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**SIGNATURE PAGE** is listed separately on the website –

**PLEASE DOWNLOAD A COPY**

**IT IS REQUIRED THAT EVERYONE SIGN AND RETURN THE SIGNATURE PAGE**

**TO THE SCHOOL OFFICE by Wednesday, September 5, 2018**

******************************************************************************
SAINT EDWARD SCHOOL
5788 Thornton Avenue
Newark, California 94560
510-793-7242 FAX 510-793-3189

Pastor
Parochial Vicar
Pastoral Associate
Principal

Directors of Religious Education

SAINT EDWARD RECTORY
5788 Thornton Avenue
Newark, California 94560
510-797-0241

Reverend Mark Amaral, Pastor
Reverend Benedict Wonganant.
Deacon John Pietruszka
Sister Carolyn Marie Monahan, O.P.

Clare Beltran, Director of Faith Formation
Ken Naranja, Confirmation Program

SCHOOL STAFF

Transitional Kindergarten
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Sixth Grade
Seventh Grade
Eighth Grade
Math/Science
Physical Education
K-8 Spanish
Technology Coordinator
Music
Extended Care Director
School Counselor
School Secretary
Office Assistant
School Bookkeeper
Development Director
Development Assistant
Learning Support Coordinator
Instructional Aides

Mrs. Rita Pinomaki
Ms. Lesli Griffiths, Leadership Team
Mrs. Wilanie Williams
Mrs. Lourdes Grace Esteves
Ms. Leslie Baumann
Mrs. Kathy Miranda
Ms. Elizabeth Kumar
Dr. George Lucero
Mrs. Yvette Cardenas
Ms. Roni Priego, Leadership Team
Mrs. Julie Castro
Mrs. Johanne Garcia
Mr. Joseph Maldonado
Mr. Collin Chu
Mrs. Jean Fay
Ms. Maria Washington
Ms. Kathy McCall
Mrs. Maria Sciamanna
Ms. Shirlee Crockett
TBD
Mrs. Rosanne Lyon
Mrs. Emma Cruz
Mr. Rick Boucher
Mrs. Terry Oliva
Ms. Teresita Brown
Ms. Valerie Nguyen

You may email most faculty or staff by using their first initial last name@csdo.org (jsmith@csdo.org). Contact information is found in the Staff Directory under the “About Us” tab and on the Teachers Pages found on our website www.stedcs.org.
SCHEDULES

SCHOOL HOURS
7:40 a.m. Yard Duty Supervision Begins
7:58 a.m. First Bell Students assemble in back area
8:00 a.m. Quiet Bell, Morning Prayer, Flag Salute Students are TARDY if not in line with their class by this bell.
10:15 a.m. Morning Recess - Kindergarten (TK goes earlier, check with teacher)
10:35 a.m. Morning Recess – Grades (1-8)
10:50 a.m. Quiet Bell End of Recess for all students
12:30 p.m. Lunch – All Grades except TK and Kindergarten who eat earlier
2:15 or 12:30 p.m. Minimum Day Dismissal time for Faculty/Staff Meetings on Wednesdays Be Sure to Check the Calendar for These Times
1:10 p.m. Quiet Bell End of Lunch
3:00 p.m. Regular Dismissal 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 (see page 2). Please sign in 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 your car 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, even if 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 the student will be called to the office and they may leave out the front door. The office WILL NOT call for student 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 Monday, it is open from 8:00am to 3:30pm to allow for the weekly Monday morning prayer for the faculty and staff. On Wednesday, the office is open from 7:40 am until thirty minutes after school dismissal.

School Secretary –The school phone number is 510-793-7242. Voice mail is extension 10. Email kmecall@csdo.org
Bookkeeper - 6:30am. to 2:00pm. weekdays, at extension 13, email scrockett@csdo.org
School Counselor – Ms. Marie Washington is here 2 days a week
Development Office - 8:00 a.m. to 3:00 p.m. M, W, TH. extension 34
Principal- Please call the school office at 510-793-7242 or email cmonahan@csdo.org
STATEMENT OF THE DIOCESE OF OAKLAND
Catholic schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

ST. EDWARD CATHOLIC SCHOOL VISION
St. Edward Catholic School is a Christ-centered community rooted in the Dominican tradition and charism. Dedicated educators provide an excellent education that empowers students to deepen their faith, meet academic challenges and grow in commitment to service.

ST. EDWARD CATHOLIC SCHOOL PHILOSOPHY
In partnership with parents, faculty and staff provide an integrated curriculum permeated by the teachings of Jesus Christ. Engaged in varied learning experiences, our students 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
☐ Respects and values diversity.
☐ 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 2013, Saint Edward School received a certificate of full accreditation for a term of six years. Saint Edward School will again be visited in 2019. Preparations for this visit began last school year and will continue in this school year. Parent participation in some of the work of preparation will be part of the process.

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 sacrament of 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 on our website and in the Spartan Weekly.

When students enter Saint Edward School, they become members of a "Faith Family" made up of students from each grade level. These Faith Families are led by eighth graders. Faith Families will attend Mass, do projects and share Field Day activities together throughout the year. 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 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 on the yearly calendar and in the Spartan Weekly.

The sacraments of Reconciliation and Holy Eucharist are received for the first time by students in Grade Two in the Spring. Parents of 1st and 2nd grade students attend a series of mandatory faith formation meetings 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 asked 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 lower by one grade that trimester. Please see the school website for the program and 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**
Saint 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 $40.00 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 Saint Edward School are as follows:
   a) Transitional Kindergarten students must by 4 years old and fully potty trained by September 1 to begin in the beginning of school year for which they apply. For example, to begin August, 2018, a student must turn 4 years old by Sept. 1, 2018.
   b) Kindergarten students must be five years old by September 1 of the school year for which they apply.
   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** on each day of absence. The school office should be contacted before 9:00 a.m. Requests for homework must be made at this time as well. Messages may be left on the office voice mail or an email sent to the school secretary. 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 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 missed and may be asked to make up class time. Students who are truant are liable to suspension. **It is necessary to call the school office by 900 a.m. every day a student is out,** or send an email to the school secretary. You must send a note to the homeroom teacher when the student returns.

2. **Tardiness**
   The first bell rings at 758 a.m. Students who are not in line with their class by 800 a.m. are considered tardy and will be recorded by the Parking Lot Supervisor and reported to the school office. If the Parking Lot Supervisor is no longer out front when you arrive, 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. Every effort should be made to avoid tardiness. Habitual tardiness leads to conferencing with parents in order to change this pattern of behavior. Continued tardiness can be a reason for students to be refused readmission to school.

3. **Truancy**
   If a student is absent without a phone call or email to the school secretary, 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 academic losses of the student during these times. Student grades may be affected due to excessive absences. Teachers are not expected to send advance work with the student. Teachers may make general suggestions of ways parents can work with children during an absence. At the teacher’s discretion, make-up work may be given upon the student’s return, and if given, 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, 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 may not return to school until 24 hours after the child is fever free without the use of medication.

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 or any reason unless accompanied by a parent, legal guardian, or other designee who is designated on student emergency card. 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. 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 the 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
- 8th grade with a $100 for graduation
- New Families a $100 New Family Set-up Fee

Tuition may be paid in advance, 2 semi-annual payments in August and February, 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 payment attempt fails. It is up to the parent to 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 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 higher tuition rate is chosen), the parent service program, and other school activities.
**Tuition Assistance**

It is our goal to offer Catholic education to all students who wish to attend Saint 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 on line 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 an electronic fund withdrawal cannot be made, a re attempt 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 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 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 School Finance Committee and School Board, these guidelines will be strictly enforced. Please read them carefully and follow them responsibly.

**Annual Giving Program**

Saint 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 Saint 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 except the following: the last day of school before the Christmas break (AM care offered only); and the last day of school (AM care is offered only). 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 $75 with $25 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 percent discount will be 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 $6.00 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 $7.50 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 $13.50 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, if a parent drops off a child prior to 7:40 am or is late (past 20 minute grace period) in picking up the child after school dismissal time. 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 according rate.

**Picking Up Students**
Parents are reminded that students must be picked up within twenty (20) minutes of dismissal and not dropped off before 7:40am. If children are on school grounds before 7:40 or after 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 insure 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.
## 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.

### Report Cards

Report cards are issued for all students at the end of each trimester November, March, June. The following grading scale is used.

### 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. The following grading scale is used:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong></td>
<td>Advanced/Exceeds Mastery</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Proficient/Mastery</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Developing/Approaching Mastery</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>Needs Support/Below Basic</td>
</tr>
</tbody>
</table>

#### Grading Scale

- **4** Advanced/Exceeds Mastery: Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exceeds learning target by performing at exemplary levels. The student is on track to exceed grade-level 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. This level is the focus for the entire proficiency scale. The student is on track to meet grade-level standards.

- **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. This level is the basic learning necessary and serves as the foundation for the higher levels of learning. The student occasionally meets standards as demonstrated by a body of evidence that shows incomplete/inconsistent understanding and application of grade-level concepts. No major errors or omissions regarding the simpler details or processes but major errors or omissions regarding more complex ideas or processes. Exhibits basic understanding of standard on assessment tasks involving fact and vocabulary recall, conceptual application, and strategic and extended reasoning, such as modeling and problem solving. However, there are major errors or omissions with level 3 elements.

- **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. Student requires more time and experiences; shows limited achievement of the standard(s). The student rarely meets standards as demonstrated by a body of evidence that shows minimal understanding and application of grade-level concepts. 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. May be able to complete some low-level assessment tasks involving fact and vocabulary recall with support but struggles on tasks involving conceptual of application and strategic and extended reasoning, such as modeling and problem solving.
Grades 6– 8 for Academics

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>73-76</td>
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<tr>
<td>C-</td>
<td>70-72</td>
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<tr>
<td>D+</td>
<td>67-69</td>
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<tr>
<td>D</td>
<td>63-66</td>
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<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

**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.

Parents are asked to sign the envelope and return it to the school. Parents keep the report card. Parents can make copies of these report cards as necessary. Should parents need another copy of the report card from the school, a copy/processing fee of $1.00 per copy will be charged.

**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 as a condition of promotion and/or continuing at Saint Edward School.

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

Students, particularly in eighth grade, may be counseled to transfer from Saint Edward School if they are in danger of not graduating.

**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 3 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 through the office, after consulting parents for time preferences. Students in TK-2 are encouraged by their teacher to attend the conference. In grades 4-8, 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 need for more information or the parent has a concern. These appointments are usually arranged by contacting the teacher through the school office.

**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.

Parents are advised to notify the teacher when a tutor is working with their child to insure the greatest consistency in learning.

**Homework**

Homework is of special importance because it is given to reinforce lessons taught in class. Periodically children will need help. Parents should try to assist them without doing the assignment for them. 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 long term assignments. Whatever work is assigned, emphasis should be placed on completeness, accuracy, and neatness. 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 difficulties should arise regarding homework, please consult the teacher for directives or clarification. Homework is not to be given on weekends, with the exception of 7th and 8th grade math. Students may choose to spend time during weekends working on long term projects. Even with long-term projects, nothing is to be due on a Monday. Tests will not be given on a Monday.

Homework should fall approximately within these general time limits realizing that all students work at a different pace

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK/Kindergarten</td>
<td>15 Minutes</td>
</tr>
<tr>
<td>First Grade</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Second Grade</td>
<td>45 Minutes</td>
</tr>
<tr>
<td>Third and Fourth Grade</td>
<td>60 Minutes</td>
</tr>
<tr>
<td>Fifth and Sixth Grade</td>
<td>90 Minutes</td>
</tr>
<tr>
<td>Seventh and Eighth Grade</td>
<td>120 Minutes</td>
</tr>
</tbody>
</table>

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 needed.

Homework is posted on the school website for reference throughout the week. Students in grades 2 through 8 are still required to write their homework in their planner daily. The website is for reference by parents and students when something needs clarification. Parents are asked to check the planner (paper or electronic) each day, and note if student work is being completed. If students are not turning in homework, a first step of remediation will be to ask the parent to sign the planners each night. This practice may continue should the teacher determine it is necessary for the students. Students in Transitional Kindergarten, Kindergarten and first grade receive a parent newsletter weekly, which includes the homework.
Homework/PTG Meetings
Grades TK, K, 1, and 2 will not have homework on the night of a general PTG meeting. Grades 3-8 will have homework as they are more independent workers and are capable of completing their homework prior to the PTG meeting if necessary.

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 Saint 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 an ongoing one, 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. Any student not in P.E. uniform and without a proper and valid excuse will receive an infraction and will lose points that will affect the final grade.

3. On Formal Dress Days or when a child is in free dress, students are still required to be appropriately dressed for their grade level. For TK-4, that means the required athletic shoes; for grades 5-8, the P.E. uniform

Technology
Saint Edward School offers 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 Saint 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 Saint Edward School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are listed in detail in the Saint Edward School Telecommunications Responsible Use Policy and Diocese of Oakland Technology Responsible Use Policy Students and Parents which are provided to parents and are posted on the school website. This form 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 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, Saint 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 K-8, students take the STAR Renaissance test. 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 each class are recognized in a designated curriculum area, the Virtue of the Month and a Student Learning Expectation.

**Trimester Awards** - Gr. 6-8

**NOTE:** Honor Roll: no academic grades lower than a C in all subjects; Life Skills marks must be M or E.

- Grades 6-8 First Honors: students with a 90% average
- Grades 6-8 Second Honors: students with 83% average
- Outreach Certificate - for those that completed their required Service hours

**End of Year Awards /Third Trimester Awards** – Grades K-8

- May/June Monthly Awards
- Third Trimester Awards: as for other trimesters – see above
- Academic Excellence (students on the honor roll all three trimesters)
- Physical Fitness Awards
- The Mother Pia Backes Award
- Presidential Academic (8th Grade Only)

**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 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

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". Teachers assign students to cars.

Chaperones/Drivers NOTE Each vehicle must have one driver AND one chaperone (2 unrelated adults)
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 judgement-impairing drug substance prior to or during the event;
- be unaccompanied by any other children other than the Saint Edward School students;
- sign and follow the "Expectations For Field Trip Drivers/Chaperones" form;
- not smoke in the presence of students 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 P.E. clothing, homework, lunches or to arrange after school activities.

Cell phones are not allowed in the classrooms or outside during the school day. We recommend students come to school without cell phones. If a student needs a cell phone for after school communication, it must be in the school office during the day. If a child is found with a cell phone before school or during the school hours, it will be confiscated. On the first offense the item will be confiscated and returned to the parent; second offense confiscated and kept for one week, then returned to parent; third offense confiscated until the end of the school year. If a chromebook is misused, it is taken away until a parent comes to pick it up and meets with the teacher or principal.
Electronic devices (for games, music, etc.), Kindles, toys, cards, cameras, etc. are not allowed to be used during school hours. If a child is found with any of these or similar items, it will be confiscated as stated above.

The only electronic devices allowed during school hours are those devices provided by the school and the student owned Chromebooks (grades 4-8 only). No form of electronic device (phone, Kindle, iPad, laptop, tablet, or any other similar item) may be used by students at any time during school hours, 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.

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 out 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. All printing of documents is expected to be done at home. At all times the student is expected to adhere to the conditions of the school’s Telecommunication Acceptable Use Policy as displayed on our webpage and signed by the student. Anything not related to school work is off limits.

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 or stolen. Chromebook are to be charged at home, not at school.

**Contacting Teachers**

Teachers are available BY APPOINTMENT ONLY before and after school. Please call the school office to leave a voice mail message or contact the teacher by email to set up an appointment. The teachers will contact parents at their next 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 a.m. will be delivered to students at recess or lunch. (Please also see 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:

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.

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

Parents, guardians or other responsible adults who violate these Catholic principals 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/Wednesday Envelope**

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.

At times, parents will receive a personalized "Wednesday Envelope." This envelope will be used throughout your years here at Saint Edward School. Enclosed will be important information and announcements to parents that cannot be posted on our website. It is often the only communication you will receive regarding some school activities. Remove the contents and return the envelope the following day. You may send information back to the school, ie Kids Club payments, field trip forms, surveys, etc. in this envelope. It is the parent's responsibility to see that this envelope is returned to the school office by Tuesday each week in order to keep this line of communication moving. Teachers will send them into the school office IF the student hands it to the teacher. If a new envelope must be issued to a family, the family will be charged $1.00 for the cost of each replacement envelope.

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 envelope. You may also send notices by email to cmonahan@csdo.org for approval. Once the flyer is approved, it is each group's responsibility to bring the required number of flyers (usually 200) to the school office by 3pm on Tuesday. Flyers received after that time will be sent home the following week.

**Additional Parent Information - see “Student Records”**

In the case of a separation/divorce, the parent who is not the child's primary caretaker may wish copies of regular school communications. If this is the case, and there is no court order indicating the contrary, that parent may request a separate Wednesday envelope be sent home with their child. They may also provide their email address for correspondences sent by email.

**Faculty/Staff Meetings**

Faculty/Staff meetings and teacher inservices are held on most Wednesdays. Students are dismissed at either 2:15 p.m. or 12:30 p.m. on those Wednesdays, and the school office will close at 2:30 p.m. or 1:00 p.m. 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 dismissal will be on the last Wednesday of month.....but this is not always 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.

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.

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 over the course of 10 years.

As a faculty, we invite you 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.

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.

| THE SCHOOL RESERVES THE RIGHT TO INSPECT AND SEARCH ALL PROPERTY BROUGHT ONTO AND/OR STORED ON SCHOOL PROPERTY, INCLUDING BUT NOT LIMITED TO, DESKS, CLOSETS AND BACKPACKS. |

1. RESPECT YOURSELF, OTHERS AND THINGS

**Looks/Sounds like**

- Being courteous and responsive to faculty, staff members, lunch supervisors, visitors, calling yard duty supervisors and each other.
- Listening and follow directions of teachers, calling, staff and supervisors.
- Keeping hands, feet and objects to yourself.

**Does not Look/Sound like**

- Rude or loud talking. Ignoring people.
- Bullying and name
- Ignoring directions iven..
- Fighting, shoving, kicking, blows, name
- Using normal objects in harmful ways..
- Damaging or vandalizing objects or property
• Respecting school property, other's property and your own.
• Acting as representatives of the school.
• Doing your own work and respecting the work of others.
• Owning up to your mistakes/accepting responsibility

2. CONTRIBUTE TO THE LEARNING ENVIRONMENT

<table>
<thead>
<tr>
<th>Looks/Sounds like</th>
<th>Does not Look/Sound like</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arriving promptly at designated areas.</td>
<td>Coming late.</td>
</tr>
<tr>
<td>When dismissed, leaving in a quiet and orderly manner.</td>
<td>Cutting class/school.</td>
</tr>
<tr>
<td>Walking and speaking quietly in learning areas.</td>
<td>Disturbing others by making loud noises or being rowdy.</td>
</tr>
<tr>
<td>Coming to school prepared to learn/completing all work.</td>
<td>Running or shouting in learning areas.</td>
</tr>
<tr>
<td>Displaying a positive attitude.</td>
<td>Failure to complete class and/or homework</td>
</tr>
<tr>
<td>Responding appropriately</td>
<td>Forgetting supplies, books, or work.</td>
</tr>
</tbody>
</table>

3. FOLLOW ALL SCHOOL PROCEDURES

<table>
<thead>
<tr>
<th>Looks/Sounds like</th>
<th>Does not Look/Sound like</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wearing the school uniform with pride.</td>
<td>Being out of uniform.</td>
</tr>
<tr>
<td>Taking care of your school uniform.</td>
<td>Looking messy, clothing needing repair.</td>
</tr>
<tr>
<td>Eating food only in designated areas.</td>
<td>Bringing or eating food where it is not permitted; chewing gum.</td>
</tr>
<tr>
<td>Keeping classroom desk/cubbies neat and free from tape or stickers.</td>
<td>Having a messy desk and classroom cubby.</td>
</tr>
<tr>
<td>Having backpack or wheeled carrier that fit into closet areas.</td>
<td>Having a carrier too big to fit in classroom closet areas.</td>
</tr>
<tr>
<td>Carrying books and supplies to each class.</td>
<td>Failure to have books and supplies needed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does not Look/Sound like</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being out of uniform.</td>
</tr>
<tr>
<td>Looking messy, clothing needing repair.</td>
</tr>
<tr>
<td>Bringing or eating food where it is not permitted; chewing gum.</td>
</tr>
<tr>
<td>Having a messy desk and classroom cubby.</td>
</tr>
<tr>
<td>Having a carrier too big to fit in classroom closet areas.</td>
</tr>
<tr>
<td>Failure to have books and supplies needed.</td>
</tr>
<tr>
<td>Defacing school property building, desks, chairs, books, and all equipment;</td>
</tr>
<tr>
<td>Leaving school grounds without permission - students who stay after school for a meeting, extended day or an athletic event or practice must remain on school grounds; they may not leave to go anywhere and then return to campus</td>
</tr>
<tr>
<td>Violation of uniform code (regular and P.E) or the free dress code;</td>
</tr>
<tr>
<td>Continued disregard of basic school rules e.g. chewing gum, uncovered textbooks, eating or drinking in class, being in &quot;off limit&quot; areas, being in classrooms without supervision;</td>
</tr>
<tr>
<td>Inappropriate internet activity and/or instant messaging.</td>
</tr>
<tr>
<td>Plagiarism</td>
</tr>
</tbody>
</table>

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**

Saint 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

**Behavioral Support Plan and Probation**

Occasionally, students have difficulty taking responsibility and managing their own behavior. In order to provide support as well as accountability for actions, students and parents may be required to participate in developing a student support plan to address areas needed for improvement. This involves a conference attended by parents, student and teachers. If this initial conference and plan does not given evidence of improvement based on the supports provided and the timeline determined, an additional conference will be scheduled to support sustained improvement. 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.

**Infraction**

When there is a discipline problem, failure to complete work, violation of the dress code or any other breach of rules, 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 it to school signed. 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.

**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 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.

1. The following offenses committed by students while under the jurisdiction of the school may be reasons for expulsion.
   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.
   h. Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another.
   i. Theft.
   j. The verbal, physical, visual or sexual harassment, bullying or cyberbullying of any student, teacher or administrator.

2. 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. 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 - Schools should adopt a policy consistent with this section. 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 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 each other. 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.
7. Limit your child’s exposure to violence in music, movies 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 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.
10. Don’t expect your child will 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.

**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 Saint 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 uniforms may be purchased at Merry Mart. You may order online, by phone or at their store at 33 Washington St, Santa Clara, CA 95050, phone #408-296-0423.

**Hygiene**

Neatness and cleanliness are an important part of any child's growth and development. Student's clothing and person should be 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**
1. Red plaid jumper, no shorter than 3 inches above the knee (Navy blue bike shorts must be worn under the jumper);
2. White blouse with peter-pan collar, white turtleneck or polo; blouses must be tucked in;
3. Navy blue or ash grey logo’d polo shirt from Merry Mart
4. Navy blue logo’d cardigan, pullover, vest, or a navy blue logo’d uniform sweatshirt, from Merry Mart;
5. Navy blue pants (purchased from Merry Mart; only acceptable style) with navy blue or black belt (belt optional for grades TK-2);
6. Navy blue or plaid walking shorts, no shorter than 3 inches above the knee (purchased from Merry Mart) with navy blue or black belt (belt optional for grades TK-2);
7. Navy Blue Twill Capri pants, Merry Mart brand, with a belt for grade 3 and above.

**Grades 4 & 5**
- Girls in grades 4 & 5 may choose *either* the jumper or the skirt, plus all of the above.
Grades 6-8
All of the above and
• Red plaid skirt no shorter than 3 inches above the knee replaces the jumper;
• Navy blue bike shorts must be worn under the skirt;
• 8th graders ONLY may wear a class sweatshirt which complements the uniform.
• 6th Graders may wear Science Camp sweatshirts
• Members of Campus Ministry/Student Council may wear their Campus Ministry/Student Council sweatshirt.

NO JEWELRY, MAKE-UP, FINGERNAIL POLISH IS ALLOWED except small stud earrings and/or a religious necklace (ie small crucifix or medal) may be worn.

Uniform -Boys
Grade TK-8
• Navy blue slacks or uniform shorts; pants must fit at the waist and hips, cover all undergarments, be of proper length and be properly tailored (cords or dockers);
• Belts, navy blue or black, must be worn, fitted to the waist and be contained in the belt loops; belts are optional for boys in grades TK-2;
• White short-sleeved shirt, white turtleneck, or polo shirt; Shirts must be tucked in at times;
• Ash grey or navy blue logo’d polo shirt from Merry Mart
• Plain white undershirts must be worn at all times;
• Navy blue logo’d cardigan, pullover, vest or navy blue logo’d uniform sweatshirt;
• 8th graders ONLY may wear a class sweatshirt which complements the uniform.
• 6th Graders may wear Science Camp sweatshirts
• Members of Campus Ministry/Student Council may wear their sweatshirt during their year of participation.

NO JEWELRY IS ALLOWED...except a religious necklace (ie small crucifix or medal) may be worn.

SHOES AND SOCKS
Shoes, All Grades, Boys and Girls
• ALL WHITE OR ALL BLACK SPORT SHOES MUST BE WORN.

Socks, All Grades, Boys and Girls
• PLAIN white, black or navy blue socks. SOCKS MUST BE ABOVE THE ANKLE WITH NO LOGOS.
• Girls may wear plain white or navy blue tights.

LEGGINGS AND LEGWARMERS ARE NOT ALLOWED. Students will be sent home if uniform rules are not followed.

P.E. UNIFORM
Grades TK-4, Boys and Girls
• No special uniform. Regular uniform pants or shorts and ANY neutral color athletic shoes. NO BRIGHT COLORS.
• Girls must wear uniform bike shorts under their jumper or skirt (gr. 4).

Grades 5-8, Boys and Girls - Dress out for P.E. Classes
• Uniform navy shorts (purchased from Merry Mart) with uniform grey tee-shirt (purchased from Merry Mart);
• May wear over the above uniform Navy sweatpants, sweatshirts, navy windbreaker pants (purchased from Merry Mart).
• Socks must be white athletic style socks.
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, the Peter Pan Collar Blouse, Red Crossover Tie, Sweater or Vest

**Girls 4-5**  -Jumper or skirt, the Peter Pan Collar Blouse, Red Crossover Tie, Sweater or Vest

**Girls Gr. 6-8**  -Skirt, Oxford Blouse, Red Crossover Tie, Sweater or Vest

**All Boys**  -Long Pants, Broadcloth Shirt, Red Tie (Gr. TK-4) or Navy/Red Striped Tie (Gr. 4-8), Sweater or Vest

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

Free dress tickets may not be used on these days. Students whose birthdays fall on a Formal Dress Day may wear free dress the next day following Formal Dress Day. Parents will be called to bring the child's uniform if free dress is worn on a day when not allowed and students will pick up their formal uniform clothes in the office during recess.

**ADDITIONAL Uniform Guidelines, All Students**

- No sweatshirt other than uniform or other St. Edward School/Parish sweatshirt (8th grade class sweatshirt; 6th grade class from Science Camp, or Campus Ministry/Student Council, 50th Anniversary, CYO, etc.) may be worn to school.
- No oversized clothing may be worn. Students will be sent home during the first week if clothes do not fit appropriately; 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 those who need them;
- 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.

**Sweatshirts/Sweaters/Jackets**

If a sweatshirt or sweater is worn, it must be a uniform sweater or sweatshirt purchased at Merry Mart, or an approved alternate school sweatshirt. Navy blue school jackets obtained from Merry Mart with the school emblem may be worn by both girls and boys. School jackets and non-uniform jackets may be worn to and from school only, **NOT throughout the school day or in the classroom.** Non-uniform jackets are not to replace the required uniform.

**Hair**

Hair should always be neat and clean and worn in a manner which is not distracting. Boys' hair may be worn no longer than the top of the shirt collar. **No extreme haircuts may be worn.** Although a comprehensive list of acceptable haircuts cannot be named here, "extreme" would include such things as lengths which vary greatly, extreme shaved portions, long pieces of hair which hang in the front or the back or spiked in the middle. Bleached, colored, tinted, highlighted, or streaked hair may not be worn. **If there are any questions about acceptable styles, please ask school personnel prior to haircuts.** Parents are asked to carefully supervise the haircuts allowed for children. Girls' headbands, clips, ribbons, etc. must be a color which complements the uniform.
Free Dress

Students may have Free dress on their birthday (or the Friday closest if the date falls on the weekend) unless it is a Formal Dress Day. The student then may have Free dress the following day. The school may designate certain special days as Free dress Days.

Students and parents are expected to follow these Free dress guidelines. Students who do not comply with the Free dress policy will be sent to the office. Parents will be contacted to bring the student uniform. 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, in good repair. NO RIPPED or TORN clothing, even if it is the current “style”.
- Pants, jeans, and shorts must fit properly. No oversized or tight clothes, or ripped or torn.
- Walking shorts, skirts, or dresses are to be no more than three 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.
- Shoes must be closed toe. Socks or nylons must always be worn; heels no more than 2".
- Jewelry/make-up/fingernail polish is the same as with uniform.
- 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 are acceptable.

Not allowed at anytime for Free dress
- Low cut, midriff blouses, tank tops, sleeveless or backless or cut-out sleeved blouses, shirts or dresses or ripped/torn clothing
- Skin tight or oversized clothes for boys or girls;
- Spandex or leggings, sweatsuits, sweatpants;
- Socks below the ankles;
- Sandals or sling back or backless shoes;
- No heavy chains or anything else that hangs on person or clothing that could endanger students.

Guidelines cannot specify every area; however, the intent is clear. 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.
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 tolerance 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.
EMERGENCY PROCEDURES

EMERGENCY/DISASTER CARDS
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 Saint Edward School. Saint 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. Saint 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 (10:35am) 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. "Fast food" meals are discouraged. Soft drinks are not allowed except for special, school sponsored events. Hot lunches are available through "Choicelunch". On Minimum Days, children in Kids Club must bring their lunch. **PLEASE SEND LUNCHES WITH YOUR CHILD IN THE MORNING.** While it is occasionally necessary to deliver a student's lunch to school, such should be the exception, not the rule. Lunches arriving after school begins must be left in the *Parish Hall* with your child's name and grade CLEARLY MARKED, before 12:15pm and we will do our best to deliver these late lunches to your child's classroom at lunchtime. After 12:15pm, you will need to sign into the school office, obtain a visitor badge and wait at the benches in the walkway in front of the school office until 12:30pm. Your child will come out to these benches to meet you. Then you must sign out in the school office. **Students ARE NOT allowed to go to the parking lot to get their lunch.**

3. **Hot Lunches** - Choicelunch is our Hot Lunch provider. 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 4, 2018, but **NOT** on 12:30 p.m. 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.

4. **Milk** - May be available through Choicelunch. Please check their website for information. Cost will be determined by Choicelunch.

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 uninterrupted to and from the school and the home on regular school days. If a child is injured, the parents must request an insurance claim form from the school within TWENTY DAYS. 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 shall not be furnished by the school. Parents or guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy. 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 is kept locked in a secure place under appropriate temperature conditions in the school office. Asthma inhalers must be turned into 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 card. THEREFORE, EMERGENCY FILE CARDS 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)

Health Screening
Students are screened for vision, hearing and scoliosis 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 conference 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 card.

Photographs of students may appear on the school website or in other publications. Parents signed a permission slip at the beginning of their child's first year of school, which we keep on file throughout their years at Saint 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 fosters school spirit among the student body. Officers of the Student Council include President, Vice President, Secretary, Treasurer, and Commissioners of Spirit, Publicity, Ecology and Technology Support. These officers are appointed in the Spring following the application/interview process. Officers are reviewed and appointed by a committee of moderators, outgoing officers, teachers and the principal. 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
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. Vision Statement

Students apply and enter into the interview process with choice occurring by the faculty staff appointed to this responsibility. Students in grades six, seven and eight are eligible to be Campus Ministers
**Choir**
When personnel is available to train and lead, the choir sings at student body Masses and may be asked to sing at Sunday Masses or special occasions. Students in grades three to eight are encouraged to participate.

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

**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 [www.stedwardcyo.org](http://www.stedwardcyo.org)

**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.

**School Board**
Saint Edward School Board is an advisory group to the principal and pastor which exists to assist the principal and the 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 serve for three year terms. Members also serve on Board committees.

All 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 School Board President and Principal. Agenda items should be submitted to either the President or Principal at least one week prior to a School Board meeting for consideration on the agenda.

**Finance Committee**
The Finance Committee is a subcommittee of the School Board whose members are appointed by the pastor and the principal. The purpose of the committee is threefold:
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.

The committee meets periodically throughout the school year.

**School Safety Patrol**
The School Safety Patrol is comprised of students to help direct traffic.

**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**

Class Room Parent is a subcommittee of the PTG who helps with various activities during the year. They are responsible for working on school 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, including field trips, and then coordinates the services of the other parents. This work of coordination may involve holding class parent meetings, telephoning, collecting and accounting for fees, etc. The work of the class Room Parent is coordinated by the PTG Board Head Room Parent(s).

**Yard Duty**

Parents are asked to volunteer for yard supervision during lunch break, and sometimes during recess break. These parents must be in compliance with the Safe Environment for Children Project requirements (training and be LiveScan fingerprinted) before participation in yard supervision may occur. Parents may contact the school office if they are interested in this service. Parent points will be given for this service.

Parent help is also 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 more 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 teachers before making any other plans to celebrate a birthday at school. Healthy menus for parties are to be followed. 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 re-opens. Students may wear free dress on their birthday. 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 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 the Feast of Saint Edward, Valentine Day, birthdays, etc., classes may plan a class party. Not all classes celebrate these events in the same way or at the same time. Room Parents and teachers 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 peanut.

**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 comprised of staff, students and parent volunteers who help with direction.

**Morning**
All cars enter from Saint Edward Street. Please refer to the map on the website.

*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, go left down the aisle closest to Saint Edward Street to park in the areas closest to Civic Center 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. 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 p.m. (2:35 p.m. or 12:50 p.m. on Minimum Days) will be placed in the After School 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 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.

**ALL** school parents/guardians are considered "volunteers" of Saint 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

a) 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;

b) **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 [https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=22671](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=22671). 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 re-training requirement.

c) **FINGERPRINTING:** Live Scan Fingerprinting of volunteers is a Diocesan requirement. Cost is $34.00 per person, which 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. **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. NO EXCEPTIONS.

*This does not list all the possibilities, but are examples of the most common volunteer activities during the school year. If you are not sure if you are in compliance to volunteer or attend an activity, please contact the school office for clearance a week PRIOR to participating. Please refer to the Parent Participation Handbook that will be posted on the website.
Parent Participation Program

Every family is expected to become actively involved at Saint 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. 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.

**Briefly, the Point System requires**

1. All two parent families 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 April, with the following exception, *if you sign up before the due date in April* and complete the service
   - Field Day 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
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 receipts are presented* and with prior principal approval.
8. The PTG Board administers the Point System.
9. “Parent Point Record Forms” are available at the end of the Parent Participation Handbook posted online and in the school office. *Please fill these out as soon as services are completed and included your family number.* It is the responsibility of each PARENT to fill out this form, not the teacher or room parent or event chairperson.
10. 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.*
11. 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.

Should attaining the point total present a hardship, please contact the Principal prior to the billing period.

**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.
School Year Highlights and Information For 2018-2019

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 22, 2018. 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 that. 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. The exact time will be posted in the Spartan Weekly. Students will be dismissed at 12:30 PM. Other activities which may be planned will be announced in the Spartan News. Room Parents in each grade will sponsor a game as part of Trunk or Treat.

Christmas Program
Is held each year in December, with the exact date published on the calendar and in the SPARTAN WEEKLY. Because our Church cannot accommodate all the students and their families at once, the students will perform twice that night and performances are divided by the first letter of the family last name. Actual division will be announced in the Spartan Weekly. For the half waiting to see the performance or waiting for their child to be done, there will be cookies and beverages served in the parish hall. We will request cookies and beverage donations from all families.

Catholic Schools Week
Sunday, January 27, 2019 to Friday, February 1, 2019. Catholic Schools Week begins on Sunday, January 27 with the 9:00 a.m. 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 the prizes at the carnival. Students purchase tickets to play the games and buy treats. Parents are encouraged to join us on this fun afternoon. No volunteers are needed as the 8th graders do all the work! More information as to the time to donate prizes and buy tickets will be in the Spartan Weekly.

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. Parents are welcome to join us. 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 2 night 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.

**MANDATORY 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. You could also choose to "buy out" the Additional Fundraising with a payment by March 1, 2019. Please refer to your contract for exact amounts you chose.

**OTHER School Fundraisers**
Throughout the school year, various fundraisers are 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 lunches or snacks. Kids Club may sponsor See's Candy sales twice a year, more as a convenience to parents at Christmas and Easter, than to raise funds. 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.
REMEMBER

● 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 ADDRESSES are listed on the website: www.stedcs.org.

● 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.

● Live Scan fingerprinting clearance is a Diocesan requirement and is the second 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 Live Scan 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 need to request their own clearances, with their own form, with new fingerprints.
APPENDIX 1

This is the full text of the Telecommunications Responsible Use Policy which all parents agreed to through their School Admin account:

ST. EDWARD SCHOOL TELECOMMUNICATIONS RESPONSIBLE USE POLICY

Introduction
The Diocese of Oakland recognizes the various ways, both positive and negative, that students, personnel, and parents can use technology both in school and at home. Our schools seek to educate 21st Century learners through 21st Century teaching. 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.

As a community of faith that embraces technology, we recognize the following:
❖ Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
❖ The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
❖ Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of each of the schools.

The Diocese of Oakland discourages students, personnel, and parents from using technology in irresponsible ways both at school and at home and will hold all users responsible for their published words if they affect the school, administration, faculty, staff, students and families. Students, personnel, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion/dismissal.

Code of Conduct

St. Edward School students are expected to model a code of conduct reflecting the school philosophy of St. Edward at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

The school’s jurisdiction with respect to conduct includes:
❖ At all times when the student is on school grounds
❖ At all times during the school day, both on and off school grounds
❖ At all officially sanctioned school-sponsored events
❖ Outside of the school day when the student's public behavior reflects upon the school.

Note: The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school’s image, reputation, and/or the safety and well being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming, chats, digital transmissions and other technology related activities.
TELECOMMUNICATIONS RESPONSIBLE USE AGREEMENT
Adapted from NCEA’s From the Chalkboard to the Chatroom

As a school technology user, I agree to follow the rules and code of ethics in all of my work with telecommunications while attending St. Edward School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, or utilizing mobile technology within the classroom, I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab or around the mobile lab equipment.

2. I recognize that copyright laws protect licensed media; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of my password and not share it with others; I will also protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. If I become aware of any misuse by others, I will notify the school site administrator immediately. I will honor my school’s procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer’s hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

6. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

7. Cyber-bullying, cyber-harassment, and cyber-stalking are forms of bullying that utilize electronic means including, but not limited to email, texting, inappropriate images, posting, and instant messaging. These forms of harassment are taken seriously and are prohibited.

8. Students, personnel and parents may not take or transmit images that violate the Responsible Use Policy. Taking pictures, videos, or recordings without a person’s knowledge is a violation. The transmission, display, and sharing of inappropriate images is subject to disciplinary and legal action.

9. Students are allowed to bring personal computers or mobile devices onto campus for educational purposes only and at the discretion of the classroom teacher or school administration. This privilege can be revoked at any time if the student violates the Responsible Use Policy. The school will not be responsible for the security, troubleshooting or repairing of student or personnel-owned computers. Students/parents/guardians and personnel accept full responsibility for the loss or damage to their computers or mobile devices.

VIOLATION OF TELECOMMUNICATIONS RESPONSIBLE USE POLICY

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the loss of technology privileges, disciplinary action, and may face legal prosecution.
APPENDIX 2
Diocese of Oakland Technology Responsible Use Policy
Students and Parents

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

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

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

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

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

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

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

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

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

Diocese of Oakland, Department of Catholic Schools
Technology Responsible Use Agreement
As a member of the school community, I agree to the following rules and code of ethics:

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

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

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

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

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

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

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

Student Signature: ____________________________________________ Date: ________________

Printed Student Name: ____________________________________________

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

Parent/Guardian Signature: _______________________________ Date: __________

Parent Printed Name: ____________________________________________

Diocese of Oakland, Department of Catholic Schools
Diocese of Oakland Media and Student Work Agreement

St. Edward School 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!

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.

______ We agree to comply with the Media Policies for Families.

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.

______ The school may publish media of the student named below.

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

______ The school may publish work by the child named below.

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

Student Printed Name: ______________________________________________ Grade: ________________
Parent/Guardian Signature: _____________________________________________ Date:______________
Parent/Guardian Printed Name: ____________________________________________

Diocese of Oakland, Department of Catholic Schools
APPENDIX 3

CODE OF CONDUCT

INVOLVING INTERACTIONS WITH MINORS
IN THE DIOCESE OF OAKLAND

PREAMBLE

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

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

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

RESPONSIBILITY FOR COMPLIANCE

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

EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS

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

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

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

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

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

**RECTORY RESTRICTIONS:** An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters.

Minors age 16 and over are permitted to work in the professional area of the rectory, when there are two adults over 18 years of age present.

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

**SUPERVISION AT SPORTS EVENTS AND GAMES:** At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engages in organized games or sports activities. At the High School level (nine -twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 8th grade and under must be under the supervision of the CYO Office.

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

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

**UNACCEPTABLE TOPICS AND LANGUAGE:** Comments of a sexual nature are not to be made to any minor except in response to a specific classroom or otherwise legitimate questions from a minor. Topics or vocabulary such as profanity, cursing and vulgar humor must not be used in the presence of a minor/minors.
**YOUTH TRIPS AWAY FROM PARISH FACILITIES:** At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

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

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

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

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

The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.

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

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

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

SETTING: Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters.

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

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

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

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

ENFORCEMENT/ REPORTING

Violations of the Code will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop) in accordance with Civil Law and this Diocesan policy. Penalties may take various forms ranging from counseling to removal from ministry.

Violations of this Code must be reported immediately to the appropriate parish, diocesan or civil authority.

Allegations of sexual misconduct by priests, church employees, or volunteers must be reported to the local authority (e.g. Police or Sheriff Department, County Child Protective Services). In the cases involving priests or religious, the Office of the Chancellor of the diocese (510-267-8334) will be notified. In cases involving other employees or volunteers, the Office of Human Resources (510-267-8359) will be notified.

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

IMPLEMENTATION

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