

ST. FELICITAS



CATHOLIC SCHOOL

2022-2023 PARENT – STUDENT HANDBOOK

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LETTER FROM THE PRINCIPAL

Dear Parents and Students,

*“What greater work is there than training the mind and forming the habits of the young?”
~St. John Chrysostom~*

Welcome to St. Felicitas Catholic School! In choosing St. Felicitas, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Felicitas Catholic School for the 2022-2023 school year. The faculty and staff at St. Felicitas Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the gospel values of Jesus Christ.

Together let us pray that God, who has begun His good work the day that we were born, will continue carrying it through each of us as we work in collaboration during this school year.

Blessings,

Sr. Faustina Pham
Principal
St. Felicitas Catholic School

The provisions in this handbook are designed to provide guidance to the procedures and rules of St. Felicitas Catholic School. These provisions are not a contract and impose no obligation on the school. The Principal retains the right to amend the handbook for just cause and parents/legal guardians will be given prompt notification of any amendments.

For your convenience, changes to sections from the previous year have been put in red.

Topics that are frequently asked about are highlighted in yellow.

In order to search for topics you need please utilize the Command F option.

ABOUT ST. FELICITAS

Mission Statement

St. Felicitas Catholic School as a Catholic school in the Diocese of Oakland educates children in the Catholic faith and nurtures their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

History

St. Felicitas Catholic School opened its doors in 1959, a few years after the completion of St. Felicitas Catholic Church. Monsignor McGinty, the first pastor, invited the Sisters of St. Joseph of Wichita, Kansas to staff the school and for 34 years, they worked to provide a quality education for our children. Today the school has a vibrant Preschool – 8th grade program committed to providing an exceptional education rooted in Catholic values. Although the St. Joseph sisters no longer work at the school, their spiritual presence continues to permeate through it.

Accreditation

St. Felicitas Catholic School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

School Philosophy

St. Felicitas Catholic School believes that ALL people are beloved children of God. We believe every child is a unique and precious gift from God whose many talents will serve others and change our world. Our Catholic faith and traditions give a strong foundation for nurturing students, staff, and parents to meet the daily challenges that occur in their lives and in our society. Through the strength of our faith community we are able to provide a school where children are educated in an emotionally and physically safe learning environment that encourages students to learn from their mistakes. By developing strong relationships in the community among students, staff, and parents, we honor the partnership between home and school, promoting optimal spiritual, social, and academic growth for our students. Within the learning environment, the whole child is nurtured, inclusivity is practiced, diversity is celebrated, students' voices are valued, and service leadership is fostered. St. Felicitas Catholic School is committed to giving students the opportunities they need to build confidence and inspire them to be the version of themselves that God created them to be.

St. Felicitas Student Learning Expectations

A spiritually centered person who:

- 1.1 Is knowledgeable in the Catholic faith
- 1.2 Models Christianity
- 1.3 Demonstrates service in the community

A life long learner who:

- 2.1 Is able to think independently
- 2.2 Is motivated to learn and develop his/her own thoughts
- 2.3 Comprehends and applies the basic curriculum of St. Felicitas
- 2.4 Is able to access, organize, and analyze information in a logical way
- 2.5 Develops skills in fine arts and physical activities
- 2.6 Is able to work cooperatively

An effective communicator who:

- 3.1 Utilizes the basic elements of grammar in speech and writing
- 3.2 Listens in an open-minded and respectful way
- 3.3 Accepts criticism and applies it constructively
- 3.4 Is able to use technology to enhance presentation
- 3.5 Expresses ideas clearly

A globally aware citizen who:

- 4.1 Respects life and the dignity of all human persons
- 4.2 Understands and respects the human rights of all cultures
- 4.3 Is aware and responds to the needs of the less fortunate and vulnerable
- 4.4 Appreciates and respects all of God's creations by being environmentally conscious
- 4.5 Understands and lives by the laws of the community

PERSONNEL

Diocesan 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, which 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.

Diocesan Staff

Bishop.....	The Most Reverend Michael C. Barber, SJ
Superintendent.....	Dr. Andrew Currier
Associate Superintendent.....	Jocelyn Pierre-Antoine
Fiscal Controller.....	Margo Tammen

School Personnel

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.

PastorFather Peter Ngo

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.

Principal..... Sr. Faustina Pham

Faculty and Staff

The faculty and staff of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

Extended Care Director.....Kathleen Fitzpatrick

Extended Care Assistant.....Kristin Medeiros-Richardson

.....Ava Richardson

Office Manager..... Lori Zipp

Secretary.....Cristina Luna

Music Teacher.....Gregory Rathje

P.E. Teacher.....Jennifer King

Technology Coordinator/ Marketing.....Corinne Williams

Learning Support Coordinator/ Vice Principal.....Katie Cronin

School Counselor.....Janet Plankenhorn

Librarian.....Susan Dionisio

Teacher Assistants.....Leslie Torres

.....	Kristin Medieros-Richardson
.....	Abril Ulloa
.....	Margaret Connell
.....	Cecilia Jacala
.....	Editha Tingin
.....	Susan Dionisio
Preschool Director/ Teacher.....	Aledra Aguirre
TK Teacher.....	Cherie Parker
Kindergarten.....	Mary McGrady
First Grade.....	Anina Olivier-Gonzalez
Second Grade.....	Leica Martinez
Third Grade.....	Rhea Juarez
Fourth Grade.....	Sophia Real
Fifth Grade.....	Jane Symonds
Sixth Grade.....	Jean-Thierry Mendiola
Seventh Grade.....	Beth Stern
Eighth Grade.....	Kathleen Hennigh

SCHOOL ORGANIZATIONS

School Board

The School Board is an advisory organization whose mission is to bring its wisdom, talent, experience, faith and goodwill in providing quality education for all the students of St. Felicitas Catholic School. The School Board provides a way for individuals to take a positive and important advisory role in making major decisions about Catholic Schools. Board members meet with the Principal and Pastor monthly.

School Board Members

Fr. Peter Ngo
Katie Cronin
Elvia Quiroga
Michelle Dourado
Chris Ramos
Gerri Lara
Elizabeth Antonio
Juan Garcia

Parent Association

The Parent Association provides parents/legal guardians with a school organization to guide them in their role as the primary educator of their child/children. This volunteer group meets monthly to organize the room parent program, plan community building activities, and organize fundraisers for specific needs of the school. Fund-raising, parent education, and building community are goals of this organization. All parents/legal guardians are automatically enrolled in the Parent Association and are encouraged to attend the monthly board meeting and social events.

Parent Association Board Members

Jenn Sioteco
Abry Gomez
Carey Zavala
Ina Daluraya

ADMISSION AND ENROLLMENT

Admission Process

Students will be tested for readiness before acceptance into St. Felicitas Catholic School. The application forms are available in January and can be found on the website. All applications are filled out online and are to be filled out completely. **The school accepts applications for Preschool through 7th grade.** A copy of a state certified birth certificate is required. A Baptismal certificate shall be required of all baptized Catholic students at the date of registration. In addition, a report card from the previous school or preschool evaluation if applying to Kindergarten is also required. After all documentation is received, an admission test is scheduled for each student applying. This is a general assessment of reading, writing, and math. A testing fee will be collected at the time of testing.

Non-Discrimination Policy – Diocese of Oakland

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

- Diocese of Oakland Administrative Handbook

Priority of Acceptance

1. Siblings of students currently enrolled at St. Felicitas Catholic School whose parents/legal guardians are registered and at St. Felicitas Catholic Church.
2. Catholic students whose parents/legal guardians are registered and worshipping at St. Felicitas Catholic Church.
3. Prospective Catholic students whose parents/legal guardians are registered and worshipping at Our Lady of Good Counsel Church in San Leandro; verification of registration and worship must be submitted by the Pastor.
4. Catholic students whose parents/legal guardians are registered and worshipping in another Catholic parish; verification of registration and worship must be submitted by the Pastor.
5. Non-Catholic students.

Parents/Legal guardians of students that qualify for enrollment are to meet with the Pastor/Principal to discuss family participation in the faith life and activities at St. Felicitas parish.

Admission of transfer students with special needs will be dependent upon the faculty’s ability to meet these needs. A child may be admitted into Kindergarten only if he/she is 5 years of age on or before September first of the current school year. A child may be admitted into the first grade only if he/she is 6 years on or before September first of the current school year.

Where a child has been legally enrolled in another school, he/she may be admitted to the school and placed in a lower grade at the discretion of the admitting school.

Registration

In January of each year, pre-registration for all returning students takes place. Parents/Legal guardians pay a non-refundable registration fee to reserve a place for their student/students for the next year.

Early registration ensures that students currently enrolled have the first opportunity to register for the following school year. Those families that do not contact the school or pay the registration fee by the due date may be put on the waiting list for the following year.

Applications for new student admission can be found on the school website. Applications are accepted beginning in January for the following school year.

Probationary Period

All students newly enrolled at St. Felicitas Catholic School will be placed on academic and social probation for their first year of attendance. The Principal has the authority to extend the probationary period to two years. Dates and criteria of the evaluation will be stated on the probation form. Failure to meet the academic and behavioral standards can result in dismissal.

School Transfer Policy

Students clearly unable to profit from the school by reason of ability, or serious emotional instability, will be asked to transfer. When possible, the transfer should take place at the end of the grading period, preferably at the end of an academic year. The Principal, in consultation with the Pastor, will make the final decision in these cases.

Withdrawal Policy

Any parent or guardian who decides to withdraw their child during the school year must notify the principal a minimum of 2 weeks in advance. It is recommended that the withdrawal take place at the end of the grading period. Registration will not be refunded and tuition will be charged up to the end of the current trimester.

A letter of withdrawal stating the name of student, reason for leaving, last day of school at St. Felicitas, and the school they are transferring to needs to be turned into the office two weeks before the last day of school. This letter should be signed and dated by the parent.

Non-Renewal of Student Enrollment

St. Felicitas maintains the right to disallow the continued enrollment of a student if:

- It is determined that the school cannot serve the student's needs emotionally and/or academically
- The student has been on academic probation for more than one consecutive year.
- The parents refuse to complete required action items on SST documentation such as but not limited to: completing a comprehensive learning assessment or enrolling in tutoring or summer school.

- The student displays an uncooperative and destructive attitude and/or behaviors towards him/herself, other students, or staff members
- The parent displays an uncooperative and destructive attitude which may include but is not limited to disrespectful communication either online or in person with any staff member
- There is a lack in partnership between school and home caused by the parents that is causing issues with the child's success and growth
- The parent refuses to meet with principal, pastor, or teacher when requested

PARENTS AS PARTNERS

Parents/Legal guardians are the primary educators of their children, especially in the area of faith and commitment to a relationship with God. Weekend Mass attendance is a serious obligation for all Catholic families. Parents/Legal guardians model the importance of building a relationship with God by their weekly participation with their children at Sunday Mass. The school has a commitment to work in partnership with parents/legal guardians in this obligation by providing formal religion classes, daily prayer, and regular liturgical and para-liturgical experiences for the children.

Parents/Legal guardians are encouraged to confer with their child's teacher regularly. Formal conferences are scheduled for parents/legal guardians during the first trimester of the school year. Conferences, however, may be requested by either parents/legal guardians or teachers whenever necessary. All concerns should be shared first with the teacher. If further clarification, information, or resolution of a problem is necessary, the parents/legal guardians should bring the matter to the Principal.

Responsibility of Parents

Agreement to enroll your child/children at St. Felicitas Catholic School carries certain parental responsibilities. It is expected that the parents/legal guardians will:

1. Support the mission and philosophy of the school by instilling in their child the gospel values through modeling these values in everyday actions.
2. Be active in the development of the faith life of their child/children and worship at Mass on weekends and Holy days.
3. Nurture the partnership between school and home through professional and positive communication.
4. Support the educational programs and activities offered at St. Felicitas Catholic School by staying current on all the information coming from both the office and classroom, checking the school website and viewing online grades (middle school only).
5. Contribute to the support of the parish by the use of church envelopes.
6. Be familiar with and support the school and class regulations and policies.
7. Attend parent/teacher conferences, carry out teacher recommendations, and maintain continuous communication as needed.
8. Fulfill all contractual obligations including but not limited to the service hour contract and the tuition contract.
9. Support, attend, and participate in school and parish related functions.
10. Take an active part in all school fundraising activities by meeting the minimum yearly fundraising requirements per family or by using the buy-out option.
11. Be responsible for all damage and loss to school property caused by the student.
12. Follow the approved chain of command whenever a problem arises in the classroom. Verbally discuss the matter with the teacher, next the principal, and finally the pastor.

Maintaining a Positive Home-School-Partnership

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

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

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

3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child's parents. Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their student from 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.

Class Visitation By Parents

Any visitor must check in with the school office. Visitors must sign the ledger book near the office and take a visitor's pass.

Parents/Legal guardians are welcome and encouraged to visit their child's/children's class in order to become familiar with the course of instruction at St. Felicitas Catholic School and to support the teacher in the classroom. Parents are encouraged to work in the classrooms to fulfill their general service hours. Such visits require prior coordination to ensure that the visit provides the utmost value to the parent/guardian and does not interfere with testing periods or special activities. Please contact the teacher prior to the visit. An appointment can be made with the teacher by contacting the office.

Parent Communications with School

All parent communication with the school should work to strengthen the working relationship between the school and the parent. Before the parent communicates, the best means of communication should be chosen. Email should be used for quick questions or clarifications. If parents/legal guardians have concerns, questions, or feedback about classroom or school expectations, they should speak directly with the teacher over the phone or in person. If further clarification or resolution of an issue is necessary, then the parent should bring the matter

to the principal. It has been our experience that direct and immediate communication leads to resolution of difficulties and an improved learning/growing experience for the child. If parents or guardians are not satisfied with the outcome of the meeting with the principal they should make an appointment with the pastor. If parents or guardians are still not satisfied after contact with the pastor, the Diocese of Oakland Superintendent may be contacted.

SERVICE HOURS

Parents

Parents and guardians are considered partners in their child's education and a role model to the gospel values of service. Parents are required to complete a certain amount of service hours that contribute to the continued success of the school. These hours are vital to the everyday functioning of the school and strengthen the school – home connection. All parents and guardians that do not fulfill their required hours will be charged \$100 per hour not completed. Parents or Guardians will need to sign in every time they complete any service hours. Please see your service hour contract for information regarding the number of service hours you owe for your family.

Students

Students are also required to complete service hours throughout the year. They will be kept track of in partnership between the home and the classroom. The number of hours is dependent on their grade. Please see the following chart for your child(ren)'s required hours. All hours need to be completed by June 1st.

PreK, TK, K, 1st, 2nd Grade – 1 hour per month – 10 hours total

3rd, 4th, 5th Grade – 2 hours per month – 20 hours total

6th, 7th, 8th Grade – 3 hours per month – 30 hours total; **10 hours towards parish**

Some service hours will be incorporated into the curriculum by the teachers and some will need to be completed outside of school. It is encouraged for students to research ways that they can help out their community and find a theme that they connect with personally. **Chores at home or in the classroom do not count as service.** Serving on the choir, serving on any student leadership or committees also can be applied toward service hours. Service of the parish is also strongly encouraged and included in the service hours. **Students in grades 6-8 must complete 10 hours towards the parish. This may include, but are not limited to singing in choir, altar serving, monthly church clean ups, assisting as a greeter or usher at masses.** Students are always encouraged to go above and beyond the minimum requirement.

CLASSROOM CELEBRATIONS

Class Parties

All grades will celebrate three social occasions as a class. The three occasions include Christmas, Valentine's Day, and the final day of school. Teachers may plan additional parties. Room parents will plan and deliver the treats. Funds for these parties are taken from the registration fees.

Birthdays

The school and teachers do various things throughout the day to make birthdays special for our students. All students are very important to the staff, however it is very important that instructional time is minimally disrupted. Therefore, the school only allows very **simple** birthday celebrations of the students in the classroom. One small treat for each student may be brought to the school. We require that the treats are packaged individually to promote easy distribution. Treats will be distributed at recess or at the end of the school day at the discretion of the teacher. **Gifts, party favors, whole class meals, whole cakes, goodie bags, balloons etc. are not allowed as they are disruptive to the learning environment.**

All birthday celebration treats must be cleared with the teacher at least a week before they are brought in so that plans can be made for instruction.

In addition, invitations to private birthday parties cannot be distributed on school premises. Unless families are inviting all students of one gender or all students in the class, we insist that invitations not be given out at school. We want to spare the heartache experienced by those students not included in private parties.

SCHOOL COMMUNICATION

Weekly School Newsletter

The designated means of school-home communication is the Falcon Weekly, which is sent out Thursday of each week. The Falcon Weekly includes a weekly letter from the principal, important upcoming dates, and additional information about various activities happening. It is vital to the functioning of the school that parents stay up to date on the information coming from the Falcon Weekly. The Falcon Weekly is sent out via email to all families and posted on the school website. Any other flyers or information are attached to the email. If you have difficulty accessing the Internet please inform the office.

Weekly Teacher Newsletters

In Kindergarten through 5th grade, the teachers send a weekly newsletter filled with class announcements and curriculum information. It is vital to the functioning of the classroom that parents stay up to date on the information from the newsletter.

In an effort to continue to teach responsibility to our middle school students, news and updates are discussed with students during morning homeroom time. Powerschool and **Google Classroom** are another way for middle school parents to stay up to date.

School Website

The school website is an important place to go for information about the school. Most important documents are posted on the website in addition to the most up to date version of the school calendar. The Falcon Weekly is also posted on the school website. Parents should check the school website at least once a week for up to date information.

Class websites are connected to the general school website. Newsletters, class announcements, curriculum overviews, and homework are posted on these websites for the convenience of our parents.

TUITION AND FEES

Tuition

Tuition rates are established annually by the administration, with increases recommended by the School Board. Tuition rates are available during pre-registration in the spring, providing parents/legal guardians with the rates for the following year.

Registration

Registration is for the following year and is paid during February of the previous school year. It is non-refundable. It can be broken up in payments but needs to be paid in full by April 15th. Registration is a general amount per student but may increase with additional fees in certain grades such as Pre K, Transitional Kindergarten, Kindergarten, 2nd grade, and 8th grade. Please see the registration form for additional information. The registration fee is susceptible to change each year.

Fundraising Responsibility

St. Felicitas Catholic School is a non-profit organization of learning, and as such our School Board plans and organizes specific revenue generating fundraisers to meet our yearly budget commitment. We also rely on all of our families to actively participate in our fundraising activities to meet these budget commitments. Our fundraising revenue is an integral part of the effort to supply our students with learning materials such as textbooks and computers, and provide them with a devoted faculty and staff. All revenues we generate benefit and potentially help reduce the amount of annual tuition increases.

As a parent/legal guardian of a student at St. Felicitas Catholic School you are required to actively participate in any and all scheduled fundraisers via direct participation or through the buy-out program. Any parent/legal guardian, who does not complete the predetermined family goal, will be billed the difference.

Tuition Assistance

Tuition assistance is available from the St. Felicitas Catholic School Financial Aid Fund, FACE (Family Aid for Catholic Education), Basic Fund and Independent School. These organizations raise money to provide tuition assistance to families whose needs or circumstances require financial help. Family income determines the qualifications, and the application requires a copy of the latest Federal Tax Return form. All organizations have a specific process and deadlines. If deadlines are not met, financial aid is not given. Call the office for more information.

Tuition Payments

FACTS is the largest provider of tuition payment plans for Catholic schools, giving families at all levels a better way to manage education costs over time. All families are required to enroll with FACTS tuition management. Please note there is a yearly enrollment fee associated with FACTS that you pay directly to them. Annual tuition can be paid with a 12-month plan or a 10-month plan. **Parents and guardians who pay tuition in one, two or three lump sum payments are not required to enroll with FACTS tuition management.**

Late Payments

If tuition/fees have not been paid in full by May, or arrangements made with the Principal for late payment, the student(s) will not be registered/enrolled at St. Felicitas Catholic School for the following year.

Falcon's Nest (Extended Care)

In order for a child to participate in the extended care program a registration fee and snack fee are required. Payment for extended care can be paid through a monthly tuition program or hourly. Drop Ins are acceptable at a minimum amount. After 3 "drop Ins" a child must be registered in Falcon's Nest. Families are billed for extended care separately from tuition.

MEDICAL INFORMATION

Immunizations

Students entering St. Felicitas Catholic School for the first time must bring complete, updated immunization and health records. Records need to show all immunizations are up to date. **No child will be admitted into the school without these records.** Incoming 7th graders are also required to have their TDap immunization and two doses of Varicella before starting school.

Medical Records

Preschool Students and new students in any grade must have a medical examination administered by their doctor. This form, completed by the doctor, is in addition to the Immunization Record. These are to be turned into the school office on the first day of school. Students will not be allowed to attend class until these records are submitted.

Students who attended St. Felicitas Catholic School last year need only to keep their health records current. If he/she has received any immunizations during the summer, or if there is additional information that should be listed, this is to be submitted to the office in August.

Health Program

The health program is conducted with consultation through the Alameda County Health Care Agency. The program includes are:

- Vision Screening
- Audiometric Testing
- Scoliosis Testing

The Diocesan Health Chairperson reviews health records annually.

Special Health Problems

If a child suffers from any type of seizure disorder, diabetes, epilepsy, serious allergic reactions, severe asthma, cardiac abnormalities or serious visual or hearing deficiencies requiring special considerations, parents/legal guardians must alert the teacher and the Principal and provide appropriate instructions in writing. Written indication of special health problems should also be put on the emergency contact form submitted at the beginning of the year.

Contagious Diseases

If a child has been diagnosed as having a contagious disease, (e.g., chicken pox, strep throat, lice, etc.) the parent/legal guardian should notify the office so that precautions can be taken and that notification can be sent home. **A student who has had a fever may not return to school until 24 hours after the child is fever free without the use of medication.**

If your child is not well prior to the beginning of the school day, you are requested to keep the child home. A child should not be sent to school with a temperature or if he/she experienced nausea during the night or early morning. A child cannot return to school until he/she has been fever free for 24 hours. The student is held responsible for any work missed.

Release from Physical Activity

PE classes are held for grades Kindergarten through Eighth each week. These classes are mandatory and a student must have a written note from a physician or parent to be excused from class. The note must include the duration of the exclusion from PE class. Due to liability issues and regard for student safety, the school will strictly follow all instructions sent in to the office regarding release from physical activity. Therefore, students excused from PE classes will also be excluded from physical activity at recess and extended day care. A note should be sent to the P.E. teacher, classroom teacher, office, and extended care (if applicable) to be kept on file.

Medications

Students cannot bring any medications to school and keep them with them. All Non-prescription and/or prescription medications are to be stored in the office and administered to a student by the school staff. Also, students needing cough drops will have to keep their cough drops at the office, as students are not allowed to have these in their possession.

If a child has a prescribed medication or over the counter medication to be given during the school day, the following procedure is to be followed:

- A release form signed by the doctor and parent/legal guardian should be on file stating the nature of the medication. Forms are available in the school office or refer to the appendix for a copy.
- The student is responsible to come to the office (if age appropriate) to request the prescribed medication and it will be administered according to the doctor's instruction.

Bee Sting or Severe Allergy Reaction

Please contact the office if your child has severe allergies. This will allow us time to plan accordingly for his/her allergies.

Lice Policy

According to the Diocese of Oakland Administrative Health Manual, the following procedure is to be employed if lice are found:

- Students will be sent home at the end of the day with a letter outlining treatment. (If live lice are found, students will be sent home immediately, usually only nits are found.)
- Parent/Legal guardian should shampoo the child's hair according to directions and comb out nits. Nits must be removed before the child returns to school.

- Parent/Legal guardian must bring the child to the school office to be inspected for lice. If no nits are found, the child can go to class. Otherwise the parent/legal guardian will take the child home to start treatment over.
- On the eleventh day, the child will be inspected again at school.
- Parents/Legal guardians who believe that their child does not have head lice and who refuse to treat the child must obtain a written letter from their doctor stating that the child is free from such an infestation.

The school maintains the right to evaluate this situation to insure the rights of all students. Please be aware that school parents volunteer to come to school to inspect for lice. In most cases they are nurses. Please be polite and respectful of their decisions.

Emergency Health Forms

Parents/legal guardians will complete an online Diocesan “Emergency Health Information” form at the beginning of each school year or when enrolling at St. Felicitas Catholic School. If a child is enrolled in the Extended Care, parents will be asked to complete another emergency contact form. All relevant information should be correct and current. Please inform the school immediately of any changes in address, telephone number, email address, or cell phone number. Keep the name and phone number of the contact people current.

Parents/Legal guardians will be notified if a child becomes ill or is seriously injured. If parents/legal guardians are not available, those persons listed on the “Emergency Health Information” form will be notified.

If the parents/legal guardians or those listed cannot be contacted and school personnel deem that the child should be seen by a doctor “911” will be called. The parents/legal guardians will be notified as soon as they can be contacted.

CALENDAR AND SCHEDULES

School Calendar

The school calendar is created under the guidance and recommendations of the Diocese of Oakland. The school calendar includes 180 days of student instruction. Within those 180 days, 20 of those days are minimum days, used for professional development of the teachers. Each year the calendar is sent to the Diocese of Oakland central office for approval. Please see the website for all updated calendar dates.

Daily School Schedule

7:00 a.m. – 8:00 a.m.	Falcon’s Nest (Child care before school)
8:00 a.m.	Playground Supervision Begins
8:15 a.m.	Bell Rings / Morning Assembly
8:20 a.m.	Instruction Begins
9:45am	TK Recess
10:00 - 10:15 a.m.	Recess K - 2
10:15 – 10:30 a.m.	Recess: Grades 3 – 8
12:00 – 12:45 p.m.	Lunch: Grades TK – 8
2:45 p.m.	TK Dismissal
3:00 p.m.	Dismissal: All Grades K – 8 *Early Dismissal Days end at 12:00 and Falcon’s Nest begins at 12 on those days
3:00 – 6:00 p.m.	Falcon’s Nest (Extended Care)

For safety and insurance reasons students are to arrive on campus after 8:00 a.m., when teacher supervision commences. Students arriving on campus prior to 8:00 a.m. will be placed in Extended Care (Falcon’s Nest) and an hourly fee will be charged. Students may remain at the gate only if they are supervised by a parent/guardian. Students are dismissed at 3:00 p.m. Students waiting for rides, or those who have not departed campus by 3:15 PM will be sent to Extended Care (Falcon’s Nest). An hourly fee will be charged.

Early Dismissal Days

To provide our faculty the time necessary to collaborate and identify school-wide instructional goals and improve student learning, early dismissal days are generally twice a month on Wednesday at 12:00 PM. Falcon’s Nest will continue to be available from the time of dismissal on these days. Students who are not picked up by 12:15 p.m. will be sent to Extended Care and a fee will be charged to the parents/legal guardians.

There are also some 12:00 p.m. dismissals during the school year that fall on other days due to holidays or school functions. These days are noted on the yearly school calendar. Please reference the minimum day full year calendar sent home in the registration packet.

Extended Care Hours

St. Felicitas Catholic School offers an Extended Care Program (Falcon’s Nest) for all students enrolled at the school. Extended Care is available only on the days the school is open for instruction. On minimum days, students’ participating in the Extended Care Program are asked to bring lunch or order hot lunch for the current hot lunch program. This program accommodates “drop-ins” upon parental/legal guardian request. The hours of operation are 7:00 a.m. to 8:00 a.m. and then from 3:00 p.m. until 6:00 p.m. (12:00 to 6:00 on minimum days.)

Any child/children remaining after 6:00 p.m. will be assessed additional fees. There is no extended care offered on the 1st and last days of school, the last days before Christmas and Easter break, Special Person's Day, Evacuation Drill Day, and Field Day.

ABSENCES AND TARDIES

Absences

Upon returning to school after an absence, a dated, written excuse stating the reason for the child's absence must be signed by the parent/legal guardian and presented to the teacher (State of California Education Code). These excuses shall be kept on file until the end of the school year. If your child is sick with a contagious disease please see procedures in the Medical Information Section.

If a child is absent from school, parents/legal guardians must notify the office before 9:00 a.m. Parents/Legal guardians are requested to leave a message on the answering machine if they call before 7:00 a.m. Parents will be notified if a child is absent and no one has contacted the school.

Excessive Absences

"Excessive absence" is when a student is absent from school for six (6) days per trimester or a total of eighteen (18) days per school year. When a child arrives after recess he/she is considered to be a half-day absent. Excessive absences can have serious effects on student progress. In the event that excessive absences have occurred a conference with the teacher and parent will be scheduled. Excessive absences may result in loss of enrollment for the following year.

Vacation Absences

The school year is set up to be 180 days of instructional time for our students. This leaves 185 days left in the year for vacation time for students including weekends, federal holidays, Christmas vacation, Easter vacation, and summer vacation. There are a variety of opportunities for vacation set up during the school year and it is vital that all families utilize those times only.

A family that needs to use instructional time for vacation does so at their own risk. It is important that the principal and teacher are contacted a minimum of 2 weeks in advance. Although the student will not be able to make up all instructional time missed, particularly group projects, teacher lectures, and hands-on learning projects, any paper assignments that can be given will be provided. Please also note that loss of instructional time may negatively impact student progress and grades. Due dates for assignments completed during vacation need to be discussed and clarified by the teacher.

Tardiness

Student tardiness is disruptive to the entire class, causing interference once teaching has begun. Every effort should be made to ensure that students are on time for school. School gates close at the 8:15 bell. Students arriving at the school site after the 8:15 a.m. bell are to report to the office. As a safety precaution, late students must be escorted to the office by the parent or person dropping them off. That person will be required to sign and complete an entry into the Tardy Book. Students will not be admitted to class without the parent/guardian signature.

Please try to keep excused tardies, for medical purposes, to a minimum. Please try and schedule appointments after school, on half days or even no school days.

Each student will be allowed three unexcused tardies a trimester (9 total during the year). Any more than three tardies a trimester is considered excessive tardiness. At the end of each trimester, any students with excessive tardies will be contacted by the teacher and a plan will be put into place to help with punctuality.

Appointments

Doctor and dental appointments should be made during school vacation, on minimum days or after school. When such appointments are impossible to obtain before or after school hours, OFFICIAL VERIFICATION from the doctor or dentist is required.

When an early dismissal for an appointment is necessary, the parent/legal guardian should send a note confirming the appointment and the time the child will be picked up. If a note is not sent, the parent/legal guardian must present himself/herself to the office before the child can be released. The parent/legal guardian will sign the appropriate page in the binder at the school office before the child can be released. If someone other than the parent/legal guardian is picking up the child, he/she must present a signed note to this effect from the parent/legal guardian before the child is released.

ACADEMICS

Curriculum

The curriculum at St. Felicitas Catholic School is the responsibility of the Principal and faculty following the approved Diocesan guidelines. Our mission at St. Felicitas Catholic School is to provide a quality Catholic education that addresses the needs of the whole child while recognizing the abilities and talents of each individual child. Our curriculum follows the State of California Common Core Standards (Math and ELA), Next Generation Science Standards (Science), National and Diocesan guidelines (History and Religion) and offers an integrated and critical thinking approach to subject matter. The following is a generalized overview of the scope of the subjects offered. Specifics for each grade level are explained at Back-to-School Night.

Religious Education Program

The St. Felicitas Catholic School community strives to live the Gospel message by providing significant religious activities for our students. All students have the opportunity to attend a monthly liturgy in the church, usually held on the first Friday of each month. In addition, prayer services, liturgical celebrations, and Holy Days of Obligation, will be observed by students. Complete formal uniforms will be required when attending all school Liturgies. (P.E. attire is not allowed. No optional uniforms are to be worn. Free Dress passes may not be used.) Guests are always welcome to attend. Non-Catholic students are expected to participate respectfully in these activities as they occur during the school year.

Students at St. Felicitas Catholic School begin and end each day with prayer. Religion is taught daily and the faith-life of the student is encouraged to grow.

The sacraments of Reconciliation and Eucharist are received after a preparation period. Parents of students enrolled in the parish sacramental program are expected to participate in the parish parent-education program. Older students who have not received these sacraments will be prepared on an individual basis. Parents are to request this instruction.

English Language Arts

The goal of the Language Arts Program is to develop effective communicators that utilize both written and spoken language to clearly communicate ideas and opinions. This means that all instruction is planned and structured with the intent to challenge our students to read increasingly complex texts and create cohesive, well-organized, and succinct writing pieces.

Mathematics

The Mathematics Program is designed to provide a meaningful understanding of facts and the application of processes. It includes Problem Solving, Estimation and Mental Arithmetic, Numbers and Operations, Algebra, Geometry, Measurement, Relations and Functions, Probability and Statistics, and Logical Thinking.

Science

The Science Program is designed to develop in students the skills necessary for observing, communicating, comparing, measuring, organizing, relating, inferring, and applying. The emphasis is on textbook and hands-on learning, which incorporates lab experiences and creative challenges. It encompasses life, physical, earth and environmental sciences.

Social Studies

The Social Studies Program emphasizes the value of the diversity of our heritages. It is designed to promote knowledgeable and responsible citizenship. The Social Studies program includes the study of: People and Communities, California, the United States, Cultures of the World - ancient and modern, and the United States Constitution and Government.

Music

The Music Program teaches the love and enjoyment of music to every child. The students learn to sing liturgical songs that reflect the different Church Seasons. The students are also exposed to many different kinds of instruments, composers, and cultures through music.

Physical Education

The Physical Education Program provides students with the opportunity to acquire and develop physical skills, confidence, teamwork, and physical and mental wellbeing. Motor development, eye-hand coordination, and physical fitness are emphasized as well as seasonal sports. PE classes are held for grades Kindergarten through Eighth grade each week.

Grading Policy

The administration and faculty of St. Felicitas Catholic School are working to evaluate students' performance in achieving and mastering the grade level standards. Therefore, written grades will be given to keep students and parents/legal guardians informed of the student's performance.

It is our desire that parents/legal guardians and teachers recognize the necessity of consistent communication. The grading code is consistent with the policy recommended by the Diocese of Oakland. K-5 will have standards based report cards. You may reference the Standards Based System handbook for additional information.

Grades K- 5

Grading Code:

- 4 - Exceeds Grade Level
- 3.5 - Student has mastered grade level standards and displays partial mastery above grade level
- 3 - Student demonstrates mastery of grade level standards
- 2.5 - Student is progressing toward mastery of grade level standards and displays mastery of some
- 2 - Student is beginning to progress toward mastery of grade level standards
- 1.5 - Student demonstrates grade level understanding with some support
- 1 - Student does not yet demonstrate grade level understanding with support
- N/A - Not Assessed

Grades 6 - 8

Grading Code:

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

Educational Field Trips

Educational field trips are planned as part of the instructional program. All retreats and overnight outdoor education trips are considered educational field trips. Being part of the instructional program, all students are required to participate in all educational field trips, unless unforeseen circumstances should arise such as illness, family emergency, extreme behavior or academic issues. A teacher or administrator can revoke the privilege of a field trip for academic or behavioral reasons. Parents will be notified ahead of time if their child is not allowed a field trip.

Students are required to pay all fees and have a signed, diocesan approved form to participate. Phone calls or notes are not accepted, but faxed, signed diocesan forms are acceptable means for student participation. If a family is unable to pay the field trip fees, they need to speak with the administration. All fees for field trips are required of all students and non-refundable. It is the policy of St. Felicitas Catholic School to use contracted buses, cars, or public transportation as the means of transportation for these educational trips following all guidelines set forth by the Diocese of Oakland.

Textbooks

The school registration fee covers the fee for student textbooks. All classroom textbooks are the property of St. Felicitas Catholic School. Families will be charged for lost or damaged books.

Homework

Homework is a resource for all our students to develop self-discipline, organizational and study skills, review concepts studied, and add enrichment to their learning. Reading is above all the most vital activity for students to do at home to support their studies. Parents/legal guardians are asked to help students by providing the following:

- A quiet place for study away from other activities and media sources.
- Schedule a regular time for study. They should be doing something every night. IF a student does not have written homework, quiet reading, working on long term projects or studying for upcoming tests is recommended so the habit of regular study time is formed.
- Homework is not to be so excessive that a student does not have time for home responsibilities or leisure. Always discuss any concerns with your child's teacher(s) as soon as they arise.
- Closely monitor any use of technology that your child may be using to complete his/her homework.

Students must complete missed assignments when they are absent. Due dates for missing assignments need to be discussed with and clarified by the teacher.

Middle School Homework Policy

In an effort to build self-discipline and prepare our middle school students for high school all assignments should be turned in on time. If a student has excessive missing assignments or is missing key summative assignments – the student will receive an incomplete for their grade. The student will need to meet with the teacher and discuss assignments that need to be turned in. By the end of the trimester an incomplete will turn into an F if the student makes no effort to turn in assignments.

Middle School Handbook

Academic Dishonesty

Saint Felicitas School upholds a strong desire for academic honesty and integrity at all times. It is especially crucial that students maintain a strong sense of accountability for their own work.

Students will:

- Cite their work properly for writing assignments
- Refrain from helping or asking for help from classmates for tests and quizzes
- Refrain from looking up answers on the internet via cell phone or computer for tests and quizzes
- Refrain from the use of calculators and is prohibited unless approved by teacher

Academic dishonesty will result in disciplinary actions.

Report Cards

Report cards are provided as a final summary of student progress given each trimester. Report cards are sent home at the end of each trimester. Report cards reflect the student's effort, academic achievement, and conduct. Report cards are to be signed by the parent/legal guardian and returned within three (3) days. It is important that parents discuss the report cards with students and create goals for the following trimester.

Progress Reports

Progress reports are sent home as a preview of student progress at the halfway mark of each trimester. It is important information that provides feedback for a student to make improvements before the end of the trimester. Progress reports are sent to parents/legal guardians for students in grades K-8. This report is formulated to inform parents/legal guardians of student achievement. The progress report must be signed and returned within three (3) days.

Academic Probation – Middle School

If a student receives D's or F's in any of their core classes on a 1st trimester report card, they may be put on academic probation after the second trimester if no improvement is shown. If a student receives D's or F's consistently in a class for 2 trimesters they may be put on academic probation for the remainder of the year and the year that follows. If a student is on academic probation they may lose privileges such as field trips or dances. In addition, if a student is on academic probation, summer school or summer tutoring is required in order to enroll in the following school year. Academic probation may also include weekly check-ins with a staff member.

Standardized Testing

Students will take the Star Renaissance Learning Online Adaptive Assessment at least 4 times per year to evaluate growth and progress. The Star test is based on the California Common Core Standards. All students in Kindergarten through 8th grade will be tested. The test is used to assist us in our efforts as professional educators

to review our curricular programs and make informed decisions about day to day instruction that will best serve our students. These tests are not used to determine grades for report cards. The results of these tests will be shared with the parents/legal guardians. This testing is one component of a rounded approach to assessing an individual, and the classroom program as a whole. High school counselors will use the test results from 7th and 8th grades during the admittance process.

Promotion and Retention Policy

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend tutoring or summer school classes as a requirement when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

STUDENT LEARNING SUPPORT FOR EXCEPTIONAL NEEDS

Student Success Team Process

It is the philosophy of St. Felicitas Catholic School that all students should be given the opportunity to learn and master the appropriate grade level material. In some cases a student may continue to show a pattern of difficulty comprehending grade level curriculum or contributing to the learning environment in an age appropriate manner. In this case, the teacher will make a referral on behalf of the student to the Learning Support Coordinator. Additionally, in the event that a parent is noticing a continuing pattern of difficulty, the parent should speak directly to the teacher regarding their child's progress and request that a referral is made. Upon receiving the referral, the Learning Support Coordinator will gather information and set up a Student Success Team (SST) Meeting. This meeting will include the principal, Learning Support Coordinator, classroom teacher(s), student (if age appropriate), and counselor if needed. The purpose of this meeting is to gather together to brainstorm strategies to ensure that the student is successful in school. Strategies and action plans for school and home are documented, shared, and implemented by school and home. Additional SST meetings are scheduled based on student need and the purpose is to revisit action plans and discuss student progress.

Educational Assessments

The learning support coordinator may request additional diagnostic information (i.e. informal and/or formal assessment) for a student at any time to better develop an appropriate program for that student. The learning support coordinator may initiate instructional accommodations and other support services (extra tutoring, etc.) without a formal assessment. However, it is required that psycho-educational assessment precede and justify curricular modifications made at any grade level. In order for a student to qualify for a curricular modifications at any grade level the student must have one of the following:

- A current (within 3 years) IEP or ILP provided through the public school Special Education testing or
- A formal, written diagnosis by a certified, credentialed, licensed specialist or School/Education Psychologist or
- A diagnosis by a Medical Doctor

Exceptional Needs Documentation

- Any documentation related to the exceptional needs of the child will be prepared and shared with parents to give to another school rather than shared with schools directly.
- An Individualized Learning Plan (ILP) is a support plan that may be developed following a collaborative SST process. It documents the accommodations /modifications to be made for the student.
- **IEP's and 504 Plans may be helpful to understand student needs but are legally binding in the public sector only, and are not followed or written by our Diocesan Catholic schools.**

Retention or Transfer of Identified Students with Exceptional Needs

Retention is only appropriate for any student for developmental readiness reasons in grades K-2. Beyond 2nd grade, retention should not be considered without extraordinary reason, and then, only after consultation with the Superintendent.

In the event that a child is moved to the following grade without meeting certain grade level requirements, then the child will be transferred rather than promoted. A transfer means that the student did not successfully complete the grade level course of study but will be moved on to the next grade with conditions. In this case, there will be communication and documentation of regular parent meetings and student interventions that have occurred. If the student is in grades K-7 there should be a plan for summer support and remediation. Transfer is only done with consultation and approval of the Superintendent.

Contracts for Continuance

After all of the school's resources have been exhausted, the principal will set up very clear boundaries and expectations through a Contract for Continuance which will be drafted in collaboration with the Learning Support Coordinator and teachers. It will be reviewed and signed by student (if age appropriate) and parents. This document may be used for students who may be transferred instead of promoted or for behavioral concerns.

Alternative Educational Placement

An alternative educational placement may be recommended if the Administration, in consultation with the learning support coordinator and SST team, determines that the school cannot continue to meet a student's needs. This is done only after every possible school and outside resource has been exhausted, without success.

Student Cumulative Records

Student records are maintained by the school and kept locked in the office. It is the responsibility of the parent/legal guardian to inform the school of any change in custody arrangements. The school may require legal verification of such arrangements.

The school abides by the provisions of the Buckley Amendment with respect to the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to the school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with the official copy of the court order. All the student's records shall be made available for inspection by the student's parents or legal guardians except that behavioral records (e.g., counselor's reports) shall be released only in the presence of a person qualified to interpret the records. The school has five (5) days to comply with a request to inspect student records, and will make every reasonable effort to comply with the request.

Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

The school may not permit access or release of school records to any other person or agency without the authorization of the parent/legal guardian. (Payment of tuition for a student does not give the legal right to student records.) The authorization shall be in writing, signed and dated by the person giving consent. It must include a specification of records to be released, the reasons for release, and the names of the parties to whom the records will be released.

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

DISCIPLINE

General Discipline Philosophy

Discipline With A Purpose is a school-wide discipline program at St. Felicitas that is a developmental approach to teaching 15 skills to foster respect and responsibility. (Please reference the website for a list of the 15 skills.)

Self-discipline is a person's ability to wait. While you wait you think and process and decide how to act. Waiting is the master skill that helps people delay impulsive behavior. The staff at St. Felicitas is committed to supporting students learn how to self correct. The staff does this by building relationships that enable them to effectively redirect the students through this discipline program.

Student's actions and attitudes should always reflect a Christian ethic, and their behavior should be in accordance with the moral and religious expectations outlined by our school philosophy. Self - Discipline is attained when students work cooperatively with the teachers, fellow students, and principal toward the attainment of class and school objectives. Discipline is an aspect of helping students form self-discipline and not a form of punishment. The purpose of discipline is:

- To build a sense of Christian community.
- To produce self-disciplined students
- To provide a classroom climate conducive to learning.

Respect and responsibility are essential in our Christ-centered environment, allowing optimal learning and growth.

The following are the guidelines or school-wide rules for these expectations:

1. Respectful behavior toward oneself, others, and the surrounding environment is expected of students at all times.
2. Students are required to contribute to the learning environment.
3. Students are expected to follow all school procedures and policies.

Consequences for non-compliance of school rules

- Students will conference with the teacher on infraction. Parental/Legal guardian contact will be made if necessary.
- Habitual violation of any rule(s) will result in an Action Plan. Students will fill out an Action Plan, conference with the teacher, and parent contact will be made by the teacher.
- Multiple action plans will result in a Step 4, which is a conference with the student, the principal and the parents. In addition, the student will be put on a behavior modification plan.
- Any student who receives another Step 4 infraction after the behavior modification plan is complete, may be suspended.

Behavior outside of the school

- Conduct that takes place outside of St. Felicitas Catholic School that damages the good name of the school may result in disciplinary action at the discretion of the principal.

Morning/Lunch Recess Rules

In order to have a safe and caring environment for morning and lunch recesses, the following rules apply to students:

1. Stay in their assigned class area
2. Respect every person with words and actions
3. Keep school buildings, restrooms and grounds clean
4. Walk to and from play areas
5. Freeze when the bell rings and line up when the whistle is blown
6. Get drinks during play time not after the bell has rung

Consequences on the Playground

The yard duty personnel may give any of the following disciplinary actions:

1. Time-out on the playground
2. Lunch area/campus cleanup
3. Action plan and conference with yard duty
4. Parent Contact from Teacher if Necessary

Repeated issues will result in a conference with the student, parent/legal guardian, and the Principal. Disrespect, talking back, gestures, or defiance to any school personnel or volunteer will result in an automatic action plan.

Suspension Policies

Suspension from school will be used when other means of corrections fail to result in proper conduct. Additionally, suspension will be utilized if the conduct of a student is deemed by principal to be contrary to the gospel values and mission of the school.

Student suspensions may be a result of, but are not limited to the following reasons:

- Fighting, hitting or any threatening of violence directed towards students or school personnel
- Intimidating, threatening, or defamatory words towards teachers, students or school personnel either verbally, written, or online
- Serious misconduct as determined by the faculty, staff, or Principal
- Extortion
- Leaving school grounds without permission
- Continual misbehavior and disregard for school regulations in the classroom, in or about the buildings, and on school grounds

In-School Suspension

After a review of the issues, the parent/guardian will be informed of an in-school suspension (from 1 to 3 days, at the Principal's discretion). During an in-school suspension, the student will work independently in the school library (or another classroom) on class assignments. Recess and lunch periods will be spent in the office.

Students are to meet with the Principal or his/her representative at 2:55 p.m., before the student leaves the school.

Out-of-School Suspension

The Principal may suspend a student for one to five consecutive days for a specific incident. Students are responsible for making up work that would have been given had he/she been in class. Parents/Legal guardians will be informed of the suspension. The principal will meet with the Parent/Legal guardians.

Expulsion Policies

Expulsion is an extreme but sometimes necessary measure for the common good. Consultation with the Pastor and Superintendent of Schools is required before expulsion can take place. Students who pose a threat to themselves or to others may be expelled from St. Felicitas Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

An Expulsion **may be a result of, but are not limited to the following reasons:**

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

Procedures for Disciplinary Expulsion:

In Cases of Cumulative Disciplinary Difficulties

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

- b. At this time the procedures outlined above shall again be followed (a through c).
 - c. After this conference the Principal in consultation with the Pastor and Superintendent will make a final decision.
3. Written records of the various proceedings leading to expulsion will be on file.

In Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent(s)/legal guardian(s)-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above.

Right to Appeal

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

SCHOOL AND STUDENT PROPERTY

PERSONAL PROPERTY

7th and 8th Grade Student ID Cards

SB 972 (a) Commencing July 1, 2019, a public school, including a charter school, or a private school, that serves pupils in any of grades 7 to 12, inclusive, and that issues pupil identification cards shall have printed on either side of the pupil identification cards the telephone number described in paragraph (1) and may have printed on either side of the pupil identification cards the telephone numbers described in paragraphs (2) and (3):

- (1) The telephone number for the National Suicide Prevention Lifeline, 1-800-273-8255.
- (2) The Crisis Text Line, which can be accessed by texting HOME to 741741.
- (3) A local suicide prevention hotline telephone number.

Book Bags

All students are encouraged to use a durable, protective bag so that wear and tear on school material will be lessened. Label bag with name and grade. Any decorative material deemed inappropriate will be asked to be removed, if the item cannot be removed, a replacement book bag will have to be purchased at the parent/guardian's expense. Book bags with wheels are allowed in Grades 4 – 8 **ONLY**. Book bags, desks, and any other student property may be searched at any point.

Cell Phones

Cell phones & other electronic devices are not part of the instructional program at St. Felicitas Catholic School, unless the device has been cleared by the principal. Students are **not** allowed to use cell phones & other electronic devices on campus, **including but not limited to digital cameras, polaroids, or smart watches & devices**. If this occurs, the electronic device will be confiscated and returned only to a parent or guardian. **Students with cell phones or any other electronic device are required to turn them in to their teacher at the beginning of each school day.** The cell phone will be returned to the student at the end of the school day. St. Felicitas Catholic School takes no responsibility for lost, stolen, or damaged items.

Due to the fact that there are many students on campus sidewalks during pick up, student cell phones and electronic devices need to be put away in backpacks until the student is off campus or in the car.

Lunches

Children can either bring their lunches to school or purchase hot lunch from Choice Lunch. Lunch menus can be found online at www.choicelunch.com. **Canned beverages or soft drinks are not allowed at lunch, this includes glass containers as well as aluminum.**

In addition, St. Felicitas Catholic School continues to work to instill self-discipline and responsibility in our students and expects all students to come to school prepared with their lunches for the day. On the rare occasion that a student forgets his/her lunch, he/she will receive an emergency lunch from Choice Lunch. In an effort to support your child's independence, no drop off lunches will be permitted. If a family has a special circumstance that makes it very difficult to follow through with this policy, it is important to communicate and work with the

principal so arrangements can be made. Exceptions may also be made for emergency circumstances, however frequent drop offs or fast food will result in your child needing to eat lunch in the nurse's room.

School Searches

Students' legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the students' parents/guardians of any search of a student's person or personal effects.

Expectation of Privacy

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Generally, students should be asked to empty their pockets, purses, backpacks or other bags for inspection of the contents by school officials. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Diocese of Oakland Technology Use Policy for Students and Parents. (Technology Use Policy) This policy concerns cell phones and other electronic devices, whether the devices belong to the student or the school.

Student Cooperation

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral. (See section - Maintaining a Positive Home School Partnership)

Confiscating a Student's Personal Property

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a written statement, signed by the student, acknowledging that the item was in his or her possession at the time it was found.

SCHOOL PROPERTY

Classroom supplies

All parents receive a supply list for their child's grade in their registration packet. All supplies on the list must be brought in on the first day of school. The school provides many other basic supplies necessary for running the classroom smoothly, such as paper, pencils, notebooks, etc. These supplies are paid for partially through the registration fees.

Use of School Logo

No one may use the school logo for any reason without the expressed written permission of the administration.

Closets, Desks, and Computer Files

Closets and desks are joint property of St. Felicitas Catholic School and the students. Either tenant may access these areas at any time without notice. The school also reserves the right to check the download history of every school computer.

Gum Chewing

Gum chewing is not allowed anywhere on the school property.

Safety on School Property

1. No student can be in the school building/classroom without adult supervision before school, after school or during school hours.
2. Skateboards are not permitted on the school grounds.
3. All gates should remain closed and locked at all times.
4. Front office door remains closed and locked at all times.
5. All classrooms have one of the two doors locked at all times in case of emergency.

TECHNOLOGY

Diocese of Oakland Technology Responsible Use Policy Students and Parents

Introduction

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

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

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

Jurisdiction and Definitions

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

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

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

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

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

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

Technology Responsible Use Agreement

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

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

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

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

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

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

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

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

DIOCESE OF OAKLAND MEDIA AND STUDENT WORK AGREEMENT

St. Felicitas Catholic School requests your consent for faculty and staff to use photos or videos of your child, as well as your child's work, in school publications, both in print and online. Photos, videos, and student work is published to promote the school, Catholic education, and students!

Definitions

Media: photos, videos, or audio recordings

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

Media Policies for Families

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

Media Policies for the School

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

Student Work Policies for the School

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

EMERGENCY PROCEDURES AND SAFETY

Fire

A monthly fire drill is held. The diocesan insurance agents and fire marshall make routine inspections of the school plant.

Earthquake Policy

This disaster plan will be tested at least once each trimester during the school year.

When an earthquake occurs, all students and all adults present at the school will immediately duck, cover and hold; their backs are to be toward the windows. Should students and/or adults be outside during this occurrence, they are to move away from any building or structure and assemble in the back playground.

The Principal will activate the fire drill to evacuate the building. All students will assemble at the designated outside assembly area. Once students are assembled:

- Teachers will take roll and report results to the Principal
- Teachers will notify the Principal of any injuries and/or special problems.
- Students and staff will remain outside until given the signal to return to the classroom.

Earthquake Retention Policy

Should a serious earthquake occur, all students will be retained at school until dismissed to an adult who has been designated by the parent/legal guardian to pick up the student. Parents/Legal guardians will indicate who those adults will be on the “Emergency Disaster Release Form” each year. NO CHILD WILL BE ALLOWED TO GO HOME ALONE, STUDENTS WILL BE DISMISSED TO ONE OF THE ADULTS LISTED ON THE “EMERGENCY DISASTER RELEASE FORM.”

The access road to the school will be closed to all vehicles. Parents/legal guardians are to walk to the school gates used for dismissal. Parents/Legal guardians must follow the dismissal procedure that will be posted.

- DO NOT PANIC! Your child/children will be cared for.
- Follow the posted signs.
- Check in at the Release Area and fill out the release form. Students will be brought to you.
- In the event that phones do not work, have a designated person pick up your child/children if you are unable to do it yourself. This person **must** be listed on your child’s/children’s emergency form.

School Lockdown

At any given time it may be necessary to lockdown our school under the direction of the local Police or Fire Departments. In the event of a lockdown the teachers will be given directions from the Principal using different code words. Classrooms and buildings will be locked and the students will follow the directions of the teacher. For security purposes the full lockdown procedure is not included in the handbook. Please request a copy at the office if you would like more information. We will distribute copies to parents or guardians only.

Insurance

Included in the yearly registration fee is the student accident insurance fee. If a child is injured during school hours, parents/legal guardians may apply to the school for an insurance claim form. This must be done within twenty (20) days of the incident. At the beginning of the school year, each family receives a copy of the policy outlining the benefits.

PICK UP AND DROP OFF

All drivers who enter the school driveway to drop off or pick up children must drive slowly and with extreme caution.

Drivers **must enter from Manor blvd. only.** Drivers must follow the direction of the traffic. **The curb area, in the mornings, is for unloading children only.** If a parent/legal guardian wishes to park and walk with a child, the car must be parked in the designated angle spaces, on the right, along the fence. An adult must escort students crossing the driveway. **No double parking is allowed to pick up or drop off students as it is very dangerous for our students.** For afternoon pick up everyone parks and walks to the appropriate pick up area to pick up student(s). Kindergarten through 2nd are picked up at the basketball courts play area gate. 3rd grade is picked up at the Preschool building gate. 5th and 4th grade are picked up between the play structure and school office gate. Middle School is picked up at the gate outside the office.

Rainy Day Dismissal: All students will be dismissed in the breezeway.

All students who walk home from school must get a permission slip signed at the beginning of the year. They must check out with the teacher before they walk home.

Students riding bicycles to school are to walk their bikes on the school premises. The school accepts no liability for damage or theft. Students bring their bicycles to school at their own risk. All bicycles must be placed in the bike rack and locked. California State Law requires helmets be worn anytime a student is riding a bike.

SCHOOL WIDE BULLYING POLICY

All schools in the Diocese of Oakland are committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care. All bullying needs to be reported to administration immediately by students, staff, or parents that witness it. It needs to be reported through the Bullying Report Form, found on our website or in the front office. It is encouraged that all reporting be discreet. As soon as the administration receives the reporting form, it will immediately be investigated. Depending on the situation the investigation can take up to one week. Results and information will be shared with the person who reported to the degree that is appropriate. In addition information will be shared with any additional parents that need to be communicated with. Confidential student information regarding the situation can only be shared with a student's parents.

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

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

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

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

All cases of bullying and harassment need to be reported immediately.

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

1. Submission to, or toleration of, sexual harassment in 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 an academic evaluation affecting a student;
3. The conduct has the purpose or effect of unreasonable 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 Harassment

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

Student-to-Student Sexual Harassment

This policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period whether on or off campus;
4. During, or while going to or coming from, a school sponsored activity.
5. **While on social media or technology**

Any student who engages in the sexual harassment of another student is subject to disciplinary action including but not limited to the following: verbal warnings and reprimands, required counseling, suspension and/or expulsion.

Retaliation

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

Grievance Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the formal complaint procedure is contained in the Diocese of Oakland Department's Administrative Handbook. At an informal level, complaints may be reported to a school counselor, the Principal, or Leadership Team Member or designee. Complaints should also be presented in written form to the Principal.

St. Felicitas Catholic School affirms the Christian dignity of every student.

Child Abuse Reporting Obligations

All school employees are mandated by law to report suspected abuse of children. This abuse includes physical, emotional, or sexual abuse and all suspected acts of omission or commission that can endanger the child. This law requires that the school report suspected abuse immediately to Child Protective Services. In this very serious situation the school will not contact the parent/legal guardian in advance of making a report to the authorities.

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

Preamble

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

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

Responsibility for Compliance

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

Expected Behaviors with Regard to Ministry to Minors

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

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

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

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

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

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

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

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

SUPERVISION AT SPORTS EVENTS AND GAMES: At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engage in organized games or sports

activities. At the High School level (nine-twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 8th grade and under must be under the supervision of the CYO Office.

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

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

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

YOUTH TRIPS AWAY FROM PARISH FACILITIES: At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

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

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

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

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

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

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

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

including termination. Employees and volunteers will be held accountable for use policies that are in place at their local parish or school site.

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

Expected Behaviors in Pastoral Counseling of Minors

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

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

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

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

Enforcement/Reporting

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

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

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

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

Implementation

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

DRESS CODE AND UNIFORM

Uniforms

In order to provide an environment that reflects our Catholic tradition, promotes respect for school and individuals, and enhances self-esteem, students at St. Felicitas Catholic School are required to wear uniforms. Any deviations from the uniform (dress-up days, school spirit, team recognition, etc.) are at the discretion of the administration. The Principal will make all final decisions regarding uniforms.

St. Felicitas Catholic School uses a single source supplier, Bancroft Uniforms. It is **required** that all uniform items are purchased at this site to provide school wide conformity to our uniform code.

Personal Appearance

Grooming for all students should be in keeping with the students' age. Hairstyles should be plain and simple. Boy's hair must be cut above eyebrows, earlobes and shirt collar. Boys must be clean-shaven at all times in middle school. Boy's hair must not cover eyes; Hair should not be a distraction.

Girls' hair must not cover eyes; girls are welcome to use hair accessories to keep long hair from covering eyes. All Girl's hair color must always reflect their individual natural hair color. Lipstick, lip-gloss, makeup, fake nails, and nail polish may not be worn in school.

Only two pieces of jewelry may be worn at a time. Earrings can only be studs, no dangling or hoop earrings allowed.

Each teacher will be responsible for seeing that his/her students are wearing proper uniforms. The appropriateness of all personal appearance will be left to the discretion of the administration. Violations will be handled immediately. Parents will be called and informed. Parents may be required to bring a change of clothes if necessary.

Non-Uniform Days

"Free dress" is a privilege earned by the students allowing them to wear clothing other than the uniform. Clothing can be casual or formal but must be appropriate for school. All shoes worn must be rubber soled, no boots or sandals. Examples of clothing *not* considered appropriate for school include but are not limited to:

- Clothing with a bare midriff
- Halter and tube tops
- Low Cut tops
- Torn or tattered clothing
- Clothing with un-Christian or lewd printed material
- Clothing made of sheer material
- Writing on the back of pants
- Leggings only (Need to have a skirt or dress covering)
- Spaghetti Strap tank tops, other tank tops, and off the shoulder shirts

- Skirts shorter than knee length, short skirts with leggings underneath
- Shorts slightly above the knee

The decision of the Principal as to what is acceptable attire will be final. If students come to school inappropriately dressed, the parents/legal guardians will be called to bring a change of clothing.

Lost and Found

Please permanently mark all uniform items. Embroidered names or initials on sweatshirts and sweaters allow these items to be quickly returned or retrieved by the students. Lost items can be claimed in the Lost and Found box in the nurse's room. Any uniform article not claimed will be sent to the Uniform Exchange inventory. All other items will be given to charity.

All students are required to be in approved uniform daily.

Girls Formal/Full Uniform (Mass Attire)

Grades TK – 3

- White blouse with rounded “Peter Pan” collar
- White **or gray** short sleeve or long sleeve polo with school logo
- Plaid v-neck jumper
- Blue long uniform slacks
- Red v-neck cardigan sweater or red fleece jacket

Grades 4 – 8

- Plaid skirt (length of skirt is to be no shorter than one inch above the knee)
- Blue long uniform slacks
- Red v-neck cardigan sweater or red fleece jacket
- White **or gray** short sleeve or long sleeve polo with school logo

Special Uniform days including but not limited to Picture Day is full uniform with a white polo and red fleece jacket.

Girls' Daily Wear

Formal Uniform may be worn on a daily basis. Additional options to formal uniform on non-mass days are as follows:

Grades TK – 8

- Short sleeve white or gray polo shirt with school logo may be worn with the uniform slacks and uniform shorts
- White or gray long sleeve polo with school logo
- Blue long uniform slacks contained in the loops. Pants are to be fitted around the waist and appropriately tailored for school wear (without shoes, pants should not fall beyond the heel of the student's foot)
- Blue uniform walking shorts

- White or black long sleeve shirts, tucked in at all times
- Red fleece school jacket
- P.E. red sweatshirt with school logo
- Red sleeveless vest
- Red windbreaker jacket

Shoes and Socks

All girls are required to wear:

- Black, white, red, gray, brown, dark blue, or dark green, mostly solid shoes with closed toes and rubber soles are permitted to be worn. Shoes are permitted to have accent colors that are the same color as named above. No characters, pictures, or lights are permitted. No bright or neon accent colors are permitted such as but not limited to pink, yellow, orange, neon green, neon blue etc.
- Any shoes deemed unsafe by the administration such as but not limited to boots, sandals, toe shoes, etc. are not permitted.
- Solid or minimal printed red, black, navy blue, or white socks must be worn at all times. Socks should be visible above the shoe.
- **Solid black tights or ankle length leggings may be worn under a skirt or jumper.** Leggings must be worn with socks that follow the above stated rules.

Boys Formal/Full Uniform (Mass Attire)

Grades TK – 8

- Navy blue twill pants. Pants are to be fitted around the waist and appropriately tailored for school wear (without shoes, pants should not fall beyond the heel of the student's foot)
- White or gray short sleeve or long sleeve polo with school logo. Shirts must be tucked in at all times
- Red cardigan v-neck sweater or red fleece jacket

Boys' Daily Wear

Formal Uniform may be worn on a daily basis. Additional options to formal uniform on non-mass days are as follows:

Grades TK – 8

- Short sleeve white or gray polo shirt with school logo may be worn with the uniform slacks and uniform shorts
- White or gray long sleeve polo with school logo
- Blue long uniform slacks . Pants are to be fitted around the waist and appropriately tailored for school wear (without shoes, pants should not fall beyond the heel of the student's foot)
- Blue uniform walking shorts
- White or black long sleeve shirts , tucked in at all times
- Red fleece school jacket (may be worn in the classroom)
- P.E. red sweatshirt with school logo
- Red sleeveless vest

- Red windbreaker jacket

Shoes and Socks

- Black, white, red, gray, brown, dark blue, or dark green, mostly solid shoes with closed toes and rubber soles are permitted to be worn. Shoes are permitted to have accent colors that are the same color as named above. No characters, pictures, or lights are permitted. No bright or neon accent colors are permitted such as but not limited to pink, yellow, orange, neon green, neon blue etc.
- Any shoes deemed unsafe by the administration such as but not limited to boots, sandals, toe shoes, etc. are not permitted.
- Solid or minimal printed red, black, navy blue, or white socks must be worn at all times. Socks should be visible above the shoe.

Boys and Girls P.E. Uniforms

Students in grades K-5 participate in PE three times a week and two times a week for TK and middle school.

- Uniforms must be purchased at Bancroft Uniforms
- Red sweatpants with school logo
- Red shorts with school logo
 - Solid black compression leggings may be worn under shorts
- Red T-shirts and/or sweatshirts with school logo
- Red fleece, red sweatshirt, and red windbreaker with school logo

Other Uniform Rules

In the event that your child's P.E. day falls on a Mass day or a day with a Prayer Service (Not all masses are on Fridays) your child is expected to wear Formal/Full Uniform not P.E. uniform.

Non-uniform jackets may be worn as an additional layer on top of the fleece, sweatshirt, windbreaker or sweater to and from school during winter. These non-uniform jackets must be removed when inside during class time, assemblies, and mass. The red school fleece jacket, the red crewneck sweatshirt, and red windbreaker are the only acceptable jackets that may be worn inside the classroom, gym, or church.

CYO sweatshirts are not to be worn at school. They can be worn on field trips, jean days, and free dress days.

Caritas sweatshirts may be worn on non-mass days.

Only plain white undershirts may be worn under the school uniform (no printed or colored t-shirts).

If a student is not in full uniform due to a family emergency, a note from the parent/legal guardian can be sent to the teacher, explaining the situation.

All uniform items should be labeled clearly so that they can be returned to students if misplaced.

If more clarification is needed on the Uniform policy please contact your child's teacher.