

Pastor: Fr. José M. León
Principal: Mrs. Maureen Christensen
Address: 678 B Street
Union City, CA 94587
Phone: (510) 471-3765
Fax: (510) 471-4601
Website: www.olrschool.org

Our Lady of the Rosary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

References herein that cite a section of the “DAH” refer to the corresponding section of the Diocesan Administrative Handbook, which is available to all faculty and staff in the office of the Pastor and Principal.

This handbook replaces all previous handbooks of Our Lady of the Rosary School.

Our Lady of the Rosary School Handbook

Table of Contents

I.	<u>General Information</u>	1 - 9
	Principal's Welcome Letter	
	School Office	
	Staff	
	History of the School	
	Mission Statement	
	Philosophy	
	Learning Expectations	
	Purpose	
	Personnel	
	Boards, Committees and Organizations	
II.	<u>Academic Information</u>	9 -16
	Academic Honesty	
	Conferences	
	Curriculum	
	Daily Schedule	
	Electronic Information/Communication	
	Grading and Related Topics	
	Graduation	
	Promotion and Retention	
	Standardized Testing	
III.	<u>Admissions and Withdrawal</u>	17 - 20
	Application Process	
	Acceptance	
	Probation	
	Entrance Requirements and Policies	
	Recommended Transfer	
	Non-renewal of Student Enrollment	
	Nondiscrimination Policy	
	Withdrawal Process	
IV.	<u>Attendance</u>	21
	Reporting Absences and Absences/Tardy Policy	
V.	<u>Uniform/Uniform Specifications</u>	22 - 25
	Uniform	
	Out of Uniform Privilege ("OOPS Day")	
VI.	<u>Discipline</u>	26 - 36
	Abuse of School Personnel	
	Discipline Policies	
	Consequences for Violation of Discipline Policy	
	Disciplinary Action	
	Detention Policy	
	Suspension Policy	

	Expulsion Policy	
	Sexual Harassment Policy	
	Vandalism	
VII.	<u>Emergencies</u>	36 - 37
	Earthquake	
	Emergency Information	
	Emergency Information Card	
	Hold in Place	
VIII.	<u>21st Century Program</u>	37 - 38
	Purpose and Policies	
	Hours of Operation	
	Late Fees	
	Emergency Information	
	Student Conduct	
IX.	<u>Financial</u>	38 - 45
	Insurance	
	Tuition	
	Financial Information	
X.	<u>Medical</u>	45 - 46
	Child Abuse or Neglect	
	Communicable Diseases	
	Immunizations	
	Medications/Policy	
	Student Health Program	
	Sick Children	
XI.	<u>Parents</u>	47 - 52
	Classroom Interruptions	
	Complaint/Issue Resolution	
	Family Cooperation	
	Parent Communication	
	Lost and Found	
	Messages to Students	
	Cell Phones and Pagers	
	Parties	
	Release of Students	
	Solicitation by Parents/Legal Guardians and Students	
	Fundraising and Social Events	
	Parent Service Programs and Information	
	Transfer of Service Hours	
	Service Hour Opportunities	
	Verification and Compliance	

<i>XII. <u>Safety</u></i>	
Alcohol/Smoking Policy	52 - 55
Bicycles	
Earthquake Drills	
Fire Drills	
Weapons	
Playground Rules	
School Closure	
Supervision of Students	
Skates, Skateboards, and Scooters	
Going to and from School	
Transportation	
Drop Off/Pick Up of Students	
Rainy Day Pick Up	
Visitors	
Student Photographs	
<i>XIII. <u>Student Activities</u></i>	56 - 58
Altar Servers	
Assemblies	
Dances	
Field Trips	
Student Council	
OOP's Days	
Yearbook	
Catholic Tele-media Network – CTN	
Youth Retreat	
Sacramental Preparation	
<i>XIV. <u>Student Records</u></i>	58 - 59
Review of Student Education Records	
School Directory	
Emergency Disclosure Information	
<i>XV. <u>Student Services</u></i>	59
Lunch Services	
Telephone	
<i>XVI. <u>Volunteers</u></i>	59 - 61
Volunteer Policies and Requirements	
<i>XVII. <u>Appendices</u></i>	62 - 86

Our Lady of the Rosary Parent/Student Handbook

I. GENERAL INFORMATION

A. Principal's Welcome Letter

Welcome to Our Lady of the Rosary School! The purpose of this Handbook is to familiarize and inform students and parents of the policies of our school. Our mutual dedication to these policies will facilitate positive student, parent, staff, and administrative relationships. At Our Lady of the Rosary School, we provide a 21st century Catholic education that is academically excellent, accessible, and financially viable to families that desire a Catholic education based on the Gospel Values for their children. At Our Lady of the Rosary School, we encourage and model Christ-like behavior and foster in all of our students a family spirit, a commitment to excellence, and a positive self-image. Our school is honored to be a ministry of the Our Lady of the Rosary Parish.

We recognize and respect that our parents have the primary responsibility for the education of their children and that the school fully supports the parents accomplishing this task. By selecting a Catholic School, parents choose a special kind of education, one in which they have the right and responsibility to participate.

By registering at Our Lady of the Rosary School, a student and his/her parents (or guardians) understand and agree to pursue the educational objectives and practices as stated in this Handbook and to observe the disciplinary code of the school.

Communication between the school and home is vital to the mission of forming the whole person. One of the unique advantages of Catholic education is the philosophy based on the Gospel of Jesus Christ and the teachings of the Catholic Church. During this school year, let us examine and be understanding and supportive of our respective goals and unite our endeavors. In this way, we will gain mutual understanding and cooperation while pursuing our common goal, to provide a quality, caring, Catholic education for all of our students.

Our theme for the new school year is ***“Christ Be Our Light”***. We ask God to continue to light our path as we embark on this year together and may He always help us to see His light shine in those around us.

May the blessings of God's light be upon you,

Ms. Maureen Christensen

Principal
Our Lady of the Rosary School

B. School Office

The school office is located at 678 B Street, Union City, California. Office hours are Monday through Friday 7:30 AM – 3:30 PM during the school year. The office is closed during Thanksgiving, Christmas, and Easter vacations. The school office is open during the summer on a modified schedule.

School Office (510) 471-3765
Fax (510) 471-4601
21st Century CLC (510) 471-3765 X301

Parish Office (510) 471-2609
CCD Office (510) 471-7419

1. List of School Personnel

Administrative Staff

Pastor	Father José M. León
Principal	Ms. Maureen Christensen
Parish Business Manager	Mr. Robert Clark
Administrative Assistant	Mrs. Jill Chacon
Administrative Team	Mrs. Claudia Orozco
Religion Coordinator	Mrs. Dee Casqueiro
Bookkeeper	Mr. Paul Beasley
Director 21 st Century Learning Center	Mrs. Jill Chacon

Teachers

Kindergarten/TK	Ms. Geralyn Marcelino
First Grade	Ms. Sherine Ahmed
Second Grade	Ms. Jordan Cummings
Third Grade	Mrs. Claudia Orozco
Fourth Grade	Mrs. Christine McKeon
Fifth Grade	Mrs. June Lufting
Sixth Grade Homeroom	Ms. Shanda Modrall
Seventh Grade Homeroom	Ms. Gia Bevilacqua
Eighth Grade Homeroom	Mrs. Dee Casqueiro

MISSION & PHILOSOPHY OF CATHOLIC SCHOOLS DIOCESE OF OAKLAND

C. Mission Statement

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

D. Philosophy

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 the 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 and also enable students to translate the Good News into action within a challenging and disciplined environment provided by caring and capable teachers. Finally, schools acknowledge that parents, 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 educative process. Together, they participate in the development of School policies, curriculum and the budgetary process based on Christian values within the constraints of the local school resources. Consequently, Catholic schools are committed to provide:

- a. Activities that allow students to experience prayer and liturgy
- b. Quality educational opportunities for students of varied academic abilities
- c. Financial aid programs to assist those families unable to assume full financial responsibility for tuition
- d. Opportunities for students to serve others in order to fulfill the mandate of the Gospel and the demands of justice, and to recognize that society require the cooperation and contribution of each of its members.

It is this sense of common 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 in the total experience of students, their parents, and members of the faculty.” *Sharing the Light of Faith -- National Catechetical Directory*, Pentecost, 1987.

MISSION & PHILOSOPHY OF OUR LADY OF THE ROSARY SCHOOL

E. Mission Statement

Our Lady of the Rosary Catholic School is a diverse parish and faith community serving grades K-8 in Union City and the surrounding area since 1967. The dedicated administration, teachers and staff are committed to provide a quality academic education and ministry rooted in the principles of the Catholic Church. We collaborate with parents, the primary educators, to model Gospel values for each student. We prepare our students to become spiritually aware, socially conscious, life-long learners willing to respond to Jesus' call to service.

Created in collaboration by the Pastor, Faculty, Staff, Parents, Students and Parishioners. Ratified by the Pastor Fr. José M. León 11/19/08

F. Philosophy Statement

Our Lady of the Rosary Parish School is committed to providing a quality Catholic education with the belief that God is the focal point of our lives. This reflects our commitment to teach and model Catholic principles in order to develop the spiritual, intellectual, social, psychological, and physical gifts of our students.

Our school creates an environment that fosters respect for each person as an individual so that students become responsible members of the community. We provide well-rounded educational opportunities for a diverse community of students with varied academic abilities. As teachers we are dedicated and committed in working with parents who are the primary educators of their children.

Created in collaboration by the Pastor, Faculty, Staff, Parents, Students and Parishioners. Ratified by the Pastor Fr. José M. León 11/19/08

G. History of the School

The first Bishop of the Diocese of Oakland, Bishop Floyd Begin, believed that Union City's population was much too large not to be served by a Catholic school and wanted a Catholic School in the community. Father Leonard Herzberg and Father Bruce Pardella were the Franciscan priests serving at Our Lady of the Rosary parish at the time and were responsible for "getting the school off the ground".

The main building that is used today for Our Lady of the Rosary School was formerly part of Decoto School located at Sixth (6th) and H Streets in Union City. It was originally relocated to its present location on the parish grounds for use by the Faith Formation program. The building was then renovated and became home to Our Lady of the Rosary School.

The school was opened in 1967 for students in first (1st) through fourth (4th) grades. The Franciscan Sisters of Malta were put in charge of running the school. One grade was added each subsequent year. A Kindergarten was added in 1985. In June of 1973, the Mother Superior of the Franciscan Sisters of Malta withdrew the order from the school. At this time, a Holy Names sister became Principal and lay employees staffed the balance of school. After one year, The Holy Names order withdrew the Principal from the school and in 1974 the administration and school staff was comprised of lay employees.

H. Student Learning Expectations

A graduate of Our Lady of the Rosary School is a:

I. Spiritually Aware Person of Faith who:

- 1.1 Develops an understanding and reverence for the Catholic faith and church teachings
- 1.2 Practices and applies moral values in everyday life
- 1.3 Demonstrates a love of God and love for all creation

II. Lifelong Learner who:

- 2.1 Explores and shares the discoveries and creative works of others and themselves
- 2.2 Demonstrates mastery of age-appropriate curriculum and practices effective and productive study skills
- 2.3 Articulates their ideas and opinions, using a variety of methods and media

III. Socially Responsible Citizen who:

- 3.1 Demonstrates respect for diverse cultures
- 3.2 Makes responsible decisions that impact the world in a positive way
- 3.3 Demonstrates respect and care for the environment

Created in collaboration by the Pastor, Faculty, Staff, Parents, Students and Parishioners. Ratified by the Pastor, Fr. José M. León 5/19/09

I. Purpose

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.

J. Personnel

1. Bishop

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements that contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

2. Superintendent of Catholic Schools

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese.

The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines. In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

3. Pastor

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

4. Principal

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

5. Faculty

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

6. Administrative Assistant/School Secretary

The administrative assistant/school secretary is responsible to the Principal for the efficient operation of the school office and for the performance of secretarial, clerical, and all other assigned duties related to the Principal's office.

7. Other Support Staff

Other staff are responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job descriptions.

K. Boards, Committees, Organizations

A. Diocesan School Board

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself.

The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

B. Local School Board

Just as the Diocesan School Board acts in an advisory capacity to the Bishop and Superintendent, so does the local school board act in an advisory capacity to the Pastor and Principal.

The local school board's mission is to bring its wisdom, talent, experience, faith life and goodwill into the process of providing quality education for all the children served by the school. The local school board furnishes the support and leadership to carry out the Church's commitment to Catholic education.

Those who serve on Catholic school boards, both Diocesan and local school boards, support an environment for the teaching of the Catholic faith, the building and experiencing of

community and the serving of others and the opportunity for worship. They are called to model what they identify as the purpose of Catholic education.

The Our Lady of the Rosary School Board is an advisory group to assist the administration of the school in making decisions pertaining to policies, regulations, major maintenance projects, as well as to work in the areas of public relations, marketing, planning and grant writing.

The Board consists of five (4) ex-officio (non-voting) members (Pastor, Principal, Chairperson, and faculty representative) along with others who are elected or appointed to the School Board.

This group meets on the third Wednesday of each month. All regular meetings, except for those meetings or parts of meetings that are declared executive closed sessions by the Board President, are open to interested parents and parishioners. Guests may address an agenda item under discussion; however, the Board reserves the right to limit the discussion or to refer the topic to a future meeting.

Anyone wishing to have an item placed on the agenda for discussion at a meeting must submit the item in writing to any Board member or to the school office at least ten (10) days in advance.

C. Finance Committee

The Our Lady of the Rosary School Finance Committee works under the authority of the School Board. The committee is composed of three (3) ex-officio (non-voting) members (Pastor, Principal, and Parish Business Manager), as well as not less than two (2) other people. Membership is by appointment of the Pastor and/or Principal. This group meets monthly. The committee is responsible for:

- Drafting the annual budget
- Monitoring income and spending
- Determining tuition rates and fees
- Approving major purchases and repairs

D. Technology Committee

The Technology Committee of Our Lady of the Rosary School, a sub-committee of the School Board, is charged with the following duties:

- Writing, and periodically updating, the school's Technology Plan
- Evaluating the school's technology program on a quarterly basis
- Completing all forms and other requirements necessary for obtaining the benefits of the E-Rate
- Reviewing estimates and bids from providers of hardware, software, telecommunications, technology service providers, and recommending to the Principal the proposals that should be selected
- Performing or securing services for the resolution of hardware, software, writing, and networking problems which are encountered.

E. Parent Teacher Club (PTC)

The PTC works as partners with the school administration to promote, coordinate, and support the spiritual and educational forces of the home and school. This group works to fund various events and services throughout the school year. Involvement is offered to all parents through a parent education program, other events, and fundraising activities. All families are encouraged to participate in PTC sponsored activities and events. All parents are welcome to attend scheduled PTC meetings. If you have a particular item to discuss, please contact the PTC President in advance of the meeting. Meetings are held the second Thursday of every month at 7:00 PM (except in December).

F. Service Coordinators

Each school year, two parents are chosen by the Administration to serve as our school's Service Coordinators for the upcoming school year. These parent volunteers assist the Administration in all the volunteer activities of the school day and coordinate the many volunteer opportunities during the school day and coordinate the many events that enhance classroom instruction. The Service Coordinators coordinate all Room Parent activities and other areas of school service.

G. Room Parents

Room Parents are involved in assisting the teachers with volunteer activities, educational field trips, parties, and other functions delegated by the teacher.

II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Academic Honesty-Honor Code

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 assignments are all forms of academic dishonesty. Any student found using a cell phone with text messaging or photo capabilities during a test will receive a zero on that assignment. Anyone who violates the policy of academic honesty will immediately receive a failing grade on that exam or assignment and is subject to disciplinary action including suspension.

B. Conferences

1. Goal Setting Conferences

Parent/Teacher Conferences are held for twenty-minute periods during the fall. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. Students in grades 3- 8 attend these conferences. Students in grades K-2 do not attend these conferences.

2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at other times throughout the year are encouraged to directly contact the teacher to arrange an appointment.

3. Guidelines

- a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority in front of the child is not helpful. If you have such disagreement, please request an interview with the teacher privately.
- b) Please try to be open to both sides of the story if a problem arises. Perception difference and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
- c) Discuss classroom difficulties with the teacher *first* before bringing them to the Principal.

C. Parent Code of Ethics

Parents/guardians of students at Our Lady of the Rosary School acknowledge the unique partnership between school and family in a Catholic School setting. If parents are not able to adhere to this code, the student/s may be asked to transfer to another school. As partners in education, parents/guardians at Our Lady of the Rosary agree to:

- Provide moral guidance in nurturing the spiritual foundation of the child;
- Model the behavior and attitude of Christ;
- Respect confidential issues that may arise during volunteer time at the school;
- Treat students, faculty, staff, administrators, and other parents/guardians with sensitivity and respect;
- Respect all decisions made by the administration and staff, both academic and disciplinary, and directly express concerns and questions to the appropriate them;
- Assure that your child comes to school prepared both mentally and physically;
- Inform the teacher of any problems or struggles seen at home regarding homework or school life;
- Attend all parent-student-teacher conferences;
- Attend Back-to-School Night;
- Balance your child's athletic and after-school activities with school commitments;
- Abide by the guidelines set forth in this Handbook.

D. Curriculum

Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines. Each of these subjects is required in Diocesan elementary schools: Reading, Spelling, Math, Language, History, Geography, Music, Art, Physical Education and Health, Religion, Family Life, Science and Safety.

1. Religious Education

Religious instruction will be an integral and continuing element of the educational experiences of students in all grades.

2. Family Life/Christian Sexuality

The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum. Maximizing the wholesome influences of the Catholic classroom requires an approach that integrates the Catholic value system and moral convictions throughout the curriculum.

E. Daily Schedule

Regular Day

7:55 AM	Bell Rings, (gates are closed) Morning Assembly/Prayer
8:15 AM	Liturgy (Wed.- grades rotate & Friday)
9:40 – 10:00 AM	Recess (Kindergarten)
10:00 – 10:20 AM	Recess (Grades 1-4)
10:20 – 10:40 AM	Recess (Grades 5-8)
11:55 – 12:20 PM	Lunch (Grade K)
12:00 – 12:20 PM	Lunch (Grades 1-4)
12:20 – 12:40 PM	Lunch Recess (Grades K-4)
12:40– 1:00 PM	Lunch Recess (Grades 5-8)
3:00 PM	Dismissal

Minimum Day

7:55 AM	Bell Rings, (gates are closed) Morning Assembly/Prayer
9:40 – 10:00 AM	Recess (Kindergarten)
10:00 – 10:20 AM	Recess (Grades 1-4)
10:20 – 10:40 AM	Recess (Grades 5-8)
12:00 PM	Dismissal

Early Dismissal/Wednesdays

7:55 AM	Bell Rings, (gates are closed) Morning Assembly/Prayer
8:15 AM	Liturgy (Grades Rotate)
9:40 – 10:00 AM	Recess (Kinder)
10:00 – 10:20 AM	Recess (Grades 1-4)
10:20 – 10:40 AM	Recess (Grades 5-8)
11:55 – 12:20 PM	Lunch (Grade K)
12:00 – 12:20 PM	Lunch (Grades 1-4)
12:20 – 12:40 PM	Lunch Recess (Grades K-4)
12:40– 1:00 PM	Lunch Recess (Grades 5-8)
2:00 PM	Dismissal

F. Electronic Information/Communications

The mission of Our Lady of the Rosary School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that students benefit from access in the form of information resources and opportunities for collaboration is critically important for learning.

Each year parents and students must sign an acceptable use policy for use of the Internet. See appendices in the back of this handbook.

Students of Our Lady of the Rosary School are assigned class work and homework throughout the school year that requires using the Internet. At the beginning of the year, parents and students in the school sign an **Internet Acceptable Use Policy**. This document states the proper use and misuse of the Internet and what is acceptable or unacceptable. When at school, your child may use only sites that are safe, appropriate and school related.

While at home, many of our students use the Internet for more than just research and homework. They instant message (IM) their friends, enter worldwide chat rooms or set up their own web pages or web journals called blog sites. Xanga.com, Friendster.com, myspace.com, facebook.com are popular web journal sites, however there are many more out there. These web pages and journals can be read by literally anyone and are public domain.

Often, students chat (IM) with each other and mention school personnel, fellow students or parents, or talk badly about people; it interferes with the privacy of others and is unacceptable. Our Lady of the Rosary School will become involved if this information is contrary to the teachings of our school. No one can post anything on YouTube, Facebook, MySpace, or any other media that contains the school name and/or logo without the express written permission of the school administration. Violation of the **Internet Acceptable Use Policy** will result in being restricted from computer use at school.

Please talk to your children in regards to their Internet usage responsibility. Monitor their time on the Internet, explore the use of parental controls, discuss the importance of not posting personnel

information such as; phone numbers, date of birth home addresses and check your home computer's history. Remember, you, as a parent, are responsible for what your child writes and publishes on the Internet.

G. Grading and Related Topics

1. Grade Equivalents

GRADING CODES: GRADES K-3

Very Good	=	VG
Good	=	G
Satisfactory	=	S
Needs Improvement	=	N
Unacceptable	=	U

GRADING CODES: GRADES 4-8

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

a) Academic Probation

New Students enter the school on both academic and behavioral probation up to the period when they receive their first report card. This policy assures that Our Lady of the Rosary School is appropriate for new families and students. During the probationary period, a student may be removed from school outside of the normal process of expulsion. This will be done upon the recommendation of the student's teacher, the Principal, or the Pastor, in consultation with the student's parents/legal guardians, once the Superintendent of Schools of the Diocese of Oakland is notified.

b) Homework

The purpose of homework at Our Lady of the Rosary School is to reinforce material already taught and to foster habits of independent study. Teachers assign homework with great care for the purpose of reinforcing the learning that has taken place at school and all assignments are given with due consideration for students' varying ability levels. A home environment conducive to studying should be provided. Diocesan suggested daily homework times are:

Grades 1-2	20 minutes
Grades 3-4	30-45 minutes
Grades 5-6	45-60 minutes
Grades 7-8	60-90 minutes

Weekend homework will be given at the discretion of the teacher and may also be given for the purpose of making up work missed through absence or poor effort. Please see absence policy. Long-range research assignments should be carefully planned so as to avoid last minute hurried efforts. Time lines with due dates are provided by the teacher to assist the student in appropriate time management.

Each teacher will communicate his/her policy of accepting late homework. All teacher policies will be presented at Back-to-School Night and will appear on the teacher’s webpage. If there are any questions regarding homework, please contact the teacher first.

Academic planners are to be used in Grades 3-8 to record all homework assignments and other reminders. Teacher will check these for accuracy the first six weeks of school. Parents should frequently monitor information written in the student planner.

Note: If homework is requested before an absence, it is at the teacher’s discretion if that work can be provided. The student will have the appropriate amount of time to complete the work after he/she returns to school.

c) Honor Roll

At the end of each semester, students in grades 4 – 8 who have outstanding academic achievement will be placed either on the School or Principal’s Honor Roll. These students will receive a certificate.

Grading and Academic Standards for Grades 4-8

Grading Symbols	Grade Points	Grading Symbols	Grade Points
A	4.0	C	2.0
A-	3.75	C-	1.75
B+	3.5	D+	1.5
B	3.0	D	1.0
B-	2.75	D-	.75
C+	2.5	F	.00

d) Principal’s Honor Roll – Grades 4 - 8

- 3.875 average in daily subjects (Religion, Math, Language Arts, Science and Social Studies)
- No grade below C
- B or better in conduct
- No suspensions during any trimester
- No discipline notices received during any trimester
- No assigned Saturday School

e) School Honor Roll – Grades 4 – 8

- 3.675 average in daily subjects (Religion, Math, Language Art, Science and Social Studies)
- No grade below C
- B or better in conduct
- No suspensions during any trimester
- No discipline notices received during any trimester
- No assigned Saturday School

2. Progress Reports/Report Cards

Progress reports are sent home three times a year (halfway through each trimester) to every student in Grades K-8. These reports commend the students for achievement made or point out areas of weakness so that parents will be alerted to student's progress before report cards are distributed. Parents must sign and return the progress report the next day. Informal progress reports may be sent home at any time, at the teacher's discretion.

At the time the first progress report is issued, a parent-teacher conference is held for Grades K, 1 and 2. Parent-teacher-student conferences are held for Grades 3-8. Report cards are prepared and distributed at the end of each trimester for all students.

3. Supplies

With the exception of Kindergarten, students are responsible for obtaining and maintaining their own basic school supplies. This includes, but is not limited to, items such as pencils, paper and pens. Some supplies may need to be replenished throughout the year.

4. Textbooks

Textbooks will be used as a resource to implement *Diocesan Curriculum Guidelines*. They shall be selected in accordance with school policy which is developed by the Principal in close consultation with the faculty.

All textbooks should be covered at all times with regular (not sticky) paper. Lost books will be replaced at the parent's/legal guardian's expense and there will be no refund if the book is found. Individual damages will be assessed at the end of the year and appropriate charges made.

H. Graduation

1. Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration and liturgy that gives recognition to the unique value of the Christian education just completed.

2. Graduation Attire

Appropriate attire should be worn for the ceremony, dinner and all other related activities: dress shirts and dress pants for boys; dress attire for girls is to be modest, age appropriate “Sunday Best” as determined by the school administration. This does not include prom, party, or formal dresses, sleeveless, backless, strapless, halter, spaghetti strap, camisole strap, blouses or dresses may be worn. Dress or skirts must be of an appropriate and modest length. No midriff baring attire will be permitted. No oversized clothing may be worn. No tennis shoes or shoes with heels over 2 inches. For safety purposes, no strapless or backless shoes may be worn. Only French clear manicures are allowed. All dresses must be approved by the Administration.

3. Valedictorian

The valedictorian will be selected using all of the following criteria

- i. Overall 8th grade GPA
- ii. Conduct and behavior
- iii. Participation in school activities

I. Promotion and Retention

1. Promotion

A student satisfactorily completing each grade’s work will be promoted to the next grade.

2. Retention

Retention is only appropriate for developmental readiness reasons in grades K, 1 and 2. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the Superintendent. Both parents/legal guardians and teachers must consider the necessity of providing special assistance (e. g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program that is more realistically suited to his/her needs.

J. Standardized Testing

Schools participate in the Diocesan standardized testing program in the fall and spring. Each student’s scores will be sent home. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strengths and needs of the current class.

III. ADMISSIONS AND WITHDRAWAL

It is the goal of Our Lady of the Rosary 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.

Our Lady of the Rosary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

A. Application Process

Parents/Legal Guardians who wish their children to attend Our Lady of the Rosary School can pick up the necessary registration application after February 1st of each year from the school office. Testing for the following year is done either at the end of February or beginning of March.

- The student must demonstrate through an evaluation procedure that the placement is appropriate for his/her both academically and socially.
- Parents enter into a contract with the school regarding the payment of tuition and other fees.
- All new students are accepted on academic and behavioral probation until the first report card period.
- The school reserves the right to refuse admittance to any student whom the Principal and staff deems would not benefit from the educational structures and programs in existence at Our Lady of the Rosary School.

B. Acceptance

Before acceptance, all students shall be interviewed and tested for placement according to their grade level. Before acceptance, the previous school must complete the ***“Request For Information Prior to Acceptance Form.”*** The Principal, in consultation with the classroom teacher, makes the decision for acceptance.

C. Probation

All new students are accepted on academic and behavioral probation until the first report card period. Conferences will be held with parents/legal guardians as needed, and further probationary periods may be granted, as determined by the Principal and teacher. If satisfactory academic and social transition has not occurred, a conference with parents/legal guardians will be held and the student will be dismissed.

D. Entrance Requirements

1. Minimum Age

To be admitted into kindergarten a child must be five years old on or before October 1st of the current school year (2013-14). Note: The child must be five years old before September 1 for the following school year (2014-15). To be admitted into the first grade a child must be six years old on or before October 1st of the current 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 as age appropriate at the discretion of the admitting school.

2. Records at Entrance

Students entering school for the first time are required to show a birth certificate and baptismal record (if applicable).

Health records must be completed before a child is admitted into Our Lady of the Rosary School. These records must indicate proof of required immunizations (6533 DAH) ; and bear a doctor's signature indicating a physical examination has been given within the previous six (6) months. **Conditional Admission:** A student who lacks the required immunizations has one (1) week to begin immunization.

3. Transfer Students - Process and Requirements

Students transferring from another school must submit a copy of their last report card and a completed recommendation form from the last school attended. An appointment for the entrance exam will be made after the school has received all necessary information.

All financial obligations to the previous school must be current.

Criteria for Evaluating Students for Acceptance (in order of priority)

- Prior report card and assessment from current teacher and/or teachers
- Overall academic achievement
- Conduct in prior school
- Personal Interview
- Test Results
- Evaluation by prospective teacher

In the event that enrollment in a certain grade level approaches the maximum class size, students applying for grades K-8 who have exhibited academic and social readiness and have submitted a favorable report from their previous school will be accepted in this priority:

- Siblings of students presently attending Our Lady of the Rosary School
- Students whose families are registered and active parishioners, who regularly attend Mass at Our Lady of the Rosary Church
- Students whose families are registered in our parish, but are not active
- Catholic students from outside the parish
- Other students who by their behavior and attitude demonstrate an acceptance of the Our Lady of the Rosary School philosophy

D. Entrance Requirements

1. Minimum Age

To be admitted into kindergarten a child must be five years old on or before October 1st of the current school year (2013-14). Note: The child must be five years old before September 1 for the following school year (2014-15). To be admitted into the first grade a child must be six years old on or before October 1st of the current 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 as age appropriate at the discretion of the admitting school.

2. Records at Entrance

Students entering school for the first time are required to show a birth certificate and baptismal record (if applicable).

Health records must be completed before a child is admitted into Our Lady of the Rosary School. These records must indicate proof of required immunizations (6533 DAH) ; and bear a doctor's signature indicating a physical examination has been given within the previous six (6) months. **Conditional Admission:** A student who lacks the required immunizations has one (1) week to begin immunization.

3. Transfer Students - Process and Requirements

Students transferring from another school must submit a copy of their last report card and a completed recommendation form from the last school attended. An appointment for the entrance exam will be made after the school has received all necessary information.

All financial obligations to the previous school must be current.

Criteria for Evaluating Students for Acceptance (in order of priority)

- Prior report card and assessment from current teacher and/or teachers
- Overall academic achievement
- Conduct in prior school
- Personal Interview
- Test Results
- Evaluation by prospective teacher

In the event that enrollment in a certain grade level approaches the maximum class size, students applying for grades K-8 who have exhibited academic and social readiness and have submitted a favorable report from their previous school will be accepted in this priority:

- Siblings of students presently attending Our Lady of the Rosary School
- Students whose families are registered and active parishioners, who regularly attend Mass at Our Lady of the Rosary Church
- Students whose families are registered in our parish, but are not active
- Catholic students from outside the parish
- Other students who by their behavior and attitude demonstrate an acceptance of the Our Lady of the Rosary School philosophy

4. Special Needs

Admission of transfer students with special needs will be dependent upon the school program's ability to meet these needs.

E. Procedures For Recommended Transfer

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

1. The school has explored all means to meet the needs of the child.
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.
3. When at all possible, the transfer is to take place at the end of a grading period, preferably at the end of an academic year.
4. The Principal, in consultation with the Pastor and Superintendent, makes the final decision.

F. Non-renewal of Student Enrollment

"If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment."
(DAH 6240)

G. Nondiscrimination Policy

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

Our Lady of the Rosary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

H. Withdrawal Process

In the event that a student is to transfer to another school during the course of the academic year, a minimum of one week's notice should be made in writing at the school office. Cumulative records will be forwarded to the new school after a release of records form has been received in the office.

In the event that the family requesting the cumulative records has an outstanding balance with the school, the student's report card may be held until all accounts are paid. If payment is not received in a timely fashion, the family's account will be turned over to the school's collection agency.

IV. ATTENDANCE

Regular attendance is required of all students in order to ensure student success.

A. Reporting of Absences

Parents/Legal Guardians must notify the school before 8:30 AM if their child will be absent from school that day. Parents/Legal Guardians should state the child's name, grade, the reason for the absence, and the anticipated number of days that the child will be absent.

B. Absence/Tardy

A student who has been absent is required to present a written excuse stating the reason for his/her absence, signed by the parent/legal guardian (6220 DAH). These excuses shall be kept on file until the end of the school year. ***“Excessive absences”*** is being absent from school for ten (10) absences per trimester or a total of thirty (30) days per school year. When the student arrives after recess s/he is a half (1/2) day absent. ***“Excessive tardiness”*** is being late four (4) times per trimester or a total of twelve (12) times per school year. A student is tardy if s/he arrives after the time fixed by school policy for the beginning of the morning, afternoon or any class session.

Absences and tardies are recorded on the student's permanent record and are part of the public document attendance records (6210 DAH). Please note that school begins at 7:55 AM: children are expected to be on time for roll call. If your child accumulates three (3) tardies s/he will be issued a ***School-Wide Discipline Notice*** and the student will begin the discipline process listed in Appendix XIV. The only excused tardy is a medical or dental appointment verified by a doctor's note, and on a ***rare*** occasion, traffic congestion. Do not send your child to school if they are ill in the morning.

1. Homework During Absence

Parents/Legal Guardians must call the school office before noon to request homework for a student.

Parents/Legal Guardians are discouraged from taking children out of school for trips or vacations, as it is very difficult to make up the missed work without putting a burden on teachers and the children. ***Teachers are not required to provide work for students due to trips or vacations. Absences due to vacation time are unexcused.**

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

V. UNIFORM SPECIFICATIONS

As a traditional Catholic School, Our Lady of the Rosary School requires that students dress in uniform. It is the responsibility of the parents or guardians to ensure that their children are neat and in complete uniform on a daily basis. When an item is specified as “logo” no substitution will be allowed. In addition, any current fashion deemed extreme, inappropriate or unacceptable by faculty will be prohibited.

All members of the school community are expected to support appearance code compliance. The Principal in consultation with the Pastor, have the ultimate responsibility and authority for all issues pertaining to the appearance code.

Hygiene

Neatness and cleanliness are an important part of any child's growth and development. Student's clothing and person should be neat and clean each day. Parents are expected to instruct their children in good hygiene and emphasize to them the necessity of taking proper care of the person and belongings, and to provide the care needed at home to support this.

GIRLS

Kindergarten – 4th grade

- Blue Plaid Jumper
- Uniform pants, shorts, and skorts
- White Peter Pan blouse, gray or navy blue logo uniform polo shirt
- Navy blue cardigan or pullover sweater or navy blue logo uniform sweatshirt with school logo
- White or Navy Blue socks that are worn above the ankle and clearly visible above the top of the shoe are the only acceptable type of uniform sock. No ruffles and no tennis socks are allowed.
- Solid black, brown, or navy belt must be worn with pants and shorts (grades 3-8).

5th - 8th grade

- Blue Plaid Skirt
- Uniform pants, shorts, and skorts
- White Peter Pan blouse, white, gray or navy blue logo uniform polo shirt (shirt must be tucked into the skirt)
- Navy blue cardigan, pullover sweater, navy blue logo uniform sweatshirt or fleece pullover with school logo
- White or Navy Blue socks that are worn above the ankle and clearly visible above the top of the shoe are the only acceptable type of uniform sock. No ruffles and no tennis socks are allowed. For your child's safety, rolled or folded socks inside the shoes will not be allowed.
- Solid black, brown, or navy belt must be worn with pants and shorts (grades 3-8).

BOYS

- Navy twill, double-knee uniform pants or shorts
- White, gray, or blue uniform logo polo shirt (shirts must be tucked into pants)
- Navy blue cardigan, pullover sweater, navy blue logo uniform sweatshirt, or fleece pullover with school logo
- White or Navy Blue socks that are worn above the ankle and clearly visible above the top of the shoe are the only acceptable type of uniform sock. No tennis socks are allowed. For your child's safety, rolled or folded socks inside the shoes will not be allowed.
- Solid black, brown, or navy belt must be worn with pants and shorts (grades 3-8).

FOR BOTH BOYS AND GIRLS – ALL GRADES

- White turtle neck (worn under uniform shirt in cold weather)
- Only white undershirts (no logos, writing, or pictures) may be worn under uniform polo shirts and blouses
- Jackets may be worn to and from school and during recess
- PE Uniform: Navy blue uniform logo sweatshirt, navy blue sweatpants and gym shorts
- Navy blue twill uniform shorts (may not be shorter than 2 inches above the knee)
- To ensure consistency in quality and color, uniform attire may only be purchased from the School's designated uniform supplier, *Merry Mart*
- Navy blue fleece pullover with school logo
- Belts must be worn on all shorts and pants and are to be either solid black, brown, or navy blue in color. (Grades 3-8)

SHOES FOR BOTH BOYS AND GIRLS - ALL GRADES

- Athletic shoes or oxfords (primarily in black, white, navy blue or brown no patterns)
- Shoes should be sturdy and comfortable
- No slip-on athletic shoes
- Shoes must have rubber soles.
- Shoes must be laced up and visibly tied on the outside of the shoe.
- Not allowed: shoes with flashing lights, rollers or wheels, backless shoes, sandals, boots, jellies, platform shoes, high heels of any type, open-toed or sling back shoes.

GENERAL UNIFORM INFORMATION

- a) Shirts and blouses must be tucked in at all times.
- b) No ripped, torn, or dirty uniforms are permitted.
- c) All uniform clothing must fit appropriately. No oversized clothing is permitted.
- d) Pants must be worn at waist level with belt (Grades 3-8 – boys and girls).

Hats

No hats of any kind are to be worn.

Hair

Girls: Hair must be clean and is to be trimmed in accordance with generally accepted principles of good taste and appropriateness. Extreme hairstyles and haircuts are not allowed. Hair coloring or highlighting are not permitted. Hair may not cover the eyes.

Boys: Hair must be neatly groomed at all times. Hair may not be longer than the top of the shirt collar and must clear eyebrows and earlobes, and neck and collar should be visible. Extreme hairstyles that include ponytails, shaved heads, bald-fade haircuts (bowl-type haircuts in conjunction with shaved heads), tails, hair designs, hair coloring or highlighting are not permitted. Please advise your hairstylist to use a razor setting of 1 or above, not 0. Hair may not cover the eyes.

Jewelry

Jewelry is limited to post earrings only, watches and Christian religious pendants. No other jewelry may be worn. No student may wear any gauges or any other type of body piercings.

Make-up

Students are never permitted to wear any make-up, including mascara, colored lip gloss or face paint. Fingernail polish of any kind is not allowed. Students violating this policy will be sent to the office to remove it and will receive a detention.

Belts

All belts (Grades 3-8), must be contained within the belt loops and must be the appropriate color (solid black, brown, or navy blue).

Non-Uniform Free Dress Days

Non-uniform free dress days are days when students will not be required to dress in their school uniform. Parents/Legal Guardians will be notified of a free dress day in the weekly family newsletter or by a note sent home from the teacher or office. Clothing should be worn that is appropriate for elementary school students.

The following items may not be worn on a Non-Uniform Free Dress Day:

- Sweats or athletic wear, including basketball and soccer shorts
- Torn, ripped, and/or excessively tight or skinny jeans
- “Baggy” look or oversized clothing
- “Grungy” look attire
- Backless, strapless, halter style, spaghetti strap dresses, tops, or blouses
- Tank or crop tops and/or midriff baring attire
- Biker shorts
- Shorts, skirts or dresses higher than 3 inches from the middle of the knee
- Clothing with decals or insignias that can be considered offensive
- Make-up
- Non-uniform jewelry

- Shoes without socks
- Sandals or flip-flops
- Gang-identifiable attire
- Camouflage attire
- Pro Team Jerseys, shorts or athletic wear
- No shoes with heels higher than 2 inches
- No slip-on tennis shoes
- No leggings

“Sunday Best” Free Dress Days

Some Non-Uniform Free Dress Days may be considered dress up or “Sunday best” days. On these days, jeans may not be worn. In addition, the above guidelines apply.

VI. DISCIPLINE

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 our school 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.

A parent/legal guardian as a co-educator of their child(ren) realizes that there will be times when a student regresses from the area of student responsibility and slides into the area of student irresponsibility. It is then the obligation of the classroom teacher to discontinue the irresponsible behavior. There will be times when situations must be referred to parents for action and support of school discipline policies.

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

A. Abuse of School Personnel

1. Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both.
2. Every person who, with intent to cause, attempts to cause, 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:
 - (1) 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.
 - (2) 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, telegraph, or letter. Penal Code Section 71.

B. Discipline Policies

Our Lady of the Rosary School's Discipline Program holds students accountable for their own behavior. Positive reinforcement is given for good behavior, while there are consequences for poor behavior. Poor behavior can be dealt with both on an individual basis, and school-wide, if the behavior in question is widespread. The details of the discipline program are discussed with the students in the classroom. It is expected that all students at Our Lady of the Rosary School will observe the rules listed below. Please discuss them with your child (ren) so that they are clearly understood by all.

SCHOOL-WIDE RULES

1. Freeze when the first bell rings, then walk to line quietly after the second bell rings.
2. Students will walk quietly in the hallways so that they do not disturb other classes, and will walk to and from the Church/Hall quietly.
3. Polite language is expected at all times. No profanity, name-calling (taunting or teasing) is ever allowed.
4. Students will keep hands, feet, and all objects to themselves.
5. Be respectful of others on the playground. Stay in designated areas and share equipment on playground.
6. Do not swing backpacks or lunches.
7. Gum chewing is not allowed.
8. Students are expected to be in appropriate uniform at all times.
9. Bathrooms may not be used for a play or visiting area.
10. Students are expected to show respect for one another, clergy, principal, staff, yard duty supervisors and parent volunteers.
11. Students are not allowed to bring any electronic devices (radios, electronic games, tape recorders, beepers, cameras, cellular phones, CD players, laser pointers, cameras or other disruptive accessories or devices) to school. These items will be confiscated and held in the office to be picked up by a parent/legal guardian at the end of the school day.
12. For their own safety, students may not climb on fences, trees or hang on the basketball rims or play behind the large storage containers on the playground. They are also asked not to speak to strangers or admit them to the school building.
13. Physical, verbal and emotional aggression toward other students will not be allowed.
14. Students will come to class with all necessary items including completed homework.
15. Throwing objects at one another, in school or on the playground, is not allowed.
16. No bullying or harassing behavior is ever allowed.
17. Administration reserves the right to deem any game or activity unsafe or inappropriate.

PLAYGROUND RULES

1. Students must play in designated areas during recess and lunch.
2. In the interest of safety, playground equipment may not be played with in line or in the hallways.
3. Be respectful of others on the playground. Stay in designated areas and share equipment on playground.
4. Stop playing and freeze when the first bell rings.
5. Students will not litter on the playground.
6. No tackle football or dodge ball is allowed.
7. Physical, verbal and emotional aggression toward other students and/or school staff will not be tolerated.
8. Play fighting is not allowed.
9. In the interest of health and safety, teachers and yard supervisors have the right to have students remove jackets and sweatshirts on extremely hot days.
10. No bullying or harassing behavior is ever allowed.
11. For their own safety, students may not climb on fences, trees or hang on the basketball rims or play behind the large storage containers on the playground. They are also asked not to speak to strangers or admit them to the school building.

C. Cell Phones/Pagers/Electronic Devices

Students are not allowed to bring pagers (beepers) or cellular phones to school. Should a member of the school staff find that a student has a pager or cell phone in his or her possession, the school employee will confiscate the item immediately and turn it into the school office. The Principal will contact the student's parent/legal guardian and request that the item be picked up.

Any student found using a cell phone with text messaging or photo capabilities during a test will receive a zero on that assignment. All parents and students in grades 4-8 must sign a cell phone policy form.

C. Disruptive Behavior/Inappropriate Language

OLR students are expected to behave in a way that represents the Mission of the school. Students are held accountable before, during and after school including on and off campus, including all co-curricular events taking place at other venues. Disruptive behavior would include but is not limited to throwing food, horseplay, talking/inappropriate behavior at Mass, profanity, verbal abuse, excessive or constant disruption in class, rude language and rude behavior. Disrespectful behavior is characterized by having, or showing disrespect; lacking courtesy or rudeness.

E. Consequences for Violation of Discipline Policy

Our Lady of the Rosary School educates the “total” child and provides a Christian climate for the education of our students. In keeping with this, high expectations are made of students in terms of their attitude and behavior.

Good discipline originates in the home and is actively supported and is expected at school. A child’s parents/legal guardians are his or her first teachers, and as a result, they should develop in their children habits of good behavior and proper attitudes toward school.

It is important that everyone understand the procedures that will be followed in regard to willful violation of school policies as stated in the parent/student handbook. In order to provide consistency, school discipline will be handled in the following manner and will apply to both social and academic behavior:

- Teacher or Instructional Assistant settles the problem within the classroom or out on the yard.
- Teacher or Instructional Assistant issues a warning.
- Teacher or Aide issues a parent-student communication slip and the student will begin the step process described below.

Action/Recommendation(s):

- Step 1 _____ Warning
- Step 2 _____ Parent-Teacher Conference
- Step 3 _____ Detention 3-8/Benching K-2
- Step 4 _____ Principal/Teacher/Parent Conference
- Step 5 _____ In-School Suspension or Academic Probation
- Step 6 _____ Suspension
- Step 7 _____ Expulsion

Students who fail to return signed communication slips may not be admitted to class.

F. Dress Code/Uniform

If a student arrives at school out of uniform, he/she will receive a *Uniform Notice*. If it is absolutely necessary for a child to attend school out of uniform, the parent/legal guardian should send a note along with the child explaining the reason for the violation. **Continued, habitual violation of the uniform policy may result in detention or suspension.**

If a student arrives at school on a free dress day inappropriately dressed, the parent/legal guardian will be contacted to bring a change of clothing for the student. If a parent/legal guardian cannot be reached, the child will be issued a parent-teacher communication notice and/or not be allowed to participate in any special event (e.g. dance, field day).

G. Hall Conduct

- Students are not allowed in the hallways during recess unless specifically directed by a teacher or staff person.
- Students are not allowed to eat food, run, or play in the hallway.

H. Illegal Substances

The use, possession or exchange (whether or not for sale) of illegal substances on or near school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

I. Leaving School Grounds During School Day

Our Lady of the Rosary School is a closed campus. At no time during the school day are students allowed to leave the school grounds, even during recess or lunch periods, except by previous arrangement.

No student may leave the school grounds during school hours without the permission of the Principal and written authorization of his/her parent/legal guardian. The written authorization must be signed, dated, and state the reason for leaving. The note must be presented to the school office for approval and signature before the child will be allowed to leave. Both the parent/legal guardian and the student must check out at the school office before departure.

Students may not leave school and then return for the after school program.

J. Littering and Gum Chewing

- Gum chewing is not allowed on Our Lady of the Rosary premises, i.e. – classroom, playground, parish hall, and Church. When students are caught chewing gum they will receive a discipline notice.
- Students are expected to keep the school campus clean by depositing garbage in the appropriate containers.

K. Valuables

Students may not bring valuables to school. The school is not responsible for damage or loss of items brought to school.

L. Vandalism/Property Damage

Students and their parents/legal guardians are liable for all damage to school equipment or property.

M. Statement on Responsible Use of Technology

The Diocese of Oakland recognizes the various ways, both positive and negative, that students can use technology both in school and at home. Students in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming responsible citizens of our global community.

Our Lady of the Rosary School recognizes the various ways, both positive and negative, that students can use technology both in school and at home. The “acceptable use” policy

that is intended to govern the ethical and responsible manner by which students are to use computer technology both at school and in the home. As a religious institution and a community of faith we embrace the use of technology recognizing the fact that words transmitted using the Internet and other related technologies are published materials. In other words, they are public documents available for worldwide access. We further value, believe, and teach the importance of the human person and the need to personally respect every person. This belief applies to all of our interactions with one another whether in person or by virtual means.

As a community of faith that embraces technology, we recognize the following:

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

The Diocese of Oakland discourages students from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

N. Disciplinary Actions

1. Serving Detention

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

2. Suspension Policies

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

No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student must be given the opportunity to "make-up" work that was given during the time of the suspension.

3. Suspension Procedures

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact. 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 reason for suspension.
- 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. The Principal may make then a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.
- d. **PARENT/LEGAL GUARDIAN CONTACT**: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
- e. **RIGHT TO APPEAL**: The parent/legal guardian and other persons with a legitimate interest may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
- f. **A WRITTEN RECORD** of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept by the Principal in a file separate from the cum folder.

4. Expulsion Policies

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

The Following May Be Reasons for Expulsion

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

1. Continued willful disobedience/consistent violation of school rules.
2. Open, persistent defiance of the authority of any school employee.
3. Habitual profanity or vulgarity.
4. Use, possession or exchange, whether or not for sale, of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
5. Vandalism to school property.
6. Habitual truancy.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
8. Possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another.
9. Theft.
10. The persistent defiance of school authority by any student or his/her parents/legal guardians.
11. The verbal or physical harassment of any student, teacher or administrator.

Procedures for Disciplinary Expulsion

A. Cases of Cumulative Disciplinary Difficulties

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

B. Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety, which may include a possible criminal, conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian-Principal 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/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel.

C. Right to Appeal

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

5. Sexual Harassment Policy – All School Personnel

POLICY STATEMENT

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

DEFINITION OF SEXUAL HARASSMENT

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

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

RETALIATION

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

6. Catholic Schools Diocese of Oakland Student Sexual Harassment Policy

POLICY STATEMENT

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

DEFINITION OF SEXUAL HARASSMENT

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

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

EMPLOYEE-TO- STUDENT SEXUAL HARASSMENT

1. Employee-to-student harassment is prohibited at all times whether or not the conduct occurs on school property or at school-sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese is strictly prohibited.
3. 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

1. 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:
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the lunch period whether on or off campus;
 - d. During, or while going to or coming from, a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

RETALIATION

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

COMPLAINT PROCEDURE

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

1. Diocesan Procedure Statement:

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

D. VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy of the school or another person. Students and their parents/legal guardians will be liable for all damage to school equipment or 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 diplomas will be withheld until the damages are paid.

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

VII. EMERGENCIES

A. Earthquake

In case of a serious earthquake, students who have not been released into the custody of their parents/legal guardians or parents' designee according to the emergency card may be walked or transported to Our Lady of the Rosary School's designated approved shelter.

B. Emergency Information

In emergencies, information such as that which is found on the emergency information card may be released to appropriate persons if it is necessary in the judgment of the Principal or his/her designee to protect the health or safety of the student or other persons.

C. Emergency Information Card

The school has a file containing current emergency care information for each student.

Each parent is responsible to keep the following information current during the year and update it annually:

1. The name of the student, his/her home address, telephone and birth date;
2. The business addresses and telephone numbers of the parents/legal guardians, and the hours during which they will be at their places of work. If applicable, the cell phone and/or pager numbers of parents/legal guardian should be recorded;

3. The date of the latest tetanus immunization/booster;
4. The name of the family physician and dentist, office addresses and telephone numbers;
5. Name of medical insurance company and identification number;
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
7. The parent's/legal guardian's approval to send the student to a medical facility for emergency treatment should this be necessary;
8. The names of the persons to whom the student may be released;
9. The signature of responsible parent(s) or legal guardian(s).

D. Shelter in Place

In some situations it may be necessary to have the students shelter in place. As per police recommendations, the following procedures will be implemented for a hold in place:

1. Doors will be locked.
2. Drapes and/or blinds will be closed.
3. No one will be permitted to enter or leave the building.
4. The hold in place will continue until the school receives an "all clear" signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel

VIII. AFTER SCHOOL PROGRAM

A. After School Program Purpose

Our Lady of the Rosary School is committed to serving the families of our school community. With this in mind, the school offers the 21st Century Learning Program on a daily basis, both before and after school. Our program is open to all of our students in kindergarten through eighth grade. The program provides study time, enrichment activities and tutoring, at no cost.

B. 21st Century Learning Center Program Hours

Morning Hours: 6:25 AM to 7:55 AM

Afternoon Hours: 3:00 PM to 6:00 PM

Minimum Days: 12:00 PM – 6:00 PM

Early Dismissal Days: 2:00 PM – 6:00 PM

Formal yard supervision begins at 7:30 AM. If a student is on campus before 7:30 AM, he/she will be signed into the Before School Program. If a student is on campus 15 minutes after dismissal, he/she will be signed into the Learning Center.

The afternoon program is not offered on minimum days immediately preceding the Christmas and Easter vacations and the last day of school.

C. Policies of the after school program.

LATE FEES:

A fee of \$1.00 per child per minute is charged to a family if a child is picked up after 6:00 PM.

A fee of \$1.00 per child per minute is charged to a family if a child is picked up after 12:15 PM on a minimum day when there is no after school program is offered.

D. 21st Century Learning Program (CLC) Emergency Information

Parents/Legal Guardians who plan on using extended care must complete a separate emergency form for the CLC. This additional emergency form will be kept in the extended care room. Parents/Legal Guardians must also provide the CLC with the names of people that they authorize to pick up their child(ren).

E. Student Conduct

The 21st Century Learning Program is a part of the Our Lady of the Rosary School day. All school rules and regulations are in force during this time. Continued disregard for program rules will result in immediate removal from the after school program.

IX. FINANCIAL

A. Insurance

Student Accident Insurance coverage is optional, although encouraged. Application forms are available throughout the school year. (A student can be enrolled at any time during the school year.)

B. Tuition

Tuition Classification:

Twice annually (at the time of registration and between December 1st and 15th), families registered at Our Lady of the Rosary School are evaluated as to whether or not they are active members of the parish. The Pastor performs this evaluation process. Based on this evaluation, families are placed into one of four (4) classifications that result in their paying any one of three (3) levels of tuition.

In-Parish, Active: These families meet the following requirements:

- Registered parishioners (as determined by our computer records)
- Students must have a baptism certificate on file showing that they are baptized Catholic (tuition for families with more than one student where not all the students are Catholic will be determined by the Pastor and the Principal).
- Parents or guardians demonstrate that they make every effort to attend Mass every week with the students.

- The family uses offertory envelopes or Electronic Funds Transfer (EFT) with a Mass attendance slip. The minimum suggested financial contribution in the weekly collection at Mass is \$10.00. Students must use children's envelopes.
- The parents or guardians participate in parish and school activities.

In-Deanery, Active: These families meet the following requirements:

- Registered parishioners at St. Anne Church in Union City, CA or Corpus Christi Church in Fremont, CA.
- Each year, at the time of registration, a family that is seeking In-Deanery Active tuition will present a letter to the school from the Pastor of the respective parish which states that the family is registered in the parish and that the Pastor considers the family to be active in his parish.
- The parents or guardians participate in activities at Our Lady of the Rosary School.

In-Parish, Inactive: These families are registered as parishioners, *but do not do ALL of the following:*

- Use offertory envelopes or EFT attendance slips to substantiate Mass attendance
- Attend Mass with their children on a weekly basis
- Participate in parish and school activities.

Out-of-Parish: These families either:

- Are not registered at Our Lady of the Rosary Church; or
- Live outside the parish boundaries.

Non-Catholic: These are families where both parents or guardians and students are not Catholic.

A family's classification in to one of these tuition categories will be made both at the time for registration, and at the end of January. If a family is classified as "Out-of-Parish" or "In-Parish, Inactive" at the beginning of a school year, it can be reclassified in January as "In-Parish, Active" and receive lower tuition rates if the requirements of that classification are met. Likewise, if a family which at the time of registration is classified as "In-Parish, Active" no longer meets the requirements of that classification at the end of January, it will be reclassified as "Inactive" and will then be required to pay higher tuition rates (in such an instance, if tuition is paid in advance, the school reserves the right to bill families for the difference in tuition rates). **Families living outside the parish boundaries will not be allowed to register at Our Lady of the Rosary Church in order to receive lower tuition rates.** Families, which are classified as "Non-Catholic", will remain in that category permanently.

Tuition Classification and Re-classification

Families enrolling for the first time at Our Lady of the Rosary School and are registered parishioners at the time of registration will be evaluated for placement in a tuition category by a review of their Mass attendance, donation history and parish participation over the course of the last twelve (12) months. In order to be classified as ***In-Parish, Active*** the family must meet all of the requirements of that classification for the previous twelve (12) months. If these requirements

are not fully met during that period, the family must wait for another twelve (12) months to be eligible for *In-Parish, Active* tuition rates.

At the beginning of the school year, parents/legal guardians will be informed of their tuition classification and tuition rate when they sign their *Tuition Contract and Contract of Financial Responsibility*.

If the December evaluation process reveals that a particular family's support of, and activity in, the church and its Mass attendance, has decreased to unacceptable levels from the levels at which they were at the time of registration, a letter will be written to the parents/legal guardians by the Pastor. This letter will inform the parents/legal guardians of the findings and the actions that the school will take. The form of action taken can take two (2) forms: 1) the family will be placed in another (higher-priced) tuition category starting in January; or 2) where the amount of the decrease in activity, support and Mass attendance to an unacceptable level is not that great, the family will be issued a "warning." When a warning is issued, the family will be kept in the same tuition classification, it will be informed where its activity, support or attendance is lacking, and it will be urged to remedy the situation or risk being reclassified. Another evaluation will be performed a short time later (the time of the re-evaluation will be determined on an individual basis by the Pastor). If this re-evaluation shows a satisfactory increase in activity, support or Mass attendance, the family will not be reclassified. If the re-evaluation shows that there is not a satisfactory increase in activity, support or Mass attendance, the family will be reclassified and will be given a higher tuition rate as of January (the increase in tuition rate will be retroactively billed from January 1st).

The classification procedure and its results are held in strict confidence. The Pastor determines classification. All questions concerning this procedure or the results thereof should only be addressed to the Pastor and not to the teachers or school secretary. Violation of this policy may jeopardize a family's tuition status.

Responsibilities of Families in Protecting Tuition Status

The parish office mails collection envelopes every two (2) months to those families that request them. Children's envelopes are sent home in the family envelopes approximately every two months. Only those families whose account number has a four-digit portion beginning with a "1", "2", or a "3" participate in our tithing envelope program. If a family who regularly receives and uses envelopes finds that it does not receive them, it is the family's responsibility to contact the parish office at (510) 471-2609. Calls should not be made to the school office regarding collection envelopes. If a parent or guardian gives up using envelopes as they did not arrive in the mail, any preferential tuition rate enjoyed by that family might be jeopardized.

Tuition and Fee Schedule

Before signing the registration form, parents/legal guardians will receive a copy the "Schedule of Tuition and Fees" for the new academic year. The tuition classification of the family, along with their tuition rate based on the schedule, will appear on the family's *Tuition Contract and Contract of Financial Responsibility*.

1. Tuition Assistance

When a family with financial need has the desire of sending its child(ren) to Catholic school, and a willingness to participate in a school and parish life is present, there are several forms of financial aid available:

FACE Grant:

FACE (Family Aid-Catholic Education) Grant is a Diocesan program which offers limited financial aid to some students based on financial need. Each school receives applications for FACE tuition assistance in the spring for the following school year. Contact the FACE office with any questions.

The FACE Grants are paid twice a year directly to the School. Parents/Legal Guardians who feel they have they have a financial need should contact the school office for an application in the spring. The school must submit all grant application for the school year by the due date.

The BASIC Fund Scholarship:

The BASIC Fund (Bay Area Scholarships for Inner-city Children) program is available to students entering Kindergarten through eighth grade to attend private schools in Alameda County. The program provides scholarships to help families send their children to the private school of their choice. The BASIC Fund scholarships are awarded on the basis of financial need.

Applications

The Basic Fund and FACE scholarship applications can be picked up in the school office or are also available online. Parents are informed of the availability of the applications and the due dates through the weekly family newsletter. These two (2) programs are administered through private foundations.

OLR School Grant

As we communicate and work with some families, we find that they are unable to attend our school without additional assistance over and above what FACE or other scholarships have to offer. We award our own grants to a very limited number of families that demonstrate genuine need and exceptional concern for the education of their child(ren) and for both the school and parish. The evaluation of need is based on an interview with the Principal and/or Pastor, where parents/legal guardians will be required to provide financial documents supporting their need (e.g. tax forms).

Application of Grant/Scholarship Money:

When a family receives a scholarship or grant, or other scholarship money proceeds are first applied to the family's account to cover any outstanding balance. Once the outstanding balance has been paid the remainder of the money is awarded to the family's account in equal monthly installments, the last installment being awarded in May.

In the event that a family leaves Our Lady of the Rosary School, FACE or BASIC Fund Scholarship funds are transferable to other Catholic schools in the Oakland Diocese.

Should a family transfer to a school outside of the Diocesan system, future payments are forfeited. Families never receive a direct cash payment from FACE, BASIC Fund and/or other scholarship/grant programs.

2. Billing

Our Lady of the Rosary School has contracted with the FACTS Management Company of Lincoln, Nebraska to handle the collection of its tuition and fees. Depending on the payment plan selected by a family, most families at our school will have an account with FACTS. All the families that elect a monthly payment plan will be required to have a contract with FACTS management. FACTS require that families designate a checking or saving account that can be debited for the payment of tuition and fees.

3. Payment Plans

All families are expected to make tuition payments according to one of the following payment plans. Each family is to indicate on its tuition contract the payment plan it selects at the time of registration.

Full Payment:

Under this plan the entire tuition amount is paid on or before July 1st. Payment may be made at the school office or on-line through the website.

Semi-Annual Payments

Under this plan the entire amount of tuition is paid in two (2) equal installments, each due on or before July 15th and December 15th. Payment may be made at the school office or on-line through the website.

Monthly Payments:

Under this plan the entire amount of tuition is paid over a ten (10) month period beginning in July. When this plan is chosen, the monthly payments will be made through the FACTS Tuition Management Plan. This plan is an automatic payment plan, which debits the family's checking or savings account. When the monthly payment plan is selected, the financially responsible person will authorize the bank to make automatic monthly payments to FACTS Management on either the 5th or 20th day of each month.

Those families that elect to pay tuition monthly will receive a confirmation letter at the beginning of the school year from the FACTS Management Company stating the amount that will be debited from their bank account to pay tuition on a monthly basis. It is the family's responsibility to ensure that, on the day that the electronic debit is made, there are sufficient funds in its bank account to cover the monthly tuition payment.

4. Tuition Delinquency

Current Year Tuition and Fees

Every family is expected to do its part to be current with its financial obligation to the school. Tuition paid to Our Lady of the Rosary School is not a donation, but a fee for a service rendered. From time to time some families might find it difficult to pay their tuition and fees when due. If this becomes the case, please call and make an appointment to meet with the Pastor or Principal so that we can work together to ensure that you can continue to afford a Catholic education for your child(ren).

Full Payment Option

If payment is not received before July 15th, the family will be contacted within five (5) days concerning the missed payment. An alternative payment option will be offered. If tuition is still not paid, the family will automatically be placed on the monthly payment plan.

Semi-Annual Payment Plan

If payment is not received on or before July 15th, or if the second payment is not received on or before December 15th, the family will be contacted within five (5) days concerning the missed payment. An alternative payment option will be offered. If tuition is still not paid, the family will automatically be placed on the monthly payment plan.

Monthly Payment Plan

When a family's checking or savings account is debited by FACTS and there is insufficient funds, there will be a \$25.00 Missed Payment Fee charged by FACTS. The family may also incur a similar penalty from its own banking institution. FACTS Management will attempt to debit the account a second time in approximately fifteen (15) days. Should the account in question have insufficient funds on the second attempt, another missed payment fee will be charged, and any other applicable bank fees will be charged a second time. After a second failed attempt, FACTS will contact the school. The Principal will then write a letter informing the family of the delinquency. If the family's account still continues to be delinquent, the child(ren) will not be allowed to return to school for the following trimester unless all outstanding monies have been paid.

Delinquent Tuition and Fees from Prior Years:

All unpaid tuition and fees must be paid in full before a student can be registered for the new school year. Payments are to be made directly to the school. If payment of previous year's tuition and fees is not possible, the parent should contact the Principal. Please note the following information concerning past due accounts:

Past due Accounts:

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

1. Withhold report card.
2. Deny a student enrollment for the following trimester.
3. Deny a graduating student participation in graduation activities and ceremonies,

- and/or withhold a diploma.
4. Refer the collection of the account to a collection agency.

5. Financial Information

Late Registration

Tuition, and the registration fee, for students registering on or after the first day of school shall be pro-rated over the number of school days that remain in the school year.

Refunds of Tuition and Fees

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. The registration fee is non-refundable. The school will retain the registration fee to cover administrative costs for the registration process and the cost of supplies. When a student withdraws from the school during the course of the school year, the amount of the tuition paid to be refunded will be determined by prorating tuition over the number of school days the student was in attendance.

Changes in Bank Information

Should a family pay its tuition monthly by ACH debit from FACTS and close a bank account and open another, the school must be notified immediately. If the school is not notified of a bank account change in a timely manner, the family will have to endure the consequences of a late payment.

Billing Errors and questions

Any error in billing, or questions concerning tuition or fees should be directed to the following:

- For errors or questions concerning bank account debits: Contact FACTS Management at 1 (800) 624-7092, Ext. 130
- To change your preference for a billing date (the 5th versus the 20th day of the month): Contact the School Office at (510) 471-3765.
- For inquiries concerning late payments or insufficient funds: Contact FACTS Management at 1(800) 624-7092, Ext. 130
- For Errors in Service Hour Statements or questions about Parent assessments: Contact the School Office (510) 471-3765.

Payment of Fees

The only acceptable method of paying any fees other than tuition that are charged by the school is by mail, at the school office or on-line through the website. Payments should not be handed to School or Parish employees outside of the school office, brought to the Parish Office, placed in the collection, or placed in the rectory or school mailbox. The school will not be responsible for late fees that are assessed parents/legal guardians as a result of payments being lost or delayed when made in one of these manners that are not approved.

When a fee is not paid on time, the school reserves the right to add the amount to the family's FACTS account with adequate notice.

Dishonored Checks

When payment of any fee or fundraising purchase or pledge is made directly to the school, any dishonored check will result in a \$25.00 service charge in addition to any bank fees. If on more than one occasion during the school year a family should submit a check that is later returned by the bank, the school will no longer allow the family to pay by check. Should this happen, future payments would have to be made either by cash, money order, cashier's check or credit card.

Post-Dated checks

Post-dated checks used as payment to the school will be credited to accounts on the date that is written on the check. Our school will accept no economic or legal responsibility when it comes to accepting post-dated checks. If the school, in error, deposits a post-dated check on a date before that which is written on the check, the family tendering the check as payment will be responsible for all bank fees related to the transaction, whether it be fees levied by the family's bank or the bank of the school. The school will also not accept any responsibility should its depositing a post-dated check result in an overdraft on the account on which it is drawn.

X. MEDICAL**A. 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:

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

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

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

B. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, rubeola (measles), rubella (German measles).

Students who have restricted diseases or conditions must be kept home from school.

C. Immunizations

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

TB Screening should be done upon entrance to school. The Mantoux/PPD is the only acceptable screening test.

Conditional Admission: A student who lacks the required immunizations has one (1) week to begin immunization.

Immunization Requirements:

- Polio
- Diphtheria, Tetanus, and Pertusis (Dtap Booster) – (All 7th graders)
- Measles, Mumps, and Rubella (MMR)
- Varicella- Kindergarten & 1st – 12th grade (out of state entrants)

D. Medication/Guidelines for the Administration of Medications at School Policy

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

E. Responsibility of Parents/Legal Guardians:

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

F. 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/legal guardian's

instructions provided that a signed medication form is on file for the specific medication and all items listed above have been complied with.

Parent to School Notification

Parents/Legal Guardians should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

G. Student Health Program

Our school's student health program is dependent on the resources of volunteers, and the services of Alameda County Health Department and the Diocesan School Department. The program consists of the following:

- MCT Vision Screening for Kindergarten, grades 3, 5, 7, 8 and all new students and teacher referrals
- Hearing Tests for grades K, 2, 5, 8, and all new students and teacher referrals
- Scoliosis Screening for all 5th graders, 7th grade girls and 8th grade boys

H. Sick Children

If a student becomes ill during the school day, the office will call the parent/legal guardian to pick the student up from school. If the school cannot reach the parent/legal guardian, the school will call the individuals listed on the student's emergency form in the order in which they appear. If a student has a temperature, s/he must be kept home for 24 hours after the time when the temperature returns to normal. Also if a student has been vomiting, s/he must be kept home for 24 hours after the time when the vomiting has subsided. Many illnesses present warning signs that often resemble a cold or flu such as fever, headache, earache, nausea, vomiting, sore throat and cough. Please look for these symptoms in your child(ren) and keep them home when such symptoms become apparent.

XI. PARENTS

A. Classroom Interruptions

All visitors, including parents, must report to the office, receive permission, sign in, and wear a visitor badge. Classroom disruptions are to be kept to a minimum and learning time to a maximum. The Administration has the right to refuse admittance to any person who may potentially be a disruptive presence on the school campus, classrooms or any other school sponsored event.

B. Conferences With Teachers

Ordinarily, parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Appointments are required. Classroom instruction should not be interrupted nor delayed. Academic and discipline issues will only be discussed with a parent or legal guardian.

C. Complaint/Issue 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.

D. 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 or has engaged in conduct detrimental to the reputation of the school, that the family may be asked to withdraw from the school.

E. Parent Communication

Each Wednesday, a family envelope will be sent home with the oldest child. Parents are asked to read all enclosures, and then sign and return the envelope to school on the following Thursday. Returned envelopes are checked for any items that parents/legal guardians may be sending to the school (i.e. notes, forms, etc.). The newsletter is posted weekly on the school website at www.olorschool.com. ***READING THE PARENT NEWSLETTER GREATLY ASSISTS IN EFFECTIVE HOME/SCHOOL COMMUNICATION.***

F. Lost and Found

Lost articles are sent to the office and placed in the lost and found. Students and parents/legal guardians who have lost articles should check with the school office. At the end of the school year unclaimed items will be given to St. Vincent De Paul to be distributed to needy families or placed in the uniform exchange. Parents/Legal Guardians are expected to label all uniform items with the student's full name.

G. Messages to Students

Messages will be communicated to students from parents /legal guardians and others outside the school grounds only if they pertain to a true emergency. Those who need to contact their child in person while he/she is at school must check in at the school office. Parents/Legal Guardians are not allowed to go directly to the classrooms to deliver messages.

H. Cell Phones/Pagers/Electronic Devices

Students are not allowed to bring pagers (beepers) cellular phones or cameras to school. Should a member of the school staff find that a student has a pager or cell phone in his or her possession, the school employee will confiscate the item immediately and turn it into the school office. The Principal will contact the student's parent or guardian and request that the item be picked up.

I. Parties

1. In school

Parents/Legal Guardians may not hold birthday parties for their children in the classroom. Birthday celebrations during the school day are limited to one treat for the entire class. No cakes, goodie bags, balloons or gifts are allowed and will be returned to the parent/legal guardian. Please make arrangements with the teacher regarding the time and date.

The Room Parents will organize simple holiday parties – Halloween, Christmas, Valentine's Day and last day of school.

2. Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

3. End of the Year Party

School-sponsored graduation celebrations may be planned by the school and will be chaperoned by school-related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non-school sponsored celebrations.

J. Releasing Students During the School Day

Students will be released only to a parent/legal guardian or to an individual authorized by the parent/legal guardian. The parent's/legal guardian's authorization to release a student to a non-parent/legal guardian should be in writing.

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

An ill student will be released only to a parent/legal guardian or authorized person as listed on the *Emergency Information Card*. Please sign out at the main office.

K. Solicitation by Parents/Legal Guardians and/or Students

As a number of parents/legal guardians might have their own businesses, or work in the field of sales or marketing, we wish to outline our policies with regards to solicitations.

- Parents/Legal Guardians, students, employees, parishioners, or anyone on school or parish property are not to be approached by school parents/guardians, or students with the intention of selling or promoting any good or service.
- Parents/Legal Guardians, or students will not be allowed to use any addresses or phone numbers of school families which they might have at their disposal for the purpose of selling or promoting any good or service, with the exemption of sales pertaining to approved school fundraisers.
- Parents/Legal Guardians or students will not be allowed to take possession of any document produced by the school office that may contain the addresses and phone numbers of school families (e.g. the "Family List"), to ensure that it not be used for solicitation.
- When parents/legal guardians need to make phone calls to other parents/legal guardians for fundraising or any other purpose, the numbers and phone calls must be cleared through the school office.

L. Fundraising and Social Events

The Finance Committee and School Board have drafted and approved a document entitled *Guidelines for Fundraising Projects and Social Events*. The main purpose of this document is to ensure that these events are approved before they are undertaken, and that they are properly executed. The major points of this document appear below:

- All fundraising and social events must undergo an approval process. The process starts when the potential chairperson completes an application form and sends it to the Finance Committee. Approved applications will be sent to the School Board for further approval. Once the Finance Committee and the School Board approve an application, it will be given ultimate consideration by the Principal.
- The chairperson will be allowed to spend only those funds on the fundraiser /event that appear on the original application. Should more funding become necessary, or should it be

desired to spend funds in a fashion other than stated on the application, the Finance Committee must first be contacted for approval.

- Parents/Legal Guardians, or anyone involved in a social event and/or fundraiser, are not to use personal funds to pay for expenditures, and then expect the school to make reimbursement. The school will not make reimbursement for an unapproved expenditure.
- Proceeds from an event (e.g. money in the cash box) are not to be used to pay for expenditures.
- All money collected in the name of Our Lady of the Rosary School by parents/legal guardians, or by any organizations of the school, is to be turned in to the school office as soon as possible but no later than the business day after it has been collected.
- Parents/Legal Guardians, or school organizations are not allowed to open any type of bank account in the name of Our Lady of the Rosary School or any organization of the same.
- Donations are not to be solicited from anyone or any entity, whether it be a business firm, a school family, or any individual, without the school office being provided the identity of those to be solicited, the approach to be used, and the amount or nature of the donation to be asked for.
- All letters soliciting donations are to be either approved by the Principal, or drafted by the school office.
- Any donations received through solicitations are to be turned over to the school office by the following business day.

M. Parent Service Programs

By enrolling their child(ren) at Our Lady of the Rosary School, parents/legal guardians are expected to take a vested interest in the school that educates their child(ren).

Parents/Legal Guardians are expected to actively support the school's philosophy.

N. Parent Service Hours

Each year, parents/legal guardians are expected to complete forty (40) service hours, twenty (20) hours per year for single-parent families. Parents/Legal Guardians commit themselves to satisfying this requirement when they sign the document entitled ***Tuition Contract and Contract of Financial Responsibility***.

Half of a family's total annual service hour requirement must be completed by January 21st, while the other half of the requirement must be completed by May 31st.

O. Credit for Hours worked:

In order to get credit for hours worked, a parent/legal guardian who is performing service hours must ensure that a ***Service Hour Reporting Coupon*** is completed when the work has been done.

The event chairperson, or person in charge of the activity, will have the coupons at his/her disposal. Here is how the coupon works:

1. Before beginning work, the parent/legal guardian should check in with chairperson or person in charge of the activity. At the end of the event or activity the person in charge will complete the necessary information and sign the coupon.
2. One copy of the coupon will be given to the parent/legal guardian as a receipt. The other will be given to the school office.

There will be exceptions to the procedure, depending on the type of event or activity. Chair people will notify workers of these exceptions as they arise.

When a family has worked more than the number of hours required for the first half of the year, the hours worked over and above the required total will be applied towards the requirement for the second half.

P. Service Hour Statements and Billing

Completed service hour coupons will be tabulated. Twice a year a statement will be sent out which shows how many hours the family is required to work, how many hours have been completed, and how many hours remain to be worked by January 21st. Families should verify the accuracy of their *Service Hour Statement* immediately upon receipt, in order to avoid erroneous charges to their account. Parents/Legal Guardians can do this by matching their copies of service hour reporting coupons against the statement. Should there be any discrepancy, the statement and the coupon copies should be brought to the school office so that the error can be investigated.

Uncompleted service hours are billed to a family as a parent assessment. If not all the of a family's required hours for the first half of the year are not completed by January 21st, a courtesy bill will be sent to the family for the uncompleted hours. Likewise if a family has not performed its entire second half required hours by the end of May, the family will be billed for the remaining hours. Remaining hours are billed at the rate of **\$50.00** each. Unpaid service hour bills will be added to FACTS in May.

Q. Transfer of Service Hours

- Service hours cannot be transferred to other school families.
- In certain instances, grandparents (only grandparents) can work in place of parents/legal guardians, with the approval of the Principal.
- Service hours cannot be carried over from one school year to the next.
- Once a family has been billed for service hours not worked by January 21st, the amount billed cannot be reversed, reimbursed, or in any way rebated to the family by its completing more than the number of hours required for the second half of the school year.

R. Finding Service Hour Opportunities

There are a number of opportunities to complete service hours. The school will not be held responsible in cases where parents/legal guardians claim that they did not earn all their hours on time due to the fact that they did not know about the opportunities where they could earn hours. Parents/Legal Guardians can learn about service hour opportunities in two ways. One way is through the weekly family newsletter. Another way is when the Principal, Chairperson, volunteer Coordinator or other staff member contacts them individually. This contact will result when a particular parent/legal guardian has special knowledge, a skill, or experience that is well suited to the event or job in question.

S. Service Hour Activities

- Serving as a chaperone on a field trip
- Being a room parent (credit given only for the time actually worked)
- Serving as a health volunteer
- Being an active member of the School Board, Finance or Technology Committees (a demonstrated effort to achieve near perfect attendance at these group meetings and/or functions will earn the participant full service hours up to a total of 40 for the year)
- Being an officer of the Parent Teacher Club (a demonstrated effort to achieve near perfect attendance will earn the participant full service hours up to a total of 40 for the year.)
- Volunteering for fundraisers

- Performing yard supervision
- School maintenance and repair work
- Volunteering in a Parish activity such as Faith Formation teacher, etc.
- Serving as a chaperone on the 8th grade retreat
- Attending PTC meetings (one hour only will be given for attending meetings)
- Volunteering for “Field Day”

Parish Festival - Please note the policy in regard to the festival:

- Member of the Executive Board: 40 hours - granted
- Booth Chairpersons: one hour granted for each hour actually worked in the booth (Note: Each booth can have only one chairperson).
- Booth Monitors: one hour granted for each hour actually worked while the festival is taking place.
- All other people working on the festival: A maximum of 10 hours granted per family for the entire festival for two-parent families and a maximum of 5 hours granted for a single-parent family. **Any hours worked over the maximum allowed will be considered as a service donation to the parish.**
- Booth Assignment Policy: The Parish reserves the right to make whatever assignments necessary based on the Festival’s needs and workload at any given time. However, we will *attempt* to accommodate work preferences of parents/legal guardians.

Participation in the following activities do not meet service hour requirements:

- Parent- Teacher Conferences
- Meetings for sacramental preparation
- Attendance at CYO games or activities
- Donating food, beverages, or other items for school events

T. 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.)*

XII. SAFETY

A. Alcohol /Smoking Policy

1. Alcohol will not be served or consumed on school premises during the workday or while children are present.
2. Children will not serve alcohol.
3. Alcohol will not be served or consumed by anyone during any school-sponsored field trip or special event.
4. 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.

B. Earthquake Drills

Classroom instruction and general school preparedness for peacetime disaster is guided by instructional material prepared by the California Civil Defense Preparedness Agency and by the Office of the California State Marshall.

If an earthquake occurs, all students and adults present at school will duck, cover and hold. The alarm or signal will sound for the evacuation of the buildings. Each class will go to an assigned area in the grass field and teachers will take attendance. The Principal will check to see if all students have been accounted for before the students return to the buildings. In the event of an actual earthquake, students will follow the same procedure and the Principal and/or emergency personnel will determine if and when it is safe for students to return to the school buildings.

Retention Instruction – All students will be retained at school until dismissed to the care of an adult who has been designated by the parent to pick up the student. Each year parents/legal guardians will indicate those adults on a ***Major Disaster Emergency Dismissal Card***.

NO CHILD WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL ONLY BE DISMISSED TO AN ADULT.

- The adult to whom they are being dismissed must sign out students.
- For the safety of the children, adults will be allowed only at the office area or at the designated outside pick-up area.

C. Fire Drills

Fire drills are conducted on a monthly basis. When the fire alarm sounds, students are to stop work and exit the buildings in absolute silence. Each class goes to an assigned area in the grass field and attendance is taken. The Principal will check to see if all students have been accounted for before the students are allowed to return to the buildings. In the case of an actual fire, students will follow the same procedure and the Principal and/or fire department will determine if it is safe for students to return to the school buildings.

D. Weapons/Laser Pointers

Possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another, including laser pointers, may result in very serious consequences up to, and possibly including, expulsion.

E. Playground Rules and Usage

For the supervision and safety of the students, the following are off-limits to the students: the St. Vincent de Paul trailer, any area beyond the barricades at the “C” Street gate, the stairs of the Parish Office, the area behind the portable classrooms and near the Shrine of Mary in front of the Church.

1. Students may play only in designated areas during recess and lunch.
2. In the interest of safety, play equipment may not be played with in line or in the hallways, including before school.
3. Students are to stop playing and freeze when the first bell rings.
4. Students will not litter on the playground.
5. No tackle football is to be played.
6. Physical, verbal and emotional aggression toward students or staff will not be tolerated.

F. School Closure

In the unlikely event that the school must be closed, the following media sources will be contacted in order to provide information to our families.

- 1. **KTVU Channel 2** (510) 834-1212
- KNTV Channel 11** (408) 432-6221
- KRON Channel 4** (415) 441-4444
- KPIX Channel 5** (415) 765-8717
- KGO Channel 7** (415) 954-7263
- KGO Radio** (510) 808-0810
- KCBS Radio** (415) 474-5227
- KSFO Radio** (510) 808-5600

2. Phone Tree

In the event of an emergency or unexpected closure of the school, parents/legal guardians will be contacted by telephone by a member of the school staff.

G. Supervision of Students

The “liability for supervision and control of students shall be assumed by the school twenty (20) minutes before the first bell in the morning and end twenty (20) minutes following the last bell of the school day, except for students participating in school-sponsored extra-curricular programs.” (DAH 6510)

H. Skates, Skateboards and Scooters

Skates, roller blades, skateboards, scooters and shoes with wheels are not allowed at school.

I. Transportation To and From School

Our Lady of the Rosary School holds pupils to strict account for their conduct on the way to and from school. If a student must walk home from school, the school office must have a written request from the parent/legal guardian on file along with a designated travel route.

1. Drop Off/Pick-up of Students

Students may only be dropped off before school at the following locations:

- The entrance gate along “B” Street

Students may only be picked up after school at the following locations:

- Grades K-2: The entrance gate along “B” Street
- Grades 3-5: The entrance gate along 6th Street
- Grades 6-8: The entrance gate along 8th Street

Use of the gate on “C” Street, whether by foot or by car, is strictly forbidden. Students who enter or leave by the “C” Street gate will be subject to detention. The area immediately inside the “C” Street gate is a parking area only for parish/school staff and people who are conducting parish business. Parents/Legal Guardians are not allowed to park, pick-up or drop-off students in the “C” Street gate area or make illegal U-turns.

Due to our concern for the children’s safety, no one is allowed to drive onto the schoolyard during school hours. Parents/Legal Guardians are also asked not to double park as they

drop off or pick up their child(ren), as this presents a danger to our children and creates a traffic problem. Cars should also not park in, or block drive ways.

2. Rainy Day Pick Up

On rainy days, please make sure your child wears a coat or jacket and brings an umbrella to school. All students will be walked to their dismissal gate. For the safety all the students and staff, parents/legal guardians are not allowed to drive onto the campus.

The school will seek the assistance of the Union City Police Department when necessary, to enforce drop off, pick up, and parking guidelines.

Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol shall be guilty of a misdemeanor.

J. Visitors

1. All visitors, including parents, must report to the office, receive permission, sign in, and wear a visitor badge. Classroom disruptions are to be kept to a minimum and learning time to a maximum. The Administration has the right to refuse admittance to any person who may potentially be a disruptive presence on the school campus, classrooms or any other school sponsored event.
 2. No student visitors are allowed to visit school unless they are on campus in a volunteer basis. Students must call the school office 48 hours in advance to request permission. Permission will only be granted at the discretion of the Principal and/or teacher. The student must register in the school office and receive a visitor's badge to wear while on the school campus.
3. Parents/Legal Guardians may not drop off children who are not registered at the school. The school does not accept responsibility for a non-registered student left at the school. Parent/Legal Guardians will be called to return to school and pick up the child in the school office.

Note: A visitor is any person who seeks permission to enter school premises.

K. Student Photographs

Photographs of students may appear on the School Website or in other publications (photos only-not names). Parents/ Legal Guardians are asked to complete the form titled **Parental Release for use of Student Photographs** each school year.

L. YOUTUBE

No student pictures or videos may be posted on YOUTUBE without the express permission of the school administration.

XIII. STUDENT ACTIVITIES

A. Altar Servers

The parish and school encourage qualified students in fourth through eighth grades to become altar servers. If your child is interested in becoming an altar server, please contact the parish office at (510) 471-2609.

B. Assemblies

All assemblies must have prior approval of the Principal. Assemblies are held primarily for the student's attendance and are held during school hours. As these events are normally part of the school day, rules concerning visitors still apply. As a result, visitors (including parents/legal guardians or relatives) will need to obtain a pass from the school office, and wear a visitor's badge before being permitted to attend the event.

C. Dances

On certain special occasions, the Student Council or the seventh and/or eighth grade will receive permission for an in-school dance. These dances will take place during the regular school day. Students are required to dance respectfully and act maturely throughout the dance. All behavior and dress code regulations remain in force. Any student whose behavior or dress is inappropriate will not be allowed to attend the dance. Dances are a 7th and 8th grade privilege only! Administration reserves the right to revoke the dance privilege at any time.

Occasionally, Our Lady of the Rosary School's seventh and eighth grade classes will be invited to attend a school dance held at another Catholic school. At these events all behavior and dress code policies are in force. Students are required to dance respectfully and act maturely throughout the dance. No guests are allowed. Parents/Legal Guardians must sign their child(ren) in and out of the dance. Students who violate behavior and/or dress code policies will be reported to the home school. Consequences will be issued for these violations by the home school.

A parent of a student attending a dance at another Catholic school, will be required to sign a ***Conduct and Appearance Code***. Students must present this signed permission form and student body card to be admitted to the dance. Students must attend school the day of the dance.

D. Field Trips

Field trips, which are related to the student's course of studies, offer an extension of the school curriculum. As a result, a student's ***participation in field trips is mandatory***. Parents /Legal Guardians may be requested to pay a nominal fee to cover the cost of a field trip.

All chaperones must complete all requirements of the Safe Environment Program prior to October 31st to be eligible to chaperone on the field trip. Diocesan policy requires that all chaperones must be twenty-five (25) years or older.

Required Information for Field Trips:

- 1. Student Permission Forms:** before each field trip, parents/legal guardians must fill out a permission form. Only the standard permission form provided by the school may be used. Parents/Legal Guardians cannot grant their permission over the phone. Students who fail to submit the proper permission form will not be allowed to participate in the field trip.
- 2. Current copy of insurance and driver's license for parents/legal guardians who provide transportation:**
 - Minimum Insurance coverage 100/300 (Copy needs to be on file in the school office)
 - Drivers must be at least 25 years of age or older
 - Drivers must have a valid driver's license (copy of driver's license needs to be on file in the school office).
 - The driver must provide automobile license plate number and vehicle description. This is done by completing a form entitled *Certification and Authorization* that can be obtained from the school office. A copy appears as Appendix VII in this handbook.

Driver Responsibilities:

- Follow the planned route
- Do not make extra stops (e.g. McDonald's, Taco Bell, snacks, gas, etc.)
- Dress appropriately
- No use of alcohol at any time
- No cell phone use for business or personal reasons unless it is an emergency.
- Parents/Legal Guardians who volunteer as drivers and/or chaperones are not allowed to bring other children or family members along with them.
- Adult chaperones for an overnight field trip must be screened per Megan's Law
- Sign and return the chaperone responsibility form.

E. Student Council

The purpose of the student government at Our Lady of the Rosary School is to give students an opportunity to develop responsibility by serving in positions of leadership and service.

The President of the Student Council is an eighth grader. Other Student Council officers are students in the sixth through eighth grades. There is a council representative from each grade except for Kindergarten, first and second, who are represented by an eighth grader. Student Council elections are held in May for the following school year. All students in grades second through eighth vote for officers and representatives.

F. Uniforms/Non-Uniform Free Dress Days

On special occasions, as a reward or as a fundraising activity, students may be granted a Non Uniform Free Dress Days, where they will not be required to wear their uniform to school. Parents will be notified of Non-Uniform Free Dress Days in the weekly parent newsletter or by a special note sent home. All dress guidelines outlined in Section V must be adhered to.

G. Yearbook

A yearbook is published annually and is available for purchase by all students. The compilation of the yearbook is an eighth grade activity. Any student, who defaces or damages another student's yearbook, will be subject to disciplinary action as well as the monetary cost to replace the book.

H. CTN – Educational Television

The Catholic Tele-media Network has an instructional television system that transmits religious and general educational programming to viewing sites in the Diocese of Oakland and neighboring Dioceses. It is an excellent classroom tool that is set up with many specific objectives and goals so that it is educational as well as entertaining for your child.

I. Youth Retreat

The Youth Retreat is an important part of the eighth grade religious program. This is an overnight mandatory event.

J. Sacramental Preparation

Families of our Catholic students in second grade and fourth grade must be willing to participate in our parish sacramental preparation program as a condition to receiving the sacraments of First Communion (second grade) and Reconciliation (fourth grade).

The OLR youth minister provides sacramental preparation for students in the 7th and 8th grades. For more information on this program you can contact the parish office at (510) 471-2609.

K. Student Community Service Hours

Every Fifth through Eighth Grade student is required to perform service hours. These hours can be done for the school, the parish, or, with prior teacher approval, a broader community function. Fifth and Sixth Grade students are expected to perform a minimum of 5 hours of service; Seventh Grade students are expected to perform a minimum of 10 hours of service while the Eighth Grade student requirement is a minimum of 15 hours of service.

Note: Catholic Youth Organization (CYO) is a parish program. The school office does not provide information about this program.

XIV. STUDENT RECORDS

A. Review of Student Education Records

Parents of students currently in attendance at Our Lady of the Rosary School may review their student's education records. The cumulative folder maintained by the school shall be made available for inspection by the student's parent/legal guardian. The parent/legal guardian must complete a "***Parent Request for Access to Student Record***" form available in the School Office. The school has five (5) days to comply with the request. An appointment will be scheduled to view the records. A parent/legal guardian is also entitled to copies of the cumulative folder upon written request.

1. Procedures for Challenging the Content of the Record

Challenges to the content of the record are to be concerned with the correction of data in the student record, not with substantive decisions on the assignment of grades.

If a parent/legal guardian chooses to challenge the content of the record, the request must be made in writing. The request must include the information being challenged and the state the reason(s). After evaluation of the information provided by the

parent/legal guardian the Principal will make a decision on the challenge and, if necessary, make the corrections to the record.

B. School Directory

Release of directory information (name, address, telephone number) for elementary and secondary students shall be for legitimate parish and school use only. If a directory is to be developed for parent/legal guardian or other use, it must be done with the permission of those whose names are included.

Permission to use any part of this directory for mailing list purposes (e.g., home room list) must be granted by the Principal or Pastor. Directory information must not be released to anyone without permission from the Principal or Pastor.

C. 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 and safety of the student or other individuals.

XV. STUDENT SERVICES

A. Telephone

The school office, classroom, and parish telephones will be made available to student to use **only** in the event of a true emergency. An emergency does not include missing homework, class work or materials. The office staff will make a determination on whether a student can use the telephone in any other circumstance.

XVI. VOLUNTEERS

A. Volunteer Policy and Requirements

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

1. Volunteer Background Checks

Megan's Law Screening:

A Megan's Law screening must be done for any volunteer who works at the school site or in school/parish sponsored activities must be screened pursuant to the identification process established under California's Megan's Law.

In addition, any other volunteer who has contact with or access to children may be screened. Conviction of a sexual crime will bar an individual from volunteering in any of the capacities listed above.

Safe Environment for Children Project:

The Diocese of Oakland in implementing the Safe Environment for Children Project. All volunteers will have to comply with the guidelines of this Charter. *All requirements must be completed by October 31st.*

The following are the components of the Diocese of Oakland's Safe Environments for Children Project (SECP).

1. Screening Volunteers

- A. Livescan fingerprint of all volunteers who meet diocesan criteria for fingerprinting as scheduled by the school.
- B. Attend a training session. Retraining is required every three years per the Diocesan calendar. Both must be conducted by a Trainer authorized by the Safe Environment Office. The Policy of Expectations and sign off sheets will be distributed at on site trainings only. The Registration Information form will be distributed at the on-site trainings, completed by each attendee and returned to the trainer to be sent to the Safe Environment office.
- C. You may choose to complete the training component and sign off of Policy of Expectations at the approved Diocesan online training at www.shieldthevulnerable.org:
 - Go to www.shieldthevulnerable.org
 - Fill in registration form (requires email)
 - You will then receive an email with your temporary ID and Password
 - click link in email to take course

2. Health Screening

All volunteers who work at the school site twelve (12) or more hours a month must have TB testing.

It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years; a two (2) step skin test procedure is required.) If a skin test is positive, a chest x ray is needed, one (1) time only. Thereafter, a symptom screening is recommended each year, documented by a physician.

3. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which

include, but are not limited to: School Board, Finance Committee, Parent Teacher Club (PTC), Technology Committee, classroom assistance to teachers, Room Parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict with each other on school/parish related issues, it is their responsibility to work together to resolve the dispute through personal diplomacy. Should this fail; an executive decision by the school Principal and/or the Pastor of the parish will resolve it.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of, and without involving or using, school/parish resources.

XVII. APPENDICES

Student Internet Acceptable Use Policy	II - IX
Signature Page	X
School Wide Discipline Notice	XI
Request for Medication to be Taken During the School Day	XII
Parent Permission Form – Field Trip	XIII
Parent Permission Form – Bus Field Trip Only	XIV
Certification and Authorization – Field Trip Driver	XV
Uniform Notice	XVI
Parental Release – Student Photographs	XVII
Room Parent Responsibilities	XVIII
School Wide Tardy Notice	XIX
Student Service Program – 5th - 8th Grades Only	XX
Student Service Summary – 5th - 8th Grade Only	XXI
Student Outreach Suggestions – 5th – 8th Grade Only	XXII
Cell Phone Policy Compliance – 4th – 8th Only	XXIII
Handbook Compliance Form	XXIV

Our Lady of the Rosary School Technology Acceptable Use Policy

Introduction

The Diocese of Oakland recognizes the various ways, both positive and negative, that Students, teachers, and parents can use technology both in school and at home. Students, teachers and parents in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming or modeling responsible citizens of our global community.

As a community of faith that embraces technology, we recognize the following:

- words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
- the values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
- using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of each of the schools

The Diocese of Oakland discourages students, teachers, and parents from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students, teachers, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

The Diocese of Oakland is pleased to offer to the staff and students access to a computer network, electronic mail and the Internet for educational purposes. To gain access to the school's computer network, e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the Technology Coordinator. All staff members must sign this form and return it to the principal or Technology Coordinator.

Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of the school community conduct themselves in a responsible manner consistent with federal and state law while utilizing the school's computers and network. In keeping with our philosophy of Catholic education. Access to the school's network, Diocesan e-mail and the Internet will enable students and staff members to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

What are "Computer Resources?"

When used in this policy, the term "computer resources" refers to the school's entire computer network. This includes, the school's computer system, file servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network.

Who is a "User?"

When used in this policy, the word "users" refers to all students, employees, consultants, temporary workers, parents and other persons or entities who use or come into contact with the school's computer resources.

Ownership of the Computer Resources

The computer resources are the property of each school. Access to the computer resources is provided solely for the purpose of carrying out the educational and operational needs of the school. All use of the computer resources must be supportive of the educational objectives and must be consistent with academic expectations. Use of computer resources is a privilege that may be revoked at any time.

No Expectation of Privacy

Users should never consider electronic communication to be either private or secure. Email can be stored indefinitely on any number of computers. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.

Each school has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing the school to assess and review all materials users create, store, or received on the computer system, Internet or any other component of the computer network. Users understand that the school may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The school has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.

Netiquette

Because we believe that dignity and respect for every person should apply to all of our interactions, users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. User messages should not be abusive to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Do not reveal user personal address or phone number or the addresses and/or phone

- numbers of students or colleagues.
- d. Illegal activities are strictly forbidden.
 - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - g. All communications and information accessible via the network should be assumed to be private property.

Quality of Communications

Users should make each electronic communication truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. Please keep in mind that anything created or stored in the computer system may, and likely will, be reviewed by others. Information published or otherwise distributed electronically is subject to the same policies and procedures regarding the distribution of school system information, including, but not limited to, policies regarding public requests for information and distribution of information to the public.

Security

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and email. A user's ability to connect to another computer system does not imply a right to connect to those systems unless authorized to do so.

Each user is responsible for ensuring that use of outside computers and networks such as the Internet, does not compromise the security of the school's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the school's network without authorization. Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the school's network. All material not belonging to the school must be scanned for viruses by the technology staff prior to being placed on the school's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, cds, and flash drives transferred from these computers to the school's network must be scanned for viruses.

Offensive Material

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that some of these pages may include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Although the school provides filtering software to protect students to the highest degree possible, the school cannot guarantee that this material might come from a search and is not responsible for material viewed or downloaded by users from the Internet.

Prohibited Activities

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in the school's computers. Users encountering or receiving such material should immediately report the incident to the administration. Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communication on-line. Without prior written authorization from the administration, users may not do any of the following to the school's computers or networks:

- Copy software from their home computers;
- Provide copies of software to any independent contractors or clients of the school or to a third person;
- Install software on any of the school's work stations or servers;
- Download any software from the Internet or other on-line service to any of the school's work stations or servers;
- Modify, revise, transform, recast, adapt any software; or reverse engineer, disassemble or decompile any software.

Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration. Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating propriety data or other confidential information is strictly prohibited. Users may not send unsolicited e-mail to persons with whom they do not have a prior relationship with the express permission of the administration.

Users who take home school computers may use them for educational purposes only. Users may not use school computers for gaming, social networking, personal work, commerce, etc.

Social Networking

Social networking sites including but not limited to MySpace, Facebook, Twitter, and Xanga are very popular today. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. With this in mind, no user shall create or maintain a public electronic presence that in any way links to or publicizes schools in the Diocese of Oakland. The following guidelines apply:

- Users may not use school information such as logos, official seals, or photographs.
- Users may not link their personal website to the school's website.
- Users may not post inappropriate photographs or content (including information about the school, students, staff, or parents) containing any form of school identification from the school.
- Users may not post content, including blogs or online journals, linking them in any way

to the school.

- Users may not post content, or engage in any topics that are not in keeping with the mission of the School
- Be mindful that on-line content is not private and there could be long-term ramifications.
- Faculty and staff should not friend parents or children unless given approval by the school principal

Cyber Bullying

Cyber bullying is being cruel to others through electronic means by sending or posting harmful material using the Internet or other electronic means. This can be done through email, instant messaging, chat rooms, or online sites such as MySpace or Facebook.

Schools in the Diocese of Oakland will not tolerate harassment in any form whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy. Parents or students who feel that they have been the victims of cyber bullying should print a copy of the material and report the incident to the administration. Harassment reports will be investigated fully. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, or dismissal from school.

Users must:

1. Respect and protect the privacy of others.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not share passwords nor use another user's passwords.
- Not distribute private or personal information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources.
- Conserve, protect, and share network, hard drive, and printing resources with other network users

3. Respect and protect the intellectual property of others.

- Not infringe upon copyrights (no making illegal copies of text, pictures, music, games, or movies).
- Not plagiarize. Copying another's work, without giving credit to the source, will be considered cheating and subject to the cheating policy in the student handbook.

3. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or inappropriate sites or materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are inappropriate, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's

code of conduct.

- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business.

Students are to notify an adult immediately, if by accident, he/she encounters material that violates the rules stated above.

System Abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the school network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse or violation of acceptable use
- Forging email messages.
- Attempting to circumvent data-protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying uploading or transmitting obscenity or pornography, as legally defined.
- Electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California computer crime laws.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the school network.

Copyright

In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and on-line activities. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

Internet and Email Rules

All users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules behavior and communications always apply when working with the school's computers and network. The network is provided to conduct research and communicate with others for educational purposes. Access to network services is given to all users who agree

to act in a considerate and responsible manner. Parent permission is required for students under 18 years of age. Access is a privilege - not a right. Access entails responsibility. No student will be allowed on the network without signed consent. Other users need to read and sign the Acceptable Use Policy at the beginning of each school year. Individual users of the school's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with Diocesan standards and will honor the agreements they have signed. Network storage areas, like school lockers and classrooms, are the property of the school. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private. All information is subject to the Freedom of Information Act and should not be deemed private. With this educational opportunity comes responsibility. The school will take steps, such as using filtering programs (software designed to restrict access), access controls, and monitoring by teachers, to restrict access to controversial material. On a global information network, such as the Internet, however, it is impossible to restrict access to all potential inappropriate materials. It is the responsibility of all users to understand and abide by the Diocesan Technology Acceptable Use Policy to ensure that access to those resources provided by the school are not abused. The following actions are not permitted:

- Sending or displaying offensive, sexually explicit, pornographic messages or pictures
- Using obscene, sexually explicit, threatening language
- Harassing insulting or attacking others
- Revealing personal information i.e. address, school, phone number
- Damaging or vandalizing computers, computer systems or computer networks
- Violating copyright laws or use property of another individual or organization without permission
- Plagiarism
- Establishing any official representation of the school or Diocese without obtaining prior approval of school administration
- Using another's password
- Trespassing in another's folders, information, work or files
- Intentionally wasting limited resources i.e. inappropriate downloads, spamming, chain letters, etc.
- Using chat rooms without expressed permission of a faculty member
- Employing the network for commercial purposes
- Friending a student (if you are a teacher) or teacher (if you are a student) on a Facebook, MySpace or a social network site
- Blogging for non-educational purposes during school hours

Violations may result in a loss of access as well as other disciplinary or legal action.

Please note: Employees of the schools in the Diocese of Oakland are required to check their CSDO mail daily and respond to all emails within 48 hours (or two business days).

Laptop Policy

All users of laptops are responsible for computers they are given. If a laptop is lost, stolen or broken it is the users' responsibility to replace or repair it as dictated by the school administration. Users may not upload software or use the computer for personal reasons without permission of the school administration.

Student User Agreement and Parent Permission Form

Part 1. The student only needs to sign this agreement once for each school they attend. Before signing this form, please read and review all of the information. Return this page with both the student's signature and parent/guardian signature to the school. Keep pages 1-8 for your reference when you are utilizing the available technology resources within the Diocese of Oakland.

Student Signature: _____

Date: _____

Printed Student Name: _____

Part 2. I have read and agree to comply with the terms of this policy governing the use of the school's computer resources. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal action. As a user of the computer network, I hereby agree to comply with the stated rules - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.

Parent Signature _____

Date _____

Printed Parent Name _____

Part 3. As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as the Internet. I understand that individuals and families may be held liable for violations. I also understand that the Acceptable Use Policy applies if I am a user of school technology.

Parent Signature _____

Date _____

Printed Parent Name _____

**OUR LADY OF THE ROSARY SCHOOL
SCHOOL WIDE DISCIPLINE NOTICE**

Student: _____

Date: _____

Teacher/Aide: _____

Our Lady of the Rosary School educates the “total” child, and provides a Christian climate for the education of our students. In keeping with this, high expectations are made of students in terms of their attitude and behavior.

Good discipline originates in the home, and is actively supported and is expected at school. A child’s elders are his or her first teachers, and as a result, they should develop in their children habits of good behavior and proper attitudes toward school.

This communication is to inform you of your child’s progress in these areas. Sign and return this slip to your child’s teacher by _____.

Date

Difficulty has been noted in the following areas:

Reason (s) for notification:

- | | |
|---|---|
| _____ a. annoying classmates/disruptive in class | l. Habitual willful disobedience of rules, including, but not limited to: |
| _____ b. breaking yard/hall/class rules | _____ unacceptable language |
| _____ c. disrespectful to authority figure | _____ excessive talking |
| _____ d. restless/inattentive behavior | _____ failure to return signed tests, progress reports or |
| _____ e. rude/discourteous | |
| _____ f. littering | |
| _____ g. gum chewing report card | |
| _____ h. defacing of school property | _____ other |

Action (Students who fail to return signed communication slips may not be admitted to class.)

Step 1 ___ Warning

Step 2 ___ Benching K-3

Step 3 ___ Parent-Teacher Conference

Following behaviors will result in a child being ineligible for honor roll.

- | | |
|---|------------------------------|
| _____ a. violation of honor code | _____ e. fighting or hitting |
| _____ b. violation of technology policy | _____ f. insubordination |
| _____ c. hurting another student | _____ g. other |
| _____ d. destruction of school property | |

SCHOOL:

Step 1 ___ Principal/Teacher/Parent Conference*

Step 2 ___ In-School Suspension*
Or Academic Probation*

Step 3 ___ Suspension*

Step 4 ___ Expulsion*

Parent Signature: _____

Date: _____

Student Signature: _____

Teacher/Aide Signature: _____

***Principal’s Signature Required** _____ **Date:** _____

**OUR LADY OF THE ROSARY SCHOOL
678 B STREET, UNION CITY, CA 94587
Phone (510) 471-3765 or FAX (510) 471-4601**

**REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS
THIS FORM MUST BE RENEWED EACH SCHOOL YEAR**

TO BE COMPLETED BY PARENT: (for all medications)

Name of Student _____ Grade _____

Name of Medication	Dose	Time(s) to be given	Number of Days
--------------------	------	---------------------	----------------

I request that my child, named above, be assisted in taking the prescribed or over-the-counter medication at School by authorized persons and will comply with the school's policies and procedures. I have provided the medication in its original container and labeled as above.

Date	Daytime Telephone Number	Parent/Legal Guardian Signature
------	--------------------------	---------------------------------

TO BE COMPLETED BY A LICENSED PHYSICIAN: (for all prescriptions and aspirin)

Name of Medication	Purpose of Medication
Dosage Prescribed	Time Scheduled
Date of Prescription	Dose Form (tablet, liquid, etc)
Length of Time This Medication Will Be Necessary	

PRECAUTIONS, SPECIAL INSTRUCTIONS, POSSIBLE ADVERSE EFFECTS, COMMENTS:

The student named above, for whom this medication is prescribed, is under my care.

Print Name of Physician	Signature of Physician
Telephone Number	Date

PARENT PERMISSION FORM

To the Principal of Our Lady of the Rosary School

I hereby request that _____ participate
in the field trip to _____

Time and Date _____

I agree to direct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip.

- I certify that my child is at least six (6) years old or at least sixty (60) lbs.
- I certify that my child is not six (6) years old or at least sixty (60) lbs. Therefore, I understand that I must provide a safety seat or a booster seat to be used for his/her transportation as required under California law. Source: California Vehicle Code Sec. 27360, Reference: <http://www.chp.ca.gov/html/boosterseats.html>

I understand that any expenses incurred for medical treatment of my child will be first submitted to my personal medical/dental insurance plans. Unpaid benefits can be submitted to Myers-Stevens as a secondary provider.

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative of **Our Lady of the Rosary School** as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the California Medical Practice Act, on the medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the above mentioned agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care that the above mentioned physician in the exercise of his or her best judgment may deem advisable.

Parent/Guardian Signature _____ Date _____

Yes No I offer to drive on: _____

(If yes, please fill out Appendix IV)

PARENT PERMISSION FORM – BUS FIELD TRIP ONLY

To the Principal of Our Lady of the Rosary School

I hereby request that _____ participate

in the field trip to _____

Time and Date _____

I agree to direct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip.

I understand that any expenses incurred for medical treatment of my child will be first submitted to my personal medical/dental insurance plans. Unpaid benefits can be submitted to Myers-Stevens as a secondary provider.

The Diocese of Oakland has been informed by the California Highway Patrol that it is not required to provide safety seats and booster seats for bus field trips.

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative of **Our Lady of the Rosary School** as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the California Medical Practice Act, on the medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the above mentioned agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care that the above mentioned physician in the exercise of his or her best judgment may deem advisable.

Parent/Guardian Signature _____ Date _

CERTIFICATION AND AUTHORIZATION

I have offered to use my privately owned vehicle for transporting students to a school related activity. I certify that I possess a valid, unrestricted California Driver's License and that I currently have \$100,000/\$300,000 in automobile liability insurance coverage on the automobile to be used.

Name of Driver: _____ Driver's License #: _____

Address of Driver: _____
Street City/Zip

Driver's Phone #: _____

Make of Vehicle: _____

Yr/Model/Style: _____

Auto License #: _____ No. of Passenger Seat Belts: _____

Signature: _____

Persons who offer to use their privately owned vehicle for student transportation to school related activities should be aware that although there is a liability insurance policy for the Diocese, it is the individual driver's own insurance that must provide the coverage for him/her in case of an accident.

Copies attached: Valid, unrestricted California Driver's License; Declaration Page of Automobile Insurance Policy.

I understand that the law requires seatbelts for each person in the car who is age six (6) and weighs over Sixth (60) lbs. and children up to age six (6) weighing under sixth (60) lbs. must ride in a secured car seat(The California Highway Patrol recommends that convertible car seats can be used facing either to the rear for infants under one (1) year, or to the front for older children from twenty (20) to forty (40) lbs. When seat faces forward, it is in an upright position.)

Effective January 1, 2002, California law requires every child over sixty (60) pounds and under the age of six (6) or weighing at least sixty (60) pounds to be properly secured in a child restraint that meets federal motor vehicle safety standards. (<http://www.chp.ca.gov/html/boosterseats.html>)

Signature

I am further aware that for vehicles with air bags the National Highway Traffic Safety Administration recommends:

- Children age 12 and under should ride buckled up in a rear seat.
- Infants in rear facing child safety seats should NEVER ride in the front seat of a vehicle with passenger side air bag.
- If children 12 years and younger must sit in the front seat, first ensure that they use seat belts and/or child restraints appropriate for their size or weight. Then move their vehicle seat all the way back. The child needs to be sitting with his/her back against the seat back, with as little slack as possible in the belt. I will take every precaution to ensure that safety of all those in my vehicle.

Signature

OUR LADY OF THE ROSARY SCHOOL UNIFORM NOTICE

STUDENT	DATE
TEACHER	GRADE

<input type="checkbox"/> 1 st notice Warning	<input type="checkbox"/> 2 nd notice Principal-Student Conference	<input type="checkbox"/> 3 rd notice Suspension Date:
--	--	--

This notice is to inform you that your child was out of uniform today. Please see that he/she is dressed in the proper uniform tomorrow. Continued violation of the uniform code will result in further disciplinary action including suspension. Please sign and return this form to school by _____.

Date

Reason for Notice:

<input type="checkbox"/> Belt	<input type="checkbox"/> Hair	<input type="checkbox"/> Shirt	<input type="checkbox"/> Makeup
<input type="checkbox"/> Nails	<input type="checkbox"/> Pants	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Other:
<input type="checkbox"/> Skirt	<input type="checkbox"/> Socks	<input type="checkbox"/> Sweatshirt	
<input type="checkbox"/> Shorts	<input type="checkbox"/> Shoes	<input type="checkbox"/> Sweatpants	

Parent Signature _____ Date _____

**Our Lady of the Rosary School
678 B Street
Union City, CA 94587-2141**

PARENTAL RELEASE FOR USE OF STUDENT PHOTOGRAPHS

Please mark the appropriate box.

Our Lady of the Rosary School has my permission:

- **To allow my child to be photographed during his/her participation in school activities.**
- **To have the photographs published in informational publications from the school and/or website.**

Our Lady of the Rosary School does not have my permission to use my child's photographs.

This parental release will remain in effect from August 20, 2013 –June 10, 2014.

Child's Name _____

Grade__

Parent's Signature _____

HEAD ROOM PARENT RESPONSIBILITIES

The responsibilities of the Head Room Parent include:

A. The coordination of classroom activities:

- A. Calling parents for items and/or volunteers for assistance with classroom activities and school-wide events.
- B. Preparation for field trips.
 - 1. Phone calls for information about field trips.
 - 2. Arranging transportation for field trips. (Room Parents are to check with teachers to learn of the regulations governing field trip transportation).

B. The notification and organization of classroom parents for school-wide activities:

- A. Calling parents for items and/or volunteering time.
- B. Assign new parent mentors.
- C. Help with the organization of parents for fund-raisers, parties, and other special events.

C. Assist in the coordination and planning of classroom holiday parties (Halloween, Christmas, Valentine's Day, and the last day of school):

- 1. Room Parents must clear all parties with teachers and work with the teacher in scheduling them at a convenient time. No birthday parties may be scheduled.
- 2. Room Parents should check with teachers to determine how much help they need.
 - 1. The end of year party is usually planned by the teacher, but the Room Parent's help may be requested.
 - 2. Some teachers want Room Parents to help out with parties, while others prefer Room Parents to be in charge of the entire affair.

D. Securing parent volunteers for a variety of events:

- A. Parent volunteers should be asked to help on a rotating basis so that all parents/legal guardians have an equal opportunity to participate.
 - 1. A "Room Parent" receives service hours only for time actually worked.

**OUR LADY OF THE ROSARY SCHOOL
SCHOOL WIDE TARDY NOTICE**

Student: _____ **Date:** _____
Teacher: _____

Our Lady of the Rosary School educates the “total” child, and provides a Christian climate for the education of our students. In keeping with this, high expectations are made of students in terms of their behavior. A child’s elders are his or her first teachers, and as a result, they should develop in their children proper attitudes toward school.

Students are expected to arrive to school on time each day. A student is tardy if s/he arrives after 7:55 AM. “*Excessive tardiness*” is being late four (4) times per trimester or a total of twelve (12) times per school year.

Tardies are recorded on the student’s permanent record and are part of the public document attendance records (6210 DAH). Please note that school begins at 7:55 AM; children are expected to be on time for morning assembly. If your child accumulates two (2) tardies, s/he will be issued a School-Wide Tardy Notice and will begin the discipline process listed in Appendix XIV. *Tardy suspensions will disqualify your child from honor roll.*

Please sign and return this slip to your child’s teacher by _____.
Date

(Students who fail to return signed communication slips will not be admitted to class.)

ACTION:

Parents:

Step 1___ (2nd Tardy) Notification/Warning

Step 2___ (3rd Tardy) Saturday School (*Assigned date and \$50 fee*). *First truancy letter sent to Parent/Legal Guardian.*

Step 3___ (4th Tardy) Saturday School (*Assigned date and \$75 fee*). *Second truancy letter sent to Parent/Legal Guardian.*

Step 4___ (5th Tardy and any subsequent tardies per trimester) Saturday School (*Assigned date and \$100 fee*). *Third truancy letter sent to Parent/Legal Guardian. Parent conference to place child on a Student Success Plan.*

Failure to attend any assigned Saturday School will result in a 3 day out of school suspension.

Parent Signature: _____ **Date:** _____

Student Signature: _____

Teacher Signature: _____

***Principal’s Signature Required** _____ **Date:** _____

**OUR LADY OF THE ROSARY SCHOOL
STUDENT SERVICE PROGRAM
2013-2014**

Students of Our Lady of the Rosary School strive to be active Christians who demonstrate a spirit of service in Church, family, school, and community. All of us by our Baptism are called to spread the Gospel message of Jesus Christ, who reached out to the poor, the vulnerable, and those in need. Such a spirit of giving is integral to being a follower of Jesus. During the school year, seventh and eighth grade students will be required to give a certain number of hours of service to be completed between September 1st – May 30th.

- 5th – 6^h Grades - 5 hours
- 7th Grade – 10 hours
- 8th Grade – 15 hours

At Our Lady of the Rosary School our mission is to, “We prepare our students to become spiritually aware, socially conscious, life-long learners willing to respond to Jesus’ call to service.” Because we believe service is integral to Christian living we strive to help students become active Christians who demonstrate a spirit of service to others. Students are encouraged to participate in a variety of service. Service hours must be done for people or organizations outside your family. Service hours cannot be earned by participation in classroom or school fundraisers. The students, along with the help of their parents, are responsible for making arrangements for service opportunities. The homeroom teacher must approve all service projects *before* the student does the service to ensure that they meet the criteria. The students are to complete a “Summary of Service” signed by an adult at the service site. The report is to be given to the student’s homeroom teacher. The service component is mandatory. Attached is a list of possible suggestions for service opportunities based on the Seven Catholic Social Principles. Students and their families will probably think of additional opportunities to serve. It is our hope that by their participation in the Our Lady of the Rosary School Service Program, our students will integrate Catholic Christian service into their lives and that this commitment to service will be one which will continue in the years ahead.

✂ **Sign and return to school.**

PARENT/STUDENT ACKNOWLEDGEMENT

I have read and understand the guidelines of the Our Lady of the Rosary School Service Program.

Student Signature

Parent Signature

Date

Please return to your homeroom teacher.

**OUR LADY OF THE ROSARY SCHOOL
STUDENT SERVICE PROGRAM
SUMMARY OF SERVICE**

I, _____, strive to be

Spiritually Aware Person of Faith Who:

- 1.1 Develops an understanding and reverence for the Catholic faith and church teachings
- 1.2 Practices and applies moral values in everyday life
- 1.3 Demonstrates a love of God and love for all creation

Socially Responsible Citizen Who:

- 3.1 Demonstrates respect for diverse cultures
- 3.2 Makes responsible decisions that impact the world in a positive way
- 3.3 Demonstrates respect and care for the environment

Teacher Approval _____

Place of Service _____ Date _____

Description of Service _____

Site Supervisor's Signature _____ # of Hours _____
Supervisor's Comments _____

Student Reflection: Describe how you came to be involved in this activity, how your service was helpful to the community, and how you felt as you served your community.

Student Outreach Suggestions

- Visit nursing homes or children's hospitals (cards, Christmas carols, holiday crafts)
- Work in community outreach facilities such as LOV Newark, Salvation Army, St. Vincent DePaul, local soup kitchens and homeless shelters
- Collect food, clothing from your home and delivering it to a local shelter
- Collect supplies; write letters to military men and women
- Tutor a schoolmate
- Participate in a community park, beach, and city cleanup project
- Contact local library and get involved in tutoring program
- Altar serve at Sunday liturgies

**CELL PHONES/ELECTRONIC DEVICES
POLICY COMPLIANCE**

Students are not allowed to bring pagers (beepers) or cellular phones to school. Should a member of the school staff finds that a student has a pager or cell phone in his or her possession, the school employee will confiscate the item immediately and turn it into the school office. The Principal will contact the student's parent/legal guardian and request that the item be picked up.

Any student found using a cell phone with text messaging or photo capabilities during a test will receive a zero on that assignment and is subject to further disciplinary action including suspension. All parents and students in grades 4-8 must sign a policy compliance form.

I understand and will abide by the above policy. I further understand that any violation of the above regulations is inappropriate and school disciplinary action may be taken.

Student's Name _____

Signature _____ **Date** _____

Student's Name _____

Signature _____ **Date** _____
(Signature of second student in family if applicable)

Student's Name _____

Signature _____ **Date** _____
(Signature of third student in family if applicable)

PARENT AGREEMENT

As the parent/guardian of _____ I have discussed with my child the Cell Phone/electronic Device Use Policy. I understand and will abide by the above policy. I further understand that any violation of the above regulations is inappropriate and school disciplinary action may be taken.

Parent or Guardian Name _____

Signature _____ **Date** _____

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 Legal Guardian(s))

have read the material in the Our Lady of the Rosary School Parent-Student 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 Our Lady of the Rosary School Parent-Student Handbook and agree to follow and uphold the school policies while enrolled at Our Lady of the Rosary 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)

Signature: _____ Grade: _____ Date: _____
(Fourth student in the family attending the school-if applicable)

Additional students in the family please sign and date on the back of this page.