

# Saint Clement Catholic School



## Parent/Student Handbook 2025–2026

790 Calhoun Street  
Hayward, CA 94544

(510) 538-5885

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

Dear Saint Clement Catholic School Families,

Welcome to the Saint Clement Catholic School community! As we embark on a new academic year, I am filled with excitement and anticipation for the wonderful experiences and growth that await our students, families, and staff. Our school is more than just a place of learning; it is a community grounded in faith, love, and the pursuit of excellence.

At Saint Clement Catholic School, we are committed to providing a nurturing and challenging environment where each child can grow spiritually, academically, socially, and emotionally. Our dedicated faculty and staff work tirelessly to support your children, encouraging them to develop their unique gifts and talents while fostering a deep connection to our Catholic faith.

This Family Handbook has been created to serve as a resource for our school policies, procedures, and expectations. It is important that you take the time to read through the handbook and discuss it with your children. Understanding and adhering to these guidelines will help ensure a positive and productive school year for everyone.

We believe that a strong partnership between home and school is essential to the success of our students. We encourage open communication and invite you to be active participants in your child's education. Your involvement in school activities, events, and volunteer opportunities strengthens our community and enriches the educational experience for all our students.

As we journey through this school year together, let us remember that our mission is not only to educate but also to inspire. Guided by the teachings of Jesus Christ, we strive to instill in our students the values of compassion, integrity, and service to others.

Thank you for entrusting us with the education and spiritual formation of your children. I look forward to a year filled with learning, growth, and the many blessings that come from being part of the Saint Clement Catholic School family.

May God bless you and your family abundantly throughout this school year.

Sincerely,

Veronica A. Hernandez  
Principal

*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)*

# 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 into the total experience of 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 applicable 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 / Philosophy**

## **SCHOOL MISSION STATEMENT**

Saint Clement Catholic School is an inclusive community anchored in cultivating the “whole child” (academically, spiritually, socially, and emotionally) on their journey to become a lifelong learner and spiritual leader. Through compassion and understanding, we aim to empower our students to navigate and contribute to an ever-changing world.

## **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 will 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
- 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.

### **SCHOOL-WIDE LEARNING EXPECTATIONS**

Saint Clement Catholic School students anchor themselves in Faith, Community and Excellence

**A - Academic Achievers –**

Educating the whole child to be critical thinkers

**N - Neighborly –**

Demonstrating kindness, respect and cooperation

**C - Christ-Centered –**

Fostering faith-filled spiritual leaders

**H - Humble –**

Seeking first to understand and appreciating the value of others

**O - One Family –**

Building a unified Saint Clement Catholic School family

**R - Responsible –**

Instilling ownership of one's actions

## **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.

## **ACCREDITATION**

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

# **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

Please reference our school website, [sclements.school.org](http://sclements.school.org), or telephone the school office at 510-538-5885 for information.

\*\*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 August 1st of that school year.
  - 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 a question as to whether SCCS is able to meet a student's needs, the student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. 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: a copy of their 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. A copy of their IEP/ISP (public school) and/or accommodations/modifications from their previous school is required.

- 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, the parent(s)/legal guardian(s) must notify the school in writing. Enrolling a child in our school commits the parents to pay the full annual tuition, whether the student voluntarily or involuntarily departs from our school. **\*\*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 \$30.00 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 before graduation, regardless of their tuition schedule.

\*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 2025-2026 school year
- Suspend student from attending school
- 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 email is sent to the delinquent party. A late charge of \$30.00 is automatically added to the account. Late payments **not** including the \$30.00 late fee will be returned to the party for complete payment.
2. If payment becomes **2 MONTHS PAST DUE**, a letter/invoice 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.
3. If delinquency continues after two months, the student(s) will be placed on a temporary suspension until the delinquent amount is paid in full and a FACTS management account has been verified.
4. 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.

## **FACTS MANAGEMENT**

In our continued efforts to offer the highest quality of education and at the same time keep our operations efficient and cost effective, we are expected to be enrolled in FACTS Tuition Management Service to manage the tuition payment process. We believe the FACTS program is beneficial to the school and our families for the following reasons:

1. Parents benefit by not having to write and mail a check every month; payments are made automatically via your checking account or savings account on the 5th or 20th of each month.
2. Both parents and administration benefit by having their tuition account activity and balances available online 24/7.
3. The FACTS program saves a great deal of administrative time and cost associated with billing, posting, and collecting tuition. The savings realized from utilizing the FACTS program can be directly invested into the educational programs of our students.
4. With FACTS you can be assured of the protection of your bank account information.

Neither FACTS nor the school will have direct access to your checking account.

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

### **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, the 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 the 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)

## **Daily Operations**

### **SCHOOL CALENDAR**

The school calendar is created under the guidance and recommendations of the Diocese of Oakland. The school calendar includes 180 days of student instruction. Within those 180 days, 20 of those days are minimum days, used for professional development of the teachers. Each year the calendar is sent to the Diocese of Oakland central office for approval. Copies of the calendar are available in the front office. Dates are subject to change.

### **SCHOOL HOURS**

- Regular School Day - 8:15 AM - 3:15 PM
- Minimum School Day - 8:15 AM - 12:15 PM.

**OFFICE BUSINESS HOURS - 8:00 AM - 4:00 PM.**

### **EXTENDED CARE**

Morning Extended Care hours are 7:00-7:55 AM. After school Extended Care begins 15 minutes after dismissal every day until 6:00PM, unless otherwise noted.

Children will only be released to parent(s)/legal guardian(s) or those specifically designated on the Family Emergency Form 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 \$6.00 per minute will be charged starting at 6:01 PM.

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**

Lunch must be provided for your student each day. The school cannot heat or refrigerate a lunch brought from home for a student. Anyone dropping off a lunch must come to the school office. If a lunch is brought to school for a student, it should be clearly marked with the child's name and grade. **DoorDash, Uber Eats, and other third party food deliveries are not allowed for student lunches.** Glass bottles, soda and energy drinks are NOT permitted.

## **LUNCH SERVICES**

We have partnered with Moreau Catholic High School and The Epicurean Group to provide a hot lunch program for students. Registration and online orders can be completed at [MyMealOrder.com](http://MyMealOrder.com). The deadline for ordering must be in by 3pm the Wednesday of the week prior.

## **STUDENT DROP OFF/PICK UP**

### **• Morning drop off**

- Cars enter either from Calhoun Street or Mission Blvd.
- If entering from Calhoun Street, cars must enter in a single file, carline. At staff members' directive, students will exit the car with backpack in hand and walk towards the appropriate entrance. Drivers will then exit through either the Calhoun or Mission exit gates.
- If entering from Mission Blvd., cars must park in the Church parking lot to let students out, or to walk the students to the school building. The driver will exit onto Mission Blvd.
- Drivers are asked to be on time, be patient, follow cars, and abide by school staff directions.

### **• Afternoon pick up**

- Cars enter either from Calhoun Street or Mission Blvd., pull into designated parking zones to park, then walk up towards the school building to pick up students from their assigned spots.
- Cars may only park in designated parking spaces. Cars should not stop in front of the tetherball courts, in non parking areas, or the priest's garage doors.
- Authorized adults must pick up children directly from their child(ren)'s teacher
- Entrance gates for cars will open 10-15 minutes prior to dismissal.
- Overflow parking is available in the church parking lot and off Calhoun Street.

### **• 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 patterns when you are dropping off and/or picking up students at school will ensure the safety of all students.
- Our parking lot/pick up area is a non-play zone. Once students are released to their parents, families are expected to supervise their child(ren) and safely exit the school premises.
- For everyone's safety and in respect of our neighbors, please do not park in the Moreau Catholic High School lot behind Saint Clement School unless a school official directs you to do so.

## **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, physical education, music 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. Religion, a core class, is taught daily.
- **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. 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 and lectors.

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

### **INSTRUCTIONAL FIELD TRIP POLICY**

Instructional field trips are planned activities within the school day taken by students under the supervision of a teacher or other school official. The purpose of field trips is to enrich and extend the classroom instructional program. We ensure that field trips provide curriculum connections for students and opportunities for students to experience unique and relevant learning experiences.

All planned school-sponsored trips are considered extensions of learning. Students and staff are subject to the same diocesan and school regulations they would be if they were on school grounds. With this in mind, the following provisions are in place:

- Students must have written parental permission in order to participate in trips requiring transportation
- Volunteered Drivers take on the responsibility of transporting a group of students and must have fingerprints on file with the Diocese of Oakland, complete Virtus/Safe Environment training, be checked through Megan's Law, and have \$100,000.00/\$300,000.00 liability insurance on their vehicle.
- Volunteered Drivers must follow the planned route, not make extra stops, dress appropriately, and not use any alcohol or tobacco products at any time.
- Due to liability issues, parents are not allowed to independently drive their own children as they are under the jurisdiction of the school.
- 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
- The purpose of having chaperones is to ensure the well-being and safety of our students. Chaperones will be assigned a small group of children to supervise. These students must remain with the chaperone for the entire duration of the field trip
- Since a chaperone's job is supervision, siblings and/or other family members are not permitted to attend the field trip.

Your child's safety and well being are most important to Saint Clement School Staff. Thus, we are willing to take whatever measures necessary to ensure that all students and field trip participants are safe during field trip events.

## **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

## **LIFE SKILLS**

Academics are just one aspect of education. Life skills like work habit skills, communication, problem-solving, teamwork, and time management are essential for overall personal development. A report card that includes life skills offers a more comprehensive evaluation of a student's abilities. Providing feedback on life skills helps students understand their strengths and areas for improvement. This self-awareness encourages personal growth and the development of essential competencies that are not always highlighted in traditional academic assessments. Life skills ratings give parents a clearer picture of their child's overall development. It helps them understand how their child interacts with others, manages responsibilities, and copes with challenges, allowing them to support their child more effectively at home. Parents are encouraged to reach out to their child's teacher(s) if they have questions or concerns regarding their child's Life Skills.

### **Work Habits and Social Development**

- Completes Quality Work
- Is Prepared to Learn
- Participates in Learning
- Follows Classroom Expectations
- Shows Behavior/Social Development
- Embodies SLE/Catholic Identity
- Uses technology appropriately

### **Life Skills Grade Scale Grades TK-8**

- M = Consistently Meets Standards
- A = Approaching Standards
- N = Needs Support Reporting separate grades for academic standards and learning characteristics make grades more meaningful and students take them more seriously

**\*\*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 and 1 15 - 20 minutes

Grades 2 and 3 20 - 30 minutes

Grades 4 and 5 40 - 60 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 have as many days as they are absent to turn in their missed assignments. For example, if a student is absent for two days, then they have two school days to make up their missed work.
- 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)/guardian(s) 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 will have to redo the assignment/reassessment. Artificial Intelligence (AI) tools are to be used as a resource only and should be cited appropriately when used. 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): Parent(s)/legal guardians will contact teacher(s) if their child would like to pursue a reassessment.

- **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 69% or lower. It is up to the student to reach out to the teacher if they would like to reassess.
  - Students are eligible to reassess when they score a 69% or lower on a summative assessment. If a student wants to move forward in the reassessment process, they must complete the Reassessment Form. A student will not receive any grade higher than a 70% after the reassessment is completed. Teachers are available for help on assignments during study hall and afterschool, if necessary.
- **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. All report cards are for parent(s)/legal guardian(s) to keep for their records. Report cards 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 5-8 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.
- **Back to School Night** - BTS Night is held the first week of September. Parent attendance is mandatory. Each teacher will meet with the parents to explain objectives, grading policies, homework expectations, courses of study, discipline procedures, and goals.
- **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 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 8th grade may receive Effort, Honors, or Excellence awards at the graduation ceremony 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.
  - Grade point averages are computed by the Diocese, not by the school.

## **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 classroom support
- Provides accommodations and modifications specific to the needs of individual students
- Provides information, resources and support to 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 Coordinator.

## 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 a 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.

### Renaissance STAR Testing

STAR Testing is a suite of standardized, computer-adaptive assessments used in K- 8 education to measure students' academic progress in various subjects, particularly reading and math. The tests are designed to provide educators with detailed insights into each student's current level of achievement and growth over time. STAR Assessments will be administered four times throughout the year (at the beginning of the year as a benchmark and at the end of each trimester). Renaissance STAR Testing is an essential tool for educators to assess, monitor, and support student learning. Its adaptive nature and

detailed data reporting make it an invaluable resource for personalized instruction and overall school improvement. The test results are used as a diagnostic tool. Test results are shared with parents.

## **ADDITIONAL PROGRAMS**

### **ENVIRONMENTAL EDUCATION**

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

### **COMPUTER/TECHNOLOGY: ONE-TO-ONE DEVICE SCHOOL**

- Each classroom has an interactive digital panel
- As a one-to-one device school:
  - Students in grades TK-3 have iPad mobile labs in the classroom.
  - Students in grade 4 have a Chromebook mobile lab in the classroom.
  - Students in grades 5 through 8 use Chromebooks that are purchased through the school.

## **STUDENT LIFE**

### **BIRTHDAYS**

Birthday celebrations are important celebrations at Saint Clement. We sing happy birthday once a month to honor birthdays of that month and students receive a birthday card and pencil.

- Simple, birthday treats are allowed. However, the following guidelines must be followed:
  - Teachers must be notified at least 48 hours in advance
  - Treats must be store-bought (please be aware of allergies and dietary restrictions)
    - Cakes are not allowed
    - Individually wrapped treats are preferred
  - Full meals are not allowed, only snacks. (i.e. Pizza, happy meals, and catered food are against school policy)
- Invitations to home parties may only be distributed at school if every child in the class is being invited to the party. Otherwise, parents must distribute invitations outside of the school campus.

### **STUDENT COUNCIL**

Saint Clement School firmly believes in the importance of developing strong, positive, and ethical student leaders. To that end, we have an active Student Council, which provides an important voice in many matters which are vital to the fostering of a Christian school climate, a positive school spirit, and an involved student community.

- Student Council Requirements:
  - Open to all students 6th - 8th Grade Students
  - Students need to be in good Academic and Life Skills standing.

- Junior High Students must not have any grade lower than a C in trimester three of the previous academic year. Current 6th grade students must not have any grade lower than a 2 in the previous 5th grade year.
    - Students must have (M) Meeting Expectations grade in all assessed Life Skills grades for the previous academic trimester
      - Student must especially have “MEETS STANDARDS” in “Embodies SLE/ Catholic Identity” on their report card for all three trimesters for the previous academic year
  - Admin must approve all applications for Student Council
  - Two faculty members must also endorse a student's application.
  - All student council members are required to meet with moderators weekly.
- Student Council Expectations
  - All Student Council Officers must:
    - Be a living example of the school's “ANCHOR” SLEs
    - Act as a leader and a role model at all times
    - Be responsible for their own duties
    - Be open to suggestions from others
    - Be willing to problem-solve and do the needed work
    - Be aware that they always represent the school
    - Check-in with moderators weekly
    - Practice public speaking both in and out of the classroom
    - Be present and participate in all Student Council events
  - If Student Council members do not successfully meet these requirements, they understand that:
    - More than two infractions per trimester will jeopardize their eligibility to stay on Student Council
    - Teachers, moderators, and administration may confer to discuss and decide if any action that needs to be taken such as probation from Student Council or removal from Student Council for the remainder of the year

## **Diocese of Oakland Technology Responsible Use Policy Students and Parents**

### **Introduction**

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

While using technology, students are expected to:

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

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stays 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 at home
- 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.

## **Technology Responsible Use Agreement**

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

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

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

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

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

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

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

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

## 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 9:00 AM, 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.

- **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, they will be marked 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:** After three days of absence 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 for the missed work without putting a burden on the child. 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.

- **Missed Assignments** - If a student is absent for personal reasons (vacations), the school is under no obligation to provide school work. Teachers are not obligated to dedicate extra time to either planning early, or evaluating late, or modified assignments.

- **Makeup Work During Excused Medical Absences** - If a child is absent and you are requesting their schoolwork, you must call the office no later than 10:00 AM 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 10:00 AM request deadline, there is no guarantee that homework will be ready for either after school or dismissal pickup.
- **Tardies** - A child is tardy if he/she arrives after the 8:15 AM bell. The child must go to the front office, to receive a tardy slip before being admitted to class, morning assembly or 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.
- **Excessive Tardies** - If a child is tardy ten or more times during a trimester, that trimester's report card will not be sent home with the child. The parent must come in to pick up the report card. At that time, methods of addressing the tardiness will be discussed.
- **Recreational Activities** - If a child is absent from school, he/she may not participate in recreational activities in the day or evening of the absence (ex. sports practice and/or games, evening social functions, etc.)

## **Parents as Partners**

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

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

### **RESPONSIBILITY OF PARENTS**

Agreement to enroll your child/children at Saint Clement Catholic School carries certain parental responsibilities.

It is expected that the parents/legal guardians will:

- Support the mission and philosophy of the school by instilling in their child the gospel values through modeling these values in everyday actions.
- Be active in the development of the faith life of their child/children and worship at Mass on weekends and Holy days.
- Nurture the partnership between school and home through professional and positive communication.
- Support the educational programs and activities offered at Saint Clement Catholic School by staying current on all the information coming from both the office and classroom.
- Be familiar with and support the school and class regulations and policies.
- Attend parent/teacher conferences, carry out teacher recommendations, and maintain continuous communication as needed.
- Fulfill all contractual obligations including but not limited to the service hour contract and the tuition contract.
- Support, attend, and participate in school and parish related functions.
- Take an active part in all school fundraising activities and community events.
- Follow the approved chain of command whenever a problem arises in the classroom. Verbally discuss the matter with the teacher, leadership team, next the principal, and finally the pastor.

## **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, gossip 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 their concern to the classroom teacher or principal, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their student(s) 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. Failure to abide by these Catholic principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (eg. suspension of student, suspension of parent(s)/guardian(s) privilege to come on campus grounds, and/or participate in parish or school activities, volunteer work, etc.)

## **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, teachers/staff, and their peers toward the attainment of class and school objectives.

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

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 a sufficient reason for expulsion exists.

### **No Expulsion or Suspension by a Teacher**

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

### **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.

### **Confidentiality**

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

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring 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

Saint Clement School follows the Diocese of Oakland Discipline Policy. Disregard for, or violation of standards will be dealt with via a behavioral **Three Check-In** process for all students:

- **First Check-In:** Student meets with the teacher and completes a reflection form, teacher calls home, a reflection form signed by parents and returned to the teacher.
- **Second Check-In:** If the issue persists, the student meets with the Vice Principal and completes a reflection form, the Vice Principal calls home, and the reflection form must be signed by parents and returned to the Vice Principal.
- **Third Check-In:** If the 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, school rules, or property, 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.

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.

## **SCHOOL SEARCHES**

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

## **EXPECTATION OF PRIVACY**

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

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

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

## **STUDENT COOPERATION**

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral. (6251 - Home School Partnership Policy)

## **CONFISCATING A STUDENT'S PERSONAL PROPERTY**

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

## **ANTI-BULLYING AND HARASSMENT POLICY**

All schools in the Diocese of Oakland are committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care. All bullying needs to be reported to Administration immediately by students, staff, or parents that witness bullying. Information will be shared with additional individuals, as needed. Confidential student information regarding the situation will only be shared with the student's parents. The Principal will inform the Diocese of any bullying incident which appears likely to involve a student suspension or lead to the involvement of local law enforcement or civil litigation. Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore, the Diocese of Oakland has adopted this policy to ensure that our schools prevent and respond to bullying and harassment during school and after-school programs, on school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

## **School Wide Bullying Policy**

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

## **BULLY AWARENESS**

**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.

### Examples of “Bullying” Behavior

Please note: Bullying involves repeated and hurtful behavior

#### Physical Aggression

- pushing and shoving
- spitting
- throwing food
- physical acts that are demeaning and humiliating
- physical acts that are bodily harmful
- kicking
- hitting
- defacing property
- physical contact without consent

#### Social Alienation

- gossiping
- ethnic slurs
- publicly humiliating
- setting up to look foolish
- spreading rumors about others
- threatening with total isolation by peer group
- embarrassing
- social rejection
- setting up to take the fall
- maliciously excluding others from group

### Verbal Aggression

- mocking
- dirty looks
- teasing about clothing or possessions
- intimidating phone calls, emails, text messages, notes, etc.
- threats of aggression against property or possessions
- name calling
- taunting
- teasing about appearance
- body shaming

### Intimidation

- graffiti
- coercion
- sexual slurs
- threatening to reveal personal information
- taking positions (e.g. snacks/lunch, clothing, toys, school supplies, etc.)
- playing a dirty trick
- threats against family or friends

**Please note:** There can be differences between the types of bullying in which boys and girls tend to engage. Boys frequently use swift and effective physical aggression, such as tripping or elbowing another child in the stomach. Girls tend to use the tactics of social alienation and intimidation, such as gossiping maliciously, writing malicious notes, or alienating a peer from play.

**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?

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

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. 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.

### **Catholic Schools Diocese of Oakland Student Sexual Harassment Policy Statement**

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

#### **Definition of Sexual Harassment**

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

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

#### **Employee To Student Sexual Harassment**

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

#### **Student to Student Sexual Harassment**

This policy prohibits student to student sexual harassment in connection with any school activity at any time, including, but not limited to, any of the following:

- while on school grounds;
- while going to or coming from school;
- during the lunch period whether on or off campus;
- during, or while going to or coming from, a school-sponsored activity.

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

#### **Retaliation**

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

## **Complaint Procedure**

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbooks for Catholic Schools, Diocese of Oakland, and is listed below. Complaints may be reported to a school counselor, the principal, or assistant principal/vice principal. Written complaints may also be filed at the office of the principal or designee. Complaints should be presented in written form to the principal.

## **Dress Code/Uniform**

In order to provide an environment that reflects our Catholic tradition, promotes respect for school and individuals, and enhances self-esteem, students at Saint Clement Catholic School are required to wear uniforms. 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. All logo uniform items must be purchased from Tommy Hilfiger. The retailer will provide guidance on styles that match the uniform requirements.

### **Daily School Uniform -**

- White blouses or polo shirts
- Crew neck sweatshirt with the current 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>
- Sweatshirts/sweaters
  - Navy blue zip up/pullover hooded sweatshirt with current school logo
  - Navy blue zip up fleece with current school logo
- 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
  - Navy or black leggings are allowed under skirts
- Shoes
  - Solid black laced/buckled/velcro
  - Solid black tennis shoes with low soles
  - Shoes should be black, white, navy or any combination of the three.
  - No boots, light up shoes, rolling shoes, crocs, slippers, open-toed shoes, or flashy/bright colored shoes are allowed

## **P.E. Uniform**

All students in grades TK-8th must come to school dressed for P.E. on their designated days. 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 current 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 are permitted occasionally and will be announced by administration. We encourage parents to help their children make appropriate choices for school wear.

- May not wear:
  - Halter tops
  - Spaghetti strap tank tops
  - Crop tops
  - Yoga/workout pants/shorts
  - Short shorts/skirts
  - T-shirts with inappropriate logos
  - Tight/distressed jeans or jeggings
  - Leggings or flared leggings
  - Pajamas, pajama bottom (unless it's a "pj" spirit day)

## **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
- 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 color should be natural and extreme haircuts are not allowed
- Hair must be clean, well-groomed
- Students may not wear make-up (allowed on Halloween)
- No nail polish, acrylic nails, or other artificial/fake nails
- Nails must be short and safe for active play

**\*\*The school administration reserves the right to final judgment concerning the uniform policy. Parents will be called if a student's attire is deemed inappropriate, and a change of clothing needs to be brought.\*\***

## **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. Students entering 7th grade must have their Tdap booster to attend school. Conditional Admission: A student who lacks the required immunizations has one (1) week to complete all requirements.

## HEALTH SCREENING EXAMINATION

California law requires specific health screening procedures for all children entering school for the first time.

- For new students in grades 2 through 8, a physical examination completed within the last two (2) years meets this requirement.
- For prospective kindergarten and first grade students, the principal shall inform parent(s)/legal guardian(s) of this obligation and verify compliance prior to admission.
- Health screening for kindergarten students must be completed within six (6) months of entry to school.

Proper evidence of compliance is the completed Certificate of Examination for Entry into Grade One, which must be filed in the student's cumulative record.

### Non-Compliance

Students who do not have a current health screening examination on file may be withheld from attending class until proper documentation is received. Continued enrollment is contingent upon compliance with this state requirement.

## 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**

### **FAMILY SERVICE PROGRAM**

Saint Clement Catholic School believes that the education of our students is a partnership with our families. We encourage our parents to be part of the educational experience of their children by participating in the life of the school. Parent involvement is necessary to offer the many academic and extracurricular activities and services provided by Saint Clement School. Furthermore, it sends a strong message to children about the families commitment to education and service. Each family is required to donate 20 volunteer hours during each school year.

All School Families are expected to:

- Complete a total of 20 "Family Service Hours" by **June 6, 2025**
- Keep track of service hours and log completed hours in the "Family Service Hours" Google Form by June 6, 2025
- Complete a fingerprint clearance before volunteering
- Complete an online VIRTUS Training provided by the Diocese of Oakland (Valid for 3 years)
- Families who are unable to complete the required 20 volunteer hours by June 6 of the school year, families will be invoiced \$30 for each uncompleted hour. Charges will be applied to FACTS Management on June 20, 2025.

## **SCHOOL/CLASSROOM HELPERS**

All classroom helpers must follow the guidelines of the Safe Environment Program as set forth by the Diocese of Oakland. This program requires all school volunteers to complete Virtus training, and fingerprinting. School helpers must sign in at the office and a school faculty member must supervise students at all times. *(Children and younger siblings of helpers who do not attend Saint Clement Catholic School are not permitted to be present during volunteer time or class parties, as directed by the Diocese of Oakland Benefits and Insurance Department.)*

## **ROOM PARENTS/ROOM REPRESENTATIVES**

Room parents are involved in assisting the teachers with volunteer activities, educational field trips, parties, and other functions delegated by the teacher. **All correspondence made by room parents to class parents regarding class/school related events, whether through email, phone calls or notes, must be approved by the classroom teacher and administration prior to distribution.** The classroom teacher must be included in all classwide/group emails. Room parents must never collect money without permission from the principal.

## **COMPLAINTS/CONFLICT RESOLUTION**

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Principal. Finally, if the concern is still unresolved, the Pastor should be contacted. The Superintendent of the Diocese of Oakland School Department can be contacted if no resolution is received after speaking with the principal and pastor.

## **FAMILY COOPERATION/REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE**

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

## **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.
- It is the parent's responsibility to inform the school office, homeroom teacher, and the extended care director (if applicable) with updated contact information. This includes the main phone number, cell phone, email (personal and work), and places of employment. All contact information is retrieved from Powerschool that parents input at registration.

## **CELL PHONE POLICY**

Saint Clement School does not encourage students to bring cell phones to school. However, if a parent/guardian permits their child(ren) to bring a cell phone, a Cell Phone Policy Agreement must be signed by both the parent/guardian and the student.

- Cell phones must be turned off at all times while on campus.
- Students must give their phone to the classroom teacher each morning. Phones may not remain in student backpacks. Teachers will secure all phones and return them at dismissal.
- Cell phones are not permitted during Extended Care. Extended Care staff will collect and hold phones until the student is picked up.
- If a student violates the cell phone policy, the teacher will confiscate the device. The phone will only be returned after the parent/guardian meets with the Principal.
- The school is not responsible for lost, stolen, or damaged cell phones.

## **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, AirPods, headphones, 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 or email. No phone authorizations are allowed. Please sign out students at the front office.

## **CUSTODY**

We will assume both birth/adoptive parents have custody unless we are informed otherwise in writing and have on file a copy of the custody order. Students will continue to be released to both parents unless custody information is on file.

- If there is a restraining order to prevent a parent from taking a child, the school must be informed of such an order in writing and have a copy of the order on file.
- If a parent with custody wishes to release the child to the non-custodial parent, the request must be in writing.

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

## **SUPERVISION OF STUDENTS**

The liability for supervision and control of students shall be assumed by the school ten (10) minutes before the first bell in the morning (7:55AM) and end fifteen (15) minutes after the last bell of the school day.

## **NOTIFICATION OF SCHOOL CLOSURE**

If the school plans a closure for a scheduled time, information will be sent home in your weekly newsletter, on the school calendars and will be 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 SchoolMessenger, 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.

### **• Disaster Preparedness**

The school has an extensive disaster preparedness plan in which all staff members play key roles to ensure the safety of your child. Once a year, administration, teachers, students and families practice a Disaster Dismissal, the correct procedure of releasing students in the case of

a serious emergency. Parents sign students out with the assigned staff person on the field. Any family member or adult other than the custodial parent needs to be written in the emergency form for pick up. Written consent must be on file. For the safety of our students, no student will be released to an unauthorized adult.

- **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.
- **Release of Student Record Information to Schools** - When a student transfers to another school, a copy of the student’s permanent cumulative enrollment and scholastic records will be transferred by Saint Clement Catholic School upon receipt of a written request from the parent(s)/legal guardian(s), obtained by the school or district where the student intends to enroll. All requests for records must be made in writing, and a minimum of 72 hours’ notice is required for processing.
- **Parent Requests for Student Report Cards/STAR Testing**  
Parents/guardians who wish to obtain a copy of their child’s report card or STAR Testing results must submit their request in writing to the school office. A minimum of 72 hours’ notice is required for processing.

### **STUDENT ID CARDS FOR 7TH AND 8TH GRADE STUDENTS**

Senate Bill 972 (a) Commencing July 1, 2019, a public school, including a charter school, or a private school, that serves pupils in any of grades 7 to 12, inclusive, and that issues pupil identification cards shall have printed on either side of the pupil identification cards the telephone number described in paragraph (1) and may have printed on either side of the pupil identification cards the telephone numbers described in paragraphs (2) and (3): (1) The telephone number for the National Suicide Prevention Lifeline, 1-800-273-8255. (2) The Crisis Text Line, which can be accessed by texting HOME to 741741. (3) A local suicide prevention hotline telephone number.

### **VERIFICATION OF COMPLIANCE**

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook.)

## HANDBOOK SIGNATURE PAGE

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

### Parent Agreement

I/We \_\_\_\_\_ (Parent(s) or Guardian(s) 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: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(First student in the family attending the school)

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(Second student in the family attending the school-if applicable)

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(Third student in the family attending the school-if applicable)