

# Saint Clement Catholic School



## Parent/Student Handbook 2018–2019

790 Calhoun Street  
Hayward, CA 94544

(510) 538-5885

[www.sclementschoool.org](http://www.sclementschoool.org)

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

Should questions or concerns arise, please do not hesitate to contact the school office (510-538-5885).

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## **Letter from the Principal, Mrs. Erin Zajac**

To Our Current and Prospective Parents, Students, and Families,

Welcome to Saint Clement Catholic School – a place where faith and community bring EXCELLENCE! I am excited to begin a new school year with the support of an amazing administrative team and dedicated faculty and staff who are committed to making a positive difference in the lives of our students. In partnership with you, our strong, faithful, caring community, it is our greatest responsibility and our *ministry* to live and carry out our school's mission, vision, values, and goals. Saint Clement is able to offer a wide range of alternatives, in order to pave the way for differentiated, engaging, and higher learning. I believe that setting high academic expectations, appropriately *challenging* our students in both curriculum and character, as well as providing suitable support systems will ensure that each student works at their highest God-given potential by fostering the *growth* and *development* of the whole child.

Personally, I am beginning my first year as principal. I am a life-long parishioner of Saint Clement Parish and graduate of Saint Clement Catholic School, Moreau Catholic High School, and Cal State East Bay. I have had the pleasure of working as a classroom teacher for thirteen and a half years, a Learning Support Coordinator for three years, and the last nine years also working as Vice Principal here at Saint Clement Catholic School. I truly cherish the Saint Clement community and wish to continue to offer a faith-filled, quality education to the students. One can feel the genuine care, appreciation, and support living within our school, making it a unique and extraordinary place to be.

With God's help, let us continue to work together, not only to celebrate the traditions of the past, but also to embrace the challenges of the future. I am looking forward to working with you and each and every one of our students. It is with great pleasure and honor that I am given this chance to serve all of you.

Peace and Blessings,  
Erin Zajac  
Principal

# **Saint Clement Catholic School Staff/Faculty**

## **Administrative Team**

Principal: Mrs. Erin Zajac - ezajac@csdo.org

Vice Principal: Ms. Becky Le - ble@csdo.org

Vice Principal: Mrs. Cindy Marshall - cmarshall@csdo.org

Administrative Support: Mrs. Kavita Khanna - kkhanna@csdo.org

## **Office Staff**

Office Manager: Mrs. Maryann Harris - mharris@csdo.org

Office Assistant: Mrs. Josie Gonzalez - jgonzalez@csdo.org

Financial Secretary/Personnel: Mrs. Christine Matye - cmatye@csdo.org

Admissions/Development Director: Mrs. Nichole Garcia - ngarcia@csdo.org

## **Faculty**

Transitional Kindergarten (TK) Teacher: Ms. Angela Quiroz - aquiroz@csdo.org

TK Instructional Assistant: Ms. Rachel Anderson - randerson@csdo.org

Kindergarten Teacher: Mrs. Cecille Mendiola - cmendiola@csdo.org

Kindergarten Instructional Assistant: Mrs. Theresa Hansen - thansen@csdo.org

1st Grade Teacher: Ms. Alana Knight - aknight@csdo.org

1st Grade Instructional Assistant: Ms. Lorraine DePerio - ldeperio@csdo.org

2nd Grade Teacher: Ms. Maureen Walsh - mwalsh@csdo.org

2nd Grade Instructional Assistant: Mrs. Frances MacDonnell - fmacdonnell@csdo.org

3rd Grade Teacher: Ms. Jessica Romero - jromero@csdo.org

3rd Grade Instructional Assistant: Mrs. Vaishali Joshi - vjoshi@csdo.org

4th Grade Teacher: Mrs. Tenise DeLeon - tdeleon@csdo.org

4th Grade Instructional Assistant: Mrs. Valerie Boccaleoni - vboccaleoni@csdo.org

5th Grade Teacher: Miss Chrystallynn Sakata - csakata@csdo.org

5th Grade Instructional Assistant: Mr. Christopher Hernandez - chernandez@csdo.org

6th Grade Teacher/J.H. Social Studies/6th Grade Lit: Mrs. Katherine Henry - khenry@csdo.org

7th Grade Teacher/J.H. Science/7th-8th Grade Math: Mrs. Jennifer Reily - jreily@csdo.org

8th Grade Teacher/J.H. LA/7th-8th Grade Lit: Ms. Michelle Sarmiento - msarmiento@csdo.org

J.H. Math: Mrs. Josie Ricafrente - jricafrente@csdo.org

J.H. Instructional Assistant: Mr. Christopher Hernandez - chernandez@csdo.org

## **Enrichment**

K-8th Science Lab/K-8th P.E.: Mrs. Jan Marzan-Edmonson - jedmonson@csdo.org

K-8th Spanish/K-8th Art: Mr. Oscar Barragan - obarragan@csdo.org

Math Support: Ms. Lorraine DePerio (K-2nd) & Mrs. Josie Ricafrente (3rd-5th)

Music: Mr. Jonathan Napier-Morales - jnapiermorales@csdo.org

Reading Intervention (1st-4th): Mrs. Cindy Marshall

Reading Intervention/Academic Support (5th-8th): Ms. Becky Le

Instructional Technology: Mrs. Kavita Khanna

**Support Staff**

School Counselors: Ms. Kelly Bassin - kbassin@gmail.com & Sara Ferreyra - sferreyra@csdo.org

Learning Support Coordinators: Mrs. Cindy Marshall (TK-4th) & Ms. Becky Le (5th-8th)

Health Records: Mrs. Maryann Harris & Mrs. Maria Garcia

Lunch Service: Mrs. Maryann Harris & Mrs. Josie Gonzalez

**Extended Care**

Director: Ms. Angela Quiroz - aquiroz@csdo.org

Assistants: Aiyanna Gallegos, Lisette Donaire and Charline Javier

# **Boards, Committees, and Organizations**

## **Diocesan School Board**

A Diocesan School Board is appointed by the bishop to act in an advisory capacity to the superintendent and to himself. The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

## **Local School Board – Saint Clement Advisory School Board**

The local school board acts in an advisory capacity to the pastor and principal. Its mission is to bring its wisdom, talent, experience, faith life, and good will into the process of providing quality education for all the children served by the school. The local school board furnishes the support and leadership to carry out the Church's commitment to Christian education.

Those who serve on Catholic school boards, both Diocesan and local school boards, support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship. They are called to model what they identify as the purpose of Catholic education. This year the Executive School Board continues under the guidelines of Catholic School Management. School Board sub-committees of the following: Mission Effectiveness, Technology, Finance, Building and Grounds, Marketing and Development will meet on a monthly basis.

## **Saint Clement Advisory School Board Members (Inquiries: [scschoolboardinfo@gmail.com](mailto:scschoolboardinfo@gmail.com))**

Parochial Administrator:	Fr. Rolando Bartolay
Principal	Mrs. Erin Zajac
Co- Chair:	Mrs. Melissa Taesali
Co- Chair:	Mrs. Shavon Jimenez
Board Member (Development):	Mrs. Nichole Garcia
Board Member (Finance):	Mrs. Reena Patel
Board Member (Mission Effectiveness):	TBD
Board Member (Facilities):	Mr. David Orozco
Board Member (Technology):	TBD
Board Member (CYO Rep.):	Mr. John Capucion
Board Member (Spanish Community Rep.):	Mr. Julio Herrera

## **Saint Clement Parent Club**

The Saint Clement Catholic School Parent Club has been instituted to provide:

- a vehicle for parent involvement
- opportunity for school community activities/events
- financial support through fundraising

All parent(s)/legal guardian(s) are considered active members of the Parent Club and are welcome to attend meetings without invitation. Meetings typically take place every first Tuesday of the month and as needed before special events (at 6:30PM in the Enrichment/Lab room). Parent(s)/legal

guardian(s) receive parent hours for attending these meetings. Room parents (as key representatives to their class communities), committee chairs, and liaison members attend all Parent Club monthly meetings. If unable to attend, members are asked to send a co-chair or stand-in.

### **Parent Club Officers and Committees**

Co-Chairs	Mrs. Sneha Burnside & Mr. Russell Supnet
Treasurer	Mrs. Mary McCracken
Secretary	Mrs. Ana Herrera
Publicity	Mrs. Ashiana Dhillon
Facilities	Mrs. Ysglee Rodriguez

### **Room Parents (Maximum 2 per grade):**

Principal/Vice Principals must be copied on all BCC'd parent communication from Room Parents. The school office will send more information once Room Parents have been selected for each grade level.

### **Student Council**

Staff/Faculty Moderator:	Mr. Christopher Hernandez & Ms. Michelle Sarmiento
President	Carson M.
Vice President	Audrey M.
Secretary	Rianna R.
Commissioner of Finance	Mia G.
Commissioner of Publicity	Mikayla G.
Commissioner of Athletics	Anthony K.
Commissioner of Spirit	Roan A.
Commissioner of Student Affairs	Carmina T.
Commissioner of SLEs	Abhinav J.
Commissioner of Clubs	Jericho H.
Lower Grade Student Representative	Keanna R.
Upper Grade Student Representative	Maya C.

### **Extracurricular Programs**

- CYO** - Mr. Carlos Mandigma
- TAE KWON DO** - Mr. Peter Salas
- Coalesco Music Program** – Mr. Allen Del Rosario



# **Diocese of Oakland Mission**

## **Statement of Purpose**

The Catholic elementary and secondary schools within the Diocese of Oakland are the expression of the educational ministry of the parishes, religious congregations and of the Diocese itself. Under the authority of the Bishop, the schools share a common Christian vision, resources and responsibilities as they strive to serve the youth that are reflective of the diverse cultural, ethnic, and economic population of Alameda and Contra Costa Counties. The Diocese and individual schools are committed to include the poor in Catholic school education.

The tenets and tradition of the Catholic faith are an integral component of the philosophy and goals of each school. All facets of Catholic education contribute to the faith development of the students and reflect the commitment to teach and model Catholic principles founded in the liberating love of Jesus Christ and the Good News as proclaimed by the Roman Catholic Church in contemporary society.

The schools prepare youth to respect the sacred dignity of the person as an individual and as a responsible member of the community. They enable students to translate the Good News into action within a challenging and disciplined environment by providing caring and capable teachers. Finally, schools acknowledge that parent(s)/legal guardian(s), who have the primary responsibility for the moral and religious development of their children, are partners with the parishes and the entire Christian Community in the continuing education process. Together they participate in the development of school policies, curricula and budgetary processes based on Christian values within the constraints of the local school resources.

Consequently, Catholic schools are committed to provide:

- activities that allow students to experience prayer and liturgy;
- quality educational opportunities for students of varied academic abilities;
- financial aid programs to assist those families unable to assume full financial responsibilities for tuition
- opportunities for students to serve others in order to fulfill the mandate of the gospel and demands of justice and to recognize that society requires the cooperation and contribution of each of its members.

It is this sense of common purpose, which inspires each school community to strive to meet the challenge of the goals set by the Catholic Bishops of the United States. “To be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated the total experience students, their parent(s)/legal guardian(s), and the members of the faculty”.

(Sharing the Light of Faith - National Catechetical Directory). Pentecost, 1987

# **Diocese of Oakland Code of Conduct Involving Interactions with Minors**

## **Preamble**

As leaders in the Church founded by Christ, priests, deacons, and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, all are expected to act properly at all times, especially when in contact with young people. This Code of Conduct establishes general guidelines and boundaries when ministering to minors. Many items mentioned in this document are applicable to ministry with adults, but this Code addresses explicitly proper contact with persons under 18 years of age. Further guidance and advice can be sought from the Chancellor of the Diocese of Oakland or the Coordinator of Safe Environment, as needed. This Code is applicable to all persons who work or volunteer in any of the parishes and institutions in the Diocese of Oakland. This includes, but is not limited to: priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school, parish and diocesan volunteers, seminarians serving internships, and lay theology students. This Code is not an attempt to anticipate every situation that might arise, but to provide a set of standards and appropriate behavior to guide all those in pastoral ministry to children and young people. This Code of Conduct is to help create a safe, appropriate, and Christian environment for minors and their relationships with adults involved in Church ministry.

## **Responsibility for Compliance**

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

## **Expected Behaviors with Regard to Ministry to Minors**

- Minors are not independent individuals: Any and all involvement with minors is to be approached from the premise that minors should always be viewed – whether in a social or ministerial situation – as restricted individuals, that is, they are not independent. Minors are subject to specific civil laws in the State of California, which prohibits certain activities. They are not adults and are not permitted to make unfettered decisions.
- Training and screening: All those in contact with young people in a ministerial role must complete Safe Environment Training and be screened according to the requirements established by the chancellor and the Diocesan Safe Environment Office.
- Adults are never to be alone with children: Adults (minimum 18 years of age) should avoid situations that place them in a position to be alone with a minor in the rectory, parish residence, school, or in a closed room other than a confessional.

- Meetings and/or pastoral counseling: In meeting and/or pastoral counseling situations involving a minor, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an administrator, etc.) another adult should be informed that the meeting would be taking place. The meeting place must be accessible and visible with the door left open where the meeting is taking place unless there is a clear window built into the door.
- Sacrament of penance/reconciliation: The Sacrament of Penance/Reconciliation is normally to be celebrated in a place identified for that purpose, e.g. reconciliation chapel, confessional, or other areas with visibility: The location should be acceptable to the confessor and confessee.
- Rectory restrictions: An unaccompanied minor is allowed only in the professional area of the rectory or parish residence, never in the living quarters. Minors age 16 and over are permitted to work in the professional area of the rectory, when there are two adults over 18 years of age present.
- The sacristy door: The sacristy door is always to be unlocked whenever minors are present within the sacristy.
- Supervision at sports events and games: At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engages in organized games or sports activities. At the High School level (nine-twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 8th grade and under must be under the supervision of the CYO Office.
- Bathrooms and dressing facilities with children present: Adults must avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities.
- Transportation in private vehicles: Adults are prohibited from taking youth home or to another location, unless another adult is present in the vehicle.
- Unacceptable topics and language: Comments of a sexual nature are not to be made to any minor except in response to a specific classroom or otherwise legitimate questions from a minor. Topics or vocabulary such as profanity, cursing and vulgar humor must not be used in the presence of a minor/minors.
- Youth trips away from parish facilities: At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times. While on youth trips the adults as well as the minors may not use alcohol or controlled substances and anyone under the influence of these substances may not participate in the event. One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors. Any overnight trip for children or youth must include supervision around the clock. If adults are not rooming with the youth, there **MUST** be an adult (over the age of 18) on duty, in the hallways or outside of cabins at all times when youth/children are present in the rooms/cabins. This can be accomplished with live scanned and cleared volunteers, employees of the Diocese, or someone who is hired specifically for security.

- Prohibited substances: It is absolutely prohibited that adults serve or supply alcohol, cigarettes, inappropriate reading material, or controlled and illegal substances to minors. Alcoholic beverages will not be served or consumed at parish or school social activities intended primarily for minors. Minors may not serve alcohol at events. Event leaders should take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs.
- Age-appropriate media: Audiovisuals, music lyrics, and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an “R” rated movie or movies that have been rated with an even stronger designation. The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.
- Boundaries of physical contact: Careful boundaries concerning physical contact with a minor (beyond a handshake) must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.
- Social media: The Diocese of Oakland prohibits any irresponsible use of technology both at work sites and at home. All users will be held responsible for their published words. If they negatively affect the Diocese or any parish/school site in ways that are contrary to our mission, users will face disciplinary action up to and including termination. Employees and volunteers will be held accountable for use policies that are in place at their local parish or school site.
- Guidelines as applies to relatives of the minor: Some adaptation in applying these guidelines when the minor is a relative ought to be the norm, but appearances in public nevertheless need to be maintained.

### **Expected Behaviors in Pastoral Counseling of Minors**

- Setting: Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters. Offices or classrooms used for pastoral counseling of a minor must have a window in the door, or the door is to be left open during the counseling session.
- Supervision: Another adult should be in close proximity during any counseling session.
- Parental notification: Unless the subject matter precludes their presence or knowledge, parents or guardians of minors must be made aware of the counseling session. If counseling is expected to extend beyond one session, evaluation of the situation should be made with the parents or guardians.
- Inappropriate attraction: The adult is responsible to recognize any personal and/or physical attraction to or from a minor. In such a situation, the minor must be immediately referred to another qualified adult or licensed professional. If the attraction is acted upon, the parents/guardians must be notified and appropriate action taken.

### **Enforcement/Reporting**

Violations of the Code will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop) in accordance with Civil Law and this Diocesan policy. Penalties may take various forms ranging from counseling to removal from ministry. Violations of this Code must be reported immediately to the appropriate parish, diocesan or civil authority. Allegations of sexual misconduct by priests, church employees, or volunteers must be

reported to the local authority (e/g. Police or Sheriff Department, County Child Protective Services). In the cases involving priests or religious, the Office of the Chancellor of the diocese (510-267-8334) will be notified. In cases involving other employees or volunteers, the Office of Human Resources (510-267-8359) will be notified. The Diocese of Oakland is committed to addressing allegations of sexual misconduct by priests, church employees and all in ministry, observing the prescriptions of civil and canon law. The diocese has made a commitment to assist victims of sexual misconduct and to cooperate fully with public authorities investigating such allegations.

### **Implementation**

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

# **School Mission**

## **School Mission Statement**

Catholic Schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

## **Philosophy of Education**

We, the Saint Clement Catholic School Community, believe Catholic education is one of the most important ways by which The Church fulfills its commitment to recognize the dignity of each person and to build a Catholic Christian community. We hear in Jesus' words, "I have come that they might have life and have it to the full," (John 10:10) and we challenge to provide the best education possible for our children. We are dedicated, therefore, to work with parent(s)/legal guardian(s), the students' primary educators, to see that each child develops his or her spiritual, intellectual, social, psychological, and physical abilities. By integrating the truths taught by Christ, we establish a school climate that provides the students with instruction and experiences that will allow them to accomplish Saint Clement's Pillars and Student Learning Expectations (SLEs) of FAITH, COMMUNITY, and EXCELLENCE.

## **Statement of Faith**

"To be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated into the total experience for students, their parents, and the members of the faculty." – Sharing the Light of Faith – National Catechetical Directory

Saint Clement Catholic School (SCCS) is a community of students, parent(s)/legal guardian(s), teachers, and staff committed to the teachings of Jesus Christ and service to others. We strive to help children:

- Learn the basic concepts of the Catholic Faith
- Know and live Christ's message through Scripture and tradition
- Develop a sense of morality
- Cultivate an attitude of service to the parish community and the larger community, as well
- Develop a relationship with God through worship

Strengthening religious education of our families include:

- Daily Prayers
- Daily Religion Classes using Catechetical textbooks and enrichment activities
- Weekly Liturgies and special prayer services including Saint Francis of Assisi's Blessing of the Animals, the Epiphany, May Crowning, etc.

Community Service Projects and working with local, parish, national, and international organizations.

## **Student Learning Expectations for Grades TK-5**

Faith - Students will be...*faith-filled people of God who*:

1. Know the Catholic faith
2. Follow Jesus' teachings
3. Pray daily
4. Know how to respect God, themselves and others

Community - Students will be...*active, responsible citizens who*:

1. Respect others
2. Help others and share their talents
3. Understand the needs of others

Excellence - Students will be...*lifelong learners who*:

1. Share ideas and feelings in speaking, writing and artwork
2. Use good work habits
3. Gather information
4. Think to solve problems
5. Learn new concepts and skills
6. Appreciate and love learning

## **Student Learning Expectations for Grades 6-8**

Faith - Students will be...*faith-filled people of God who*:

1. Know the doctrine and traditions of Catholic faith
2. Practice Christian values in everyday life
3. Have a sincere relationship with God through a daily prayer life
4. Practice integrity and self discipline with the ability to make good moral decisions

Community - Students will be...*active, responsible citizens who*:

1. Respect others and appreciate the differences of others
2. Understand the importance of community service and share their talents in the community
3. Are globally aware of the needs of others
4. Work well with others
5. Have social skills in teamwork, leadership, and conflict resolution

Excellence - Students will be...*lifelong learners who*:

1. Communicate effectively in oral and written form
2. Use good research skills and work habits
3. Use technology to acquire and communicate information
4. Think critically, evaluate, and analyze information to problem solve
5. Have age appropriate mastery of concepts and skills in academic areas
6. Have an appreciation of and a love for learning

## **School History**

Saint Clement Catholic School, located on Mission Boulevard in the city of Hayward, California, is one of the 45+ schools in the Diocese of Oakland. The groundbreaking ceremony for SCCS was held on February 23, 1958. The Sisters of St. Joseph of Wichita opened the school in August with the first through fourth grade classrooms, teachers' room, and an office. The formal dedication took place in October 1959 under the guidance of Sister Mary Sheila, C.S.J., principal and two lay teachers. Rev. T.J. Tillman was pastor. The following year, four new classrooms for grades 5 through 8, a hall, the convent, and an administration wing were added. Over the years, the school has continued to thrive and expand with the wonderful support of parents, the Saint Clement Parish and the school staff.

## **School Sponsorship and Affiliation**

The Congregation of Holy Cross started its 21-year service to Saint Clement Catholic parish and school in 1980. With the addition of Holy Cross and its commitment to Catholic education, the parish and school began to function as a team. In June 2001, the Congregation of the Holy Cross withdrew from Saint Clement Catholic parish and school, but it opened up the opportunity for collaboration between pastor and principal.



# Admissions

## **Admission Philosophy and Guideline**

Saint Clement Catholic School is a discipleship Catholic school with the emphasis being mentoring and training students to change their world, both protected and “anchored in faith, community, and excellence” in all that they do. We believe this type of school offers the greatest opportunity for teaching spiritual truths to individual students and seeing growth as believers and achievers. Students who wholeheartedly apply themselves and “study to show [themselves] approved by God” (2 Timothy 2:15) will offer the highest potential of testimony to the community and the highest potential for evangelism on the part of the students and the school.

Cooperation between the parent(s)/legal guardian(s) and school is so important that SCCS reserves the right to remove a child based on the student(s) and/or parent(s)/legal guardian(s) family conduct and action. It truly takes a village to raise a child, and we aim to ensure the safest, most collaborative, and best village for our students in the years to come.

## **Registration**

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

## **Application Process**

Parent(s)/legal guardian(s) who wish their children to attend SCCS can pick up the necessary registration application from the school office. Testing for the following school year takes place in February or on an “as needed” basis. Consideration is given as to whether or not it is believed that SCCS can meet the educational needs of a student.

\*\*All new students are accepted on academic and behavioral probation for the first year.\*\*

## **Priority of Acceptance**

Students applying for grades TK-8 who have exhibited academic and social readiness and have submitted a favorable report from their previous school will be accepted in this order:

1. Siblings of students presently attending Saint Clement Catholic School.
2. Students whose families are registered and active parishioners, who regularly attend Mass at Saint Clement. Family registration must be on file in the Saint Clement Parish Office.
3. Catholic students from outside of the parish.
4. Other students who by their behavior and attitude demonstrate an acceptance of the Saint Clement Catholic School philosophy.

**\*\*As long as space is available, no qualified student will be denied admission to this school on the basis of race, sex, color, or ethnic origin.\*\***

## **Entrance Requirements**

- Minimum Age
  - To be admitted into our Transitional Kindergarten program, a child must turn four by the first day of instruction.
  - To be admitted into Kindergarten, a child must turn five on or before September 1st of the incoming school year.
  - To be admitted into the first grade, a child must be six years old on or before September 1st of the incoming school year.
  - Where a child has been legally enrolled in another school, s/he may be admitted to the school and placed in a lower grade, more age-appropriate, at the discretion of the admitting school. The applicant must demonstrate (through an evaluation procedure) that academically and socially, the placement is appropriate for them.
- New Student Testing - All prospective students (TK-8) are interviewed and tested to determine their academic readiness, achievement, and aptitude with the curriculum, as well as show social readiness within the guidelines of our school philosophy, compared to the students currently enrolled at SCCS. When there is question, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing (ie. when mandatory summer school has been stipulated). The criteria of evaluation shall be established in consultation with the appropriate teacher(s)/administrative personnel.
- Records at Entrance - Requirements for students entering school for the first time are required to bring a birth certificate, baptismal record (if applicable), and record of state-required immunizations.
- Transfer Student Requirements - All financial obligations to the previous school must be current/up-to-date.
- Special/Exceptional Needs - Admission of transfer students with special/exceptional needs is dependent upon the school program's ability to meet those needs.
- Upon Acceptance - Parent(s)/legal guardian(s) enter into a contract with the school regarding the payment of tuition and other fees.

## **Withdrawal**

Parent(s)/legal guardian(s) may withdraw their students at any time. If a student is not returning to SCCS, parent(s)/legal guardian(s) should notify the school in writing. Tuition will be refunded on a prorated basis.

\*\*Registration and Development fees will not be refunded.\*\*

## **Recommended Transfer**

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

- The school has utilized all means available to meet the needs of the child, and are unable to meet their needs.
- There has been sufficient discussion with the parent(s)/legal guardian(s) concerning the child's behavior/educational needs or the parent(s)/legal guardian(s)' attitude.

**\*\*Saint Clement Catholic School accepts students entering transitional kindergarten (TK) through eighth grade upon completion of registration requirements and availability, based upon student enrollment numbers. These requirements may include readiness and/or achievement tests, a review of the student's previous records, remaining "up-to-date" on all school fees, and providing evidence that the parent(s)/legal guardian(s) share in the goals of the school based upon its philosophy and purpose.\*\***

### **Tuition and Fees**

All payments must be made through FACTS Tuition Management. Payments are processed on the 5<sup>th</sup>/20<sup>th</sup> of each month or on the following business day if the 5<sup>th</sup>/20<sup>th</sup> falls on a bank holiday or weekend. Payments WILL NOT be accepted by the office, unless full tuition is being paid.

A \$20.00 late fee will be added for all late payments.. A \$30.00 return bank fee will be added for all return payments.

Eighth grade families are required to have all contractual obligations met by **May 15, 2019**, regardless of tuition schedule.

### **Schedule of Payments**

Tuition may be paid as follows:

- One-time payment before **June 30, 2018**. A 2% reduction in the total tuition for full payment before this date will be offered.
- 10 monthly payments: beginning **July 2018 through April 2019**
- 11 monthly payments: beginning **July 2018 through May 2019**
- 12 monthly payments: beginning **July 2018 through June 2019**
- Four equal payments: **July 5, 2018, September 5, 2018, January 5, 2019, and April 5, 2019**

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

- Deny a student enrollment for the 2019-2020 school year.
- Withhold report cards.
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.

### **Tuition Assistance**

Families may apply for financial aid through FACE, private scholarship funds such as BASIC and Independent Scholarship Fund, or through the SCCS Tuition Assistance Program (TAP). Requirements are based on income and/or extenuating circumstances. Application to the Diocesan Elementary School Family Aid for Catholic Education (FACE) program is encouraged, when applicable. Each school receives applications for FACE tuition assistance in the spring, for the following school year. Please contact the FACE office with any questions.

Forms are available in the school office and must be filled out on/before the required date. Please read through our registration packets for more information. If extenuating circumstances develop during the school year that necessitate reassessing your financial needs, you are encouraged to contact the principal.

## **Tuition Delinquency**

1. If payment becomes **FIFTEEN (15) DAYS PAST DUE**, a reminder letter is mailed to the delinquent party. A late charge of \$10.00 is automatically added to the account. Late payments **not** including the \$10.00 late fee will be returned to the party for complete payment.
2. If payment becomes **2 MONTHS PAST DUE**, a letter is mailed requesting immediate attention and payment. Payment of the account or notification of inability to pay must be received by Saint Clement Catholic School within FIVE (5) working days of the date of mailing. If this does not occur, the principal and/or pastor will contact the delinquent party and arrange for payment.

**\*\*The Diocese of Oakland maintains that schools are not obligated to keep families in the school who are seriously behind in payment.\*\***

3. No child will be able to re-register for school the following year, nor will 8th graders be allowed to participate in 8th grade activities if the previous year's tuition, Extended Care fees, and/or parent hours have not been completed.

## **Refund Policy**

Parent(s)/legal guardian(s) may withdraw their child(ren) at any time. If their student(s) is not returning to Saint Clement Catholic School, parent(s)/legal guardian(s) should notify the school in writing. Tuition will be refunded on a prorated basis.

**\*\*Registration and Development fees will not be refunded.\*\***

## **Optional Insurance**

Student Accident Insurance coverage is optional, although encouraged. The Diocese of Oakland has an insurance policy in place that covers every child enrolled in school. When a child is injured and needs medical attention, parent(s)/legal guardian(s) should request a form from the office within five (5) days. The policy covers injuries incurred while going to, coming from, or participating in school supervised activities. After the school fills out its portion of the claim forms, the doctor must complete the required information, and parent(s)/legal guardian(s) must mail the form to the insurance company. A description of coverage is provided annually at the beginning of the school year. Our policyholder is:

Myers • Stevens (<http://www.myers-stevens.com/>)  
26101 Marguerite Parkway  
Mission Viejo, CA 92692-3203  
1-800-827-4695  
(949) 348-0656

# **Daily Operations**

## **School Hours**

- Regular School Day - 8:15AM-3:15PM
  - Recess and Lunch Schedule:
    - Morning Recess - 10:00AM-10:20AM
    - Lunch Recess - 12:00PM-12:15PM
    - Lunch - 12:20PM-12:40PM
- Wednesday Early Dismissal Day - 8:15AM-2:20PM.
- Minimum School Day - 8:15AM-12:20PM.

**Office Business Hours - 8:00AM-4:00PM.**

## **Extended Care**

Morning Extended Care hours are 7:00-7:55AM. After school Extended Care begins 15 minutes after dismissal every day until 6:00PM, unless otherwise noted. For safety and insurance reasons, any student that arrives prior to 7:55AM unless he/she is on Safety Duty, will be brought into the Extended Care program. Parents not wishing for their child to sign into Extended Care prior to 7:55AM, MUST stay with their child until the 7:55AM bell.

Children will only be released to parent(s)/legal guardian(s) or those specifically designated on the Extended Care Information Card and every parent(s)/legal guardian(s) must sign in and sign out their child for a "Release of Liability." Fees for this service are separate from school tuition. A late pick-up fee of \$1.00 per minute will be charged after 6:00PM.

All students that are remaining after fifteen minutes following school dismissal, who are not involved in a school-sponsored and/or adult supervised activity, will automatically be taken to afternoon Extended Care and parents will be billed accordingly.

## **Lunch Services**

- Epicurean lunch orders must be made at least 12 hours in advance online.
- Subway will deliver your order if it is placed before 10AM.
- SCCS is a fast-food free campus

## **Student Drop-Off/Pick-Up**

- **Morning Drop Off**
  - Cars enter either from Calhoun Street or Mission Blvd.
  - If entering from Calhoun Street, cars must pull up to the end of the loop near the blue benches/big tree, drop off students, then exit through either the Calhoun or Mission exit gates.
  - If entering from Mission Blvd., cars must park in either the Church parking lot or the designated parking zone to let students out, then exit through the Calhoun exit gate.

- **Afternoon Pick Up**
  - Cars enter either from Calhoun Street or Mission Blvd., pull into designated parking zones to park, then walk up to upper courtyard to pick up students from their classroom.
  - Authorized adults must pick up children directly from the classroom.
  - Entrance gates for cars will open 15 minutes prior to dismissal.
  - School gate to upper courtyard will open when dismissal bell rings.
- **Please note:**
  - If you drop off or pick up your child on Calhoun Street, please accompany them across the street. There is no parking on the school side of Calhoun Street.
  - Students walking to or from school, or taking public transportation, must have the Diocesan permission slip on file in the front office.
  - Please refrain from using your cell phones when driving through our parking lot or picking up students.
  - Following our safety procedures and traffic pattern when you are dropping off and/or picking up students at school will ensure the safety of all students.

# Academics

## Curriculum

Curriculum development is the responsibility of the principal and faculty following the approved Diocesan guidelines.

- **Grades K-5 Subjects** - The subjects to be taught in elementary schools in the State of California are: language arts (including reading, writing, spelling, vocabulary, grammar, speaking, and listening), mathematics, social studies, science, and “enrichment classes”, such as: art, music, physical education, and Spanish. Religion is part of each student’s daily curriculum at SCCS and is not an enrichment class.
- **Grades 6, 7, and 8 Subjects** - The departmentalized subjects for Junior High are: language arts, literature, math, social studies, science, and the above-mentioned enrichment classes. Our 7th and 8th grade math classes will be split into two heterogeneous (not ability- based) groups to allow the teacher to provide more opportunities for small group and individualized instruction. Religion, a core class, is taught daily by each homeroom teacher.
- **Religious Education** - Religious instruction is an integral and continuing element of the educational experience of each student. Students are taught the fundamental principles of our Catholic faith. They attend Mass every Wednesday. Each child is afforded an opportunity to grow in the knowledge of Christ through study of Scripture, participation in liturgy (especially the Mass and the Sacraments), and a realization of the importance of prayer and service. Members of the parish staff act as consultants, resources, and support, when needed. School and parish members are under the direction of the parish and organize sacramental programs. The Gospel is part of each one’s daily living; although we accept and respect all beliefs, we uphold the values and principles as a Catholic school.
  - Family Life/Christian Sexuality - The Oakland Diocesan Catholic Elementary School Program in human sexuality is a part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs, as appropriate, throughout the entire curriculum.
  - Liturgy - Classes plan and participate in school liturgies with the support of the parish staff, including special school Masses and prayer services. Parents, as students’ primary religious educators, are blessed with the responsibility of giving their children a good example through regular Sunday worship. Weekend attendance at liturgy is strongly encouraged. Students in Grades 4 - 8 are encouraged to participate as altar servers.

\*\*Our expectation is that non-Catholic students participate in Religion classes and related religious activities. \*\*

- **Field Trips** - Field trips are an integral part of our school program, as they provide an added dimension to the curriculum. It is our hope that parents will show their interest and appreciation for these planned excursions by acting as chaperones and providing transportation when needed. Siblings are not allowed on field trips, as they are not covered by the school’s insurance. The principal must approve all school-sponsored field trips. Participation in field trips is a learning experience, as well as a privilege, and attendance is required as for any other school day.

- For each field trip the following information should be available:
  - Students will not be permitted to go on any field trips without a signed written permission slip from the parent(s)/legal guardian(s). The teacher will give out the forms before a field trip takes place.
  - Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time;): All drivers must be fully licensed, insured (\$100,000 -\$300,000 liability) and 25 years or older (the Diocese of Oakland sets the standards for this). Current copy of insurance and driver’s license must be on file before the day of the event.
  - All parents/chaperones going on field trips are required to take the Safe Environment training online through VIRTUS: <http://www.oakdiocese.org/offices/safe-environment> or at a diocesan-mandated workshop. A certificate of completion must be on file before day of the event

### **Diocese of Oakland Grading Scale**

As required by the Diocese, grades K-5 utilize the Standards-Based Grading/Reporting system. Grades 6-8 (Junior High) utilize traditional letter grades.

#### K-5 Standards-Based Grading:

- 4 - Advanced/Performing at Exemplary Level
- 3.5 - Exceeds Mastery
- 3 - Proficient/Mastery (Expected Level of Performance)
- 2.5 - Approaching Mastery
- 2 - Developing an understanding
- 1 - Needs Improvement

#### Junior High Grading:

- 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

\*\*All report cards, whether standards based (grades K-5) or traditional letter grades (grades 6-8) are calculated with 100% summative assessment scoring, according to Diocesan guidelines.\*\*

### **Homework**

Homework allows students to practice, integrate, and reinforce their classroom learning. All assigned homework is related to instructional objectives and/or content standards. Homework is not counted in the student’s academic grade, but is reflected in their Life Skills grade. Actual time required to complete assignments will vary with each student’s study habits, academic skills, and selected course load. Independent reading assignments are in addition to assigned homework.

#### Suggested homework time:

Grades K, 1 and 2	15-30 minutes
Grades 3, 4 and 5	30-50 minutes
Grades 6, 7 and 8	60-90 minutes



- **The general homework policy/expectations are:**
  - Students are expected to bring their completed homework to class on the day and time it is due. It is the student's responsibility to make up all work missed on days they were absent. **\*\*Students will have up to two days to complete makeup work upon their return after an excused absence.\*\***
  - Late/incomplete homework assignments will directly affect students' Life Skills grade.
  - If a student is continually not completing homework, teachers will request a meeting with the parent(s)/legal guardian(s) and student to develop a plan to best support the student.

## Academic Progress

- **Academic Honesty/Dishonesty** - Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignment(s)/assessment(s), are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade and have to redo the assignment/reassessment on their own time (Grades 6-8: Study Hall) to show they are meeting the standards/have mastered the skill(s). Academic dishonesty may lead to other disciplinary procedures, such as suspension, academic probation/contract, and even expulsion.
- **Ongoing Communication** - There should be ongoing communication between teacher(s) and parent(s)/legal guardian(s) regarding students' academic progress.
  - Grades K-5: Teacher(s) will provide reassessments as needed to ensure that students are satisfactorily meeting grade level standards.
  - Junior High (Grades 6-8): Teacher(s) will notify parent(s)/legal guardians if a student has the opportunity to reassess, via a reassessment form.
- **Assessments** - Teachers will assess all learning standards in two ways:
  - Traditional Assessments: multiple-choice, essay/short answer, true/false, etc.
  - Project-Based Assessments: posters, presentations, models, etc.

**\*\*If a student is absent during a summative assessment, they are expected to take the assessment within two days of their return. In grades 6-8, it is the responsibility of the student to schedule a make-up assessment with the teacher(s).\*\***
- **Reassessment Policy (Grades 6-8)**  
Per the Diocese of Oakland's Standards-Based Grading Policy:
  - Students may reassess on summative assessments if their score is below 80%.
  - To qualify for a reassessment, students must:
    - Complete the reassessment form
    - Choose the activity which best prepares them for the reassessment
    - Meet with the teacher to discuss the due dates for both the activity and reassessment
    - Parent(s)/legal guardian(s) must sign the reassessment form
  - Only one reassessment is allowed per assessment
  - The reassessment must be in the same format as the original assessment
  - The highest score students can receive on a reassessment is 80% which is a level 3 standards-based proficiency

- **Progress Reports -**
  - Grades K-5:
    - Teacher(s) will provide a printed progress report to send home halfway through each trimester.
  - Junior High (Grades 6-8):
    - Teacher(s) will provide a printed progress report to send home halfway through each trimester.
    - All subject-specific teachers will email parent(s)/legal guardian(s) when a student's grade falls below a C-, at any point during the trimester.
- **Report Cards -** Report cards and STAR testing results are sent home at the end of each trimester, informing parents about their student's academic progress.  
**\*\*Parent(s)/legal guardian(s) must sign and return the report card envelope after receipt of Trimester 1 and Trimester 2 report cards/STAR testing results. All report cards/STAR testing results are for parent(s)/legal guardian(s) to keep for their records. Report cards/STAR testing results for Trimester 3 are mailed home after the last week of school.\*\***
- **PowerSchool -** PowerSchool, an online grading/reporting system for both assignments and assessments, has been set up for our community. Parents of grades 6-8 students are highly encouraged to continuously monitor their child(ren)'s academic progress through PowerSchool. All parent(s)/legal guardian(s) have access to PowerSchool via their own username and password.
- **Standardized Testing -** The Diocese of Oakland School Department requires certain standardized testing. SCCS has adopted the Diocesan mandated STAR testing program, an online standardized test that caters to the needs of each student by calibrating test questions to students' answers. STAR testing assesses our students in Math and Reading, and is administered four times a year. Baseline testing is administered in August/September, and testing is completed at the end of each trimester to measure student academic growth. Standardized testing scores are used as a diagnostic tool to effectively adapt academic programs to meet the strengths and needs of their current class.
- **Conferences**
  - **Scheduled by school -** Conferences will be held in October in order to meet with teachers prior to report cards. Parent and Teacher Conferences are held for Grades TK-3, and Parent, Teacher, and Student Conferences are held for grades 4-8.
  - **Requested by parent(s)/legal guardian(s) -** Parent(s)/legal guardian(s) desiring conferences other than the October conferences, must contact the teacher to arrange an appointment. Teachers are unable to honor unannounced visits. Any matter involving a student's work or behavior must be communicated with the teacher, the Grade-Level Team Leader, or Vice Principal(s) before communicating with the Principal. Teachers may also contact the parent(s)/legal guardian(s) to request additional conferences regarding a child's work or behavior.
  - **Principal Conferences -** Parent(s)/legal guardian(s) desiring a conference with the Principal are asked to contact the Principal or school office to arrange an appointment.

## **Academic Awards**

- Students in grades 4-8 may receive Effort awards according to the criteria below
- Students in grades 6-8 may receive Honors or Excellence awards according to the criteria below
  - Awards Criteria
    - Effort - Students who go above and beyond to make progress and improvement in their academic achievement by demonstrating their personal best.
    - Honors - Students with a grade point average of 3.5 to a 3.74 in all core subjects and a “Meets Expectations” in all Life Skills standards. Grades in all enrichments classes must be a B- (80%) or above.
    - Excellence - Students with a grade point average of 3.75 or above in all core subjects and a “Meets Expectations” in all Life Skills standards. Grades in all enrichments classes must be a B- (80%) or above.
  - Core subjects include religion, language arts, literature, math, social studies and science.

## **Learning Support Coordinator**

We have two Learning Support Coordinators (TK-4 and 5-8) on site every day. Their job is to work with students who have special/exceptional needs, screen and evaluate students, and meet with staff and parents to discuss strategies for academic success. The Learning Support Coordinators also facilitate the Reading Intervention Program in grades 1-5.

## **Special/Exceptional Needs**

We are committed to providing students with an opportunity for learning at their instructional levels through a variety of modalities, using a student’s personal strengths to demonstrate academic growth. Our Special/Exceptional Needs Program:

- Identifies students with special/exceptional needs
- Initiates outside formal assessment, as needed
- Monitors progress of individual students
- Uses the Student Success Team Process (SST)
- Develops and implements intervention strategies to meet the learning needs of individual students
- Provides direct instruction to students, individually or in a small-group setting
- Provides classroom support
- Generates accommodations and modifications specific to the needs of individual students
- Provides information, resources and support to teachers/staff, students, and their families

## **Student Success Team (SST)**

The SST is a systemic problem-solving approach to assist students who are experiencing academic difficulties that inhibit their academic success at school. The SST combines the effort, knowledge, and expertise of all of its members: teacher(s), administrators, parent(s)/legal guardian(s), student, support staff, outside professionals working with students, and our Learning Support Coordinators. \*\*Please note: All referrals for special/exceptional needs support must be initiated by the classroom teacher.\*\*

## **Accommodations and Modifications**

Accommodations and modifications are based on individual student needs, determined through the SST and/or by formal assessment. All teachers are required to provide accommodations and modifications based on what has been determined through documented, Diocesan Exceptional Needs procedures or from documentation shared with the school by parents/doctors.

- Accommodations are changes in HOW a student learns/demonstrates understanding. Accommodations make it possible for students with learning challenges to access grade level/common core curriculum. They provide different ways for students to take in information or communicate their knowledge to the instructor. Accommodations DO NOT fundamentally alter or lower the standards or expectations of the curriculum/standard/test.
  - Some examples of accommodations are: break learning activities into smaller steps, clarification of verbal and written directions, note-taking assistance, shortened assignments and tests/quizzes, alternate forms of assessment to evaluate student learning, assistance with study skills, organization and long-term planning of assignments, extended time.
- Modifications are changes in WHAT a student is expected to learn. Modifications refer to changes made to curriculum expectations in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. Modifications are changes in delivery, content, or instructional level of subject matter or test. There must be an official diagnosis on file by a licensed doctor, therapist, etc., plus, parent agreement/signature to activate a modification(s).
  - Some examples of modifications might include: rigor change to match ability, varied materials used and expectations accomplished, additional report attached to each trimester report card, calculator/multiplication chart use, increase/decrease the number of objectives the student must meet.

## **Academic Promotion and Retention**

- **Promotion** - 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 the successful completion of the course of study for all subject areas. The Administration may recommend the repetition of a grade (K-2 students only), tutoring, or summer school classes as requirement for promotion 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. Advancement of students with exceptional needs, like all students, depends on the successful completion of the course of study for all subject areas. This course of study may include modifications if the student has an ILP (Individualized Learning Plan) and a modified curriculum is developed in consultation among the Principal, teacher and parent(s)/legal guardian(s). The parent(s)/legal guardian(s) of a student who is in danger of not graduating because of documented academic or ongoing behavioral issues must be notified as soon as possible, but not later than the end of the second (2nd) Trimester. Prior approval of the Superintendent is required before participation in graduation exercises is denied.

- **Transfer** - Students may also be transferred to the next grade, which means that after consultation between the school and home, a child is being moved to the next grade, but they have not mastered the appropriate grade level standards in the core content areas. Transfers may only be done with prior consultation and approval from the Department of Catholic Schools and written acknowledgement by the family that they understand the difference between promotion and transfer.
- **Retention** - Retention is only appropriate, for developmental readiness reasons, in grades K, 1, and 2. Beyond these grades, it should not be considered without an extraordinary reason, and, only after consultation with the Superintendent. Both parent(s)/legal guardian(s) and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program, which could better serve the needs of the student. All options for support at school and at home should be explored through a collaborative SST process using the forms and protocols detailed in the “Diocesan Guide for Serving Students with Special/Exceptional Needs”. If, in the teacher’s judgment, retention is probable, the principal must be notified, and arrangements must be made for a conference with the parent(s)/legal guardian(s) no later than mid-school year (January). Prior to this conference, the teacher and principal are to meet to discuss the reasons for possible retention, as specified in the Diocesan guidelines.

## **Additional Programs**

### **Moreau Tutors**

Students from Moreau Catholic High School volunteer as helpers at SCCS to assist teachers/students in grades TK-8.

### **Environmental Education**

- Fifth Grade students attend Marin Headlands for three days as part of the science curriculum.
- Sixth Grade students attend Caritas Creek Environmental Camp for five days as part of their curriculum enrichment program.

### **Computers/Technology**

- Each classroom has LCD projectors, Apple TVs, and access to document projectors.
- As a one-to-one device school:
  - Students in grades K-4 have access to an ipad mini in the classroom.
  - Students in 7th and 8th grade will continue with last year’s technology rollout plan, allowing them to take home their tablets/chromebooks for educational purposes. On the last year, students will rightfully own their tablets.
    - All 5th, 6th, and new 7th grade students will receive new Chromebooks on a one year payment plan based on one of two options:
      - One time payment in full
      - Two installments within the current school year
  - Diocese of Oakland Technology Responsible Use Policy - The Diocese of Oakland recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as

Christian citizens in a global community. While using technology, students are expected to:

- Treat others with respect and compassion in all interactions, including online communication
- Care for school devices and systems, and not vandalize or intentionally damage them in any way
- Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
- Use school technology resources for educational purposes only
- Use personal technology only as directed by staff while at school
- Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.
- Jurisdiction and Definitions
  - While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's jurisdiction with respect to conduct includes:
    - When the student is on school grounds, or on the way to or from school
    - At officially sanctioned school-sponsored events, or on the way to or from such events
    - Outside of the school when a student's actions negatively impact another student, staff member, or the school
- Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.
- For purposes of this document, "technology" includes, but is not limited to:
  - Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
  - Software: operating systems and programs
  - Services: email, websites, 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.

### **Coalesco Music Program**

Coalesco Music Program is a performance band/instructional program offered to grades 3-8 students after school. Parent(s)/legal guardian(s) contract with Mr. Allen Del Rosario for this program.

**Study Hall for Junior High Students**

The Junior High staff facilitates Study Hall from 3:30PM-4:15PM on Monday, Tuesday, Thursday, and Friday.

**SAFE Environment and Second Step Curriculum**

Mandated by the Diocese, the Safe Environment Curriculum used is entitled “Circle of Grace”. The curriculum for conflict resolution and social skill development is entitled “Second Step”. Both curriculum is taught in all grades and is age-appropriate.

## Attendance

Regular attendance is a critical component for success in school. When students are absent from school, it is important to follow the proper guidelines for the absence and take responsibility for appropriate re-entry into school. Absences in the following categories will be handled as indicated:

- **Excused Absences** - In order for an absence to be excused for any reason, the parent(s)/legal guardian(s) must notify the school. The office must receive a telephone call or email the day of the absence, no later than 9:00AM, to excuse the absence. If the parent(s)/legal guardian(s) is unable to call/email on the day of the absence, the student is required to present a written excuse stating the reason for their absence and signed by the parent(s)/legal guardian(s). Once the note is received by the school, the student's absence will be marked as "Excused" in PowerSchool. In the case of a prearranged absence, the office should also be notified. Arrangements will need to be made with the child's teacher for school work that will be missed.

An "excused absence" is not necessarily excused from the "days absent" or "times tardy" category. The only exception for an excused absence not to count in these categories would be occasional and unavoidable medical appointments (e.g. doctor, dentist, orthodontist), with a medical note. Excused absences only guarantee consideration for makeup work. Parent(s)/legal guardian(s) may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance. However, the final decision as to whether an absence is considered "excused" or "unexcused" rests with the school administrator.

- **Unexcused Absences** - Any absence for which the school does not receive appropriate notification will be unexcused. There will be no allowances made for missed work if an absence is unexcused.
- **Excessive Absences** -  
\*\*Excessive absence is being absent from school for six (6) or more days in a trimester or eighteen (18) days per school year.\*\*

When a student arrives after morning recess, it will counted as a half day absence. Excessive absences, even if necessary and excused, will necessitate a meeting with administration to develop a plan for regular attendance and makeup work.

- **Truancy** - California has a compulsory education law, which requires that children between the ages of six and eighteen must attend school. We are required to abide by this law as a private, accredited educational institution. Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. Parent(s)/legal guardian(s) will be contacted as soon as the school becomes aware of a student's truant status. If all methods of communication with the parent(s)/legal guardian(s) have been unsuccessful in resolving the truancy, the Principal, in consultation with the Superintendent, may contact their local County Office of Education (Alameda/Contra Costa) and ask for assistance from their school attendance review board (SARB).



- **Extended Absences -**
  - Due to illness: If students are absent for an extended period of time due to illness, a medical note must be provided stating the reason for the absence, dates of the absence, and include a doctor's signature.
  - Planned vacations: If students are absent for an extended period of time due to a planned vacation, a two-week notice to administration, the homeroom teacher(s), and the office is required.
    - Parent(s)/legal guardian(s) are discouraged from taking children out of school for vacations as it is difficult to make up the missed work without putting a burden on the teacher(s) and the child. Teachers are not obligated to dedicate extra time to either planning early, or evaluating late, or modified assignments. The final decision regarding taking a student out of school rests with the parent(s)/legal guardian(s), but note that there will be an interruption in learning.
  
- **Makeup Work During Absences -** If a child is absent and you are requesting their schoolwork, you must call the office no later than 9:00AM for pick up of the missed work at the end of the school day. Homework requests will be delivered to siblings in other grades or can be found in the school office at dismissal. After the 9:00AM request deadline, there is no guarantee that homework will be ready for either after school or dismissal pickup.
  
- **Tardies -** If students arrives at school at 8:16AM or later, they will be considered tardy. Late students will receive a tardy slip from the office before entering class or going to Mass. On Wednesdays, if students are tardy, they must be dropped off at the office to receive their tardy slip; a staff member will then escort them to the church.
  - The tardy slip must be filled out, signed by a parent, and returned to school the next day.

Parents will be contacted after the fourth tardy in one trimester. ***If excessive tardies persist in one trimester, this will result in a tardy contract and either a fee of \$10.00/tardy moving forward (money taken out of FACTS) or additional parent hours.***

# Student Activities

## Service

- Service to the community - In an effort to support local organizations like senior centers, shelters or other non-profit organizations, SCCS sponsors community outreach projects throughout the course of the year.
  - Student Service Hours are required in Junior High as part of the Religion curriculum and must be completed by April 29, 2019:
    - **5 hours for 6th grade**
    - **10 hours for 7th grade**
    - **15 hours for 8th grade**
  - Students are encouraged to look for ways to help others outside of Saint Clement. **“Service Hour Slips” are located in the front office.**
- Service to the school/parish
  - Altar Servers - Students in grades 4-8 are encouraged to serve within our Mass liturgies as an Altar Server. Training is mandatory and announced through the parish.
  - Student Safety Team - Students in 6<sup>th</sup>-8<sup>th</sup> Grade may serve on our Student Safety Team for morning and afternoon drop-off and pick-up of students. Students are supervised at all times.
  - Christian Action - Christian Action is a group composed of students at SCCS and run by a staff moderator. This committee plans and executes fundraisers, social justice activities, and community service education to the entire student body.
  - Ecology - Saint Clement Ecology is a student group composed of 5<sup>th</sup>-8<sup>th</sup> Grade students working to make “green,” eco-friendly policies school-wide. Education is the first step in understanding God’s call to keeping our environment safe, clean and healthy.

## Leadership

- Student Council - Saint Clement Student Council is composed of elected 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. Elections are held in May of the present school year for the next school year’s officers.
- Faith Families - As a school, upper grade students lead their lower grade buddies and are Faith Family leaders during Mass and special Faith Family activities throughout the year.

## CYO Athletic Programs

- CYO is a parish program. The Diocese Catholic Youth Organization, under the direction of the pastor of Saint Clement Catholic Parish, provides a program of inter-school sports at SCCS. The goals of the CYO program are to allow children to play in a Christian atmosphere, to develop physical skills, to learn sportsmanship, and to become friends with children in other parishes throughout the Diocese.
- Sports include boys’ and girls’ basketball, volleyball, track, and girls’ softball. Information and sign-ups are available seasonally. CYO coaches, the Athletic Director, and/or Athletic Council will confer with parents if problems arise.

\*\*Please see separate CYO Handbook for information.\*\*

**After School Clubs**

Various student led clubs are organized according to student interest under the supervision of a staff/faculty member who serves as the moderator.

**Dances**

- Dances at other Diocesan schools - 7th and 8th grade students are allowed to attend dances at other Catholic schools when the class has been invited-at the discretion of the Junior High teachers/administration. Catholic school dances are not mandatory.
- Dances at SCCS - 7<sup>th</sup> and 8<sup>th</sup> grade classes host a yearly Junior High dance. All 7<sup>th</sup> and 8<sup>th</sup> grade parents are required to participate (in some way) at this dance.

## **Diocese of Oakland Positive Home & School Partnership Policy**

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.

## **Diocese of Oakland Student Discipline Policy**

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined by each school in its philosophy and goals. Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

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

**Evidence of Discipline** - Discipline is to be attained in a classroom or school when students work cooperatively with the Principal, the teachers, and their peers toward the attainment of class and school objectives.

**Maintenance of Discipline** - Effective discipline is maintained when there is:

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

**Suspension Policy** - Suspensions should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct.

- Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred. No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student must be given the opportunity to "make-up" work that was given during the time of the suspension.
- Suspension Procedures -
  1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general, or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent(s)/legal guardian(s) as soon as possible.
  2. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:
    - a. Notice: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.

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

c. Opportunity to respond: This means an informal give and take between student and Principal. In other words, “Do you have anything to say?” etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.

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

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

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

1. The Following May Be Reasons for Expulsion:

- a. Continued willful disobedience/consistent violation of school rules.
- b. Open, persistent defiance of the authority of any school employee by student or parent(s)/legal guardian(s).
- c. Habitual profanity or vulgarity.
- d. Use, possession, or exchange, whether or not for sale, of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
- e. Vandalism to school property.
- f. Habitual truancy.
- g. 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 cyberbullying of any student, teacher or administrator.

● Procedures for Disciplinary Expulsion

A. Cases of Cumulative Disciplinary Difficulties

1. The Principal or his/her delegate shall arrange a conference with the student and the parent(s)/legal guardian(s) who shall be informed of:

- a. The pattern of conduct, which at this time would lead the school to believe that expulsion, is being contemplated.
- b. The evidence upon which this assessment is based.
- c. The right of the student at this time to present a statement or information in support of being retained.

d. What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

2. If adequate improvement is not forthcoming within a reasonable time:

a. A second conference with the student and parent(s)/legal guardian(s) shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference the Principal in consultation with the Pastor and Superintendent will make a final decision.

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

B. Cases Involving Serious Offenses or Threats to Safety - In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent(s)/legal guardian(s)-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent(s)/legal guardian(s). This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel.

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

### **Disapproved Disciplinary Measures**

The following disciplinary measures are not allowed:

1. Corporal punishment.
2. Language which is sarcastic or calculated to bring ridicule on the student, his/her parent(s)/legal guardian(s), background, etc.
3. Sending a student to any place outside the classroom where supervision is absent.
4. Using religious actions or important class assignments as punitive measures.
5. Bizarre or unusual punishments.
6. Withholding or altering rightfully earned academic marks.

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to all student conduct, regardless of whether the students are in school or at school activities, as well as the time they are away from school. Students and parents understand that the school reserves the right to impose discipline including expulsion, based upon conduct, which occurs outside of the school. Expectations for general conduct that have been adopted are:

1. Students will always strive to do their best.
2. Students will show respect, courtesy, and kindness when dealing with others.
3. Students will show respect for their own bodies.
4. Students will show respect for the authority of all adults.
5. Students will show respect for all school facilities and the property of others.
6. Students will exercise the commandment of honesty.
7. Students will be representatives of their school in all situations.

# SCCS Student Discipline Policy

Disregard for, or violation of these standards via the **Three Warning Procedure** for all students, will be dealt with according to the Student Discipline Policy of SCCS through a behavioral **Three Check-In** process:

- **First Check-In:** Student meets with teacher and completes reflection form, teacher calls home, reflection form signed by parents and returned to teacher.
- **Second Check-In:** If issue persists, student meets with either Vice Principal and completes reflection form, Vice Principal calls home, reflection form must be signed by parents and returned to Vice Principal.
- **Third Check-In:** If issue is not resolved after the first two check-ins, student, parent(s), and teacher, meet with Administration.

## **Offenses and Procedures**

- Serious Offenses - When a student shows a lack of respect for adults, other students, or school rules, consequences will follow. These are examples of serious offenses:
  - Abuse of School Personnel
    - Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both.
    - Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:
      - Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
      - If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.
    - As used in this section, ‘directly communicated’ includes, but is not limited to, a communication to the recipient of the threat by telephone, or letter.” Penal Code Section 71. Per the Acceptable Use Policy, this includes internet communication, as well.



- Inappropriate/Dangerous conduct: Actions with the intent to cause harm which may include but is not limited to fighting, wrestling, karate, kicking (whether personal injury is inflicted or not), throwing objects, threats, harassment (including any form of bullying) or any activity that threatens the **physical** or **emotional** well being of another is prohibited and is grounds for disciplinary action.
  - What is bullying?
    - 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, emails, 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.
  - What is harassment?
    - Harassment is targeting a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.
    - It is sexual harassment to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork.
    - It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy. Harassment in any form is illegal.
    - Our Diocese does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment. For these reasons it is the policy of the Diocese to ensure that each school takes the following measures.

- Vulgar/Inappropriate language or racial slurs: Students are expected to use respectful language at all times. Use of vulgar or inappropriate language directed toward another (commonly known as “dirty language” or “cuss words”) and the use of racial slurs is not allowed. The incident will be investigated, parents will be notified, and students may be suspended the **first time** that an adult hears the student using inappropriate language directed toward another.
- Vandalism/Theft: Theft of personal or school property or the vandalism and defacing of school or personal property; students and their parent(s)/legal guardian(s) will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Grades, transcripts, or diploma will be withheld until the damages are paid.
- Leaving School Grounds: No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or legal guardian. SCCS is a closed campus. At no time during school hours are students allowed to leave school grounds, even during recess or lunch periods, except by previous arrangement. During the school day it is mandatory that your child be dismissed from the school office. For the safety of our students, all visitors no matter how brief the visit, must check in with the front office. The school assumes no liability in cases of violation of this policy. Once students have entered the school grounds they may not leave without permission. This includes students who have checked into Extended Care.
- Illegal Substances: The use, possession or exchange (whether or not for sale) of illegal and/or dangerous substances and/or items on or near school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, various types of inhalants, weapons, lighters, and matches is prohibited and is grounds for disciplinary action up to and including expulsion.

**Diocesan Complaint Procedure:**

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

## **Student Dress and Grooming**

Please make sure that your child's name is clearly marked on all clothing. All clothing must be neat, clean, and appropriately tailored for school wear at all times. Parents may be notified during the school day if appropriate attire needs to be brought to school. A uniform notice will be sent home for non-compliance of any and all uniform codes.

**Full School Uniform** - Must be worn on Mass days and special days as noted

- White blouses or polo shirts
- Crew neck sweatshirt with the school logo
  - TK-5th: Navy Blue
  - 6th-8th: Royal Blue
- Boys - long pants only
- Girls - long pants, jumpers for TK-4<sup>th</sup> or skirts for 5<sup>th</sup>-8<sup>th</sup>

**Options for Daily Uniform (excluding Mass/P.E. days)**

- Sweatshirts/sweaters
  - Navy blue zip up/pullover hooded sweatshirt with school logo
  - Navy blue knit cardigan
- Shirts
  - White blouse, navy blue or white polo shirt
- Shorts
  - Navy blue uniform walking shorts (knee length)
- Skorts
  - Blue and white plaid skort
- Pants
  - Navy blue uniform pants (cords or twill)
- Socks
  - Solid white or navy blue socks (Above the ankles)
  - White or navy blue tights (No leggings)
- Shoes
  - Solid black laced/buckled/velcro
  - Solid black tennis shoes with low soles

**P.E. Uniform**

All students in grades K-8th must come to school dressed for P.E. on their designated days. There is no P.E. on Wednesdays. All students are to participate in P.E., unless a written note with a medical excuse is presented to the P.E. or homeroom teacher.

- Navy blue t-shirt with school logo
- Navy blue fleece/nylon shorts or sweatpants (sweatpants with/without logo)
- Solid black tennis shoes with low soles
- Appropriate uniform socks (see above)

### **Accessories**

- Earrings - Only studs and small hoop earrings (smaller than a quarter)
- Headbands - Only uniform plaid or a solid color (flat headbands only)
- Scarves may not be worn as headbands/headscarves, unless religious-based
- Scarves and hats may only be worn before/after school and recess.
- Jewelry - Tasteful and simple, must not be a distraction to learning
- Watches - Only analog/digital (no smartwatches or FitBits)

### **Outerwear**

- Jackets are always to be worn ***over*** the school sweatshirt.
- Jackets ***may not*** be worn during the day in the classroom but may be worn at recess and lunch.

### **Casual/Free Dress** - Casual dress days will be announced by Administration

- May not wear:
  - Halter tops
  - Spaghetti strap tank tops
  - Crop tops
  - Yoga/workout pants/shorts or short shorts/skirts
  - T-shirts with inappropriate logos
  - Tight/distressed jeans or jeggings

### **Expectations for Appropriate Attire and Appearance**

- All clothing must be clean, tidy and fit appropriately
- Uniform shirts must be tucked in and collar must be visible at all times
- White long-sleeve shirts can be worn underneath a uniform shirt but may not be worn on Mass days
- Skirts must be no shorter than 1½ inches above the mid-knee, when standing
- Socks must be worn at all times
- Shoes must be suitable for running. No high platforms, heels, or shoes with wheels/flashing lights
- Shoes must be closed-toe and fastened even on casual/free dress days
- Boots are allowed only on casual/free dress days (not uniform days)
- Hair must be clean, well-groomed, and not colored
- 7th and 8th grade girls may wear natural looking makeup
- No nail polish, acrylic/fake nails

\*\*Parents will be called if student's attire is deemed inappropriate, and a change of clothing needs to be brought.\*\*

# **OPPORTUNITIES FOR PARENT INVOLVEMENT**

## **Fundraising**

In addition to the mandatory participation in the parish festival (6 hour cap per family whether in shifts and/or donations), each year, SCCS will have four major all-school fundraisers.

1. Year-long raffle
2. Parish festival raffle
3. Jog-a-thon
4. Auction

## **Parent Club**

To encourage and organize participation of parent(s)/legal guardian(s) in the life of SCCS, the Parent Club will be formed to help with a variety of activities. There will be regular meetings scheduled for planning and coordinating of many different projects and events. Leaders will be chosen each year from among the active supporters.

## **Additional Opportunities**

- Room Parents
- Field Trips (drivers and chaperones)
- Class Fundraisers
- Class Celebrations
- Facilities/Maintenance (electrician, plumber, landscaper, etc.)

## **Parent Hours**

- Parent hour requirements
  - Two parent family - 10 hours
  - Single parent family - 5 hours
- Parent hour slips must be turned in prior to June 7, 2019 in order to receive credit for the current school year. (No rollover hours)
- \$40.00 fee will be assessed for each hour not completed
- Donated items equal to \$30.00 will be credited one parent hour
- Half of these hours must be completed by participation rather than donations.

## **Volunteer Guidelines**

All parents are requested to provide the following information to the school office:

- Fingerprints - you must be fingerprinted and checked through the Diocese of Oakland and the Department of Justice. You will be charged \$35.00 via an invoice from SCCS. Please send a copy of this form to the school office.
- Safe Environment [VIRTUS] - All parents are required to take the Safe Environment training and turn in the certificate to the office. Training can be done by going to <http://www.virtusonline.org/virtus/> (paid by the school) or by attending approved workshops hosted by the parish or diocese. This training must be completed every three years.
- Part of the VIRTUS training guidelines mandates that all parents, volunteers and guests on campus must use either the bathroom in the office (if available) or bathrooms in the staff/faculty room.
- Driver's License - please provide the office with a copy of your current driver's license.
- Insurance Declaration Policy - a copy of your Declaration page stating your coverage of liability for Bodily Injury must be at least \$100,000.00 for each person and \$300,000.00 for each occurrence.
- Health Screening - All volunteers who work at the school site twelve (12) or more hours a month must have a current TB test.
- Megan's Law Screening - A Megan's Law screening is done for all. Anyone who has contact with or access to children must be screened. Conviction of a sexual crime will bar an individual from volunteering in any capacity.

## **Health and Safety**

**Child Abuse or Neglect** - child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes: physical abuse or corporal punishment, emotional abuse or deprivation, physical neglect and/or inadequate supervision, sexual abuse and/or exploitation.

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

### **Immunizations**

No child may be admitted as a student of a school unless he/she has been immunized according to California Immunization requirements. TB (PPD) Screening or No Risk Assessment must have taken place within six (6) months upon the start of school for all new students.

Conditional Admission: A student who lacks the required immunizations has one (1) week to complete all requirements.

### **Student Illness**

- **Parent to School Notification** - Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chickenpox, pink eye, hand foot and mouth, slap cheek and/or head lice. Students who have contagious diseases or conditions must be excluded from school.
- **Allergies** - Parents should notify the school office and classroom teacher of any food, medical or environmental allergies on the Emergency Form or in writing as soon as possible.
- **Distribution and Consumption of Medication Policy**
  - Schools may not supply any medications.
  - All medication requires parent(s)/legal guardian(s) authorization.
  - All prescription medications and aspirin require physician and parent(s)/legal guardian(s) authorization.
  - All medications must be secured in the school office. Use of an epi-pen usually necessitates a 911 call. Due to the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:
    - Risk of not carrying medication - school must have a Permission to Carry and Self Medicate form on file
    - The student has been instructed in the symptoms, administering, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

- Glucose testing and insulin administration is to be coordinated by the parent(s)/legal guardian(s) in collaboration with the school principal.
- Parent(s)/legal guardian(s) will assume full responsibility for supplying all medications. **No medications may be brought to school by students.** Parent(s)/legal guardian(s) must personally deliver any medication to be administered.
  - All medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over-the-counter medications should be in original, sealed packages with directions for administration.
- **Aspirin and Other Over-the-Counter Drugs**
  - The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel without written authorization from the student's physician.
  - Students requiring over-the-counter drugs (with the exception of aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent(s)/legal guardian(s) instructions provided that a signed medication form is on file for the specific medication and all items listed above are in compliance. Cough drops and vitamins are considered over-the-counter drugs.



# **OTHER GUIDELINES AND PROTOCOLS**

## **Visitor Policy**

For the safety of our students, all authorized visitors must report to the office, sign in, and wear a visitor's badge. Visitors are not allowed entrance through our side gate at any time except for dismissal. At dismissal, all students must be picked up from the side gate only. Please keep the office clear during entrance and dismissal times.

## **Complaint/Conflict Resolution**

- Regarding staff/faculty - Concerns should first be directed to that staff/faculty member. If the issue is not resolved, the parent should then address it with administration.
- Regarding other members of the community - Concerns should be brought to the appropriate staff/faculty member. If the issue is not resolved, the parent should then address it with administration.

## **School Day Communication**

- During the school day, all messages for students must be left with the front office. Please do not call your child on his/her cellular phone while school is in session.
- If students need to contact parents, they will be permitted to use the school telephone in the front office.

## **Cell Phone Policy**

- Although we do not encourage students to bring cell phones to school, if parents allow their child(ren) to bring their cell phone, the classroom teacher will collect all cell phones at the beginning of the school day and will return cell phones upon dismissal.
  - Cell phones must be turned off at all times
  - The school is not liable for lost or damaged cell phones
  - If a student violates the cell phone policy, the teacher will confiscate the cell phone and parents must meet with the teacher/administration to receive their child's cell phone

## **Electronic Device(s) Policy**

- Students are not permitted to bring any personal electronic devices to school.
- These include, but are not limited to: personal iPads, tablets, portable gaming devices, smartwatches, etc.

## **Releasing Students during the School Day**

Students will only be released to parent(s)/legal guardian(s) or to an individual authorized by the parent(s)/legal guardian(s) on the family "School Emergency Form." The parent(s)/legal guardian(s) authorization to release a student to a non-parent/legal guardian should be in the form of a written note. No phone authorizations are allowed. Please sign out students at the front office.

### **Alcohol/Smoking Policy**

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

### **Asbestos Notification**

There is no asbestos present on our school property/campus.

### **Bicycles**

Bicycles are to be *walked* on school grounds. They are to be parked and locked in the area provided. The school assumes no responsibility for bikes damaged or stolen when stored in this area.

### **Rollerblades, Skates, Rolling shoes, Skateboards and Scooters**

Skateboards, scooters, skates, rolling shoes, and rollerblades *are not permitted* due to liability concerns.

### **Weapons/Laser Pointers**

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

### **Playground Rules and Usage**

It is necessary for the students to always follow the directions of the supervisor on duty and safety rules. Students are to play with the concern and respect for themselves and the other students around them.

### **Supervision of Students**

The liability for supervision and control of students shall be assumed by the school twenty (20) minutes before the first bell in the morning (7:55AM) and end fifteen (15) minutes after the last bell of the school day (3:30PM or 2:35PM on Wednesday Early Dismissal), except for students participating in extracurricular activities. Permission slips concerning liability will be given for all after-school programs.

### **Notification of School Closure**

If the school will be closed for a scheduled time, information is sent home in your weekly newsletter and is posted on the signboard in the office window. For unexpected closures, a message will be on the school answering machine, an email will be sent out via Constant Contact, and, if authorized, a text message will be sent to parent(s)/legal guardian(s) cell phones.

## Emergency Procedures

- **Earthquake and Fire**

- In case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee (according to the emergency form) will be retained on school premises.
- In emergencies, information from student emergency forms may be released to appropriate persons, as necessary, to protect the health or safety of a student or other persons.

- **School Lockdown/Shelter in Place**

- In some situations, it may be necessary to have a school lockdown (also known as a “Shelter in Place”). As per police recommendations, the following procedures will be implemented for a school lockdown/shelter in place:
  - Doors will be locked and must never be opened for anyone. Emergency personnel will have access to rooms when it is all clear.
  - Drapes and/or blinds will be closed.
  - No one will be permitted to enter or leave the building, except for emergency personnel.

Lockdown will continue until the school receives an “all clear” signal from emergency personnel. Parents are advised to **NOT** call the school, so that the phone will be available for emergency correspondence. The school will be in contact via Constant Contact to all parent(s)/legal guardian(s) with any important information.

## Student Records

- **Review of Student Education Records** - Parents of students currently in attendance at Saint Clement Catholic School may review the student’s education records. Permission to view records must be submitted 48 hours in advance to the principal.
- **Procedures for Challenging the Content of the Record** - Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on the assignment of grades.
- **Emergency Disclosure Information** - The school is required by law to disclose personally identifiable information from a student’s education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health of the student involved. The school will not make student records available to immigration officers or other government officials, unless the school is presented with a valid subpoena or warrant.

# Handbook Signature Page



## **PARENT AGREEMENT**

I/We (full parent(s)/guardian(s) names) \_\_\_\_\_,  
have read the material in the Saint Clement Catholic School Handbook and agree to follow and uphold  
the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **STUDENT AGREEMENT**

I/We (student name(s)) \_\_\_\_\_, have  
read the material in the Saint Clement Catholic School Handbook and agree to follow and uphold the  
school policies while enrolled at Saint Clement Catholic School.

Signature (student): \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (student): \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (student): \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (student): \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_