link to new training when it nears your 3 year recertification date.
3. FINGERPRINTING: Live Scan Fingerprinting of volunteers is a Diocesan requirement. Cost is \$34.00 per person, which the parent is required to pay to the school.. Information as to where you may go to fulfill this requirement is found on our website. Once this requirement is met, you will not need to do it again for the Diocese of Oakland.
4. Complete and sign the Diocese of Oakland Volunteer Form. This is also a one time requirement and you may pick up a form in the school office.

Both parents, and anyone else in a household who will do any volunteering or work around children, including field trips, in the classroom, for yard duty, lunch service, at PE, birthday parties, on Halloween, etc. must comply with all requirements.

If you are not sure if you are in compliance to volunteer or attend an activity, please contact the school office by email for clearance a week prior to participating. Please go to the Parent Participation Handbook on the website.

PARENT PARTICIPATION PROGRAM

Every family is expected to become actively involved at St. Edward School. Such involvement and service stems from both our school philosophy and the need to share in a just manner in the work and effort required to maintain our school. Therefore, service performed for the parish normally does not earn school Parent Participation points, with the exception of teaching in the Faith Formation program or Friends and Fellowship, *under certain circumstances*. Teaching Faith Formation is limited to 10 points per family, per school year. You can earn Parent Points when helping at the Friends and Fellowship event when hosted by the school. If you are not sure if a service qualifies, please contact the school office or refer to the Parent Participation Handbook BEFORE expecting parent points.

Point System

To assist parents in fulfilling this obligation, a "Point System" has been developed. The program is explained briefly below. Please refer to the [Parent Participation Handbook](#) for more details. Note in particular the due dates and suggestions for fulfilling the points requirement. Please remember that parents are responsible for their own points and cannot have other parents complete their points for them. However, family members over the age of 18 may do volunteer hours for the family, as long as they are in compliance with the Safe Environment for Children Project requirements.

The Point System requires:

1. All two parent families must complete 25 points of service during the school year; single parent families must complete 20 points. All points must be completed and are due into the office by the last published date in May, with the following exception, if you sign up before the due date in May and complete the service:
 - a. Field Day or some field trips in May
2. In lieu of service for points, parents can pay \$20 per point. Points not accomplished through service are billed at this rate in May. You can check your point status anytime by going online and entering your Family ID number. A link to this will be published in the SPARTAN WEEKLY.
3. Mandatory functions which receive no point credit are:
 - a. Annual school fundraisers - no points, unless you are the chairperson or on the committee.
 - b. Mandatory donations, as stated specifically in the request, like candy or prizes for Trunk or Treat.
4. Opportunities for points are listed in the Spartan Weekly and the Parent Participation Handbook.
5. Points are not transferable between families.
6. A fixed number of points are assigned for some activities. For other activities, points equal hours served.
7. Points are given for donations of some items, if original receipts are presented and approved by the principal prior. No points are given for Trunk or Treat decorations, candy, prizes, etc. Points will ONLY be given for set up/take down and helping at the event itself, if you sign up before the event.

"Parent Point Record Forms" are available online and in the school office. Please fill these out as soon as services are completed and include your family number. It is the responsibility of each PARENT to fill out this form, not the teacher or room parent or event chairperson.

Point slips need to be signed by an authorized chairperson or school staff member and turned into the accordion file located in the school office. You may not sign your own point slip, even if you are the Room Parent or Chair of an event. Spouses may not sign each other's slips. *Point Slips should be turned in within 30 days of service.* Point slips

for board members and event or project chairpersons are filled out by YOU (the board member/chair) describing your service and signed by the principal or an authorized staff member in APRIL.

A Final Points billing is sent out the first week of May for all participation hours not completed. Points not achieved are billed at the rate of 1 point/1 participation hour equals \$20.00. Payment must be made to the school office by May 15th. Unpaid balances due will then be put through for payment withdrawal from FACTS on the 20th of May. Point slips cannot be accepted for credit for service occurring after the deadline, except for pre-approved Field Day participation help IF you sign up prior to the event AND complete the service as verified by the teachers.

Should attaining the point total present a hardship, please contact the Principal prior to the billing period. Please read more about this program using this link: [Parent Participation Program](#).

SCHOOL YEAR HIGHLIGHTS AND INFORMATION FOR 2025-2026

Morning Assembly

Every morning our school community gathers on the main playground to begin our day with prayer and the Pledge of Allegiance. Daily announcements are made, including student birthdays. On rainy days, these activities are done over the loudspeaker. Parents are encouraged to join us each morning on the playground for morning assembly.

Newark Days Parade

Saturday, September 20, 2025. Sponsored by the PTG to build community and participate in a civic event, parents and students participate in the parade and families can earn a maximum of 3 Parent Points. Sometimes a float is built, with additional Parent Points earned for your help with the float and decorations. More information will be posted in the Spartan Weekly.

Halloween

On Halloween, students may wear a costume to school. Costumes must be non-violent and in good taste, following our casual dress guidelines and Christian values. All students participate in a parade led by Student Council and parents are invited to attend. Room Parents in each grade will sponsor a game as part of Trunk or Treat. Parents earn parent points ONLY for set up, take down, and working during the event. The 8th Grade class builds a "Haunted House" for all to enjoy. The exact time will be posted in the Spartan Weekly. Other activities which may be planned will be announced in the Spartan News.

Christmas Program

The program is held each year in December, with the exact date published on the calendar and in the SPARTAN WEEKLY. There will be a TK-3 performance and 4-8 performance in one evening because our Church cannot accommodate all the students and their families at once. Times of performances will be announced in the Spartan Weekly.

Catholic Schools Week - Sunday, January 25, 2026 to Friday, January 30, 2026

Catholic Schools Week begins on Sunday with the 9:00 am Mass, followed by an Open House at the school. During the week, special events are scheduled. It is a week of celebration for the gift of Catholic education throughout the United States.

Mini-Carnival

During Catholic Schools Week, the 8th graders host a Mini Carnival held after lunch as a fundraiser for their class. All school families are asked to clean out their closets and donate gently used toys, books, videos, stuffed animals,

etc. for use as prizes at the carnival. Students purchase tickets to play the games and buy treats. More information as to the time to donate prizes and buy tickets will be in the Spartan Weekly. A special lunch may be offered for purchase as well as a fundraiser.

Field Day

Field Day is an annual event where the students participate in many competitions and/or challenges as members of their Faith Family team. Each Faith Family makes up a team name and cheer and we all wear our Faith Family T-shirt with free dress. Sportsmanship and teamwork is emphasized. Volunteers will be requested as the event draws near. If parents want to use this day as part of their Parent Points, they must sign up ahead of time. If you just come on that day without being pre-assigned for an event, there may or may not be a service opportunity available. Watch for sign up opportunities in the Spartan News in the weeks before the event.

Mass and Prayer Services

Detailed information may be found in the Spartan Weekly.

Class Retreat

Every grade participates in a class retreat. Many retreats are held at the Dominican Sisters Motherhouse in Fremont. Students enjoy this opportunity to grow closer to God and each other. The teacher plans the retreat and requests assistance from parents as parent drivers with chaperones. Parents do not attend the retreat, except the 2nd grade parents with their children in preparation for First Communion. The 8th grade students go on a two-day retreat each year in the fall.

PTG Meetings

PTG meetings bring the parent community together around important topics integral to school life and Catholic education. They are scheduled regularly and meetings will be announced in the Spartan Weekly and listed on the school calendar. Attendance is expected as part of parent commitments. Parents earn one parent point for attending the hour-long meetings.

School Fundraisers

Sponsored by the PTG, these include the Raffle tickets, Scrip and Additional Fundraising selections. All families are contractually obligated to participate unless you chose the "No PTG fundraising" Tuition Rate. Please refer to your contract for exact amounts due and your fundraising choices.

OTHER School Fundraisers

Throughout the school year, various fundraisers may be held to benefit the 8th grade retreat and graduation, the 6th grade science camp, the CYO program, the student council sponsored child, among others. These can include selling special lunches or snacks. While all of these benefit the school and our students, participation is voluntary and are not included in the total amount required to fundraise by contract (see above).

Student and Teacher/Staff Birthdays

For everyone, birthdays are announced at morning assembly, and are celebrated with their class at a monthly party. Dates and times of these parties are determined by the room parents after discussion with the teacher. All Teacher/Staff birthdays will be celebrated monthly as well, with those dates listed on the calendar and in the Spartan Weekly. Guidelines for these celebrations are in this Handbook. Attending the party does not earn Parent Points. However, everyone attending must be in compliance with the Safe Environment policies.

Emergency Notification and Evacuation Drill

One time during the school year, we will use an automated voice and/or email system as a practice exercise to test the phone numbers and email addresses you provided to the school for use in case of emergency notification. Every other year, we also do a school wide evacuation drill to practice releasing students to parents if an actual emergency occurred requiring the school to close.

REMINDERS

- Please read the SPARTAN WEEKLY emailed to you for the most up-to-date information. Add us to your "FAVORITES" list to easily find us!
- TO CONTACT A TEACHER, EMAIL through their page the website: www.stedcs.org under the "Academics" tab.
- Students will attend Mass regularly. As Masses will be on different dates throughout the school year, please read the Spartan Weekly and refer to the school calendar posted on the website to confirm the dates of Masses. ALL STUDENTS must wear their Formal Uniform on Mass Days.
- EVERY ADULT who volunteers or plans to attend school events like a work party or field trip or wants to earn parent points, must do the online VIRTUS training course AND complete and sign the Diocesan Volunteer Form AND be cleared through the Live Scan fingerprinting process using the Oakland Diocese LiveScan form.

PLEASE NOTE: Live Scan fingerprinting clearance is a Diocesan requirement and is a component of the Safe Environment for Children Project. Do not wait until the day before you want to volunteer or go on a field trip, etc. as it takes more than just one day to receive notification from the Diocese that your fingerprints have cleared. You must be LiveScan fingerprinted for the Diocese of Oakland separately from being fingerprinted for your job or any other agency. The DOJ does not share your information between agencies or organizations. Each entity needs to request their own clearances, with their own form, with new fingerprints.

Revisions of this Handbook

The Principal retains the right to amend the handbook and parents will be given prompt notification if changes are made through the SPARTAN WEEKLY.



APPENDIX 1

*This is the full text of the Diocese of Oakland Technology Responsible Use Policy
which all parents and students agreed to through their School Admin account:*

Diocese of Oakland Technology Responsible Use Policy Students and Parents

Introduction

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

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

Jurisdiction and Definitions

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

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

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

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

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

School Responsibilities

Protecting student data

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

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

Efforts to protect students online

Internet within the school is filtered with the intent to block access to obscene and non-educational material. In addition, the school has adopted and enforces an Internet safety policy to monitor network activity, promote safe

communications, educate students in Digital Citizenship, and prevent unauthorized access to the school network and community data.

Parent Responsibilities

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

Student Responsibilities

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

1. I will treat others with respect and compassion in all interactions, including online communication. I will treat others kindly in all communications, including "private" messages. I will not publicly disparage the school, staff, students, or other members of the school community. I recognize that anything sent using technology can be copied and saved forever online. I will not transmit inappropriate material to others via messages, social media, or other ways. Examples of inappropriate material include messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence. Such material usually upsets other students and is brought to the attention of teachers, even when sent outside of school.

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

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

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

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

In order to support and enforce these policies, school officials may inspect school technology at any time. Students should not have any expectation of privacy when using any school technology.

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

Student Signature: _____ Date: _____

Printed Student Name: _____

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

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Distance Learning Addendum

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

Jurisdiction

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

Safe and Responsible Video Conferencing and Live Streaming

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

School Responsibilities

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

Student Responsibilities

1. Students will not take photos or recordings of video conferences
2. Students will not share links or logins for video conference meetings with anyone outside of their class community.
3. Students will attend in uniform or school-appropriate attire as directed.
4. Students will inform others nearby when they are conferencing, especially when the camera or microphone is on.
5. Students will attend from common areas in homes, such as the family room, dining room, or kitchen.

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

Management Tools in Distance Learning

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

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

Internet filtering at home

Internet on devices provided by the school for distance learning may or may not be filtered. Even when filters are enabled, it is possible for these filters to break down or be circumvented. Parents or guardians are responsible for

content accessible by the internet in their homes. We recommend OpenDNS Family Shield for a simple, effective, and free home internet filter: opendns.com/home-internet-security

Student Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Diocese of Oakland, Department of Catholic Schools

Updated January 2022

Diocese of Oakland Technology Responsible Use Policy for School Personnel

The Diocese of Oakland recognizes the many ways, both positive and negative, that teachers and staff can use technology. Our objective is to use technology to enhance education, operate efficiently, and communicate effectively. To that end, personnel must abide by the following expectations:

Technology Expectations for Staff

No Expectation of Confidentiality: Employees must recognize that anything written in email, messaged, published online, posted to social media, or transmitted electronically can be intercepted, copied, published, and stored forever. Every communication should be written as if for public consumption: cordial, clear, and free of sensitive information.

Security: Employees must learn and follow basic security practices to protect school, student, and family information. Securing - not sharing - passwords and avoiding viruses, phishing, and malware are key skills for staff.

Disparagement: Employees shall not write or post any content that negatively depicts the school, the faculty, students, parents, or the parish.

Communications with Students: Employees shall not “friend” or “follow” students under 18 on any social media platform, including Twitter, Instagram, Facebook, or blogs. Employees should not communicate with students or parents using any personal technology, including phones, email accounts, or social media. Educational platforms that allow communication for the purpose of supporting student learning are allowed as long as those platforms are (1) school managed and (2) can be audited by multiple staff members. Examples include Google Classroom, ClassDojo, Seesaw Portfolios, and school email.

No Expectation of Privacy: Employees should not have any expectation of privacy on any school or CSDO technology. The school reserves the right to inspect employer-owned hardware, networks, email, online storage, or any other technology systems used by employees.

Professional Use: Employees shall not use school or CSDO technology for personal business.

Model appropriate behavior: Employees are expected to model behavior consistent with the school’s values and mission. Inappropriate behavior should not be on display via social media, publications, or stored on personal technology brought to school. Examples of inappropriate material include but are not limited to the following: messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence.

Financial Responsibility: In case of loss or damage to school technology equipment entrusted to a staff member (other than damage caused by ordinary wear and tear), employees may be held financially responsible.

I have read and agree to comply with the terms of this policy governing the use of the school’s technology resources at school, home, and work. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal actions.

Printed Personnel Name: _____

Personnel Signature: _____ Date: _____

Diocese of Oakland, Department of Catholic Schools

August 2021

Diocese of Oakland Media and Student Work Agreement

Appendix 7004

St. Edward School, Newark, requests your consent for faculty and staff to use photos or videos of your child, as well as your child's work, in school publications, both in print and online. Photos, videos, and student work is published to promote the school, Catholic education, and students! St. Edward School will not use students' last names with any published media.

Definitions

Media: photos, videos, or audio recordings

Publish: distribution of media online, in print, or elsewhere such that it is publicly accessible

Media Policies for Families

1. Media taken by students or families at school or school events are for private use only.
2. Media depicting anyone in the school community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.
3. Posted media should be removed ASAP if requested by an individual or their legal guardian.

Media Policies for the School

1. Media taken by school staff in classrooms or at school events will be stored securely.
2. Media depicting anyone in the school community will not be published without the consent of the individual and/or their legal guardian.
3. For safety and privacy, student names will not be included with any published media.

Student Work Policies for the School

1. Student work will only be published with consent of the student(s) and their legal guardian.
2. Student work will only be published with the intent to celebrate the student(s), promote the school, inspire educators, or for educational purposes.
3. Published student work will not include media depicting the student(s) unless the student's legal guardian has also consented to media publishing.

We **AGREE** to comply with the Media Policies for Families above; The school may publish media of the student named below per the guidelines above; The school may publish work by the student named below per the guidelines above.

This consent will remain in effect until such time as I inform the school otherwise.

Student Printed Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

APPENDIX 2

CODE OF CONDUCT INVOLVING INTERACTIONS WITH MINORS AND VULNERABLE ADULTS 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 and those most vulnerable. 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; and vulnerable adults (those adults equated to children due to habitual lack of reason which is a permanent state of being or shall mean a person 18 years of age or older whose ability to perform normal activities of daily living is impaired due to a mental illness, long-term physical or developmental disability, and/or is protected by the State of California Adult Protective Services.) 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, young people and vulnerable adults.

This Code of Conduct is to help create a safe, appropriate, and Christian environment for minors and vulnerable adults 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, Adult Protective Services or 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.

updated to include Vulnerable Adults February 2019; Updated December 2016; August, 2013

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.

updated to include Vulnerable Adults February 2019; Updated December 2016; August, 2013

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.

updated to include Vulnerable Adults February 2019; Updated December 2016; August, 2013

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.

updated to include Vulnerable Adults February 2019; Updated December 2016; August, 2013