

ST. PERPETUA PARISH SCHOOL

Student/Parent Handbook

&

Telecommunications

Responsible Use Policy



2025-2026

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WELCOME TO ST. PERPETUA PARISH SCHOOL

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

St. Perpetua Parish School does not and shall not discriminate on the basis of race, color, religion, gender, age, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, school families, volunteers, and subcontractors.

Any items not listed in this handbook are left to the discretion of the administration.

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Molly Gotchet, Principal

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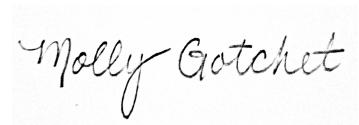
LETTER OF WELCOME TO PARENTS
2025-2026

Dear St. Perpetua Families,

Welcome to St. Perpetua! At St. Perpetua, we are committed to nurturing our students academically, spiritually, emotionally, and physically. We are able to do so through the generous contributions of our community and our staff's relentless dedication to their professional growth. I am honored to serve as the Principal of St. Perpetua in supporting a dedicated and talented staff, a vibrant parent community, and a hardworking student body. As the Principal and a parishioner of St. Perpetua, I can confidently say the strength of our community is unmatched.

St. Francis de Sales once said "be who you are and be that well." At St. Perpetua, we are dedicated to meeting the needs of all students. As members of the Catholic faith, we believe all people are made in the image and likeness of God. It is our vocation as Catholic school educators to ensure all students are included and their needs are met. With my goal of continuing the tradition of excellence here at St. Perpetua, I am committed to creating a safe learning environment that supports all students and prepares them for a successful future. We believe there is good in the world; therefore, it is our duty to be that good. Thank you for your partnership in your child's Catholic education.

In Partnership,

A handwritten signature in black ink that reads "Molly Gotchet". The signature is written in a cursive, flowing style.

Molly Gotchet, Principal

Right to Amend:

The Principal retains the right to amend the handbook for just cause and parents/guardians will be notified electronically if changes are made.

ABOUT ST. PERPETUA PARISH SCHOOL



St. Perpetua Parish School Mission Statement

The Saint Perpetua Parish School Community nurtures each student in a safe environment rich in Catholic values and academic excellence.

- We are determined to provide our students in grades TK-8 with gospel values and the skills to meet the challenges of our changing world.
- We are committed to a dynamic and constantly improving environment of academic excellence, spiritual awareness, emotional support and physical well being.
- We believe that our Administration, Teachers, Staff, Parents, and Students are all accountable for the fulfillment of our goals. We pledge our joint efforts to these ends.

Philosophy

St. Perpetua School is a Catholic educational community within the St. Perpetua Parish. Clergy, administration, faculty and staff work in cooperation with parents and students to impart the Christian message and to pass on the history and traditions of the Catholic Church. Students are taught to view life according to the teachings of Jesus Christ while they are encouraged to develop a sense of social justice and a desire to serve others. The faculty and staff of St. Perpetua School works in partnership with parents, the primary educators, for the development of the whole child: spiritually, academically, socially, and physically. Students experience the positive benefits of responsibility, discipline, and community in a secure, caring Christian atmosphere. They are challenged to attain their academic potential in an environment that promotes accountability, independence, leadership and a love of learning. We believe each student, as a unique creation of God, has abilities to be developed and shared. We believe the goal of Catholic education is to support students as they move toward becoming life-long learners and competent future citizens.

History of St. Perpetua Parish School

St. Perpetua School opened in September 1963, with an enrollment of two hundred students in grades one through five. Father John Quinn, Pastor, worked closely with Sister St. Michael, the first Principal. The Sisters of St. Joseph of Carondelet staffed the school. Thirty-five students were in the first graduation class on June 10, 1967.

Sister Mary Sevilla succeeded Sister St. Michael as Principal in September 1968. In the fall of

1974 Sister Patricia Lyons was appointed Principal. Sister Joanne Clare became Principal in September 1976 and was followed in September 1984 by Sister Francis Marie Hansen. Linda Story became Principal in 1994, Joan Burman served as interim Principal in 2001, and Kathleen Radecke became Principal in 2002. Joan Burman once again served as interim Principal in 2007. Karen Goodshaw took over as Principal in 2008.

In March, 1997, and in 2003 the school was evaluated by the Western Catholic Education Association. In July of the same year, the Western Association of Schools and Colleges granted a full six-year term of accreditation. In 2009, the process was repeated, and Saint Perpetua School once again received a six-year term of accreditation. In 2022, St. Perpetua also received a six-year accreditation.

In the fall of 2002, construction for a 13,000 square foot addition to the school commenced. This addition included a state-of-the-art science lab/art center, library resource center, and multi-media center. The 5th, 6th, 7th, and 8th grade classrooms were also renovated, and breakout rooms and offices were added to the first floor. A new faculty room, restrooms, teacher workrooms, and catering kitchen were also added to the facility, as well as a hillside amphitheater. In 2003, The Garden of Learning was completed, and most recently, the Religious Resource Center, Kindergarten, and Panther House rooms were renovated. In 2007, a new hillside-landscaping project was completed, and lunch tables and umbrellas were put into place on the upper and lower lots. During the summer of 2008, the pavilion was completed as a shade structure in the upper lot. In December 2008, the school and the parish completed the stairway project, which increased safety and access to the upper lot. During the summer of 2010, the 1st, 2nd, 3rd, and 4th grade classrooms were completely renovated from floor to ceiling. The front office was reconfigured during 2011 to provide a more welcoming entrance to the school and better utilize the office space. The former teacher office space at the back of the school was repurposed to allow for a larger space for the Special Needs coordinator and to facilitate an improved learning space for students.

School-Wide Learning Expectations

St. Perpetua School provides programs and curriculum to assist students in attaining the following statements:

- ★ I am a student of Catholic faith
 - I have a sincere relationship with God based in prayer
 - I know, understand, and practice the doctrines and traditions of my Catholic faith
 - I strive to live like Jesus in how I conduct myself
 - I share my God-given talents in service to others
- ★ I am a life-long learner
 - I perform at or above established academic expectations
 - I work independently and collaboratively + I utilize all sources of information ethically (research/technology/tools)
 - I strive to be organized, set and meet goals, and evaluate my performance
 - I accept challenges and explore new ideas and learning styles
- ★ I am a well-rounded person who is respectful of our world and all of its cultures
 - I am aware of and respect others' feelings and opinions
 - I communicate effectively to solve problems and resolve conflicts
 - I take responsibility for my own actions
 - I am a good steward of the Earth
 - I explore and appreciate the contributions of diverse cultures and beliefs

Section 1:
GUIDING PRINCIPLES, PERSONNEL & GOVERNING BOARDS

Diocese of Oakland
Maintaining a Positive Home-School Partnership

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

1. Parents, guardians, family members, childcare providers and friends (including, but not limited to, grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, guardians, and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or Principal directly by phone or email. More information about communication protocols are listed later in the handbook. 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 of the child's parents.

Parents, guardians or other responsible adults who violate these Catholic principles may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians, or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from

the school. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its sole discretion.

PERSONNEL

Bishop

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements that contribute to the development of the total Christian community. The Bishop delegates comprehensive regulatory and general supervisory authority on school-related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

Superintendent of Catholic Schools

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese. The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines. In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

Pastor

The Pastor, by direction of the Bishop and canon law, is directly responsible for all Parish endeavors. One such major endeavor is the Parish or area school. The Pastor can render service and leadership to the Parish or area school by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other Parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with Parish, area and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The Principal is responsible for implementing school policies.

Faculty and Staff

St. Perpetua's faculty and staff is composed of individuals dedicated to the mission of the school. The office staff includes the office manager, admissions director, and bookkeeper. The office manager is responsible to the Principal for the efficient operation of the school and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office. In collaboration with the Principal, the admissions director is responsible for interfacing with prospective families through phone calls, email and school tours. The admissions director organizes all prospective student testing and family interviews. In addition to the highly dedicated TK-8 homeroom teachers, St. Perpetua offers students in TK-8 instruction in music, PE, art, spanish, and garden from our Specials teachers. In addition, students in grades 6-8 have the choice of taking three different elective classes throughout the school year. Electives include musical theater, book club, cooking, computer science, executive functioning, and more!

Nondiscrimination Policy

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

BOARDS AND ORGANIZATIONS

Diocesan School Board

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself. The responsibilities of the Diocesan School Board include:

- Discussion of any major changes in the operation or organization of a school
- Recommendation of policies affecting the standards of education, finance, and salary scales for school personnel
- Promotion of effective public relations on behalf of Catholic education

St. Perpetua School Board

According to the Guidelines for Parish-owned Elementary School Governance, "As defined in the Primer on Educational Governance in the Catholic Church, the Consultative School Board is established by the Pastor to assist him and the school Principal in the governance of the Catholic School. The administration of the Catholic school is the responsibility of the Principal working with and for the Pastor. The Pastor as chief administrator of Parish programs retains some administrative responsibilities and delegates the remaining responsibilities to the school administrator."

A Consultative School Board provides advice and counsel in the following areas:

- Formulation of the mission statement
- Strategic planning – long-term direction of the school
- Policy as determined by the Pastor and Principal
- Evaluation of policies, plans, mission effectiveness and Board self-evaluation
- Institutional advancement to enhance image, enrollment and financial viability (development)
- Financial planning, annual budget development, monitoring and reporting
- Communications of school policies and activities to school constituencies (public relations)

The St. Perpetua School Board is a consultative board whose primary concern is the furthering of the school goals. The major responsibility of the School Board is the financial status of the school. All members of the Board are eager to serve the school and Parish community, and are open as a body to suggestions and comments. By advising and assisting the school Principal and the Parish Pastor, and by hearing and representing the school community at large, the Board shall work to enable the faculty, parents and students to reach their agreed upon goals.

St. Perpetua School Parent Association

The Parents Association of St. Perpetua School has been created for the purpose of building community through fundraising efforts, thus providing the resources to facilitate the educational goals of the school. All parents of students currently enrolled in St. Perpetua School shall be members of this association. To ensure that the purpose of the association is achieved, there is a Board of Officers.

SEEDS (Student Enrichment & Education Support)

SEEDS supports the administration and faculty by researching, planning and funding activities which provide cultural, educational and spiritual opportunities that enrich the curriculum. Areas of focus include Performing Arts, Science, Math, Social Studies, Religion and Outreach, Technology, Language Arts and the Garden of Learning. Funds are raised through the weekly Hot Lunch Program and Café Perpetua.

Students enjoy field trips and enrichment experiences such as:

- The San Francisco Symphony Concerts for Kids
- Performances at St. Mary's College & Leshner Center
- The Exploratorium
- Chabot Space & Science Center
- Historical Lafayette Presentations & Walking Tour

Section 2: PARENT INFORMATION

Code of Conduct for Parents and Legal Guardians

As a child's first teacher, a parent has tremendous influence in shaping a child's academic performance and behavioral conduct. We expect all St. Perpetua School parents/guardians to model appropriate behavior to set good examples for our school community. If parents/guardians are not able to adhere to this code, the student(s) may be asked to transfer to another school. As the school's partners in education, parents/guardians at St. Perpetua School agree to:

- Model the behavior and attitude of Christ
- Recognize that the education of their child(ren) is a joint responsibility of the parents, students and the school community
- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Hold their child(ren) responsible and accountable for following all school rules
- Help their child(ren) deal effectively and constructively with peer pressure and emerging personal, social and emotional situations
- Refrain from disparaging remarks about other children/families and discourage gossip and rumors among the school community
- Be respectful to the administration, staff, students, and other members of the school community at all times
- Respect confidential issues that may arise
- Follow the school protocol for handling complaints by first seeking a resolution with the staff member involved in a positive and professional manner.
- Strive to assist the staff and the school community in increasing the overall academic achievement and safety of their child(ren) at school
- Attend all parent-student-teacher conferences
- Attend Back to School Night
- Abide by the guidelines set forth in this Handbook

Parents/Guardians, for the benefit of their child(ren), agree to support the philosophy/efforts of St. Perpetua School as addressed in this Handbook:

- Provide an environment rich in Catholic values
- Develop life skills such as accountability, responsibility, consistent attendance and punctuality
- Agree to work in cooperation with teachers and administrators for the benefit of their child(ren)

Communication Procedures

Communication is important to the success of a child's education. Parents should direct questions and concerns regarding a child or a child's progress to the teacher. The Principal will confer with parents regarding classroom questions/concerns only after the teacher has been consulted.

Parents are responsible and urged to confer regularly with their child(ren)'s teachers, especially if there has been some notification regarding conduct or academic progress. Appointments with teachers may be arranged by email. Appointments with the Principal may be made by email.

1. All Communication

- Communication begins with the homeroom teacher.
- The teacher will communicate with the Principal as needed.
- The Principal should only be contacted in instances at recess/lunch, after school, or in case of emergency.
- Staff will communicate back with families within 24 hours.

2. Classroom Concerns

- If an issue between students happens in a particular class, please contact the specific teacher responsible for teaching that class. Please copy the homeroom teacher on the email if it did not happen in the homeroom class. The teachers will inform the Principal as needed.

3. Recess/Lunch Concerns

- If an issue happens during recess or lunch, please email the homeroom teacher and the Principal.

4. After-School Concerns

- If an issue arises at an event outside of school between St. Perpetua students and it has not been resolved and you think it will be an issue at school, please contact the homeroom teacher, counselor, and Principal.
- However, issues that occur outside school hours are expected to be resolved outside of school between the two family parties.

5. Timeline of Communication

- Teachers and Principal will get back to you within 24 hours of receiving your initial email, except if the email is received over the weekend. Teachers and staff are not expected to respond to emails on the weekend, but will get back to you on Monday.

Formal Grievance Procedures

Should a parent/legal guardian have a grievance with a teacher/staff member, the following procedure is required to be followed:

1. The parent/legal guardian will first discuss the complaint with the teacher/staff member involved. This discussion shall take place with the parties present and not over the telephone or email.
2. Should the matter not be resolved to the satisfaction of the parent(s)/legal guardian(s) or teacher/staff member, a “written notice” or complaint shall be forwarded within five business days by the parent(s)/legal guardian(s) or teacher to the Principal with a copy to all parties involved. This written notice should state that the parent(s)/legal guardian(s) met with the designated teacher/staff member and should include the date and time of the meeting. A brief summary of the conference and outcome should be stated in this written notice.
3. After review by the Principal, the Principal and teacher/staff member shall review and discuss the complaint at hand. A meeting shall then be scheduled between the parent(s)/legal guardian(s), the Principal, and the teacher/staff member to discuss the grievance.
4. If there is a need to confer with the Pastor on any unresolved issue, the Principal shall notify the Pastor and a meeting shall be scheduled between the parent(s)/legal guardian(s), the teacher/staff member, the Principal, and the Pastor.

Should a parent/legal guardian have a grievance about or with the Principal, the following procedure is required to be followed:

1. The parent/legal guardian will first discuss the complaint with the Principal. This discussion shall take place with all parties present and not on the phone or email.
2. Should the matter not be resolved to the satisfaction of the parent(s)/legal guardian(s) or Principal, a “written notice” of complaint shall be forwarded within five business days by the parent(s)/legal guardian(s) or Principal to the Pastor with a copy to all parties involved. This written notice should state that the parent(s)/legal guardian(s) met with the designated Principal and should state the specific date and time of the meeting. A brief summary of the conference and outcome should be stated in this written notice.
3. After review by the Pastor, the Pastor and Principal shall review and discuss the complaint at hand. A meeting may then be scheduled between the parent(s)/legal guardian(s), the Principal, and the Pastor to discuss the grievance.
4. If there is a need to confer with the superintendent on any unresolved issue, the Pastor and Principal shall notify the superintendent of any possible intervention.

If a parent/legal guardian does not follow the procedure stated above, the Administration will not hear the complaint. The parent/legal guardian and Principal will be advised to follow the established procedure. Parents/Legal guardians are to refrain from speaking about any teacher, staff, administrator, student, or other parent/legal guardian in a manner that violates the Code of Conduct. Spreading gossip about a situation resulting from a grievance is harmful to the Catholic community of the school. Parents/Legal guardians who maliciously spread rumors or purposefully malign the character or professionalism of the faculty or staff may be asked to leave the school. Parents/Legal guardians that use email, blogs, social media or other public forms of communication that negatively characterize the faculty, staff, or Administration or school

population may be asked to leave the school. The campus should never be a place for gossip or the spreading of rumors.

Parent/Teacher Conferences

Mandatory Parent/Teacher Conferences are held during the first trimester. Conferences are fifteen (15) minutes in length and sign-ups are conducted online. Parents are encouraged to prepare by making a list of questions to help determine how their child is progressing. Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school to arrange an appointment.

Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request a meeting with the teacher privately. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions. Discuss classroom difficulties with the teacher first before bringing them to the Principal.

Family Participation Program

Each family is required to volunteer 20 service hours per year and report their hours to the Volunteer Hours Coordinator.

Prior to volunteering for any school or class activity, including yard duty, each volunteer must be an "All Clear" volunteer. This includes:

- Completing the one-time LiveScan Fingerprinting process, AND
- Completing the Virtus online training/submitting a complete Virtus certificate every three years.

The 20 volunteer hour commitment must be completed between August and May 15th of each school year. Failure to do so will result in a \$100 per hour missed charge that will be added to the June tuition bill. If a family is unable to volunteer, they may "buyout" their hours. Each family will be contacted by the Volunteer Hours Coordinator at the beginning of the school year with details about requirements, scheduling, reporting, and buyout.

All volunteers are expected to work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come in contact. Every volunteer accepts responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school/Parish related issues, it is the responsibility of all involved parties to resolve the disruption through personal diplomacy and/or an executive decision by the Principal and/or Pastor.

Approved Volunteer Opportunities

Some examples of volunteer opportunities include event set-up/clean-up, event staff, shopping, cooking, baking, or class participation. In some instances, double hours are available. Watch the weekly school bulletin for more details. The following events require community support to execute*:

- August - Back to School Picnic
- September - St. Perpetua Golf Tournament
- November - Ladies Night Out
- December - Peppermint Shoppe
- January/February - Science Fair
- March - Auction Party Set-Up/Clean-Up
- May - Special Persons Day, 8th Grade Memories Night, Graduation, Field Day

*In the event of School and Parish activities, Jr. High students may have the opportunity to fulfill their service hours.

Mandatory Volunteer Hours

As part of the 20 commitment, all families are required to complete the following volunteer opportunities. For our fundraising events, meeting the requirements can come in the form of time and/or donation. We will work with families if meeting these mandatory events is challenging and will recommend other events throughout the year that they can prioritize their volunteer hours.

- Crosswalk
 - TWO (2) hours
- Oktoberfest
 - TWO (2) hours
- Auction
 - TWO (2) hours; OR,
 - Donation toward class basket or auction item of \$100 or more would meet the 2-hour requirement

One-Hour School Day Volunteer Opportunities

These volunteer opportunities can be grade specific - look for communication from your room parents on opportunities to participate with in-classroom support, field trips, and auction support. Other school day volunteer opportunities include:

- Hot Lunch Volunteer - sign-ups will be published. 2 hour credit/shift.
- Library - contact Mr. Foti to discuss volunteer options
- Cafe Perpetua - contact Mrs. Meo to discuss volunteer options

- Extra Yard Duty/ExtraCrosswalk Duty - any shifts completed above the required two will be credited at 2 hour/shift.

Multi-Hour Opportunities

- **St. Perpetua Auction Team:** The Auction Team works year-round in preparation for the parents' social event of the year. Some examples include auction liaison, procurement, data entry, Sign Me Up Coordinator, or class tradition lead.
- **Parent Association**
- **School Board**

Volunteer Opportunities that DO NOT Meet Family Participation Criteria

- LMYA Coaching
- Class Social Events: ½ day socials, Millie's Friday breakfasts, class dinners, driving to/from dances
- Six Flags or other off campus class events
- Washington DC trip planning or participation
- Girl or Boy Scout Leaders/Volunteers
- Sign Me Up Party Hosting
- CYO Board and Coaching Positions

Fundraising Fee Schedule

All families agree to support the efforts of St. Perpetua fundraisers through time, talents, and treasure.

All families are required to support our major fundraisers through donations of time, an auction item, hosting an event, or a donation of funds toward the event. These donations do not count toward Family Participation Hours.

Checks

All checks must be made payable to "St. Perpetua School" with a notation in the memo section regarding the specific purpose of the payment (i.e. field trip, sweatshirt, etc.). There will be a \$25.00 surcharge for any checks that are returned by the banks.

Section 3:

ACADEMICS

Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism, or doing another person's homework assignment are all forms of academic dishonesty. All student work - class work, discussion, homework, projects, tests and quizzes - are used as assessments to evaluate the student's understanding and skill level. Authentic assessment is only possible if students are responsible for their own work. Allowing another student to copy one's work during a quiz or exam is academic dishonesty. Plagiarism includes, but is not limited to, copying or sharing the work of another and submitting it as one's own. Any student who violates the academic honesty policy will immediately receive a failing grade on the exam or assignment. The student's parents will be notified of the incident. Academic honesty may lead to other disciplinary procedures as laid out in the Discipline Matrix. Any form of verbal or nonverbal communication between students during an assessment will result in a failed grade.

Academic Credit

If there is an insufficient number of summative assessments to show mastery of content standards by the end of the 1st or 2nd Trimester due to late, missing or incomplete work a student may receive an "Incomplete" until the work is turned in and the grade can be updated. If the work is not completed and there are an insufficient number of summative assessments to show mastery of content standards by the end of the 3rd trimester, students in grades TK-3 would receive a "1" and students in grades 6-8 would receive an "F." Students who do not earn passing grades may not be promoted or allowed to re-register without completing a summer course of study (transcripts provided) showing a passing grade in the content area.

Academic Probation

Students in grade 6th-8th will be placed on academic probation if the student has D's or F's in any academic subject. At the end of the probation period, the student's progress will be reviewed by the Principal and teachers. If sufficient progress has been made, the probation will be lifted. If there is insufficient progress, the student will remain on probation. A conference will be scheduled with the administration, the teachers, parents, and student to discuss further terms of probation. Participation in school-sponsored extracurricular activities will be restructured during the probation period. These include, but are not limited to, school dance, Student Council, CYO, etc. If there are still difficulties after the first probation period, the administration, together with the teachers and parents, will determine whether or not the academic learning environment of St. Perpetua is appropriate for the student.

Curriculum

St. Perpetua follows the curriculum guidelines of the Diocese of Oakland. The curriculum includes:

- Religion
- Math
- Science
- Social Studies
- English Language Arts (ELA)
- Physical Education (PE)
- Spanish
- Art
- Music

Religion

St. Perpetua is committed to fostering the development of the whole child. Our Catholic identity and religious instruction is an integral and continuing element of the educational experience of students in all grades and classes. Maximizing the wholesome influence of the Catholic classroom requires an approach that integrates the Catholic value system and moral convictions throughout the curriculum. Students receive formal religion instruction each day and actively participate in school liturgies.

Jr. High Service Hours Program

The St. Perpetua Service Hours Program is integral to the religion curriculum for all students in grades 6-8. The Service Hours Program is designed to help our community and those in need. At St. Perpetua, we define service hours as outreach to those who are less fortunate than us. We live in the image and likeness of God and our long-term goal is to create a community of students where a culture of service is second nature and a part of their strong moral foundation.

Our goals include:

- Strengthen and enrich our faith
- Consistent outreach to our local community
- Nurture a positive culture of stewardship
- Create empathy for those in need

Requirements by Grade:

	1st Trimester	2nd Trimester	3rd Trimester	Total Hours
6th Grade	1 event	1 event	1 event	6 hours
7th Grade	1 event	2 events	2 events	10 hours
8th Grade	2 events	2 events	2 events	12 hours

An event should be at minimum a 2-hour time commitment to allow for students to make a meaningful impact and learn from the experience. There will be opportunities structured throughout the school day for students to attend an event and meet the time commitment; however, we do expect students to spend time outside of school giving back to the community as the in-school hours cannot be guaranteed.

After each event, the students are expected to write a reflection and share their experience with the class. Each reflection will be submitted before the end of each trimester. The guidelines and expectations for the reflection will be set by the Jr. High religion teacher and communicated clearly to the parents and students at the beginning of the school year.

Sacramental Program

Catholic students in second grade prepare for the Sacrament of Reconciliation and First Holy Communion. Older students who have not received these sacraments are prepared through the parish and should contact the parish office.

Progress Reports and Report Cards

Parents of students in grades 4-8 will be notified at the midpoint of each trimester to review their student grades in PowerSchool. Report cards are issued each trimester to all students. Report cards are indicators of a child's progress in school. If a parent, after viewing a report card, feels a conference would be valuable, he/she should contact the teacher via email to make an appointment. Report card envelopes are to be signed by parents and returned to the teacher within one week. The Principal reviews all report cards each trimester.

PowerSchool

St. Perpetua School, and all TK-8 schools in the Oakland Diocese use PowerSchool, a student information system. One of the many functions of this program is the online parent access to grades and other academic information for students in grades 5-8. Parents can login and review student grades as frequently as they desire during the school year. Teachers have 2 weeks from the time an assignment is turned in to update grades.

Homework

Homework is a necessary part of school life and is given as a meaningful part of education. It reinforces work begun in school and is a strong component to developing successful study skills. Homework is to be completed in a regular and timely manner on all days. Homework will be given at the discretion of each teacher. Periodically, students will have long-range assignments or study assignments. Through these types of study, students learn responsibility by learning to budget their time and develop well-disciplined study habits. Submitting assignments late may negatively affect grades.

Grade Level Suggested Homework Minutes

Grades 1-2	20 minutes
Grades 3-5	45-60 minutes
Grades 6-8	60-90 minutes

Students with Learning Differences

St. Perpetua School uses a Student Success Team (SST) approach to assist students in need of learning support. The Academic Coach works with each identified student, their families, and teachers to draft an Individualized Learning Plan (ILP). The ILP is a record of accommodation or modification a student may need in order to help access the curriculum. SST meetings or concerns may be addressed by contacting the classroom teacher or SST lead. If a student has an existing Individualized Education Plan (IEP), we ask the parents to be forthcoming with that information so we can provide the support the child requires. St. Perpetua is committed to providing an inclusive learning environment by using the resources available.

Supplies

Students are responsible for obtaining and maintaining their own basic school supplies (TK exempt). Supply lists for individual teachers will be available on the website in the spring. Some supplies may need to be replaced throughout the year. The Parent Association facilitates a program through which parents may purchase pre-assembled school supply kits.

Textbooks

Textbooks are selected in accordance with school policy developed by the Principal in close consultation with the faculty and will be used to help implement Diocesan Curriculum Guidelines. Lost or damaged books will be replaced at the parents' expense.

California Junior Scholarship Federation (C.J.S.F)

The California Junior Scholarship Federation encourages high standards of scholarship, and citizenship on the part of junior high students. St. Perpetua School complies with the rules of the federation as stated in its by-laws. Seventh and eighth grade students may apply for membership using grades earned the previous trimester.

All grades must be “C” or better in order to apply. Students must earn a total of 12 points by assigning a value of A=3, B=1, for core subjects (Religion, Literature, English, Mathematics, Social Studies and Science). Inappropriate conduct and/or poor citizenship will eliminate students from membership. Students earn life membership when they are members for 5 out of 6 trimesters during 7th and 8th grades. A gold seal on the graduation diploma indicates life membership.

School Sponsored Educational Trips

During the school year, students may participate in educational field trips, which are an extension of learning. These trips are a privilege and the school may revoke that privilege at any time. Parents sign a permission slip for their child to attend a field trip and assume total liability for the student’s conduct if the student causes property damage or injury to others. Only the required Diocesan form may be used to allow a child to participate in a field trip. Handwritten notes and telephone calls are not acceptable. All Field Trip forms are due to the teacher a minimum of three days before the event.

When driving on field trips, parents act as supervisors for the students in their care. This includes the following:

- Parents should **not** use cell phones while driving and siblings of students may not accompany parents on such trips.
- It is also imperative that drivers proceed to and from field trip locations without making additional stops.
- Parents who drive on field trips must be over 25 years of age and have completed the Safe Environment Protocol (LiveScan fingerprinting, Virtus online training).
- Parents must provide the teacher with a copy of their valid driver’s license and a copy of the declaration page of their insurance showing a minimum liability on the vehicle of \$100,000/\$300,000.
- One seat belt must be available and used by each vehicle occupant.
- An adult chaperone must accompany each driver.
- No more than nine persons including the driver may be transported in private/non-chartered vehicles.

Graduation

Graduation from St. Perpetua School is marked by three celebrations that give recognition to the unique value of the Christian education just completed. Memories Night is a special social event open to just the 8th grade graduates and their parents. The Baccalaureate Mass is celebrated at an All-School Wednesday morning Mass for the entire school to honor the graduates. The Graduation Ceremony is a formal promotion event to send the students on their way to high school.

Graduation Requirements

Eighth grade students must complete all academic requirements with a passing grade point average (GPA) of 2.0 in order to receive a diploma from St. Perpetua School. All fees must be paid, including: tuition, fees, textbooks, library books, etc.

The parent/legal guardian of a student who is in danger of not graduating because of documented academic and/or ongoing behavioral issues must be notified as soon as possible but not later than the end of the second trimester. The school must obtain approval of the Superintendent before excluding a student from graduation services.

Promotion and Retention

1. Promotion/Transferred
 - a. A student satisfactorily completing each grade's work will be promoted to the next grade. A student who does not complete grade level work in core subjects will receive a report card stating "transferred" to grade _____. A summer tutorial program agreed upon by the school may be assigned to a child to complete to remove the "transferred" designation and replace it with "promoted."
2. Retention
 - a. Retention is only appropriate for developmental readiness reasons in grades TK, K, 1, and 2. Beyond these grades, it should not be considered without an extraordinary reason, and then only after consultation with the Superintendent of Catholic Schools. Both parents/legal guardians and teachers must consider the necessity of providing special assistance (e.g. tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs.

Schedules

Office Hours

During the school year, the office is open from 7:40am to 3:30pm each day. The school's phone number is 925-284-1640. Our voicemail system is active 24/7 and calls will be returned within 24 hours.

Faculty Meetings

Faculty meetings are held weekly on Wednesdays from 7:40am-8:40am. Teachers are not available for conferences at this time.

Mass

All-School Masses will be held at 9:15am every Wednesday. Each class will be assigned to attend a Friday daily Mass as a class at 9:00am throughout the school year.

TK & K Daily SchedulesMonday, Tuesday, Thursday, Friday

7:40am Drop-Off Begins

7:57am First Bell

8:00am School Begins (tardies given after 8am)

9:25am AM Recess

11:50am Lunch

1:15pm PM Recess

3:05pm Dismissal

Wednesday

8:40am Drop-Off Begins

8:57am First Bell

9:00am School Begins (tardies given after 9am)

9:15am Mass

10:15am AM Recess

11:00am Lunch

1:15pm PM Recess

3:05pm Dismissal

1st-5th Daily Schedules

Monday, Tuesday, Thursday, Friday

7:40am Drop-Off Begins

7:57am First Bell

8:00am School Begins (tardies given after 8am)

10:40am Recess

11:50am Lunch

3:05pm Dismissal

Wednesday

8:40am Drop-Off Begins

8:57am First Bell

9:00am School Begins (tardies given after 9am)

9:15am Mass

11:45am Lunch

1:15pm PM Recess

3:05pm Dismissal

6th-8th Daily Schedules

Monday, Tuesday, Thursday, Friday

7:40am Drop-Off Begins

7:57am First Bell

8:00am School Begins (tardies given after 8am)

10:50am Break

12:40pm Lunch

3:05pm Dismissal

Wednesday

8:40am Drop-Off Begins

8:57am First Bell

9:00am School Begins (tardies given after 9am)

9:15am Mass

12:30pm Lunch

3:05pm Dismissal

Section 4: FINANCIAL RESPONSIBILITIES

Tuition and Yearly Registration Fees

All families registering a student at St. Perpetua review and sign an online contract that includes financial and participatory obligation. A nonrefundable registration fee for each student shall be paid at the time of registration. As stated in the contract, once the contract has been signed and the school year has begun, the tuition obligation for the year must be met whether or not the child remains a student at St. Perpetua for the entire school year.

Tuition Schedule 2025-2026

Number of Children	Tuition
1	\$12,100
2	\$22,545
3	\$30,385
4	\$36,345

Registration Fee

Registration for the 2025-2026 school is \$500 and must be paid in full by March 28, 2025.

Annual Maintenance Fee

A yearly maintenance fee of \$600 will be due June 11, 2025 to help cover maintenance upkeep and repair.

Full Option Payments

A full year's tuition must be paid in full before August 11, 2025. This payment can be made either by check or ACH withdrawal.

Three Equal Installments

Tuition is paid in three equal installments on August 11, 2025; November 11, 2025; and April 11, 2026. These payments can be paid by either check or ACH withdrawal.

Ten Equal Installments

Ten equal payments will begin on August 11, 2025 and end on May 11, 2026. All installments must be paid via direct electronic transfer from a checking or savings account. Please note: for this option, you must submit a separate electronic payment authorization for monthly ACH debits (bank account and routing information)

- If you are a family currently enrolled in our ACH bank withdrawal program, no further action is needed, as we have your ACH information on file
- If you are new to our ACH bank withdrawal program, the Authorization Agreement will be sent to you separately.

Tuition Fee/Delinquency

Tuition payments not made by the 11th of each month, or tuition payments returned for insufficient funds, will be charged \$50 late fee to offset the costs of collection and may require pastor approval for the student to remain in our school. Unpaid tuition from a prior school year will block student registration for the current school year. Unpaid tuition from the current school year will block issuance of the student's final report card. Unpaid 8th grade tuition, Scrip fees, and Volunteer Hours fees may be reported as a credit risk to the Diocesan high school that the student may wish to attend and will block the student from participating in graduation ceremonies.

All delinquent fees and tuition must be paid in full before a contract will be offered for the new school year. The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold report cards;
2. Deny a student enrollment in the following trimester;
3. Deny a graduating student participation in graduation ceremonies.

To maintain operations of the school, the school relies heavily on family tuition payments. It is often not possible to replace departing students with mid-year admissions. Therefore, enrolling a child at St. Perpetua commits the parents to paying the full annual tuition regardless of whether the student voluntarily or involuntarily departs from our school at any point throughout the academic year.

Section 5:

EXTRACURRICULAR ACTIVITIES & STUDENT SERVICES

Students are encouraged to participate in extracurricular organizations and activities that further opportunities for the development of the whole child. Participation requires scholarship: grades must average “C” with no grade lower than “C-” unless more stringent requirements are imposed by the organization. Moreover, participation in an extracurricular activity requires the student’s full day attendance on the day of the practice/event. The following extracurricular organizations and activities are offered through St. Perpetua School.

Student Leadership

The purpose of student government is to develop responsible Christian leaders, good citizens, and school spirit. Since its goal is one of service to the school, Church and community, officers are elected to fulfill positions that foster a spirit of Christian attitudes, fair play and wholesome respect. To participate in the election for student council officers and commissioners, a student must meet the following criteria:

1. Scholarship grades must average a “C+”, with no grade lower than a “C-”
2. Conduct and effort grades must be satisfactory (1 or 2, A or B)
3. Specific requirements of the position as stated in the Student Council by-laws

These criteria must be met for election to student council. In addition, they must be maintained during the entire year of office, not just at the end of a report card period.

Student Choir

When students are in the 5th grade, they are privileged with the role of our Student Choir. During class, students will prepare and practice the songs that will be sung at our All-School Liturgies. They will learn the parts of the Mass and have a strong understanding of how music is a ministry of our faith. At Mass, students will sit in the choir section behind the altar and lead the congregation through Mass. Their participation at Mass and during their class will be included in their Religion grade.

Sports

Students may participate in after school sports programs that are offered through the local community recreation centers, Parish and the Catholic Youth Organization (C.Y.O). Scholarship grades for students participating in CYO sports must average a “C” with no grade lower than “C-” unless more stringent requirements are imposed by the organization. Students must also be in attendance at school the day of practice and the Fridays before any game. See website for information (www.spcyo.org)

Altar Servers

Students from grades 4-8 can be Altar Servers. Fr. Jimmy will train all altar servers during the school day. Students will serve at school and Parish liturgies. If students are interested in becoming Altar Servers, they may sign up at the Parish Office.

Junior High Dances

Catholic schools in Contra Costa County sponsor night dances periodically throughout the school year for seventh and eighth graders. These dances provide social interaction among local junior high students. Attending school dances is a privilege and not a required school activity. Students must be in attendance for the entire school day the day of the dance in order to attend. Separate permission slips will be issued for these events.

Non-School Sponsored Parties

Invitations for parties including all the boys or all the girls in a given class may be distributed at school with the permission of the teacher. If invitations are for a select group of class friends they may **not** be distributed at school.

Birthdays

Parents/Guardians should contact the classroom teacher to find out celebration guidelines and clarify any food allergies or restrictions that may affect the students in the class. If celebration treats are allowed by the teacher, individual servings such as cookies or cupcakes are preferred. Students may wear free dress on the day of their birthday, following the school guidelines. If a child's birthday falls during the summer months when we are not in school, they may celebrate their birthday on their half-birthday by wearing free dress and bringing in a treat for their classmates, if they wish.

Class Celebrations

A variety of celebrations may be held in class throughout the year. These are organized by the classroom teacher. They may include holiday parties, ethnic traditions, and celebrations to mark the accomplishment of goals. Classroom teachers will reach out to room parents for assistance in organizing.

Library

The school librarian staffs our school library. Books may be borrowed from the library to be returned in a timely manner. If the books are returned late, a late fee of 25¢ per day per book will be assessed. **Lost or damaged books will be replaced at the parents' expense.**

Lost and Found

All articles of clothing, lunches and materials should be marked with the child's name. School outerwear with embroidered names will be returned directly to the classrooms. Miscellaneous

items that are not labeled or that have not been claimed, will be placed on the tables outside the main entrance of the school building every Friday to be claimed. If the items are not claimed by the last Friday of each ninth, they will be donated.

Lunch Programs

No food deliveries from companies such as GrubHub or DoorDash are allowed. If a student forgets a lunch, a parent may drop it off at the school office. Children may bring their lunch to school or may pre-purchase lunch from our contracted hot lunch program.

To eliminate trash, we strongly encourage students to bring reusable lunch bags and containers to hold their lunches and snacks. Soda is not allowed in student lunches. Glass containers or water bottles are not allowed on campus. We ask that you limit the amount of sweet treats in a child's lunch.

Section 6: ADMISSIONS

It is the goal of St. Perpetua Parish School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel Values, and traditions.

Entrance Requirements

Minimum Age: To be admitted into the Transitional Kindergarten program, a child must be four (4) years of age on or before September 1st of the current school year. To be admitted into the Kindergarten program, a child must be five (5) years of age on or before September 1st of the current school year.

Application Records

Students entering school for the first time are required to upload:

- a birth record,
- a baptismal communion record (if applicable),
- the report cards from the last 2 years (if applicable),
- any formal assessment documentation (if applicable),
- a record of state-required immunizations,
- and a seventy-five (\$75.00) non-refundable process fee.

Children may be accepted, but will not be allowed to begin school, without submitting a current immunization record.

Transfer Student Process and Requirements

Students transferring from another school must meet the same application requirements as listed above under “Application Records.” Applicants looking to transfer will be tested for the grade level to which they are applying. All immunizations must be updated before attending school. In addition, all financial obligations to the previous school must be current.

Special Needs Admission/Transfer

Admission of students with special needs will be dependent upon the school program’s ability to meet these student’s needs. Any documentation must be brought to the Principal prior to admission.

Acceptance to St. Perpetua

Before acceptance, all students will be interviewed and assessed for placement according to their grade level. Parent(s)/legal guardian(s) will also be interviewed. The last report card received

must be provided before admittance. The Principal, in consultation with the classroom teacher, makes the decision for acceptance.

When a child is transferring to another school, the parent will submit written notification to the teacher and Principal at least one week in advance of transfer. Academic and health records will be sent to the new school upon request from that school after written authorization of the parent giving permission to release records. Withdrawal, whether voluntarily or involuntarily, during the school year does not excuse families from their full tuition obligation for the year.

Priorities for Admission

Once it has been established that a child meets the academic and social requirements necessary for entrance into a particular grade, the following priorities will be used in accepting students:

1. Siblings of students currently enrolled
2. Children whose parents are active St. Perpetua parishioners
3. Transfers from another Catholic school
4. Catholic families outside the St. Perpetua Parish
5. Non-Catholic families

Probationary Period

All new students are admitted on a probationary period for the first trimester. This is based on academics, behavior, and ability to meet financial responsibilities. Conferences will be held with parents as needed and further probationary periods may be granted, as determined by the Principal and teacher. All possible support will be given to the student in order to assure satisfactory adjustment. If satisfactory academic and social transition has not occurred, a conference with parents will be held and the student will be dismissed.

Non-Renewal of Student Enrollment

If it is determined that the school cannot serve the child to his or her benefit, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, or due to excessive tardies and/or absences, the school maintains the right to not accept the child for continued enrollment.

Procedures for Recommended Transfer

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

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

- The transfer is to take place at the end of a grading period, preferably at the end of an academic year.

The final decision is made by the Principal in consultation with the Pastor and the Superintendent of Catholic Schools.

Students Leaving Mid-Year

Students who leave or who have been asked to leave during the school year are not eligible for participating in graduation or end of the year school-sponsored events. A reminder to all families planning to leave mid-year:

To maintain operations of the school, the school relies heavily on family tuition payments. It is often not possible to replace departing students with mid-year admissions. Therefore, enrolling a child at St. Perpetua commits the parents to paying the full annual tuition regardless of whether the student voluntarily or involuntarily departs from our school at any point throughout the academic year.

Section 7:

ATTENDANCE

Regular attendance is required of all students in order to ensure student success. We understand that mornings can be difficult; however, making sure students arrive on time helps students prepare themselves for the remainder of the school day. We also understand that illnesses and some appointments are unavoidable; however, ensuring students attend daily is the only way students are able to be academically successful.

Tardy/Late Arrivals

Please email the office name and include your child's name, grade, teacher, and reason for tardy. A student is marked tardy if they are not physically present in the classroom when the class walks in from drop-off at 8:00am. Tardiness is recorded on each student's permanent record. Students who are tardy must stop at the main office to receive a tardy pass before being admitted to class.

Excessive Tardiness

Excessive Tardiness is considered by being late four (4) times per trimester or a total of twelve (12) times per school year. A student is tardy if s/he arrives after the 8:00am bell. Excessive tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

Excessive Absences

Excessive absence is being absent from school for ten (10) absences per trimester or a total of thirty (30) days per school year. When the student arrives after recess, a half ($\frac{1}{2}$) day absence is recorded. Excessive absences, even if necessary and excused, may be grounds for decreased academic credit or disciplinary action.

Appointments

Although we encourage parents to make appointments outside of school hours, we understand that is not always possible. If your child needs to leave early for an appointment please email your child's homeroom teachers as well as the office manager.

Families are asked to not schedule appointments on Wednesdays between 9:15am-10:15am to ensure all students and staff are able to attend Mass. If your child has an appointment Wednesday morning, please plan to bring them to school at 10:15am

If students have an afternoon appointment, students must be picked up by 2:45pm. After 2:45pm, students will not be released until dismissal at 3:05pm to minimize end of day disruption.

Return from Absence

A written notice, signed by the parent/legal guardian, stating the reason for any student absence (i.e. illness, trips, doctor's appointments) must be submitted when the student returns to school. These notes shall be kept on file until the end of the school year.

Classwork and Homework During Absences Due to Illness

Policies for late or missing work fall under the discretion of the individual teachers. The maximum amount of time allowed for completion of missed assignments due to absence equals the number of school days the student was absent. Long-term assignments are due on the assigned date. Teachers will set a date for students to make up any quizzes or tests.

Planned Absences

Absences for vacations beyond those indicated on the school calendar are not excused. Specific assignments will not be given to students prior to trips and teachers should not be asked.

Assignments whose due dates have been given to the class prior to the absence are to be met by the student, either by submitting the assignment prior to the absence or by making arrangements to ensure the assignment arrives to the teacher on the due date. In addition, students should be prepared to take ALL missed tests and quizzes (regardless of the date assigned) soon after returning to school as tests and quizzes will be administered in a timely manner. It should be understood that these vacations **should be avoided** if possible since the students can never make up the actual classroom discussions, direct instruction, and presentations that occurred while they were gone.

Section 8: Dress Code

Students are expected to be in the proper St. Perpetua uniform when they arrive on campus until the end of the school day, including during after-school care. Uniforms are to be worn at all times, unless a non-uniform (free dress) day has been announced or a student turns in a free dress pass. Please **label all** articles of clothing, including shoes, with your child's name.

Uniform Policy

Students are expected to be in uniform at all times unless otherwise notified.

- Uniforms are expected to be clean and properly sized.
- All uniform apparel needs to fit at the natural waist.
- All items need to be appropriately sized, no greater than one size larger than the child's actual fit.
- All skirts, shorts, and skorts need to fit no shorter than **3 inches above the knee**.
- Shoes must have an athletic sole suitable for recess/PE use.
- Uggs, cowboy boots, slides, light-up shoes, rain boots, birkenstocks, and crocs are not approved footwear during the school day.
- Sock colors include white, black, or navy blue with minimal logo.
- Shirts must be tucked in at all times.
- A belt (with a simple design) may be worn if necessary.
- A watch may be worn. Smartwatches are not allowed and must be stored in the child's backpack or turned into their homeroom teacher.
- Only stud earrings, one in each ear, are allowed for girls only.
- A simple cross necklace is acceptable. No extra jewelry may be worn in any of the grades.
- Fingernail polish or acrylic nails are not allowed in grades TK-7.
- Boys are to be clean-shaven and their hairstyle must be no longer than the top of their shirt collar.
- Hair is to be one natural color and should not obstruct vision.

GIRLS/BOYS UNIFORM

Tops

All Girls/Boys TK-8

- White, forest green, or navy blue polo shirt (long or short sleeve)
- A solid white turtleneck may be worn under the uniform shirt

Girls TK-5

- Navy blue school crewneck sweatshirt
- Navy blue school half-zip sweatshirt
- Navy blue cardigan
- Navy blue pull-over sweater
- Navy blue polartec jacket

Girls 6-8

- Forest green school crewneck sweatshirt
- Forest green school half-zip sweatshirt
- Forest green cardigan
- Forest green pull-over sweater
- Forest green polartec jacket

Boys TK-5

- Navy blue school crewneck sweatshirt
- Navy blue school half-zip sweatshirt
- *Navy blue vest*
- Navy blue pull-over sweater
- Navy blue polartec jacket

Boys 6-8

- Forest green school crewneck sweatshirt
- Forest green school half-zip sweatshirt
- *Forest green vest*
- Forest green pull-over sweater
- Forest green polartec jacket

GIRLS UNIFORM

Bottoms

Girls Grades TK-3

- Blackwatch plaid basic uniform jumper
- Navy blue or khaki shorts
- Navy blue or khaki pants

Girls Grades 4-8

- Blackwatch plaid basic uniform skirt
- Blackwatch plaid basic uniform skort
- Navy blue or khaki shorts
- Navy blue or khaki pants

BOYS UNIFORM

Bottoms

Boys Grades TK-8

- Navy blue shorts or pants
- Khaki shorts or pants

MASS UNIFORM

Students must be in full-Mass uniform on every Mass day (Tuesdays). If a student has a free-dress pass, they must save to use it on a different day of the week.

Girls TK-3

- Blackwatch plaid jumper
- White polo (short sleeve or long sleeve)
- Navy blue cardigan or navy blue pull-over sweater

Girls 4-5

- Blackwatch plaid skirt or skort
- White polo (short sleeve or long sleeve)
- Navy blue cardigan or navy blue pull-over sweater

Girls 6-8

- Blackwatch plaid skirt or skort
- White polo (short sleeve or long sleeve)
- Forest green cardigan or forest green pull-over sweater

Boys TK-5

- Khaki pants
- White polo (short sleeve or long sleeve)
- Navy blue vest or navy blue pull-over sweater

Boys 4-8

- Khaki pants
- White polo (short sleeve or long sleeve)
- Forest green vest or forest green pull-over sweater

8th Grade Dress Code Privileges

- 8th Grade Girls may wear nail polish to school.
 - The following guidelines must be followed or the privilege will be revoked:
 - Girls may wear gel, dip, or regular nail polish
 - Acrylic nails are not allowed
 - Nails must be kept short so the girls are able to participate in PE, type on the computer, and pick items up
- 8th Grade Boys may wear colorful, themed socks with their uniform.
 - The following guidelines must be followed or the privilege will be revoked.

- Sock themes must be school appropriate. Acceptable themes include sports, food, animals, etc.
- Images may not be suggestive, political, or include images of weapons.
- All images must be 2D on the socks and should not have words or phrases with the exception of a brand name.

Free Dress

On “free dress” days, it is expected that students will dress modestly and appropriate for participation in all school activities. Students must follow the following guidelines:

- Torn, faded, or cut-off pants are not to be worn.
- If leggings are worn, the child’s shirt or sweatshirt must be long enough to cover their bottoms.
- Tank tops, halter tops, or spaghetti-strap shirts or dresses are not allowed.
- Sleeveless shirts and dresses are allowed.
- Students may not wear slides, cowboy boots, rain boots, crocs, flip flops, high heels, uggs, birkenstocks, or light-up shoes on free dress days.
- Bare midriffs or low-cut front tops are not allowed.
- Skirts and shorts must be at least 3 inches above the knee.
- Pajama pants are not acceptable for free dress days but may be allowed on a scheduled pajama day.
- Tops should have limited words or phrases and must be appropriate for the school setting.

Spirit Wear Fridays

On Fridays, students are able to wear any St. Perpetua Spirit Wear sweatshirt or t-shirt with their uniforms bottoms. Spirit Wear includes anything purchased from our online Spirit Wear store, CYO sweatshirts, St. Perpetua Girl Scouts, or Auction Wear which have all been approved by the school. These spirit wear items are to be worn only on Friday.

Uniform and Free Dress Infractions

- During the first trimester, if a student is out of uniform, they will receive a “fix-it” ticket.
 - The fix-it ticket is a reminder to the student that they are out of uniform or have not followed the free dress requirements.
 - A fix-it ticket email will also be sent home to the parents to remind them of the dress code.
 - Students must fix their uniform infraction before returning to school the following day.
 - If girls in grades TK-7 have nail polish on and receive a fix-it ticket, they have 48 hours to have it removed.
 - If a student receives more than three (3) fix-it tickets during the trimester, they lose privileges for future free dress days and/or detention.

- Students in grades TK-4 will receive emails home regarding their infraction and parents are expected to make changes.
- If a student continues to be out of uniform or does not follow the free dress code, a parent meeting will be called to discuss how that school can support the family to follow all school expectations.

Free Dress Infractions

- If a student does not follow the free dress guidelines, parents will be notified to bring their child a change of clothes. While a student waits for their parent to bring them a change of clothes, the child will be asked to wear school-provided sweats and sweatshirts and return back to class to ensure instructional time is not being wasted. If a parent is unable to bring a change of clothes that same day, the student will wear these sweats and will be required to return them to school washed within 3 days.

Good Rule: If you have a question about whether you should wear it, you should not!

Section 9:

ST. PERPETUA DISCIPLINE

St. Perpetua students are expected to model a code of conduct reflecting the mission statement and school philosophy of St. Perpetua at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school. Students are taught that their actions and attitudes should reflect a Christian ethic in keeping with our School-Wide Learning Expectations, and that their behavior should be in accordance with the moral and religious expectations as outlined in the school philosophy and goals. Discipline in our school is positive, an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- a. To provide a classroom situation conducive to learning;
- b. To educate students to an appreciation of the importance of developing responsibility and self-control;
- c. To build a sense of Christian community;
- d. To keep our students safe;
- e. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

PBIS - Positive Behavior Intervention and Supports

St. Perpetua focuses on utilizing PBIS tools in our approach to student behavior. PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all students about acceptable school behaviors. All staff members at St. Perpetua will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school also has a system in place for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

School-Wide Behavior Expectations

Guidelines for behavior at school come from our school's mission statement, philosophy, and school-wide learning expectations. Faculty and staff use these behavior expectations on a daily basis to guide children in developing good behaviors, based on the specific situations that arise each day. It is expected that all students at St. Perpetua will observe the expectations listed below. Please review the behavior expectation matrix below with your child/children so that they are clearly understood.

All St. Perpetua Students are expected to **Be Accountable**, **Be Respectful** and **Be Safe**.

Hallways

Be Accountable	Be Respectful	Be Safe
★ Listen to directions ★ Pause to let adults pass ★ Quiet feet going up and down stairs	★ Voices off ★ Greet adults ★ Admire bulletin boards with eyes only	★ Walking feet ★ Keep hands and feet to self ★ Walk the middle under the lights to avoid doors

Recess/Lunch

Be Accountable	Be Respectful	Be Safe
★ Put away equipment when finished ★ Freeze and drop to knee when whistle blows ★ If one trash can is full, walk to another ★ Take all belongings when recess is over	★ Share equipment and materials ★ Listen to all adults on the yard ★ Keep your community clean ★ Wait until whistle to play after eating	★ Eat when you are seated, not while walking to lunch or playing ★ Keep hands to self ★ Play with equipment as it is intended

Bathroom

Be Accountable	Be Respectful	Be Safe
★ Go, flush, wash, leave ONLY ★ Think before acting ★ Report any broken or damaged to an adult	★ Give privacy to others ★ Put trash in the garbage	★ Keep water in the sink ★ Keep feet on the floor

Entering/Exiting the Classroom

Be Accountable	Be Respectful	Be Safe
★ Have all necessary materials ★ Wait to use materials until directed	★ Clean up personal area ★ Push in chair ★ Respect others' personal space	★ Walk at all times ★ Hands to self ★ Keep both feet on the ground

Be the Good Reward

An integral part of PBIS is to recognize positive behavior shown by our students. Students will be individually recognized when they are caught being Accountable, Respectful or Safe. Staff members will acknowledge and compliment students who are exhibiting these expectations by giving them specific, positive feedback, along with a Be the Good reward Students can enter

their rewards into a weekly drawing for a free dress pass and a spot on our Be the Good wall. Weekly drawings are announced on Friday mornings. All students are eligible to receive Be the Good rewards.

Discipline

Discipline at St. Perpetua is intended to be a positive, not negative experience. Children learn that their actions, whether intentional or not, have consequences for which they are responsible, but they also learn that everyone makes mistakes. Once they have accepted the consequences of their behaviors, we all move on. It is our goal that by using consistent disciplinary procedures we can all work together to develop in each child an inner discipline which will result in a more caring, sensitive Catholic. For those reasons, discipline is considered an essential aspect of Catholic development.

Discipline Procedures TK-4th

School disciplinary procedures are initiated by the faculty or staff who first observes, or is otherwise made aware of the behavior. In order to provide consistency in grades TK-4th, school discipline will be handled in the following manner and will apply to both social and academic behavior:

1. Faculty/Staff person settles the problem within the classroom or out on the yard.
2. Faculty/Staff person issues a verbal warning.
3. Faculty/Staff person issues an Office Referral which the student sees the Principal and the Principal provides the appropriate consequence. The referral is to be signed by a parent and returned the next day. Parents will also receive communication from the Principal.

Discipline Procedures 5th-8th

School disciplinary procedures are initiated by the faculty or staff who first observes, or is otherwise made aware of the behavior. As students progress from grades TK-4th to grades 5th-8th, consequences may come in the form of a lunchtime detention. In order to provide consistency in grades 5th-8th, school discipline will be handled in the following manner and will apply to both social and academic behavior:

1. Faculty/Staff person settles the problem within the classroom or out on the yard.
2. After having a conversation with the student, the faculty/staff member records the student's disciplinary infraction.
3. Once the student receives three write-ups, they are then sent to see the principal who will determine the appropriate consequence and communicate with families.

Discipline Matrix for Students in Grades 5th-8th

All students will receive a reminder, redirection, and be retaught the expected behavior before the discipline matrix is applied. However, the principal has discretion to determine if the behavior in question warrants a consequence from the matrix.

Behavior	2nd Offense	3rd Offense	4th Offense
Vandalism/Graffiti	Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Throwing objects that could result in injury	Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Stealing	Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Fighting/intentional behaviors which result in injury	Lunch Detention, Meeting with Principal, Parent Meeting, Peer Mediation	Suspension	Expulsion
Intimidating Others	Lunch Detention, Meeting with Principal, Parent Meeting, Peer Mediation	Suspension	Expulsion
Profanity	Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Failure to comply with a reasonable response or direction after a warning is given	Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Continued classroom disruption after a warning is given	Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Leaving class without permission	Lunch Detention	Lunch Detention and Parent Meeting	Suspension

Repeatedly or unintentionally failing to obey school rules after a warning is given	Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Misuse of internet or any school-based technology	Lunch Detention	Lunch Detention and Parent Meeting	Lunch Detention, After-School Detention, Parent Meeting, and revoke technology privilege at school - possible suspension/expulsion based on the nature of the misuse
Chewing gum	Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Uniform Violation	Fix-It Ticket with 2 days grace period	Lunch Detention	Lunch Detention, lose privilege for future free dress days
Cheating	F on Test or Assignment, Email to Parents, and Lunch Detention	Lunch Detention and Parent Meeting	Suspension
Possession of Weapons	Automatic Expulsion		

It is important to note that the Discipline Matrix is a guideline to help students conduct themselves in accordance with our school expectations and goal of keeping all staff and students safe. However, the Principal has the discretion to make the final decision regarding a students' consequence.

Lunch Detentions

A lunch detention can be given out by any faculty or staff member in consultation with the principal. The faculty or staff member who administered the lunch detention will email the parents. If students receive a lunch detention during periods 1-4, students are expected to serve their detention the same day. Students are expected to arrive at detention no more than 5 minutes after they were dismissed from class. If students are more than 5 minutes late, they will receive a lunch detention the following day. During lunch detention, students will eat their lunch and complete a reflection form. This reflection form provides students with the opportunity to reflect on what they have done, resolve any harm done to others, and provide next steps on what they can do in the future to improve their behavior. If students receive a lunch detention during periods 5-7, students are expected to serve their detention the next school day.

After-School Detentions

After-School detentions are only administered by the Principal. The Principal will follow the guidelines outlined in the behavior matrix. Students are expected to arrive at detention no later than 5 minutes after the dismissal bell (3:10pm). Students will complete a more detailed reflection and have a conversation with the Principal about their actions during this time. After-School detention will be a total of 40 minutes. Parents are expected to pick up their child by 3:50pm. After-School detention is to be served on the same day it is received regardless of any extracurricular activities a student may have.

Detentions and School-Sponsored Activities

If a child has received 4 lunch detentions or one after-school detention in the same month as a school-sponsored activity (i.e. school dance, field trip, etc.) that child will not be allowed to attend.

Jurisdiction

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 media sites, blogs, wikis, gaming, chats, digital transmissions and other technology related activities.

Zero Tolerance Policy

Our school is committed to providing a safe, respectful, and inclusive environment for all students, staff, and families. We have a zero tolerance policy regarding the following on campus and at all school-sanctioned events:

- Racist comments, slurs, or actions
- Derogatory or demeaning language or behavior toward any individual or group
- Use or display of offensive or discriminatory symbols (including hate speech or imagery)
- Possession of weapons or dangerous objects
- Use or possession of drugs, tobacco, vapes, and other paraphernalia
- Any behavior that threatens the safety, dignity, or well-being of others

Violations of this policy will result in immediate disciplinary action, which may include suspension or expulsion from school, as outlined in our school's code of conduct.

This policy exists to protect the safety and dignity of every member of our school community.

Section 10: DISCIPLINE WITHIN CATHOLIC SCHOOLS (From the Oakland Diocese Handbook)

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

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

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

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

Abuse of School Personnel

1. “Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both.
2. “Every person who, with intent to cause, attempts to cause, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicate to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:
 - a. Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
 - b. If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.

“As used in this section, ‘directly communicated’ includes, but is not limited to , a communication to the recipient of a threat by telephone, telegraph, or letter.”
Penal Code Section 71.

Disciplinary Actions

Serving Detention

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

Suspension Policies

Suspensions should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for an investigation of serious misconduct. Out-of-school suspension is an acceptable disciplinary measure, but, when possible, in-school suspension is preferred.

No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student’s return

poses a threat to the safety of others. The student must be given the opportunity to “make-up” work that was given during the time of the suspension.

Suspension Procedures

1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact.
2. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:
 - a. Notice: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to that student, by way of reference to the rule, that such violation is a suspendable offense.
 - b. Evidence: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
 - c. Opportunity to Respond: This means an informal give and take between student and Principal. In other words, “Do you have anything to say?” etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.
 - d. Parent/Legal Guardian Contact: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
 - e. Right to Appeal: The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
 - f. A Written Record of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cum folder by the Principal.

Expulsion Policies

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

The Following May Be Reasons for Expulsion

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

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

Procedures for Disciplinary Expulsion

A. Cases of Cumulative Disciplinary Difficulties

1. The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
 - a. The pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
 - b. The evidence upon which this assessment is based.
 - c. The right of the student at this time to present a statement or information in support of being retained.
 - d. What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.
2. If adequate improvement is not forthcoming within a reasonable time:
 - a. A second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After the conference a final decision will be made by the Principal in consultation with the Pastor and Superintendent.
3. Written records of the various proceeds leading to expulsion must be on file.

B. Cases Involving Serious Offenses or Threats to Safety

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

C. Right to Appeal

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

General Harassment Policy

Policy Statement

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal or assistant Principal. Formal written complaints may also be filed at the office of the Principal or designee.

Catholic Schools Diocese of Oakland Student 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 conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

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

4. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

Employee to Student Sexual Harassment

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

Student to Student Sexual Harassment

This policy prohibits student to student sexual harassment in connections with any school activity 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.

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

Retaliation

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

Complaint Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic Schools, Diocese of Oakland and listed below. Complaints may be reported to a school counselor, 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.

Diocesan Procedure Statement

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

Section 11: EMERGENCIES

Emergency Information Card

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

1. The name of the student, his/her home address, telephone and birthdate;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work;
3. The cell phone numbers for each parent/guardian;
4. The date of the latest tetanus immunization/booster;
5. The name of the family physician and dentist, office addresses and telephone numbers;
6. Name of medical insurance company and identification number;
7. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medications;
8. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
9. The names of the persons to whom the student may be released;
10. The signature of the responsible parent(s) or legal guardian.

Disasters and School Emergencies

In the event of a disaster, students will remain in the care and supervision of their homeroom teacher and other staff members on the school grounds. Students will be released only to their parents or an adult previously designated by the parent on the Emergency Contact List. This written permission is mandatory. No student will be allowed to go home alone or with an unauthorized person. In the event of an emergency, the school will activate automated communication to inform and direct parents.

Earthquake, Fire, Toxic Gas, and Intruder

In preparation for an emergency (earthquake, fire, toxic gas or school intruder), students, faculty and staff will practice Emergency Procedure drills. These drills are carried out throughout the year so that students become familiar with the various Emergency Procedures. Earthquake and fire drills include learning how to evacuate the school in an orderly fashion and organize as class groups on the playground. Emergency Procedure drills for toxic gas or school intruder situations include learning to remain quietly in lockdown.

Care at School During Emergencies

The school is prepared with first aid supplies, calorie bars and water to care for all students during a disaster. Once the Emergency Dismissal process has been implemented, students are reorganized into Family Groups. Faculty and Staff will then evaluate existing structure safety. Based on their assessment, proper shelter will be provided based on what is available and considered to be safe. Children will then wait for parents/guardians to pick them up. In case parents/guardians are not able to reach their child(ren) immediately, the school will provide them with shelter, depending on what's available, first aid, calorie bars and water sufficient for 72 hours. The school will be in contact with government services as available during this period of time, to maximize shelter, medical and nutritional services.

Emergency Dismissal

When the Principal has decided to implement Emergency Dismissal, this information will be communicated to all parents via an automated email, text, and phone call. Students will then be placed in Family Groups as they await their parent's arrival. Parents are asked to park in the upper parking lot adjacent to the rectory. No traffic will be allowed on the lower lot as this area will be reserved for use by emergency personnel if needed. Parents will then walk down to the lower lot gate adjacent to the office. A "Check-in Table" will be set up at the gate where parents or assigned guardians will check in to receive their child(ren). An Emergency Dismissal Form will be provided at the table. Once the form is completed and proper I.D. has been provided by the parent/guardian, the student(s) will be retrieved from their Family Group, and released in the parent's/guardian's care. We ask that all parents remain at the "Check-in Table" and not enter the school grounds as they await their child(ren). Parent cooperation in this process is vital to

keeping all students safe and to provide proper and essential care during what can be a stressful and traumatic time for all involved.

School Closure

In case of an emergency/disaster outside of school hours, the Principal will determine whether school will open or remain closed on the following school day. The decision to close the school will be communicated to all families through various means, depending on available communication lines. This will include the use of the school's automated communication system.

Section 12: STUDENT SAFETY

Safe Environment for Children Project

Each parent is required to complete the Safe Environment for Children (SEC) training every three years. The Oakland Diocesan Safe Environment for Children Project has been developed in cooperation with the Oakland Diocesan Presbytery Council in compliance with the adoption of the Charter for Protection of Children and Young People developed at the US Conference of Catholic Bishops, June 2002.

Adherence to the policy and implementation of the project is a mandate from Bishop Barber. Each year, staff and volunteers who work with children are required to be SEC trained to help adults identify signs of possible abuse or neglect in children.

Without completing the training, parents and any other adults **will not** be allowed to volunteer for any activities at school that put them in contact with our children. To volunteer anywhere in the school or go on field trips, all volunteers are required to complete "Protecting God's Children for Adults Online Training Course." You will find the Virtus website at www.virtusonline.org. Register, then select Organization - Oakland, CA (Diocese). Please email your certification to Ms. Lucy Mason lmason@csdo.org. There is no charge for this service and it must be renewed every 3 years.

Fingerprinting

Any volunteers, including parents and/or grandparents, must be LiveScan fingerprinted. Volunteers and employees can have fingerprinting done at any of vendors that provide the LiveScan service. A form with our site location must be presented at the time of the fingerprinting. Once an individual has their fingerprints on file in the Diocese of Oakland, they do not have to be re-fingerprinted.

Child Abuse or Neglect

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

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

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

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most communicable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, measles, and pink eye. Students who have communicable diseases or conditions must be excluded from school. Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to chicken pox, pink eye, or head lice.

Immunizations

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements.

- TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test. If there is NO RISK for TB, the doctor must state it on the school entry report.
- All students entering 7th grade must have the Pertussis/Whooping Cough (TDAP) vaccination.

A student who lacks the required immunizations will not be allowed to begin school.

Medications

Guidelines for the Administration of Medications at School

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

Responsibility of Parents/Legal Guardians

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

Aspirin and Other Over-the-Counter Drugs

The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel without written authorization from the student's physician.

Students requiring over-the-counter drugs will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signs

medication form is on file for the specific medication and all items listed above have been compiled with.

Alcohol/Smoking Policy

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

Asbestos Notification

The Diocese requires a yearly asbestos evaluation. No work is done on the premises involving asbestos during the school year.

Supervision of Students

Liability for supervision and control of students shall be assumed by the school fifteen (15) minutes before the first bell in the morning and fifteen (15) minutes following the last bell of the school day, except for students participating in school-sponsored extracurricular activities.

Student Drop-Off/Pick-Up

Morning Drop-Off

All cars must enter the school grounds using the Hamlin Rd. entrance. Upon entering, all cars MUST turn right. Cars must travel around, in front of the Church building, following the cones to the front entrance of the school building. Students are not to get out of the car until adults are present. All cars must remain in the carpool line even if all children have exited the car. Cars must exit out the ramp near the school plaza.

Afternoon Pick-Up

All cars must park in the Upper Lot. The parents/legal guardians picking up their children must walk down through the crosswalk to the child's classroom. The ONLY spots reserved in the lower lot are for those with government-issued handicap placards, the elderly, and our Auction winner.

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 conduct 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 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 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-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 aged 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 engaged 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 to another location, unless another adult is present in the vehicle.

UNACCEPTABLE TOPICS AND LANGUAGE

Comments of 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 the 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 MINORS

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 person 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 misconduct by priests, church employees, or volunteers must be reported to the local authority (e.g. Police or Sheriff Department, County of 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 the 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.

Diocese of Oakland Technology Responsible Use Policy Students and Parents

Introduction

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

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

Jurisdiction and Definitions

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

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

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

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

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

School Responsibilities

Protecting student data

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

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

Efforts to protect students online

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

Parent Responsibilities

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

Student Responsibilities

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

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

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

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

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

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

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

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

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

Student Signature: _____ Date: _____

Printed Student Name: _____

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

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____