

QUEEN OF ALL SAINTS

2019-2020

FAMILY HANDBOOK



*Fully accredited by the Western Catholic Education Association and
the Western Association of Schools and Colleges*

2019-2020 School Year

Dear Queen of All Saints Families,

This Queen of All Saints School Family Handbook is intended to serve as a guide to help students and their families come to know about school policies, as well as to set forth basic expectations for students. Please take the time to familiarize yourself with the contents. I am hopeful that the handbook will answer many questions you may have about day-to-day aspects of school life.

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Queen of All Saints School to deviate from normal rules and procedures set forth in this handbook. Queen of All Saints reserves the authority to deal with individual circumstances as they arise in the manner Queen of All Saints deems most appropriate, taking into consideration the best interests of the school, its faculty, employees, students and overall school community.

These policies may also be revised or updated periodically, even during the school year. You may find routine updates posted online as they occur. If a major policy revision is made, you will be informed by email or mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with me.

The Handbook is available in its entirety on the school website, www.qasconcord.org. Your electronic signature on your Info Snap registration verifies that you and your child(ren) have read, understand, and agree to adhere to the contents of the Handbook. Please note that the policies in the Handbook will be enforced beginning the first day of the school year.

Sincerely,
Lucia Prince, Principal

From Info Snap Online Registration:

Handbooks, Policies, and Agreements

Please review each of the documents below. ***These documents describe policies, tuition, fees, and other critical information for parents and students.*** You must agree to the following in order to enroll your child in Queen of All Saints School.

I agree to abide by the policies, procedures, and contracts above.

Technology and Telecommunications Responsible Use

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

1. Care for school devices and systems, and not vandalize or intentionally damage them in any way
2. Treat others with respect and compassion in all interactions, including online communication
3. Respect others' privacy, by protecting and not sharing passwords, messages, photos, or media of someone without their permission
4. Use school technology resources for educational purposes only.

Students are expected to abide by this code anywhere or anytime their actions can affect the school or other students. For more details, review the school's handbook or technology use policy.

I agree to the school's Technology and Telecommunications Responsible Use Policy. *Hard copy of this policy will be sent home at Back to School Night for parent and student signatures.*

Photo and Work Release

Requests your consent for faculty and staff to use photographs or videos of your child, as well as your child's work, in school publications. Photos, videos, and student work is published to promote the school, Diocese of Oakland, and students!

To protect students' identities, last names will not be used with student work and photographs of students will not have any identifying information other than grade level.

As the parent(s)/legal guardian(s) of , I hereby give permission for photos/images and/or work that includes to be published on the school's public sites, including all social media, and in publications produced by the school. This consent will remain effective until such time as I advise the school otherwise.

Consent to Contact

Schools in the Diocese of Oakland use automated systems to communicate with parents and guardians about their children and school events. Schools may send emails, phone calls, voicemails, and text messages with information such as attendance alerts, grade updates, special announcements, and emergency information. While there is no charge for these messages, receiving them may incur charges with your mobile service carrier.

Some of the systems used include SchoolMessenger, SchoolSpeak, PowerSchool, and Constant Contact. We will never sell or share your contact information without your consent.

FCC regulations protect citizens from unwanted calls and text messages. The Telephone Consumer Protection Act (TCPA) specifically requires consumers to “opt-in” to receiving automated calls and texts to their mobile phones.

Do you consent to receiving automated calls from school on any mobile numbers that you have provided to the school as contact information?

Walking Field Trips

Students at some schools participate in “Walking Field Trips,” supervised by school staff, within 2 miles of the school. Do you consent to allowing your child to participate in any walking field trips during the school year?

Parent Volunteer Requirement

Various events sponsored by the school require the active participation of parents and guardians in order for these events to be successful. Each school year, families will be required to volunteer at . Families that do not volunteer for the required hours will be assessed a fee for unfulfilled hours prior to registration for the new school year. Volunteer hours will be recorded, and registration packets for the new school year may be withheld if the requirement or payment is not fulfilled.

I agree to complete the required volunteer hours or pay the fee.

Welcome From Fr. Neal Clemens, Pastor

Dear Queen of All Saints Families,

I must say it is a great joy for me to be assigned to Queen of All Saints Parish and School! I've spent the last ten years serving as an Air Force Chaplain, Vicar for Priests and Director of Vocations: Though all of these assignments, and many more which I held during that time, are noteworthy, they fall short to the joy and honor it gives me to serve as pastor of a parish and of an exceptional parish school.

Catholic education is important! St. Paul in his first letter to the Corinthians includes "teaching" among the most important gifts God has given to the church (1Cor 12:28).

Research over the last five decades has shown that Catholic schools are an unquestionable success in every way: spiritually, academically and communally. It is this formation, this holistic growth of the individual that makes them successful and shine in who they are and what they do. When I served in the military it was easy to recognize within the military leadership who was Catholic. This is also true in our society; it is easy to recognize those who have received a Catholic education for they shine like no others. Jesus calls us to be salt of the earth and light of the world, and that becomes a reality through Catholic education.

Fr. Neal

Welcome From Mrs. Lucia Prince, Principal

Dear Queen of All Saints School Families,

I am happy and excited to welcome you to the 2019-2020 school year at Queen of All Saints School. We have officially joined the Lumen Christi Academy network of schools in the Diocese of Oakland, and are looking forward to this inaugural year. Welcome back to our returning families, and a very special welcome to our new school families. The administration, faculty, and staff of Queen of All Saints School look forward to working in partnership with all our families to provide a quality rigorous Catholic education that will nurture the minds, bodies, and souls of our students as well as prepare them for their future.

Your choice of a Catholic School education tells your child that you are concerned about their total development. May God reward and bless you for the many sacrifices you make in order to send your child to Queen of All Saints School.

I am anticipating and looking forward to another wonderful year at Queen of All Saints, filled with rich academics, fun and faith-filled activities, and exciting family events. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Behold, children are a heritage from the LORD,

The fruit of the womb a reward. Psalms 127:3

Sincerely,

Lucia Prince
Principal

SCHOOL PERSONNEL

| | |
|--|-------------------------|
| Pastor | Fr. Neal Clemens |
| Principal | Mrs. Lucia Prince |
| Vice-Principal | Mrs. Megan French |
| School Secretary | Mrs. Allison Boatman |
| Finance / Bookkeeping | Mrs. Janet O'Connor |
| Office Assistant | Mrs. Patricia Francisco |
| Facilities Manager | Mr. Bill Desmet |
| Preschool Director/Lead Teacher | Mrs. Rebecca Lew |
| Preschool Teacher | Mrs. Kristina Spink |
| Preschool Teaching Assistant | Mrs. Tracy Martin |
| Transitional Kindergarten | Mrs. Kathleen Blumling |
| Kindergarten | Ms. Sophie Hill |
| Grade One | Mrs. Caroline Vallejo |
| Grade Two | Ms. Marty Gillman |
| Grade Three | Mrs. Mary McMillan |
| Grade Four | Mr. Carlos Santana |
| Grade Five | Ms. Ellen Greco |
| Grade Six Homeroom | Mr. Luis Ordaz |
| Grade Seven Homeroom | Mr. Roberto Perez |
| Grade Eight Homeroom | Mrs. Megan French |
| Jr. High Math and Resource Intervention | Mrs. Cassie Wick |
| Art | Ms. Lori Johnston |
| Music | Mrs. Terry Davis |
| Physical Education | Mr. John Schonder |
| Spanish | Ms. Marcella Egan |
| Classroom Assistant/ECP Leader | Mrs. Mary Zankich |
| Classroom Assistant/ECP Assistant | Mrs. Ariana Pena |
| Classroom Assistant | Ms. Elise Cox |
| Classroom Assistant/ Morning Care | Mr. Ron Minges |
| Extended Care Assistant | Mrs. Michelle Caramella |
| Extended Care Assistant | Ms. Amaya Griego |
| Extended Care Assistant | Mrs. Ariana Pena |

MISSION STATEMENT

Queen of All Saints School is a culturally diverse Catholic community dedicated to developing the whole child with compassion and integrity. 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.

SCHOOL PHILOSOPHY

*Our children are entitled not only to the right of
bodily and mental development, but also religious.*

Fr. Laurence Hennessy, 1948

As a community of educators at Queen of All Saints School we:

- Teach and model Catholic values and traditions
- Support families as the primary educators of their children
- Provide a strong academic foundation at all levels
- Commit to the spiritual, intellectual, physical, social and emotional development of each child
- Believe and appreciate that each person at Queen of All Saints is uniquely gifted by God with potential for greatness
- Encourage responsible involvement in the larger community

ACCREDITATION

Queen of All Saints School is an accredited institution of learning. The school is accredited through WASC (Western Association of Schools and Colleges) and WCEA (Western Catholic Education Association). Because of the dedication and professionalism of its staff, the school can proudly boast that it has always received the maximum accreditation (6 years).

The school's Student Learning Expectations (SLEs) are located in the front of this handbook. These expectations are a part of the WASC process. Queen of All Saints is committed to ensuring that when a child graduates from here, they will be faith centered Catholic young men and women, proficient communicators, and conscientious students who are academically prepared to meet the challenges of high school.

Queen of All Saints School

Queen of All Saints School was the first Catholic School in Contra Costa County. Father Laurence Hennessy (later Monsignor Hennessy) was the pastor who undertook this great project. He believed that, "Our children are entitled not only to the right to bodily and mental development, but also to religious."

The doors of Queen of All Saints School opened for the first time on September 13, 1948 for 250 children from Kindergarten through sixth grade. Four Sisters of St. Joseph of Carondelet comprised the teaching staff - Mother Therese Cecile Pratt (Superior and Principal), Sister Naomi Masten, Sister Bernadine Marie Newman, and Sister Elizabeth Ann Martin. The official dedication of the school was performed by Archbishop John J. Mitty on Sunday, October 31, 1948.

In 1950 the second wing, four additional classrooms, was added to the school and the school playground was paved. The IDES Hall (the current Parish Hall) was moved to the school grounds and converted into a lunchroom and auditorium. The completed school opened for the 1950-51 term with an enrollment of 300 students and six Sisters. At the completion of this school term, the first eighth grade graduation exercises were celebrated.

Queen of All Saints School Spirit Song

S – A – I – N – T – S

We love our school the best!
We will wear your colors fair,
We will wear them everywhere!
When other teams have given up,
We will give you the golden cup.
And you know that we love you,
Live on gold, white and blue!

Student Learning Expectations

Queen of All Saints Students are SAINTS

S*killful communicators who:*

- are active listeners
- express thoughts clearly in oral and written form
- express themselves creatively and develop their individual talents

A*ctive, responsible citizens who:*

- understand the importance of community service and share their talents
- are globally aware of the needs of others
- have social skills in teamwork, leadership and conflict resolution

I*ndependent Lifelong learners who:*

- use good research skills and study habits
- use technology to acquire and communicate information
- observe, experiment, discover, and reach solutions
- have age-appropriate mastery of concepts and skills in academic areas
- demonstrate appreciation of the fine arts

N*urturing Community*

T*houghtful Faith-filled people who:*

- know the doctrine and traditions of the Catholic faith
- practice Christian values in everyday life
- have an active relationship with God through a daily prayer life
- participate in liturgical services
- respect the human dignity of themselves and others

S*tewards of the Earth:*

- display stewardship for the environment

“Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me.” Mark 9:37

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. 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.

(Note that throughout this document, the use of the word parent(s) includes, if applicable, a student’s legal guardian(s))

Statement from the Diocese of Oakland Positive Home-School Partnership

Maintaining a Positive Home-School-Partnership

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

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school’s contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.
3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child’s parents. Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their student from the school. Conduct that materially disrupts class work

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

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

FAMILY COMMITMENT

As a child's first teacher, a parent has tremendous impact and influence in shaping their child's academic performance and behavioral conduct. We expect all parents and guardians at our school to model appropriate behavior and to set good examples for our children and school community. If parents/guardians are unable to adhere to this code, the student(s) may be asked to transfer to another school.

As partners in education, parents/guardians at Queen of All Saints agree to:

- Model the behavior and attitude of Christ
- Recognize that the education of their child(ren) is a joint responsibility of the parents, students and the school community
- Work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school
- Hold their child responsible and accountable for following all school rules
- Help their child deal effectively and constructively with peer pressure and emerging personal, social and emotional situations
- Refrain from disparaging remarks among the school community
- Be respectful to the administration, staff, students, and other members of the school community at all times
- Respect confidential issues that may arise
- Follow the school protocol for handling complaints by first seeking a resolution with the staff member/school community member involved, in a positive and professional manner
- Respect all decisions made by the administration and staff, both academic and disciplinary, and directly express concerns and questions to them
- Inform the teacher of any problems or struggles seen at home regarding homework or school life
- Strive to assist the staff and school community in increasing the overall academic achievement and safety of their child at school
- Attend all parent-student-teacher conferences and other mandatory meetings
- Attend Back to School Night
- Abide by the guidelines set forth in this Handbook

People don't light a lamp and put it under a basket but on a lamp stand, and it gives light to everyone in the house. In the same way let your light shine in front of people. Then they will see the good that you do and praise your Father in heaven. Matthew 5:15-16

FAMILY COOPERATION

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

FAMILY PARTICIPATION PROGRAM - VOLUNTEER SERVICE HOURS

Families are expected to assist in school activities that help to reduce operating costs and/or provide enrichment opportunities for students. ***A minimum of 25 hours per year is required for each family*** with children in grades Transitional Kindergarten-8th. A special Auction Binder will be used to record any hours worked for the school's annual auction.

NEW FOR 2019-2020 as Recommended by PACE and Advisory School Board

Q: *If I sign up to help at a school event and can no longer keep my commitment, is there a penalty?*

A: *As with all events planned for our school, executing the event is dependent on the volunteers that make it happen. If you have signed up to help and can no longer fulfill your commitment, you have the option of finding a replacement within 72 hours prior to the event, or being assessed a \$75 charge for each missed session you signed up for. **PACE and ASB recognize that emergencies may arise. In the case of an emergency, volunteers should contact the event coordinator directly.***

****Families may purchase requested items for the classrooms and school events in lieu of volunteering. Please check with the front office prior to purchasing items for the classroom or school. Purchases will be credited as follows and must be accompanied by the original receipt to qualify: Families will receive 1 hour of service for every \$20 spent. Please bring receipts to the school office and attach them to your service hour log.**

All service hours must be completed and recorded by April 30 of the current school year. Any hours completed after that date will count for the following school year. Families who do not complete their hours by April 30 of the current school year will be assessed a fee of \$25.00 an hour for each hour not worked. The assessment is payable upon receipt.

SERVICE HOUR BINDER

A Service Hour Binder is available at the front counter in the main office. When you volunteer on campus or for any school event, please use this binder to log service hours. It is the parent's/volunteer's responsibility to remember to record their hours and provide receipts for all purchases.

Families can only be credited when hours are submitted on the service hour log, as this is the only way to know how many hours a family has volunteered. In order to be credited, hours should be submitted within 30-days of being worked. Please do not wait until the end of the year to report all of your hours. Your FACTS account will be billed and you will not be credited. A special Auction Binder will be used to record any hours worked for the school's annual auction.

Parent service opportunities include but are not limited to:

- Time volunteered at school to assist the teachers or staff.
- Time volunteered to school field trips.
- Recess or lunch yard duty
- Purchasing requested items for school events (\$20/hour) - must be accompanied by a receipt.
- Time volunteered at school to help with administrative or office functions.
- Time spent at officially sanctioned meetings where you are a participant, NOT an observer. (Time spent in Sacramental preparation meetings, parent-teacher conferences, Open House, PACE parent meetings is not counted as service hours.)
- Time volunteered to help carry out fundraising activities; this includes official meetings and work parties.
- Time volunteered to help maintain the school's physical plant
- Time spent baby-sitting the children of volunteers during School Board Meetings,
- PACE Meetings, or other officially school-sponsored events or activities (when in doubt, ask).
- Time spent in setting up and/or cleaning up for any school-sponsored event or activity.
- Other activities sanctioned by the Queen of All Saints School staff or administration.
- A maximum of ten (10) hours may be claimed for parish and related activities as follows:
 - Scouts: Registered leadership roles only
 - CYO: Certified coaches/adults only (basketball, track, cheerleading)

Items which ARE NOT accepted for credit:

- Time eating lunch with your child or attending a school event in a non-supervisory role
- Time spent on extracurricular activities. The only exception is for coaches of the sports programs and the director of the cheerleaders (as indicated above).
- Time volunteered by QAS students or individuals less than 18 years of age. We are happy to have such giving students, but the adult family members are responsible for meeting the 25-hour commitment.
- Time spent commuting to and from school for Queen of All Saints activities
- Time spent volunteering at the Church

VOLUNTEER BEHAVIOR EXPECTATIONS

Because "example" is the best teacher, and because we are a Catholic school teaching Christian values, we expect our parents and/or volunteers to dress appropriately in a manner befitting the professional atmosphere. When coming to school or chaperoning classes on

special days, parent/volunteers are expected to follow the same dress regulations as the staff and students.

Volunteers should refrain from using their cell phones while driving and/or chaperoning students, and working with students. Queen of All Saints School volunteers should not be talking on a cell phone, even a hands-free device, while driving or monitoring students. It is against the law to text while driving, or to drive and use a cell phone without a hands-free device.

When working at school or in any capacity connected with the school, you are in a professional situation. Difficulties, questions or problems should be referred to those persons (teachers first, then Principal) who are in a direct position to resolve them. Also, all children, no matter what their personal situation or behavior may be, have a right to their reputation and esteem. Grades, behavior, incidents, etc. may not be discussed in the schoolyard or with friends anywhere. If other parents ask you questions regarding the school or its policies, please refer them to the Principal or to the teachers involved. All of this will help to preserve the family atmosphere here at Queen of All Saints School.

BOARDS, COMMITTEES AND ORGANIZATIONS

QUEEN OF ALL SAINTS ADVISORY SCHOOL BOARD

The Advisory School Board is established by the Pastor and Principal to assist them in the governance of the school. The administration of the school is the responsibility of the Principal working with the pastor and Lumen Christi Academy Executive Director.

The Advisory School Board provides advice and counsel in the following areas:

- Formulation of the Mission Statement
- Strategic Planning - long-term direction of the school
- Policy as determined by the Pastor and Principal
- Evaluation of policies, plans, mission effectiveness and Board self-evaluation
- Institutional advancement to enhance image, enrollment and financial viability (development, buildings and grounds)
- Communication of school policies and activities to school constituencies (public relations and marketing)

The Queen of All Saints Advisory School Board is a consultative board that has as its primary concern the furthering of school goals. The major responsibility of the Board is the financial viability of the school through enrollment, school improvements, marketing and public relations. All members of the Board are eager to serve the school community, and are open as a body to suggestions and comments, as well as encouraging new Board membership. By advising and assisting the Principal and Pastor, and representing the school at large, the Board shall work to enable the faculty, parents and students to reach their agreed upon goals.

PARENT ASSOCIATION - PACE (Parent Association for Catholic Education)

Our school enjoys the active and enthusiastic support of a Parents Association that helps to promote the spiritual, educational, physical and cultural welfare of the children of Queen of All Saints through the coordination of volunteers and the promotion of school fundraising activities. PACE strongly encourages parents to integrate themselves in the wonderful community at Queen of All Saints School by getting involved with PACE. Parents who are interested in volunteering, no time or talent is too small, should contact the committee chairs at gasconcordpace@gmail.com.

PACE Family Commitment

PACE asks that families commit to attending two PACE meetings per year – the beginning of the school meeting in early fall to learn about annual school events and activities, and the end of the year meeting in spring for a year-end wrap up.

FUNDRAISING

Queen of All Saints is funded primarily through tuition. No family is charged the full rate of what it actually costs to educate a child. In order to maintain our current programs, it is necessary to fundraise to offset the financial responsibilities not covered through tuition. Money raised through fundraisers becomes part of the school's operating budget. Queen of All Saints School participates in several fundraisers with every child and family benefiting from the school fundraisers. Therefore, parent and student support is expected.

Families also have the option of submitting a non-refundable check in the amount of \$400 or paying ten monthly \$40 payments in lieu of participating in the individual fundraisers. (Families on special contracts must see the disclaimer in their Tuition contracts.) If families choose this option, it must be declared on their Fundraising Agreement Contract. Families who have chosen these options are encouraged but not required to raise funds for individual fundraising events.

ANNUAL DINNER AUCTION

The fun-filled and exciting Annual Dinner Auction is a social and major fundraising event. This event helps fund programs and other costs not covered by tuition. All of the students benefit from monies raised by the auction, therefore it is important for every family to be involved in this special event. As part of their participation, each family is required to sell one packet of raffle tickets. This first packet does not go toward fundraising commitments. However, 50% of every raffle ticket or packet sold after the first packet is credited to fundraising accounts. All families are encouraged to donate an item to be auctioned, participate in the planning of the event and, if possible, attend the evening. Proceeds from this fundraiser go directly to the operating budget to offset the educational costs that tuition does not meet. ***Items donated for the auction or***

purchased at the auction do not qualify as part of each family's \$400 fundraising commitment.

*Share each other's burdens, and in this way obey the law of Christ.
Galatians 6:2*

VOLUNTEER INFORMATION

Implementation of United States Conference of Catholic Bishops (USCCB) Charter for Protection of Children and Young People in the Diocese of Oakland

The Diocese of Oakland, in implementing the mandates set forth by the USCCB in the Charter for the Protection of Children and Young People, has created a Safe Environment Project designed around three components: Screening of Employees and Volunteers, Training for Employees and Volunteers, and a Curriculum component to be taught to children, young people and young adults. The Principal, with the aid of a Safe Environment Site Coordinator, ensures that the project's compliance requirements are met in these areas.

Screening Requirements

- Megan's Law Screening: Every parent/family volunteer must be screened annually through the Megan's Law database of Registered Sex Offenders. Verification of this background screening is sent to the Safe Environment office by October 31st of each year. An excel list of the volunteers and the current screening date is kept on file in the school office.
- Livescan fingerprint clearance: Every volunteer who has contact with children and young people must have Livescan clearance through the California Department of Justice prior to serving the school community.

Training Requirements

- The Principal ensures that every employee and volunteer on the site has met the training requirement for recognizing, preventing, and reporting abuse. All new employees/volunteers must take the training upon entering the school; retraining of all employees and volunteers is done on a 3-Year Cycle. The training requirement may be met by completing an online course through Virtus (<https://www.virtusonline.org/virtus>) or in a training workshop. Everyone must review and sign *the Diocesan Code of Conduct Involving Interactions with Minors* in the Diocese of Oakland when registering either online or at the live training.
- All faculty and staff review Child Abuse Reporting Procedures every year and have signed the acknowledgement form.

Curriculum for Children, Young People and Young Adults

- The Diocese of Oakland requires that all children, and youth K-12 receive age appropriate curriculum each year. Curriculum focuses on personal safety and abuse recognition and prevention. Circle of Grace, or an equivalent curriculum, is mandated for grades K-8.
- Curriculum Verification documents are completed and sent to the Safe Environment Office by February 28th of each year.

PARENTS/VISITORS DURING SCHOOL HOURS

We welcome all parents, as well as any other visitors who have a sincere and appropriate interest in the school. To get the most from a visit and for the welfare of the students, these rules must be followed:

- All visitors, including parents/guardians, who are working in the school, upon arrival, are to sign the visitor's log in the office, receive a Visitor badge, and sign out when leaving. The Visitor badge must be prominently displayed at all times. Parents and visitors not wearing a badge will be told to return to the school office.
- All visitors will enter the school through the main outside office door on Grant Street. All outside doors and gates are locked during the school day. Please ring the buzzer for entry.
- To avoid interruptions to the children's school day, visitors and volunteers (including parents/guardians) are permitted in the classroom only by prior arrangement with the teacher. The teacher will be contacted upon your arrival, and if you have an appointment or are expected, you will be directed to the classroom.
- All business should be conducted in the outer office. Parents and visitors are only let into the inner office area if they have made an appointment with a member of the faculty or staff, or if they have made arrangements to volunteer in a classroom.
- All volunteers must undergo an annual Megan's Law screening (conducted by the school), complete the Diocesan-required Virtus training (<https://www.virtusonline.org/virtus>) and submit a record of TB clearance before serving as a volunteer in any capacity. A current Virtus Certificate of Completion must be on file with the office before a parent may serve as a volunteer, and must be renewed every three years in accordance with the Diocesan schedule. Further, all volunteers must complete a LiveScan fingerprint clearance, prior to the working at any event.

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, PACE Board and committees, Annual Auction Committee, classroom assistance to teachers, hot lunch program assistance, 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 in 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 on school/Parish related issues, it is the responsibility of all involved parties to resolve the dispute through personal diplomacy and/or an executive decision by the school Principal and/or the Pastor of the Parish.

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 school and without involving or using school/Parish resources.

***See APPENDIX for *Code of Conduct Involving Interactions with Minors in the Diocese of Oakland*

*I have no greater joy than to hear that my children are walking in the truth.
3 John 1:4*

ACADEMIC INFORMATION

Academic Honesty

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. Anyone who violates the policy of academic honesty will not receive credit on that exam or assignment. Academic dishonesty may lead to other disciplinary measures.

Teacher Appointments

Communication is important to the success of a child's education. Parents should direct questions and concerns regarding their child's progress to the teacher prior to contacting the principal. Parents are encouraged to consult with the appropriate teacher whenever a question, difficulty or misunderstanding occurs concerning their child. We suggest that an appointment be made with the teacher as soon as possible after an incident occurs. The Principal will confer with the parents regarding classroom questions/concerns only after the teacher has been consulted. Parents are responsible for and are urged to confer regularly with their children's teachers, especially if there has been some notification regarding conduct or academic progress.

All meetings with teachers should be arranged in advance through the school office. Appointments with teachers may be arranged in writing, by email, or by voicemail. Appointments

with the Principal may be made by email, voicemail, or with the office staff. When contact is made, the teacher and/or principal will make every attempt to respond within 24 hours of the contact.

Teachers are at school 15 minutes before school and a half hour after school. Private phone numbers of staff will not be given out, and teachers and staff should not be called/text messaged at home or on their cell phones.

Teacher email: Parents and/or students may only use the Diocesan provided csdo.org email. Current students' and parents' use of social networking websites such as Facebook, Instagram, LinkedIn, Snap Chat, etc. to communicate school-related issues with staff should not take place. Please do not request to "friend" a staff or faculty member.

PARENT-TEACHER CONFERENCES

Scheduled by the School

Compulsory Parent/Teacher Conferences are held for 15-minute periods during the first trimester. Conference sign-ups are conducted online. Students in grades 4th-8th accompany their parents to their conference. Parents desiring longer conferences than those scheduled by the school, or those parents who wish to meet with the teacher at times throughout the year are encouraged to call the school to arrange an appointment.

Queen of All Saints School's culture is one of respect and cooperation. We value our partnership with our parents and families. Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful, especially in front of the child. If you have such a disagreement, please request to meet with the teacher privately. Please be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations and unwise decisions. Discuss classroom difficulties with the teacher first before bringing them to the Principal.

CURRICULUM

DAILY SCHOOL AND CLASS SCHEDULES

For their safety, students arriving before 7:40 a.m. or remaining after dismissal will be signed into Extended Care. Parents will be invoiced through their FACTS account for the service according to the fees posted in the Extended Care Handbook (www.qasconcord.org).

School begins at 8:00 a.m. for all students in Transitional Kindergarten through 8th grade. Transitional Kindergarten is dismissed at 1:30 p.m. on regular school days, and at 12:00 p.m. on minimum days. Students in Kindergarten through 8th grade are dismissed at 3:00 p.m. on regular school days, 2:30 p.m. on early dismissal Wednesdays, and 12:00 p.m. on minimum days. Please see the annual school calendar on the school website.

Students in Transitional Kindergarten and Kindergarten are dismissed at Noon for the first one or two weeks of the new school year. See school calendar at www.qasconcord.org.

“We always thank God, the Father of our Lord Jesus Christ, when we pray for you”
Colossians 1:3

EUCCHARIST CELEBRATIONS

All students at Queen of All Saints School must participate in the Eucharistic Celebrations scheduled weekly, as well as the many prayer services and other spiritual activities that take place throughout the course of the year. The entire student body attends Mass as a group once a week during the school day. Each class takes turns hosting and preparing the Mass. We invite and encourage our parents to join us at Mass. All students are required to participate in religion classes, including completing class activities, projects and homework, and actively participate in all prayer activities. In addition, families are asked to attend our monthly Sunday Family Mass. Each class will be responsible for planning and participating in their class' monthly Mass.

MASS ATTENDANCE

Because parents are the primary educators in all areas, Queen of All Saints School urges families to participate in weekly attendance at Sunday Mass. We currently verify Mass participation through the use of Sunday envelopes. Families who are registered in Queen of All Saints Parish and receive in-parish tuition rate must use the weekly Sunday envelopes for verification of attendance and participation. Families who do not use the weekly envelopes will not receive the in-parish tuition rate.

GRADING AND RELATED TOPICS

GRADING

Listed below is the current grading policy for the elementary schools of the Diocese of Oakland. Individual schools will design a form indicating student progress at the Preschool, Traditional Kindergarten and Kindergarten levels. With the start of the 2016-2017 school year, individual school sites began moving to a Standards-Based System with a Diocesan Report Card for grades K-5. This system will take full effect for all elementary schools in the Diocese of Oakland by the 2019-2020 school year.

Standards-Based Grading

The purpose of Standards-Based Grading is to align grading practices with the content standards by more accurately measuring and reporting students' proficiency in meeting those standards. Standards-Based Grading provides accurate information to students and families on student's progress and mastery toward meeting grade level standards.

In a Standards-Based System, a grade or mark is a tool to communicate student's progress and performance based on specific learning criteria. In a Standards-Based approach, parents and students will see consistent grading practices throughout each school—and throughout the

diocese. Teachers grade students based on what each student has learned and how that student meets standards. In no way does a 4, 3, 2, 1 relate to A, B, C, D letter grades.

Diocesan Grade Scale Grades 6th-8th:

| | | | | | | | | | | | | | |
|---------------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|----------|
| Core Subjects | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F | I |
| Range | 95-100 | 90-94 | 87-89 | 83-86 | 80-82 | 77-79 | 73-76 | 70-72 | 67-69 | 63-66 | 60-62 | 0-59 | No Grade |
| Non-Core | VG | VG | VG | G | G | S | S | N | N | U | U | I | I |

Modified Curriculum (The * is placed next to a grade on a report card to indicate a modified curriculum in a particular subject. The * is given only after consultation with and written agreement of the parent(s)/legal guardian(s) and with consultation and approval of the Principal.)

DIOCESAN K-5 GRADING SCALE

Starting in 2016-2017 the Diocese of Oakland Elementary K-5 Standards-Based Report Card began using a numerical (1-4) Standards-Based Grading scale, rather than a percentage-based letter grading scale. This scale indicates the level to which students have mastered a given standard, NOT the percent correct on a given assessment. The definitions for performance on the numerical grading scale are as follows:

4 = Advanced/Exceeds Mastery Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exceeds learning target by performing at exemplary levels. In addition to exhibiting standard mastery, student applies conceptual understanding to new situations, shows mastery of next vertical standard, offers alternative perspectives, and/or applies higher order thinking skills. These are not just harder tasks, but learning that requires deeper or more rigorous thinking. Examples of this type of learning may include: applications for real-world use, teaching another person the material, using information to solve problems in a different context, explaining connections between ideas, demonstrating a unique insight, and/or creative application of skills.

3.5 = Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets and sometimes exceeds learning target as exhibited in performances on basic application, strategic and extended thinking activities. The student who scores a 3.5 has not consistently shown exemplary performance on activities that require a high level of cognitive demand. The student is on track to exceed grade-level standards.

3 = Proficient/Mastery Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets the learning target as exhibited in performances on 17 recall, basic application, strategic and extended thinking activities. This level is the focus for the

entire proficiency scale. This is the expected level of performance for all students. This level includes essential outcomes, common core and diocesan standards, and related skills and practices. The student exhibits mastery on assessment tasks involving fact and vocabulary recall, conceptual application, and strategic and extended reasoning, such as modeling and problem solving. No major errors or omissions with level 2 or 3 elements.

2.5 = Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student almost meets learning targets as exhibited in performances on recall, basic application, strategic and extended thinking activities. The student is on track to meet grade-level standards.

2 = Developing/Approaching Mastery Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is approaching an understanding of the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. This level is the basic learning necessary and serves as the foundation for the higher levels of learning. Examples of this type of learning may include recall questions, fact-based skills, and basic applications. The student occasionally meets standards as demonstrated by a body of evidence that shows incomplete/inconsistent understanding and application of grade-level concepts. No major errors or omissions regarding the simpler details or processes but major errors or omissions regarding more complex ideas or processes. Does not make connections among ideas nor is able to demonstrate their learning without support. Exhibits basic understanding of standard on assessment tasks involving fact and vocabulary recall, basic conceptual application, and strategic and extended reasoning, such as modeling and problem solving. However, there are major errors or omissions with level 3 elements.

1.5 = Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is beginning to develop necessary skills to meet the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. Some skills are above basic, while some are still in need of intervention.

1 = Needs Support/Below Basic Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the students exhibits limited skills necessary to meet the learning targets as shown in performances on recall, basic application, strategic and extended thinking activities. Student requires more time and experiences; shows limited achievement of the standard(s). The student rarely meets standards as demonstrated by a body of evidence that shows minimal understanding and application of grade- 18 level concepts. Only a partial knowledge of some of the simpler details or processes and/or little to no understanding or skill demonstrated, even with help and support. May be able to complete some low-level assessment tasks involving fact and vocabulary recall with support but struggles on tasks involving conceptual application and strategic and extended reasoning, such as modeling and problem solving.

N/A or X = Standard Not Assessed Standard has not been taught and/or measured to date. This symbol is not used third trimester.

PROGRESS REPORTS

Progress Reports for students in grades TK-8 are sent home midway in each trimester. Please contact the teacher immediately if you see any problems. Parents will sign a verification sheet stating that they have checked their child's grades on Power School. There will still be time within that grading period to improve grades before the final report goes home (usually about three-six weeks later).

REPORT CARDS

Reports to parents will be made three times a year. These are indications of your child's progress in school. The Principal is always available, if necessary, for consultation, but only after the parent has discussed the matter with the teacher first. Every child should be encouraged to maintain, at the very least, average grades academically and "exceeds/meets expectations" in Social Development and Work Habits. If the student or parent feels that a grade has been given in error and wishes to challenge the grade, it must be done within a two week time period or the grade will stand as given. A consideration for grade change does not necessarily indicate that the grade will be permanently changed.

Students must have a "Meets or Exceeds Expectations" in Life Skills (Social Development/Work Habits) to qualify for the California Junior Scholastic Federation (CJSF) or other academic achievement awards.

End of year Student Report Cards will indicate whether the student has been *promoted* and successfully moving on to the next grade, being *retained* because they did not successfully complete the course of study, or *transferred* to the next grade (did not complete the course of study but is being transferred to the next grade with conditions to be discussed with the parents, teacher, and Principal.)

Students will receive their final Report Card after all outstanding accounts for tuition and fees are cleared.

SUMMER SCHOOL

Students who are performing below grade level and/or have received failing grades on their final Report Card (grades of D or below in grades 6th-8th, or Grades of 1.5 or below in Kindergarten-5th grade) are required to attend Summer School remediation to be promoted or transferred to the next grade. Students who fail to attend a summer school program may not be enrolled at Queen of All Saints School for the upcoming school year.

Students struggling academically and requiring teacher assistance or accommodations to remain at grade level may be highly recommended to attend a summer school program. Additional work and/or academic remediation may be required for advancement to the next grade level.

Students with excessive absences (18 school days) or tardies that interfere with instructional time, may receive a grade of Incomplete on their report card, and may be required to attend summer school to make up for lost classroom instruction.

The school reserves the right to re-assess all students prior to enrolling students for the new school year.

TESTING

In addition to teacher-made tests which are part of the school work, standardized tests (STAR Renaissance) are given to students during the school year to help the teachers better evaluate students' abilities and achievements. Test results will be shared with the parents during Fall Parent-Teacher Conferences and at the end of each trimester.

HOMEWORK

Homework is a necessary part of school life and is given as a meaningful part of education. It reinforces work begun in school and is a strong component to developing successful study skills. Homework is to be completed in a regular and timely manner on all days.

Homework will be given at the discretion of each teacher. Periodically, students will have long-range assignments or study assignments. Through this type of study, students learn responsibility by learning to budget their time and developing well-disciplined habits.

GRADUATION

Graduation takes place with a Baccalaureate Mass followed by Graduation ceremonies. Seventh and Eighth grade students must complete all academic requirements with a passing grade point average of 2.0 in order to receive a diploma from Queen of All Saints. All fees must be paid including: tuition, extended care, family service hours, fundraising, and other ancillary fees prior to the date of graduation in order for students to walk through the graduation ceremony. All fees must be paid prior to any 8th grade student attending special 8th grade graduation and end of the year events, activities, and celebrations including the 8th grade Diocesan dance. Diplomas will not be issued to any student whose family has an outstanding debt. Students who are incomplete in their work will not be allowed to participate in special graduation and end of the year activities. Student Chromebooks will be released upon payment of all outstanding debt.

Attire guidelines and dates for graduation events and graduation ceremonies will be given to students in early May.

HONOR ROLL

The Queen of All Saints School Mission Statement states in part that *Queen of All Saints is dedicated to developing the whole child*. As such, students who are eligible for Honor Roll have demonstrated all-around achievement in the following: exemplary classroom and

playground behavior, high achievement in all academic studies, and adherence to the SLEs. Students in grades 5 - 8 are eligible for the school honor roll according to the following guidelines (*Subject to change based on the Diocesan Standards Based Grading System*):

- Students must maintain “exceeds/meets expectations” in Social Development and Work Habits.
- Students must meet all of the Honor Roll requirements in each specific area.

*** Note: Students on modified curriculum are not eligible for Honor Roll

Junior High (Grades 6-8)

Highest Honors Certificates will be presented to students in grades 6 - 8 who have:

1. A grade of A or A- in all core subjects
2. An “exceeds/meets expectations” in all Social Development and Work Habits.
3. A VG in any subjects that are not given letter grade.
4. An A- or above (or VG) in each enrichment subject: physical education, art, music, and Spanish.

Honors Certificates will be presented to students in grades 6 - 8 who have:

1. A B+ average in the core subjects (no grade of B- or below.)
2. An “exceeds/meets expectations” in all Social Development and Work Habits.
3. A VG in any subjects that are not given letter grades.
4. A B+ or above (or VG) in each enrichment subject: physical education, art, music, and Spanish.

(Core Subjects: Religion, English, literature/reading/spelling, mathematics, science, and social studies.)

5th Grades Standards-Based Report Cards

Highest Honors Certificates will be presented to students in grade 5 who have:

1. An average grade of 4 or 3.5 in all core subjects (no grades of 2.5 or below)
2. An “exceeds/meets expectations” in all Social Development and Work Habits.
3. A VG in any subjects that are not given letter grade.
4. A 4 or 3.5 (or VG) in each enrichment subject: physical education, art, music, and Spanish.

Honors Certificates will be presented to students in grade 5 who have:

1. A 3 average in the core subjects (no grades of 2 or below)
2. An “exceeds/meets expectations” in all Social Development and Work Habits.
3. A VG in any subjects that are not given letter grades.
4. A 3 or above (or VG) in each enrichment subject: physical education, art, music, and Spanish.

(Core Subjects: Religion, English, literature/reading/spelling, mathematics, science, and social studies.)

ACADEMIC PROBATION POLICY

A student may be placed on academic probation if he/she earns a grade of D or below, or 1.5 or below in one or more subjects for a trimester. In such cases, the school will schedule a conference with the student and parents to determine appropriate action.

RETENTION POLICY and CONDITIONAL PLACEMENT

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on the successful completion of the course of study for all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Queen of All Saints School provides a challenging academic environment for all children. Although we try to ensure the success of all children, sometimes it is not possible for a child to meet the necessary standards and retention is considered. When considering retention of any student the school follows the directives as outlined by the Diocese of Oakland.

In the event of the consideration for retention, the teacher and Principal will discuss the situation and request a parent conference. This conference will be scheduled prior to the second report card (middle of the second trimester.)

The following points will be considered:

1. Specific academic reasons to indicate retention.
2. Skill deficiencies
3. Specific behavioral reasons to consider retention.
4. Measures that have been implemented to alleviate the academic and/or behavioral problems.
5. Specific programs or changes that will be implemented next year to meet the child's individual needs.

A second conference should be held in early May so that a decision may be reached and necessary plans made for the following year.

Conditional Placement

In addition, promotion to the next grade can be made on a conditional basis. By the end of the Third Trimester progress report, teachers will notify parents about any conditions upon which promotion may be based. Once the conditions have been established, promotion will only occur when those conditions have been satisfactorily met. A conference between the parents,

previous teacher and Principal will take place prior to the beginning of the new school year to evaluate the status of the student. End of year Student Report Cards will indicate whether the student has been *promoted* and successfully moving on to the next grade, being *retained* because they did not successfully complete the course of study, or *transferred* to the next grade (did not complete the course of study but is being transferred to the next grade with conditions to be discussed with the parents, teacher, and Principal.)

SCHOOL SPONSORED EDUCATIONAL TRIPS

Each class may participate in educational field trips during the school year. The teachers and parent volunteers supervise these trips. Each student must have an official field trip permission slip signed by a parent/guardian in order to participate. Hand-written notes from parents are not an acceptable form of permission.

Educational field trips are an extension of the school curriculum. As such, all members of the class are expected to participate in field trips. If a student does not attend the trip, they are expected to come to school and complete work assigned by the classroom teacher.

Children should be reminded that field trips are an extension of the regular school day and that they represent Queen of All Saints School. If a child's actions during field trips or in transportation to Queen of All Saints School and from the destination cause a safety hazard to himself/herself or disrupts the learning process, they may be prohibited from field trips for the remainder of the school year, as well as face disciplinary actions deemed necessary by the Principal.

For the safety of all the students and volunteers, the following guidelines have been put in place by the Department of Catholic Schools. Please make sure all of your paperwork is in order before volunteering as a driver or chaperone.

- In accordance with the Diocese of Oakland Safe Environment Program, all field trip drivers and chaperones must be Live Scan fingerprinted. The school or parish may offer on-site screenings throughout the year. Please contact the school office for more information.
- Adults who drive or chaperone on field trips must have a current PPD (TB test) on file in the school office.
- Drivers must be over the age of 25 and have a copy of their valid driver's license on file in the school office. No more than nine persons including the driver may be transported in private/non-chartered vehicles. The driver must carry liability insurance on the vehicle to be used. A \$100,000/\$300,000 limit of liability is required. A copy of the current declaration of coverage should be maintained on file.
- All volunteers must complete the VIRTUS course and have a copy of the certificate of completion on file in the school office.

Only official chaperones may attend field trips. Per Diocesan guidelines and insurance regulations, parents may not meet their child at the field trip venue.

One seat belt must be provided for and used by each vehicle occupant. Drivers must not use their cell phone while driving students or during the field trip, including hands-free devices. Their sole responsibility is to supervise the students and give them 100% of their attention.

Driver/chaperone responsibilities for a field trip include but are not limited to: following the planned route, not making extra stops, dressing appropriately, not using alcohol or drugs at any time, not using tobacco products of any type, not purchasing of food, drinks, or gifts for students in their vehicle. Siblings and/or other non-QAS children may not accompany the class on the field trip.

Each vehicle must include a driver and second adult chaperone. A field trip may be canceled if there are an insufficient number of drivers/chaperones to accommodate all of the students.

SUPPLIES

During the summer, class supply lists for the upcoming school year will be posted on the school website. Supplies are to be brought to school by the first day of school. Teachers will instruct their students to inform parents when they are running low on supplies. This ensures students do all their work properly and avoids having to borrow from a friend. Some supplies may be shared communally at the teacher's discretion. All supplies should be clearly marked with the student's name.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Textbooks and other curricular materials are selected in accordance to school policy developed by the Principal in close consultation with the faculty, and will be used to help implement Diocesan Curriculum Guidelines. Every child will be provided with the necessary textbooks at the beginning of the school year. Students may be asked to purchase novels they will be reading during the course of the year. Books specified by the teacher are to be covered with suitable book covers/jackets at all times. Students are responsible for the care of these books. In the event a textbook is lost or damaged, parents and students will be required to pay the school to replace the lost or damaged book. Textbooks are not given out during the summer months without the authorization of the Principal.

VANDALISM

Students and their parent(s)/legal guardian(s) will be liable for all damage to equipment or school property caused by the student, including cost of materials and the time of repairmen, including our own maintenance people. It is the responsibility of the parent(s)/legal guardian(s) to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Report Cards and/or diplomas may be withheld until the damages are paid.

PERSONAL PROPERTY

All books and personal property (uniforms, sweaters, jackets, lunches, etc.) should be clearly marked with the student's name and grade. All books should be covered. Each student is

responsible for replacing loss or damage he/she may cause to school books or property. Students are discouraged from bringing cellphones to school, and are brought to school at the family's risk. The school is not responsible for lost or stolen phones. See Cell Phone Policy for more information.

The Principal and/or teacher may search among other things desks, book bags, and electronic devices of any student, at any time and without prior notice.

6630 ABUSE OF SCHOOL PERSONNEL

1. "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 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:

a. Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment pursuant to subdivision (h) of Section 1170, or in a county jail not exceeding one year, or by both that fine and imprisonment.

b. If the person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if that previous conviction is found to be true by the jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, he or she is punishable by imprisonment pursuant to subdivision (h) of Section 1170.

2. 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) a. This section should also include communication via social media, email, text, or any other electronic communication.

TECHNOLOGY AND SOCIAL MEDIA

The mission of Queen of All Saints School is to educate students to become independent lifelong learners and 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.

Each student, parent/guardian and staff member is required to sign a Diocese of Oakland Responsible Use Policy agreement in order to ensure safe and proper use of technology. These agreements are updated annually to meet the technological changes that occur. Students will be allowed to use school computers and other technology (including student Chromebooks) upon receipt of the annually signed agreements. Any user who violates the Responsible Use Policy or local, state, or federal law, faces the restriction or loss of technology

privileges, disciplinary action, and may face legal prosecution. Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school. (See Appendix for documents)

In addition to the Diocesan Technology Use Policy, please make note of the following: In this age of ever changing and readily available technology, it is important for students to maintain proper etiquette when using the Internet and social networking sites. Parents are responsible for monitoring their child's computer use at home. It is not the school's responsibility to monitor Facebook, Twitter, YouTube, Instagram, Snapchat or other social network postings. Students should not mention the school, wear their school uniform or QAS insignia, or reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc. Personal information includes, but is not limited to, name, e-mail address, home address, telephone number, school address and information, pictures, items taped on school campus, or other school video clips.

Parents will be responsible for financial damages resulting from student online actions or postings that are damaging to the school or parish.

The school cannot be held responsible for off-campus student media use. *If a parent makes a complaint regarding social media postings made from one student to another, they will be encouraged to contact the parents of the child responsible for the postings.*

CHROMEBOOK PROGRAM

Students in grades 5th-8th are required to purchase a school-ordered Chromebook upon entering 5th grade or as a newly enrolled Jr. High student. Chromebooks remain on school campus until the student graduates or upon withdrawal from Queen of All Saints School. All financial accounts must be settled and up to date before computers are released to the student. Chromebooks and other devices may only be used for academic purposes. Students must adhere to the diocesan and school technology policies.

CELL PHONE POLICY

Students must have a Cell Phone Permission Slip on file in the office if they need to have a cell phone for after school purposes. This includes cell phone watches as well as any other device that has the capability of sending messages. These devices must be brought to the school office in the morning, and may not be used at anytime during the school day, including morning/afternoon extended care, during carline, and on field trips or other school sanctioned events. Students who need to use a phone must come to the school office.

Students who walk or ride their bike home, or have other extenuating circumstances will be required to fill out a Cell Phone Permission slip to bring their phone to school. (*See permission slip in Appendix.*)

All cell phones, including Smart watches and other communication devices, must be brought to the office prior to the beginning of the school day or collected by the classroom teacher, and not kept in the classroom or backpacks. Anyone found in violation of the policy will have his/her phone confiscated and will serve a detention. Confiscated phones will need to be picked up from the school office by a parent along with a \$25 fee to be paid at time of pick-up. Phones confiscated more than once will be kept in the office until the end of the school year. The school is not responsible for lost or stolen phones. Cell phones are brought to school at the family's risk.

Student cell phones are not allowed on school campus or field trips. Ringing cell phones in backpacks, pockets, and desks are a disruption to the class. In case of emergency, parents will be notified by the front office or the administration. Student use of cell phones during a time of crisis can impede emergency response and overload phone service. All classrooms and enrichment rooms on campus have a telephone system that is linked to the front office and outside.

Students who need to contact a parent during or after school have always had and will continue to have access to the school phone through the school office and extended care. Students who are driven to school in the morning and picked up after school or after extended care do not need access to a personal cell phone.

From time to time, teachers may give permission for students to bring their own devices to school for a class project. The device may only be used for the special project. If a student chooses to bring their own device, it will be at the student's own risk. The school is not responsible for lost, stolen, or broken items. Students who abuse this privilege by using their device to phone, text, email, access websites not connected to the project, take unauthorized pictures or video, etc. will have their device confiscated and will not be allowed to bring their device to school for any other projects.

*“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.”
Phillippians 2:3-4*

EXTRACURRICULAR

STUDENT GOVERNMENT - For Seventh and Eighth Grade Students

Queen of All Saints School is committed to service to the community and fostering leadership skills in our students. Students in grades seven and eight are given the opportunity to serve the school community as leaders in Student Government. Students campaign and run for Student Government offices in the spring of their sixth and seventh grade years. Prior to running for office, all candidates are given a packet of campaign guidelines and rules for fair campaign practices. Student Government Officers are required to follow guidelines as outlined in the Student Government Membership Rules & Responsibilities Agreement. Each Student

Government Officer and their parent(s) sign and agree to the policies and procedures outlined in the agreement.

Students who run for Commissioner General are given additional guidelines for their office. As Commissioner General of Queen of All Saints School, student's behavior and academic expectations are held to the highest standard. Exemplary behavior and high academic achievement are expected at all times. Students should refer to the Student Government Contract. Any deviation from these guidelines will result in immediate actions taken by the Student Government Advisors and the Principal, including suspension from Commissioner duties and possibly leading to termination of all Student Government responsibilities.

- No signatures on your card for behavior or missing work.
- You must have exemplary behavior in the classroom, on the playground, and in church.
- You must demonstrate model behavior for Faith Families and school buddies.
- You must always be in direct communication with the Student Government Advisors regarding any conflicts or concern about the student body.
- You must be in compliance with all guidelines expressed in the Student Handbook. (dress code, effort, and conduct)
- You must maintain a B average or higher for all three trimesters.

The Student Government program gives students the opportunity to use and develop the skills they are learning about self-government. At the same time, they learn responsibility and begin to care more about the school. From the pride of seeing their accomplishments around the school, a real school spirit develops and hopefully is carried from school to the larger community. Elections are held once a year. Meetings are held twice a month on Tuesdays after school, or as determined by the moderators. The lead officers are Commissioner General and Assistant Commissioner General, who work with a Board of Commissioners. Student Government Officers must wear their special shirts on Tuesdays.

CYO SPORTS

Students may participate in after school sports programs that are offered through the Catholic Youth Organization (CYO). CYO is a parish sports program. See the school website (www.gasconcord.org) or parish bulletin for more information. Questions regarding CYO should be directed to the Athletic Director. CYO athletes who are signed into the afternoon Extended Care Program, must have a signed and dated note from the parent giving permission for the CYO coach to check the student out of daycare.

CYO uniforms and sports apparel are not part of the school uniform and may only be worn at school on free dress or spirit dress days.

CYO coaches receive a maximum of 10 school volunteer service hours.

ALTAR SERVERS

Students from grades 5-8 have the opportunity to serve the community as altar servers. A Parish liturgical minister will train all altar servers to serve at school and Parish liturgies.

JUNIOR HIGH DANCES

Catholic schools in Contra Costa County sponsor night dances periodically throughout the school year for seventh and eighth graders. These dances provide interaction among local Catholic junior high students. In addition, the school may periodically sponsor its own junior high dances. Attending diocesan and school dances is a privilege and not a required school activity. Attendance at these events is up to the discretion of the principal and teachers. Students must be in academic and behavioral good standing to attend the dances. Separate permission slips will be issued for these events.

COMMUNICATION

Parent Responsibilities

Parents/guardians should be thoroughly informed regarding school regulations in the handbook, particularly in the area of philosophy, discipline and financial obligations. Parents/guardians and their students sign a statement accepting the rules, regulations and policies stated. The administration reserves the right to amend the handbook when needed. Families will be notified of such amendments.

Emergency Information

Each child must have emergency contact information on file in the office. It is the parents' responsibility to keep this information current. In case of emergency, students will only be released to an adult named on their Emergency Card. It is a good policy to include the name of a school family your child may be picked up by in the

CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL ADDRESS

Parents have the ability to update their address, telephone number, and email address through their Power School account. Please send written notification to the school office of a change in address, telephone number, or email address as soon as the information is available.

Emergency information **must** be kept up-to-date in case of sickness or accident. Please make sure your phone can accept calls from the school without a special code. Change in email addresses must also be updated on family FACTS accounts.

SAINTS' SCOOP E-Newsletter and E-Packet

The weekly Saints' Scoop E-Newsletter and E-Packet are published on the school website: www.qasconcord.org and emailed to school families. The E-Newsletter is the main means of weekly communication with our families. It is important for every family to have a viable email address on file with the school office to receive the Scoop and E-packet flyers. The school calendar of events and holidays, and other important school forms are available on the school website.

WEEKLY CALENDAR

A calendar of upcoming events is included in the weekly online Saints' Scoop. Please refer to the online and weekly calendars frequently for school activities and for any changes or additions to the main calendar. The calendar is also available on the school website. In addition, a yearly calendar indicating the school's regular days, early dismissal days, and school holidays is on our website and will be sent out via email prior to the start of the school year.

PARENT-TEACHER COMMUNICATION

Back-to-School Night is held soon after the beginning of the school year. At least one parent must attend this important meeting. Parent-Teacher conferences are held toward the end of the first trimester. It is mandatory that at least one parent/guardian attend the conference.

BOOKKEEPER APPOINTMENTS

Appointments to see the bookkeeper may be made by calling the school secretary and/or accessing the bookkeeper's direct voicemail (x-3102). Only the school bookkeeper and Principal are authorized to speak to families regarding any financial matter.

STUDENT SERVICES/MISCELLANEOUS

LOST AND FOUND

Although the school makes every effort to return lost items that are labeled with the students' name, the school is not responsible for lost or misplaced items. Lost articles may be claimed before and after school, or at recess and lunch breaks. Lost and Found articles are located in the school office and Extended Care room. Any articles not claimed after each trimester will be given to charity. Please refrain from asking your child's teacher or other staff members to locate lost or missing items.

LUNCH AND SNACK

Students must have a healthy snack and lunch every day. Students will not be able to concentrate or complete their work to the best of their ability if they are hungry. Please make sure your child eats breakfast before coming to school and has a snack to eat at recess. If you have not pre-ordered your child's lunch through the school's lunch program (Food for Thought), please make sure they bring a healthy lunch to school. Students who do not have a lunch will call home to have a lunch brought. Students who order hot lunch must also bring a snack for recess.

Students may pre-order lunch Monday-Friday through the hot lunch program, Food For Thought. Lunches may be ordered online through www.f4tc.com. Please see the Food For Thought website for ordering instructions and guidelines. Although the school makes every effort to ensure that lunch is delivered in a timely manner and all orders are correct, the school is not responsible for food ordered through Food For Thought. Families must contact the provider directly for any issues concerning orders.

Fast Food should not be brought to school at lunchtime. If this occurs, the child will eat in the office as it causes a distraction to the other children. Students are not allowed to drink soda on campus. If you are dropping off a bagged lunch for your child, please bring the lunch to the front office, write your child's name and grade on the lunch bag, and deposit in the "lunch wagon". Students will be responsible for retrieving their lunch from the wagon.

*"He called a little child to him, and placed the child among them. And he said: "Truly I tell you, unless you change and become like little children, you will never enter the kingdom of heaven."
Matthew 18:2-3*

ADMISSION POLICY

Non-Discrimination Policy

Queen of All Saints School admits students of any race, color, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. Queen of All Saints School does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs.

Queen of All Saints School does not discriminate against any applicant or employee because of sex; and shall not discriminate against any applicant or student because of sex in admissions, educational programs and activities.

ADMISSION

I. ACCEPTANCE PRIORITIES

- Siblings of currently enrolled students.
- Members of QAS parish in good standing.
- Participating members of other Catholic parishes.
- All others.

II. DEADLINES

Queen of All Saints School accepts applications and provides new student assessments throughout the school year. Enrollment for the upcoming school year begins in February of the current year. Additional information is provided during the Catholic Schools Week Open House in late January.

Transitional Kindergarten Age of Admission

Transitional Kindergarten (TK) is the first year of a two-year Kindergarten program that uses a modified Kindergarten curriculum that is age and developmentally appropriate. A child is eligible for Transitional Kindergarten if a child will have his or her fifth birthday between September 2nd and March 1st. Parents are required to meet with the TK teacher prior to their child's acceptance and enrollment into the TK program. Acceptance of students to the TK program is determined by the TK teacher and principal based on the student's TK and school readiness.

Traditional Kindergarten is a partial-day program with students dismissed at 1:30 p.m. (12:00 on minimum days). Extended Care is available at an additional cost for students who remain at school after 1:30 p.m.

Kindergarten Age of Admission

To be admitted into kindergarten a child must be five (5) years of age on or before September 1st of the current school year. Students that would benefit from additional time to grow and fully access the Kindergarten curriculum may be referred to the Transitional Kindergarten program.

Kindergarten screening appointments are scheduled for February of each year. Once accepted, an Enrollment Fee will hold your child's place. A non-refundable registration payment will be due with your contract.

III. TESTING NEW STUDENTS

Applicants will be assessed to determine academic preparedness.

IV. DOCUMENT REQUIREMENTS

All applicants must submit:

1. Birth certificate
2. Immunization records
3. Church certificates - Baptism, Communion, Confirmation (if applicable)
4. Latest report card and test scores
5. Graded schoolwork
6. Letters from the Parish (if applicable)

V. FEES

All fees are subject to change. Please contact the school office for Fee Schedule.

There is a nonrefundable fee due at the time of admission testing. If accepted, new families are required to pay an Enrollment Fee to reserve the space. Other fees include annual Registration Fee, Computer Fee per family, Parent Association (PACE) Fee, and Graduation fee (8th grade only) in addition to the cost of tuition. (Note: all fees are non-refundable.)

In the event that classes are full, applications remain on a waiting list through the school year for which the application was made. Parents should notify the school by May 1st, if they wish to have the application remain in consideration for the following school year.

Applications are incomplete until the school has received all required documents and fees. All completed applications will be processed in the order received using the priority of acceptance outlined in this document.

Transfer Student Process and Requirements

In a Catholic School, all financial obligations to the previous Catholic school must be current. Transfer students go through the same application process detailed above. Applicants must be assessed for the grade level they are applying to, and provide the school with a copy of their most recent report card. All immunizations must be up to date prior to attending school.

Special Needs

Admission of a student with special needs is dependent upon the school program's ability to meet the student's needs. Any applicant's special needs or special needs documentation must be brought to the administration prior to admission.

ACCEPTANCE PROCESS/ NEW and TRANSFER STUDENT PROBATION

Parents/guardians will be notified by letter indicating whether the applicant is or is not accepted. If accepted, the applicant will sign a contract and complete necessary paperwork by the indicated due date. The applicant will then begin a probationary period where it will be determined if Queen of All Saints School is satisfactory for both the student/family and the school.

Enrollment is probationary during the first grading period after admission. The student's behavior, social, and academic progress will be evaluated at the Fall Parent-Teacher Conference whereupon a recommendation for continued attendance at Queen of All Saints will be made by the teacher, parents, and Principal.

The following points will be evaluated during the probationary period:

- Student achievement, attitude and behavior
- Parent support of school policies and Family Commitment, and cooperation as expressed by telephone, email, in letters, in conferences, and in conversation with staff or other school families.

If results of the probationary evaluation are unsatisfactory, the probationary period may be extended or the student will be asked to transfer out of the school at the end of the grading period.

WITHDRAWAL PROCESS

Withdrawal from Queen of All Saints School

In the event you must withdraw your child from school prior to the end of the school year, please notify the office in writing as soon as possible. This provides time to notify families who are waiting for openings.

Families who leave Queen of All Saints School before the end of the school year are responsible for fulfilling payment on their annual tuition obligation as stated on their contract, extended care fees through the last month of attendance, and are responsible for paying

non-worked volunteer hours and fundraising fees in full. In addition, families receiving 3rd party financial assistance, must submit payment for any forfeited tuition assistance. All tuition and fees paid prior to that time are non-refundable.

Non-Renewal of Student Enrollment

If the school determines that it cannot serve the needs of the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive behavior of the student or parent/guardian, the school maintains the right to not accept the child for continued enrollment.

SCHOOL REQUEST FOR TRANSFER

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or conspicuously uncooperative or destructive attitude of parents/guardians, will be asked to transfer when:

1. The school has explored means to meet the needs of the student.
2. There has been sufficient discussion with the parents concerning the student condition.

The transfer is to take place at the end of a grading period, preferably at the end of an academic year. The Principal, in consultation with the Pastor and Executive Director, makes the final decision.

The school may recommend transferring a student for disciplinary grounds as well as other reasons. The Principal determines a transfer recommendation when continued attendance will not profit the student, or places upon the school demands that cannot be met. A transfer terminates attendance, but does not leave the stigma of expulsion. The transfer is to take place, if possible, at the end of a grading period or at the end of the academic year. The final decision is made by the Principal, in consultation with the Pastor and Executive Director.

Any parent, guardian, or other persons who insult or abuses any teacher in the presence of other school personnel or students on school premises or public sidewalks, streets, or public walkways adjacent to school premises, or at some other place in connection with assigned school activities, is guilty of a misdemeanor (E.C. 44812). This action of the parent, guardian or other person could initiate the school's request for transfer of related pupil.

Parents/guardians wishing to withdraw their child from Queen of All Saints School must send a letter of intent to the school office 30 days prior to the last day of attendance. The office will provide all information necessary for any settling of accounts. The following must be current prior to leaving the school:

- Tuition: Families are responsible for the entire year's tuition regardless of the date that the student withdraws from Queen of All Saints School.
- Queen of All Saints School Fundraising Commitment (\$400) and Family Volunteer Hours (\$25/hour not completed)
- Extended Care if applicable
- Miscellaneous obligations, if applicable

The Principal may waive a portion of outstanding fees and charges at his/her discretion.

RE-ENROLLMENT

In late winter/early spring of each year, families currently enrolled in Queen of All Saints School will be sent a form requesting their intention to return the following year. Parents are requested to complete and submit the form. Re-enrollment fees are invoiced to family FACTS accounts. If families do not return the form stating that they are not returning to Queen of all Saints, it will be assumed that the family is returning and their FACTS account will be billed accordingly.

I can do all this through him who gives me strength. Phillipians 4:13

ATTENDANCE

ABSENCE/TARDY

As classroom instruction supports student learning, student attendance is expected to be regular and punctual. Timeliness is a life skill that Queen of All Saints School values and seeks to instill in every student. The school asks parents to make every effort to schedule appointments during non-school hours and not to arrange vacations beyond those indicated by the school calendar. Interruptions in attendance have an adverse effect on a student's ability to resume studies, and disrupt the classroom. Students can never make up a day they have missed, even though they may go over assignments that were presented. Make-up assignments fail to compensate for missed instruction. When absent, students are given one extra day to complete and turn in missing assignments. Please meet with your child's teacher(s) for further information.

To be eligible to participate in interscholastic activities (after school activities including but not limited to dance classes, music, theater and art classes and programs, CYO and other sports, class dances, etc.) the student must be present during the school day. Students that are absent or leave school during the school day/before the end of the school day may not participate in extracurricular activities occurring on the day of absence. This includes leaving school to dress or prepare for the event. Exceptions are made for students with verifiable medical appointments. Students who leave for medical appointments must return with a dated medical slip.

A student who has been absent is required to present a written excuse stating the reason for his/her absence and signed by the parent(s)/legal guardian(s). Once received by the school, the student's absence will be marked as "Excused" in PowerSchool.

Parents must call the school office if a child will be absent for an extended period of time. All absences, whether "excused" or "unexcused" are recorded and become part of the student's permanent record. When a child is marked absent, families may receive an automated phone call notifying them of their child's absence. Families should phone the office immediately upon

receiving the automated phone call to provide an excuse for the absence, and should follow up with a formal email or letter of excuse when the child returns to school. If a child is tardy and has been marked absent in Power School, families may receive a phone call stating that their child is absent prior to the system updating attendance.

“Excessive absence” is being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year. When the student arrives after recess s/he is a half (1/2) day absent. Students with excessive absences (18 school days) may receive a grade of Incomplete on their report card, and may be required to attend summer school to make up for lost classroom instruction.

TARDINESS

The school day begins each day when the first bell rings at 7:57 AM. Children are considered tardy after the second bell rings at 8:00 AM. When a child is tardy and the classes are no longer gathered in the schoolyard, the child should be accompanied to the office by the adult who brought them to school and signed in at the office. For the safety of your child, please do not drop your child off unattended outside the school grounds. A late slip will be administered in the school office before the child proceeds to the classroom. If a child is tardy and has been marked absent in Power School, families may receive an automated phone call stating that their child is absent prior to the system updating attendance.

A student is tardy when he/she arrives after the students have gathered in their class line for prayer, pledge, and morning announcements and the 8:00 AM bell has sounded. Tardiness causes a disruption to the normal routine of both the teacher and the class. It should be a behavior that is avoided whenever possible.

Students arriving late on Mass days (typically every Monday) will need to be signed in at the office and then escorted over to the Church by the parent. The office staff appreciates your attention in this matter so that they may attend Mass with the school as well.

“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.

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit, mandatory summer school, or disciplinary action. Students who are excessively tardy will be required to attend a 30-minute after school detention “Tardy Party”. See additional information below.

HABITUAL TARDINESS

With parents as partners, it is the parents’ role in education to ensure that students are at school on time. Excessive tardiness is being late four (4) times per trimester, or a total of twelve (12) during the school year. It is the responsibility of the parent to make sure that students are at

school on time. This policy applies to all students in Transitional Kindergarten through Eighth grade.

Habitual tardiness is something that needs to be avoided at all costs. Children must be taught the value of being punctual through example. Parental expectations should dictate that promptness is an attainable virtue. It should be taught as a necessary life skill. Patterns of habitual tardiness dictate the need for a more severe consequence. In some instances, children are late because of circumstances beyond their control. Tardiness is often a parent issue for which the student is being punished. When a child is habitually tardy (4 or more tardies in a trimester) the family will be contacted by the administration to discuss consequences including a financial consequence, student detention (family will be charged Extended Care fee for detention time), and/or reduction in student's Life Skills grade. If a family continues to be habitually late, the family may not be invited back for the following school year.

In order to avoid the possible consequences for being tardy, some family planning and discussion might be helpful and/or necessary. Please set your clocks to the proper time. Children need to be helped in getting organized the night before. They need to get to bed each evening at an hour that allows them to receive the number of hours of sleep necessary to be productive in school the next day. Children need to be roused from their slumber in sufficient time to make their beds, get dressed, eat and get into the car in an orderly fashion. And all of this assumes adequate time to drive in a safe manner from home to school with several minutes to spare.

TRUANCY

California has a compulsory education law, which requires that children between the ages of six and eighteen must attend school. We are required to abide by this law as a private, accredited educational institution.

"Excessive absence" is being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year. Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. Parent(s)/legal guardian(s) will be contacted as soon as the school becomes aware of a truant status. A conference will be scheduled to discuss the situation and develop a plan for the student to return to school or transfer to another educational institution. If all methods of communication with the parent(s)/legal guardian(s) have been unsuccessful in resolving the truancy, the Principal, in consultation with the Executive Director may contact their local County Office of Education (Alameda/Contra Costa) and ask for assistance from their school attendance review board (SARB). The student may be referred to a probation officer or district attorney mediation program.

VACATION POLICY/HOMEWORK DURING VACATION ABSENCE

Absence for other reasons (unexcused absences):

Absences for vacations beyond those indicated on the school calendar are not excused. When parents wish to take their child out of school for several days for personal reasons, the Principal and the teachers should be contacted within a reasonable amount of time prior to the planned trip. At this time, the Principal will advise the parents on the effects of an absence on the student's schoolwork. The final decision for absenteeism, however, is the responsibility of the parent. Specific assignments will not be given to the student prior to the trips, and teachers should not be asked. Assignments whose due dates have been given to the class prior to the absence are to be met by the student, either by submitting the assignment prior to the absence, or by making arrangements to ensure the assignment arrives to the teacher on the due date. If these assignments are not turned in by the designated date, zero credit will be earned. In addition, students should be prepared to take ALL missed tests and quizzes (regardless of the date assigned) on the day he/she returns to school as tests and quizzes will be administered in a timely manner. Upon return, a student will have 24-hours to turn in all missed daily work and homework assigned during their absence to receive full credit.

ILLNESS/MEDICAL APPOINTMENTS

Parents are asked to keep medical and dental appointments during school hours to a minimum. A student is legally credited for attendance when a written certification from the doctor/dentist's office is presented on return to school.

If your child is ill, please call the school (685-8700) between 8:00-9:00 a.m. You will be called if your child is absent and you have not contacted the school as requested. In addition, a written note stating the reason for absence is required on the day a child returns from a period of absence. If your child returns to school without a note, you will be called and asked to bring the note to school. These excuses are kept on file until the end of the school year. The Principal shall investigate excuses of a doubtful nature and shall report continued cases of absence to the proper authorities. Frequent and/or unexcused absences can be a reason for dismissal.

Center for Disease Control and Prevention recommends that individuals with influenza- like illness remain at home until at least 24 hours after they are free of fever (100 F or greater), or signs of a fever without the use of fever-reducing medications. A student should stay home until the end of the exclusion period, to the extent possible. CDC recommends this exclusion period whether or not antiviral medications are used. It is important that all students cover their cough and wash their hands often to lessen the chance of spreading influenza viruses that are resistant to antiviral medications. Sick students and staff are required to stay home. CDC recommends that students and staff who appear to have influenza-like illness at arrival or become ill during the day be promptly separated from other students and staff and sent home.

Early dismissal

If a student needs to be dismissed before the end of the school day, written notification from the parent is required. A note should be sent to school with the child, and given to the classroom teacher. The note should state the time of dismissal as well as the reason for early dismissal. If a teacher has not been given prior notification that a student is being picked up early, the

parent may have to wait while the student cleans up, collects homework, and packs their backpack.

The parent who is picking up the child must sign-out the student in the school office and should not go directly to the classroom. The classroom teacher will then dismiss the student for the day. If an adult other than the parent is picking up the child, written permission from the parent and the name of the person picking up the child must be noted. The adult will need to show proper identification when signing out the student

Please report communicable diseases upon discovery. A student absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or nurse before he/she is readmitted to school.

P.E. NON-PARTICIPATION

Parents must send a note to school if their child cannot participate in P.E. activities due to illness or injury. The note will also cover physical activity at recess/lunch time and extended care. A doctor's note is needed for long-term non-participation (3 or more days).

IMMUNIZATION/HEALTH SCREENING REQUIREMENTS

(This policy follows Diocesan guidelines. There will be no exceptions to the policy.)

ALL STUDENTS MUST BE IMMUNIZED PRIOR TO STARTING SCHOOL

The recent measles outbreak across the nation has caused a reevaluation of the current Personal Beliefs Exemption, AB 2109, that allowed parents to opt out of their children receiving required vaccinations. That law allowed that *only* after a doctor's consultation, providing parents/guardians with information and health risks of communicable diseases, could parents/guardians be allowed to decline vaccinations for their child. In keeping with the change currently being proposed within the California legislature, the Diocese of Oakland has changed its policy.

As of August 2015, all students entering our schools in grades K-12 are required to comply with the California Department of Public Health Grades K-12 Immunization Requirements (Form IMM-231). The only permissible exemption will be a physician's order based on a medical condition that prohibits a child from receiving required immunizations. All students currently in our schools will be expected to comply with this policy as well effective August 2015.

The Diocese is taking this action to safeguard all children and in particular those children who have serious health conditions, such as being immune compromised due to transplants or malignancies, that make it impossible for them to be vaccinated, and where exposure to a communicable disease could be life threatening.

There will only be One Exception to this ruling: If a Doctor signs a statement that the child has had a Titer Blood Test which shows that the child has adequate levels of antigens (immunities

to a disease) in their system then we can accept this doctor signed statement in place of a 2nd shot.

Center for Disease Control and Prevention recommends that individuals with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 F or greater), or signs of a fever without the use of fever-reducing medications. A student should stay home until the end of the exclusion period, to the extent possible. CDC recommends this exclusion period whether or not antiviral medications are used. It is important that all students cover their cough and wash their hands often to lessen the chance of spreading influenza viruses that are resistant to antiviral medications. Sick students and staff are required to stay home. CDC recommends that students and staff who appear to have influenza-like illness at arrival or become ill during the day be promptly separated from other students and staff and sent home.

Students at appointed grades are screened for vision, hearing and scoliosis. In addition, teachers may request vision or hearing tests for any student who demonstrates a need. Screening for lice will be conducted on an as-needed basis. The school will provide information about specific medical conditions (lice, chicken pox, pink eye, etc.) when necessary. These policies are available upon request.

STUDENT RECORDS

At Queen of All Saints we give parents the right to access their child's cumulative records. A form is provided at the back of the handbook that would need to be filled out in the event you might wish access to those records. Should you desire to see the records, we ask that you contact the school office and make an appointment to do so. Every attempt will be made to accommodate you at your convenience within a 48-hour period.

In the absence of a court order to the contrary, Queen of All Saints School will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide us with an official copy of that court order.

Titus 2:7-8 in all things show yourself to be an example of good deeds, with purity in doctrine, dignified, sound in speech which is beyond reproach, so that the opponent will be put to shame, having nothing bad to say about us.

STUDENT CONDUCT

AUTHORITY

If a parent has a question or concern regarding a classroom situation, this should be discussed with the classroom teacher first. If the situation is not resolved to the parent's satisfaction, the matter should be brought to the attention of the Principal. If the parent still has a grievance, then a meeting can be arranged with the Principal and teacher.

Discipline is attained in a classroom or a school when pupils work cooperatively with the Principal, the teachers and their companions toward the attainment of the class and school objectives. Discipline is positive when the students begin to manifest a growth in self-discipline which will help them to function successfully as Catholics in society, growth in charity and compassion, showing respect for one another and a willingness to share one another's burdens.

DISCIPLINE

DISCIPLINE WITHIN CATHOLIC SCHOOLS

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

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

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

Evidence of Discipline

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

Maintenance of Discipline

Effective discipline is maintained when there is:

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

LOSS OF PRIVILEGE

Attendance on field trips or other school sponsored activities and non-uniform dress days are privileges and not rights. A student's ability to participate in these activities may be revoked for violations of school rules.

DETENTION

Requiring a student to serve a detention after school hours is an acceptable disciplinary measure. Detention policies are presented to parents and students at the beginning of the

school year in each classroom at Back to School Night. The School follows the Disciplinary Chart in the school handbook.

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(s)/legal guardian(s). If a student is to serve a detention longer than fifteen (15) minutes, parent(s)/legal guardian(s) should be notified in advance.

Suspension Policies

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

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

Suspension Procedures

1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent(s)/legal guardian(s) as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact.
2. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:
 - a. NOTICE: This is satisfied by telling the student that they are going to be suspended; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
 - b. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
 - c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.
 - d. PARENT(S)/LEGAL GUARDIAN(S) CONTACT: It is always necessary to inform the parent(s)/legal guardian(s) of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent(s)/legal guardian(s) might be included in these steps so that the parent(s)/legal guardian(s) is aware of the total situation prior to the decision to suspend. When this is not possible, a parent(s)/legal guardian(s) will be informed of the specifics of the procedure within a reasonable time thereafter.
 - e. A WRITTEN RECORD of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cumulative record folder by the Principal.

Expulsion Policies

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good.

1. The Following May Be Reasons for Expulsion

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

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

2. Procedures for Disciplinary Expulsion

A. Cases of Cumulative Disciplinary Difficulties

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

- a. The pattern of conduct, which at this time would lead the school to believe that expulsion, is being contemplated.
- b. The evidence upon which this assessment is based.
- c. The right of the student at this time to present a statement or information in support of being retained.
- d. What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

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

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

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

B. Cases Involving Serious Offenses or Threats to Safety

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

C. Right to Appeal

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

Disapproved Disciplinary Measures

The following disciplinary measures are not allowed:

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

Confidentiality

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

Discipline in the Catholic School is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the Principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

In the event of serious misbehavior, parents will be notified of the problem and are required to cooperate fully with the school in order to remedy the situation. Refusal to comply will lead to dismissal from the school. Teacher classroom routines/discipline policies shall be given in writing to parents within the first two weeks of school usually at Back to School Night. Parents of students referred to the Principal because of misbehavior will be notified of the referral. If the problem continues, further disciplinary action will be taken.

"Train up a child in the way he should go; even when he is old he will not depart from it."

Proverbs 22:6

DISCIPLINE POLICIES

Academic Honesty

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. Anyone who violates the policy of academic will not receive credit on that exam or assignment. Academic dishonesty may lead to other disciplinary measures including suspension.

Responsibilities and Rules

Students experience school success when they demonstrate a positive attitude toward their department, attendance and academics. The support of their parents and teachers is of added benefit. Students who demonstrate less than satisfactory progress in these areas will be placed on probation at the discretion of the administration.

It is the responsibility of all students at Queen of All Saints School

- To obey all school policies and classroom rules
- To follow the prescribed course of study
- To respond with respect to all persons of authority
- To be courteous to all
- To respect the rights and property of others
- Discipline in the Catholic school is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is:
 - To provide an environment conducive to learning
 - To educate students on the importance of developing responsibility and self-control

The classroom teacher is the primary disciplinarian. The teacher will notify the parents and Principal of problems that may warrant disciplinary action. Parents are asked to study and discuss classroom rules as well as school policies with their children. Families are expected to cooperate with the Queen of All Saints discipline policy.

DISCIPLINARY MEASURES

Conduct, whether inside or outside of school (i.e. on field trips or diocesan dances) may result in disciplinary measures. When disciplinary measures are required, they will be addressed first by the classroom teacher. Classroom teachers employ their own classroom rules, procedures and consequences. The teacher will communicate with the student's parents/guardians when necessary. Serious and/or persistent violations of school and/or playground rules may result in referral to the Principal and may result in a conference, probation, suspension, transfer or expulsion.

The Disciplinary-Office Referral Chart in the Appendix provides an outline of some reasons for office referral, as well as some resulting actions that may be taken by the administration.

“So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets. Matthew 7:12

ANTI-BULLY POLICY

DISCIPLINE & SOLUTION TEAMS

Discipline with Purpose is a developmental approach to teaching self-discipline. Based on 15 self-discipline skills that are used as a framework for making decisions about a person’s growth in self-discipline, Discipline with Purpose helps teachers, parents and administrators work cooperatively to teach responsibility and respect in a language that students of varying grade levels can understand. The 15 core self-discipline skills are:

1. Listening
2. Following Instruction
3. Questioning
4. Sharing: Time, Space, People and Things
5. Exhibiting Social Skills
6. Cooperating with Others
7. Understanding the Reasons for Rules
8. Independently Completing a Task
9. Exhibiting Leadership
10. Communicating Effectively
11. Organizing: Time, Space, People, Things
12. Resolving Mutual Problems
13. Taking Initiative in Problem Solving
14. Distinguishing Fact from Feeling
15. Sacrificing / Serving Other

Definition of Bullying

Bullying is defined as:

- Behavior that hurts or harms another person physically or emotionally
- An inability for the target to stop the behavior and defend themselves
- An imbalance of power that occurs when the student doing the bullying has more physical, emotional, or social power than the target
- Repetitive harmful behavior; however, bullying can occur in a single incident if that incident is either very severe or arises from a pattern of behavior.

Bullying is different from *Conflict*. *Conflict* is a disagreement in which both sides share their views. *Bullying* is done with a goal to hurt, harm, or humiliate.

- When someone says or does something unintentionally hurtful and they do it once, that's *Rude*.
- When someone says or does something intentionally hurtful and they do it once, that's *Mean*.
- When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them that you are upset - that is *Bullying*.

Solution Teams to Solve Bullying

Queen of All Saints School recognizes that bullying can occur in any school setting, and takes a proactive approach to addressing any potential bullying situations at their earliest levels. Solution Team is a tool that is led by the administration and faculty at Queen of All Saints School.

Solution Team brings together a group of students to solve the bullying of one of their peers. The students are told that they are not being punished, but that one of their peers is suffering and that it is up to them to solve this situation. The Solution Team is an opportunity for the Solution Team members to experience empathy for one of their peers and to extend compassion and kindness. Solution Team supports a school culture where students are more trusting of adult intervention, more willing to seek adult help and have greater compassion for their fellow students.

Solution Team provides a simple six-step procedure that is used when a Solution Team Leader is informed that bullying is occurring. The core of Solution Team is bringing together a team of students from the target's peer group to solve the bullying. The team leader lets the team members know that they are not in trouble but are here to assist in finding a solution to a problem.

This intervention is done on behalf of the target and is not focused on the bully, though she or he often develops empathy and a change of attitude as a result of this intervention. The target does not attend the first team meeting but will attend the final meeting. The two follow-up meetings with the team cement the change and are crucial. Solution Team leaders convene a different team of students on each occasion that a student needs help responding to bullying. (There is no fixed solution team; it depends entirely on the dynamic of the students involved in the situation). Any student may be called to participate in a Solution Team to address bullying at Queen of All Saints School. Students identified as targets by themselves, teachers or other staff at Queen of All Saints School, will be contacted by their teacher or Principal to provide support and information on the solution team process. The family of the targeted student will be notified when a Solution Team is formed.

Stage One: Meet with the Target:

- Get information
- Empathize
- Validate the target's strongest feelings

- Explain bullying is not okay
- Tell them how a solution team could help and ask for their consent
- Let the target know what you will be saying to the solution team

Stage Two: Identify Solution Team Members:

- Six to eight students are identified and invited on the team (including the bully/ies), bully-followers and also positive leaders and allies. Group will be selected with and/or by classroom teacher/s.
- Students will be excused from class (care will be taken not to schedule during academic classes/tests/presentations) because of their ability to solve a problem.

Stage Three: Convene the First Meeting of the Solution Team:

- The meeting is Solution Focused: no one is in trouble, the group has been chosen because they can make a positive difference in the lives of one of their peers.
- Identify the problem and how it impacts the target
- Ask the Solution Team for Solutions, individually - what can they do personally to improve the situation? What can they do as a group to improve the situation?

Stage Four: Check in with the Target:

- Two brief check-ins with the target during the week following the first Solution Team

Stage Five: Second Meeting of the Solution Team: (10 minutes max)

- Ask Solution Team:
 1. "How did you manage to make things better?"
 2. "What are you individually and as a group doing differently?"

Stage Six: Third (and usually final) Meeting of the Solution Team

- Target attends and can acknowledge/thank the changes the solution team made to help the situation
- Facilitate reflection on the solution team process
- Create long-term success by leaving door open for further meetings if necessary
- Check back with parents of target

The Bullying Escalation Chart in the Appendix provides an outline for bullying behaviors and potential consequences.

DETENTION POLICY

Detention is an acceptable disciplinary measure. A teacher may detain a student from fifteen minutes to an hour after normal school hours if they:

- Violate a rule of conduct, as discussed in class.
- Repeatedly fail to do assigned schoolwork and/or homework.
- Fail to conform to the Uniform Policy.

- Violate the classroom or school rules.

Unless otherwise stated, detention is held on Thursday from 3:00 to 4:00 p.m. Because the student is being supervised after school hours, families will be charged an Extended Care fee for the time that their child spends in Detention. Parents should wait outside the Almond Avenue doors. Students must be picked up at the entrance to the Extended Care Program (on Almond Ave.) or the host teacher will check them into Extended Care at 4:00.

BEHAVIOR CONTRACTS

After a suspension, the third detention, *or if extraneous circumstances dictate*, a conference with the parents, teacher, student, and Principal will occur, and a behavior contract will be created. This contract will state the behavior expectations and consequences for the student. If the student contract does not bring about a change in the unacceptable behavior or attitude of the student, the following may result:

1. A suspension from school for a specified period of time.
2. Further infraction of the rules may result in expulsion.

VIOLENCE

Queen of All Saints School does not tolerate violence in word, action or pictorial depiction. For example, pictures of guns, daggers, bombs, etc. will not be tolerated on books or in notebooks or other areas. Hands, feet and all body parts are to be kept to oneself. Only appropriate words and pictures are acceptable at school and off-campus school events. Students are expected to demonstrate respect to all staff and students throughout the school.

Investigation and possible actions include, but are not limited to:

- Principal, pastor and teacher meeting with the student
- Contact and/or meeting with parents/guardians
- Solution Team
- Life Skills grade lowered
- Detention
- Suspension
- Expulsion
- Police intervention if necessary at any point

DISMISSAL FROM SCHOOL

SUSPENSION

The authority to suspend a student rests with the Principal or person acting in his/her absence. Suspension can take place "in" school or "out" of school, and may lead to expulsion.

Suspension is a temporary action in which the student is denied admission to their classes and the school grounds. Suspension is a very serious action and is not done so lightly.

Students may be suspended, at the discretion of the Principal, for a period not to exceed five school days. Once suspended, a student can return to school only after a conference is held

between the teacher, the Principal and the parents. Students who are suspended will receive a zero on each assignment and will not be permitted to make up the work missed or retake any tests given while on suspension.

Assaulting another student or threat of an assault, sexual harassment, racial slurs, and vandalism can be causes for immediate suspension or expulsion. Both parties involved in an assault will be suspended from classes and will report to the Principal's Office the next morning. The following offenses committed by students while under the jurisdiction of the school are reasons for suspension and/or expulsion:

- Continued willful disobedience/consistent violation of school rules
- Open, and/or persistent defiance of the authority of school employees
- Habitual profanity or vulgarity, or use of racial slurs or other defamatory language
- Smoking or having tobacco products or other substances deemed to be detrimental to children
- Use, sale, or possession of habit-forming substances
- Vandalism to school property or misuse of property
- Use, sale, distribution or possession of any alcohol beverage on or near school premises
- Assault, battery, or any threat of force or violence directed towards any school personnel or student
- Possession and/or assault with a deadly weapon/object, which can be used to cause harm to another
- Theft (includes rummaging through student and staff members' backpacks, desks, or other personal property.)
- Actions gravely detrimental to the moral or spiritual welfare of other students
- Sexual harassment
- Willful misuse of technology (See Appendix for Telecommunications Responsible Use Policy and Agreement)

The decision for dismissing a student from Queen of All Saints School rests with the Principal, in consultation with the Pastor.

PROCEDURES FOR DISCIPLINARY SUSPENSIONS

- If a student is to be suspended, he/she is informed of the school rule that such a violation is cause for suspension.
- Evidence is put forth; a student point of view is recorded.
- The situation that the student was supposedly involved in is discussed.
- Parents are informed in writing of the procedures taken.

A preliminary conference with parents is held by the Principal to inform them that expulsion is contemplated. A second conference is held and a final decision is made.

Written records are kept. In cases involving grave offenses, the student is immediately suspended and the process for expulsion is begun.

EXPULSION

Expulsion is an extreme but sometimes necessary measure. The causes for expulsion are listed under the preceding section on suspension.

PROCEDURE FOR DISCIPLINARY EXPULSION

1. The Principal or his/her delegate shall arrange a conference with the student and the parents/legal guardians who shall be informed of:
 - a. The pattern of conduct, which at this time would lead the school to consider expulsion.
 - b. The evidence upon which the assessment is based.
 - c. The right of the student at this time to present a statement of 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 reasonable time:
 - a. A second conference with the student and parent/legal guardian will be held.
 - b. After this conference a final decision will be made by the Principal in consultation with the Pastor and the Executive Director.

In cases involving serious offenses or threats to safety, which may include possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/Principal conference is dispensed with and the process begins with the procedures outlined above. This procedure involving cases of grave offenses should be followed where the continued presence of the student at school (even for a short period of time) will, in the judgment of the Principal, pose a serious threat to the health and welfare of a student(s) or other person(s). Parents/legal guardian may appeal the decision, first to the Principal and pastor and then to the Executive Director. However, it is presumed that the decision will not be overturned if established procedure has been followed and sufficient reason for expulsion exists.

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; this includes cyber bullying. 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.

CONFIDENTIALITY

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigation and/or resolution of the matter.

RETALIATION

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

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

Examples of Sexual Harassment

Sexual harassment includes, but is not limited to the following forms:

1. Verbal: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
2. Written: Suggestive or obscene letters, notes, or invitations.
3. Physical: Sexual assault, touching, impeding or blocking movement.
4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Making reprisals, or threats of reprisal following a negative response to sexual advances, or following a sexual harassment complaint.

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 school activity or attendance and occurs at any time including, but not limited to, any of the following:
 - While on school grounds;

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

It is the student's responsibility to:

- Conduct him/herself in a manner that contributes to a positive school environment;
- Not engage in acts, which tend to injure, degrade, embarrass, or threaten the safety, privacy, or respect of other students, teachers, or staff members.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, any substantiated act of harassment will result in disciplinary action up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to, and including expulsion.

TECHNOLOGY USAGE

The Diocese of Oakland and Queen of All Saints School recognize 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.

The Diocese of Oakland and School discourage 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 and Queen of All Saints School are 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 the Responsible Use Policy forms to the School.

CYBERBULLYING

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.

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” 1 Peter 4:10

COMPLAINT/ISSUE RESOLUTION

Concerns regarding individual school staff members should first be directed to that staff member if possible. 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. Lines of communication are as follows: teacher- child; teacher-parent-child; teacher-parent-child-Principal; and when necessary, the Pastor. Parents and teachers must work in close partnership to successfully educate a child. The child will be torn between authorities unless there is a genuine unity of purpose and practice among parents and faculty.

Communication is essential to this end. The purpose of the following procedure is to secure, at the lowest possible level, equitable solutions to the problems that may arise from time to time affecting the welfare of students or teachers. This procedure will be kept as informal and confidential as may be appropriate at all levels of the procedure in order to facilitate reconciliation, communication and the strengthening of the community of faith.

The following steps are designed to provide a forum/mechanism for teachers, parents and students to resolve (or have resolved) disputes arising in or out of the classroom. This procedure is not intended to supplant existing guidelines for addressing conduct meriting disciplinary measures as outlined in this handbook. Rather, they are designed to provide a clear procedure to allow parents, teachers and students to seek appropriate assistance in concluding otherwise intractable disputes.

First Step: The normal procedure to addressing grievances, whether they originate from teachers, parents or students, is to arrange a face-to-face meeting among the interested parties. In the case of a grievance originating with a parent or teacher, the person raising the grievance should arrange to meet with the teacher/parent at a mutually agreeable time.

The parties should attempt to resolve their differences at the lowest level possible without resorting to advanced assistance and upward channels of communication either within the school or outside of the school. Accordingly, if multiple meetings are required to work out differences, the parties should make further arrangements at the conclusion of each meeting. However, if it is apparent that the dispute cannot be resolved without assistance of third parties, and to minimize the possibility of misunderstanding, either the teacher or parent may conclude the meeting by deciding to proceed to step two.

Second Step: If the issue is not resolved as outlined in step one, the parties will be expected to arrange a meeting with the Principal at a mutually convenient time. The Principal will review the

facts of the dispute and, as appropriate: 1) request that the parties attempt further negotiation; 2) refer the dispute to the pastor; or 3) resolve the dispute without further consideration.

Third Step: If the dispute has been referred to the pastor but the matter remains unresolved, either party may declare an impasse and request that the matter be re-submitted to the Principal for resolution. The Principal will then come to a just and final resolution of the matter for the good of the disputing parties and the school at large.

DIOCESAN COMPLAINT 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.

SCHOOL VANDALISM/PROPERTY DAMAGE

Students and their parents/guardians will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent/guardian to pay for property damages due to willful conduct by the child. Grades, report cards and diploma will be withheld until damages are paid.

EARTHQUAKE / EMERGENCY/ DISASTER

In the event of a serious disaster, all students will be retained at school in the care and supervision of their teacher and other staff members until dismissed to the care of an adult who has been designated by the parent to pick up the particular student. Parents will indicate those adults on the Emergency Card. No child will be allowed to go home alone. Each student will only be dismissed to an adult.

Children will not be released to any adult who is not listed on the Emergency or Disaster Dismissal form. It is very important that those individuals whom you would entrust with the emergency care of your children be listed with updated telephone numbers. It is recommended that you check with the school office to make sure your current information is correct.

The school has a cellular telephone available for emergency purposes. This will be used to access emergency information as well as secure the dispatching of emergency vehicles if needed to the school premises. Turn on the radio/TV and follow instructions for the civic community. For the sake of communication, Queen of All Saints School will follow the local public school district's decision.

Call the following numbers for information about your child/or children:

Parish Church: 925-825-0350

Red Cross: 925-603-7400

In the event of an emergency, the school will activate automated communication through School Messenger to inform and direct parents. DO NOT IMMEDIATELY DRIVE TO SCHOOL or CALL THE SCHOOL NUMBER. Streets and access routes to school must remain clear for emergency vehicles, and the phone must be free for out-going calls only.

SAFETY PROCEDURES AND DRILLS

In the event of an emergency, appropriate emergency services (fire, police, etc.) shall be contacted immediately, and drill procedures shall be implemented. Fire drills are held once a month. Earthquake drills are held once a trimester in order to train each student and staff member. In the event an intruder enters the campus, Lockdown procedures will be implemented.

LOCKDOWN PROCEDURES

If directed by the police or other law enforcement agency, the school will conduct a lockdown. The school will conduct this drill in order to protect the students in case of an actual emergency. During the lockdown, students with teachers will be locked in an available area within a short period of time. During a real emergency, police will direct the order of release. Parents will not be allowed on campus during a real emergency to pick up their child. Police will control these boundaries.

Lockdown procedures include sheltering in place, locking all inside and outside doors, closing all windows, and covering classroom door windows. When possible, all students will be sheltered in their classrooms, or if necessary, in the Kindergarten wing where there is ample amount of room to shelter all students and staff.

CARE AT SCHOOL

The school is prepared with first aid supplies, parent-purchased emergency food/supply pack and water to care for all students during a disaster. Once the Emergency Dismissal process has been implemented, students will be organized into groups, and faculty and staff will evaluate existing structure safety. Based on the assessment, proper shelter will be provided based on what is available and considered to be safe. Children will wait for parents/guardians to pick them up. In case parents/guardians are not able to reach their children immediately, the school will provide them with shelter, depending on what's available, calorie bars and water sufficient for 72 hours.

The school will be in contact with government services as available during this period of time, to maximize shelter, medical and nutritional services.

SCHOOL CLOSURE

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

lines. This may include notification via email, text, and phone through School Messenger, class phone tree, or Remind 101 app.

SAFETY

SUPERVISION OF STUDENTS

Liability for supervision and control of students shall be assumed by the school twenty (20) minutes before the first bell in the morning (7:40 a.m.) and ends at dismissal/end of carline, except for students participating in school-sponsored extra-curricular programs.

Students may be on school grounds only during these hours unless participating in a school-sponsored activity supervised by a designated authorized adult.

SKATEBOARDS/BICYCLES

Students who skate or bike to school must have a letter of permission from a parent, and must wear a protective helmet while on their bike or skateboard. When leaving for the day, students must wait for the end of carline and exit through the office.

Students who come to school without a helmet will not be permitted to bike or skate back home. Students must walk their bike or skateboard to the office and may not use them on school property. Roller blades/skates are not permitted.

WALKERS/BUS RIDERS

Students who walk or take the bus home must have a note of permission from his/her parent on file in the office each year. No child may be picked up on the surrounding streets. Students must leave through the school office at the end of carline.

STUDENT PHOTOGRAPHS

Official student school pictures (in school uniform) are taken in the beginning of the school year. All students will have their official school picture taken. Parents are not obligated to purchase picture packages. Please see photography information that is sent home prior to the picture-taking events. School pictures with student names are published in the school yearbook.

Photographs of students may appear on the school website or in other school publications. Student names are not published with the pictures. Parents who do not wish their child's photograph to be placed in public media must notify the school Principal in writing at the beginning of the school year. Please see the school and classroom websites, and the school's Facebook page for examples of how the children's pictures might be used.

STUDENT ID CARD

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

described in paragraph (1) and may have printed on either side of the pupil identification cards the telephone numbers described in paragraphs (2) and (3):

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

PARENT USE OF PICTURES AND VIDEOS

For privacy issues, parents are not allowed to post pictures from school events of other students, teachers, or staff on the Internet or any Social Networking Sites.

MEDICAL

The health and safety of students is a shared concern. While students are given directions regarding safety precautions at school, it is the responsibility of parents to get students safely to and from school. Accurate and up to date emergency care information must be filed in the school office it must include the names and phone numbers of doctors, dentists and at least two local persons besides the parents/guardians who can be called in case of an emergency. Parents should review the information for accuracy. They are to promptly notify the office in writing of any changes.

"See that you do not despise one of these little ones, for I say to you that their angels in heaven continually see the face of My Father who is in heaven. Matthew 18:10"

CHILD ABUSE OR NEGLECT

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

- Physical abuse or corporal punishment
- Emotional abuse or deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse. A "reasonable suspicion" of child abuse means that "it is objectively reasonable for a person to entertain suspicion, based upon facts that could cause a reasonable person in like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect." (Cal. Penal Code Section 11166(a)(1)) Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

INJURY AND INSURANCE

If a pupil is injured, it is his/her responsibility to inform a teacher or staff member of the injury immediately. Please encourage your child to seek immediate help from a staff member and not wait until they go home to report the injury. We cannot substantiate their claim if it is not

reported while on school campus. If there is a serious injury, please request an insurance form from the school office. A student accident program is provided for all students. This program assists in the medical expenses incurred due to accidental injury of students while attending school or a school-sponsored activity.

MEDICATION

Guidelines for the Administration of Medications at School

Queen of All Saints School may not furnish any medications. All medication administered requires parent/guardian authorization. All medications, prescriptions or over the counter, must be secured in the school office. Because of the risk of students sharing medication, no student may carry his or her own medication.

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 other than aspirin will be assisted by authorized school personnel. This shall be done in accordance with the parent/guardian's instructions provided that a signed medication form is on file for the specific medications and all items listed above have been satisfied.

Parent/Guardian Responsibility

Parents will assume full responsibility for the supplying of all medication. Each medication must be accompanied by a signed Request for Medication form. For the safety and protection of your child and all of our students, students may not bring medication to school or keep any medication in their backpacks. If a student is found to have medication in their backpack or pockets, the medicine will be brought to the office by the teacher and a parent will be called to retrieve the medication. This is a very serious safety issue.

Parents shall deliver 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.

No pupil shall be given medications during school hours except upon the written request of a licensed physician who has the responsibility for the medical management of the student. The parent or guardian must sign all such requests. Please do not allow your child to hide medicine in their backpacks to self-medicate.

Please note that if a prescription drug is required at school and the student attends Extended Care, it is the parent's responsibility to make sure that medication is made available in the school office and the extended care program.

For which of you, desiring to build a tower, does not first sit down and count the cost, whether he has enough to complete it? Luke 14:28

FINANCIAL

TUITION PAYMENTS

Queen of All Saints Schools uses a tuition management company, FACTS, to collect tuition and all school fees/incidental expenses. All families must have a FACTS account and be enrolled in AutoPay for both tuition and incidental expenses. It is the family's responsibility to read all correspondence from FACTS Management regarding any billing on their account.

Full tuition is charged for the first child in each family in grades TK-8. A discount is given for each successive child. Active and participating Queen of All Saints parishioners may apply for parishioner status. Please see current Tuition Agreement for all fees and tuition rates.

Families who feel that the tuition would pose an unmanageable financial burden should discuss this with either the Pastor or the Principal, before deciding not to enroll their child. Once the child is enrolled and accepted at Queen of All Saints School, if financial difficulties do develop it is the responsibility of the family to notify the Principal so that an acceptable payment plan can be developed. Financial assistance may be available to any family that has been enrolled in the school for a minimum of one year. All families who are in need of financial aid are required to attend an annual Financial Assistance Meeting and must submit an online financial assistance application through FACTS Management in order to be considered for assistance. If a family does not submit an application with supporting documentation by the published deadline, the family will receive a full tuition contract for the following school year. All tuition assistance is kept confidential. Families receiving tuition assistance/scholarship should see their contract for additional information regarding volunteer requirements.

Specific tuition charges will be developed and announced prior to registration each year. Tuition and fees are reviewed annually and the schedule is determined prior to admission or readmission.

Tuition is paid over a ten-month period from August through May or over a twelve-month period from June through May, with a non-refundable enrollment fee payable in February, and a registration fee payable in March of the preceding school year. Families who receive tuition assistance must adhere to a twelve-month tuition payment cycle. All tuition accounts must be paid in full by May 20. Any family in arrears will not be accepted for enrollment for the forthcoming school year. This policy has been adopted by the Diocese of Oakland School Department.

FACTS Tuition Management is the only acceptable tuition and incidental fees payment process. Tuition is due and payable on the 5th or 20th of each month. A \$30 fee will be assessed for each

late payment, and there is a \$25 processing fee to move tuition payment dates. The \$25 processing fee must be paid in the school office prior to moving the payment date. Families who utilize the Extended Care Program must be enrolled in Auto Pay for incidental accounts.

To avoid the late fee charge, each family is responsible to notify FACTS and the school bookkeeper of any change in their payment schedule. Families must read their FACTS email. Failure to do so may result in delinquent payments. Please do not disregard email from FACTS.

A family will be considered “delinquent” if tuition is one month overdue and appropriate payment provisions have not been agreed upon between the school and the family. It is the responsibility of the family to contact the school before a delinquent status occurs. Delinquent status will result in the family being contacted by the bookkeeper to discuss the situation where an acceptable payment plan will be sought. The pastor and Principal will also be informed should the family fail to stay current and they may contact the family.

A family is considered to be delinquent if it does not make satisfactory payment arrangements or fails to make delinquent payments when promised. A delinquent status will result in the following conditions:

1. The school will request that the child/children be kept home until the delinquent amount becomes current or a mutually acceptable payment plan has been agreed upon. If a child is sent to school before the matter is resolved, the parents will be called and asked to pick up their child from the school office.
2. The Lumen Christi Academies Executive Director will be notified of the delinquent status and will determine eligibility of continued attendance of the children in the school.
3. Report cards, transcripts, chromebooks, and other items may be held until such time as payment in full for all delinquent tuition, fees and charges have been received by the school.

The school may offer 3rd-party provided after school extracurricular programs (ie. dance, art, etc.) Families must be current with their school financial obligations prior to enrolling students in any after school programs.

Checks may be written for fundraiser purchases, or purchases may be charged via FACTS for accounts in good standing. (Cash is accepted if brought directly to the office.) Please note the reason for payment on the check’s memo line. Postdated checks will not be accepted. If you have post dated your check in error, it will be deposited with all other receipts collected during the current business week. Your bank may not choose to make funds available until the date on your check transpires; that is their choice.

EXTRACURRICULAR AFTERSCHOOL PROGRAMS

The school may offer 3rd-party provided after school extracurricular programs (ie. dance, art, etc). Fees are determined by the 3rd party and are billed to family FACTS accounts. The school is not responsible for refunding fees for missed classes due to absences or other circumstances that prevent a student from attending the extracurricular program. Families must

be current with their school financial obligations prior to enrolling students in any after school programs.

To be eligible to participate in interscholastic activities (after school activities including but not limited to dance classes, music, theater and art classes and programs, CYO and other sports, class dances, etc.) the student must be present during the school day. Students that are absent or leave school during the school day/before the end of the school day may not participate in extracurricular activities occurring on the day of absence. This includes leaving school to dress or prepare for the event. Exceptions are made for students with verifiable medical appointments. Students who leave for medical appointments must return with a dated medical slip.

CHROMEBOOK PROGRAM

Students in grades 5th-8th are required to purchase a school-ordered Chromebook upon entering 5th grade or as a newly enrolled Jr. High student. Chromebooks remain on school campus until the student graduates or upon withdrawal from Queen of All Saints School. All financial accounts must be settled and up to date before computers are released to the student.

TUITION ASSISTANCE

Applications for outside tuition assistance are made available in the school office in late winter. All families seeking tuition assistance must attend a mandatory Financial Aid meeting. It is the family's responsibility to complete and submit the tuition assistance forms to the proper agencies. Special financial arrangements do not carry over from one year to the next. You must apply for each school year for financial assistance.

ANNUAL FEES

All fees are non-refundable and are subject to change. Please contact the school office for the Fee schedule for the current school year.

Fees include annual Enrollment Fee (re-enrollment in FACTS, re-enrollment of students' Athletics accounts, Learning A to Z, and other online licenses, family/student Power School accounts, InfoSnap, and student STAR Renaissance Assessments). Registration Fee (Diocesan fees including Student Insurance, Student Health Screening Fees, annual WCEA/WASC Accreditation Fee, Diocesan Technology Fee, student and class curricular materials), Computer Lab Fee, Parent Association (PACE) Fee.) Classroom and Graduation fees are in addition to the cost of tuition.

TUITION POLICY FOR LATE ARRIVALS

Applicable Enrollment and Registration fees shall be applied to each new student regardless of entry date.

“And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” Deuteronomy 6:6–7

GENERAL INFORMATION

PARENTS/GUARDIANS

Parents are to adhere to a strict code of confidentiality with respect to information regarding teachers, students, and/or their families. Parents are to be in professional demeanor and appropriate dress at all times while representing Queen of All Saints School on campus or on field trips.

School Address, Phone, Website

School address: Queen of All Saints School, 2391 Grant Street, Concord, CA 94520

Phone: (925) 685-8700 FAX: (925) 685-2034

Extended Care Program: (925) 483-2059

Preschool Program: (925) 483-2073

Website: www.qasconcord.org. Parents should regularly check the school website for information, forms, and the school calendar.

STUDENT USE OF PHONE

No student shall be called to the telephone to take a personal phone call. The school will deliver important messages to the student. Students must have permission from the Principal, Office Staff, or a teacher to place a phone call. No authorization will be given to students to request lunches, forgotten assignments, or to schedule after school activities.

CUSTODY AND RELEASE OF MINORS

If a student's parents are legally separated or divorced, 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 parental rights will be afforded to both parents. Non-legal guardians may not use the school for the exercise of visitation rights.

PARTIES AND CELEBRATIONS

Non-School Sponsored Parties

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

Birthdays

Students whose birthdays occur during the school year are welcome to bring a class treat or, in lieu of a treat, gift the class with sports equipment or a book for the classroom library. If parents choose to send a treat (cupcakes, cookies, fruit or veggies), we ask that the following guidelines be followed:

- Students may wear free dress on their birthday. If it is a day where the school is attending Mass, they may change into free dress after Mass, or choose another day to wear free dress.
- Please refrain from celebrating your child's birthday in the form of a school party.
- Treats should be brought to the school office and not dropped off in the classroom. The teacher or student will collect the treats and pass them out to the students at the teacher's discretion.
- Parents should not stay on campus or in the classroom to celebrate with the students.
- Please do not send a birthday cake, pizza or other lunch items, or attempt to have a birthday party in the classroom or schoolyard. Treats must be individual servings.
- Balloons, flowers, decorations, or other party items should not be sent or brought to school.
- Students with summer birthdays may choose to celebrate their half-year birthday.

Class Celebrations

A variety of celebrations may be held in class throughout the year. These are organized by the classroom teacher or with assistance from the room parents. They may include holiday parties, ethnic traditions, and celebrations to mark the accomplishment of goals.

"It should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight"

1 Peter 3:4

PERSONAL APPEARANCE OF STUDENTS

UNIFORMS

It is recommended that each school require the students to observe certain rules and regulations concerning dress, cleanliness and general appearance. Regulations regarding the personal appearance of students - in both uniform and/or free dress - should be communicated through the Parent-Student Handbook to the parent(s)/legal guardian(s) as well as students and enforced.

1. Clothes must always conform to rules of modesty, good taste, and appropriateness.
2. The general norms of good grooming should be followed.
3. A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare him/herself for the school room before entering.
4. No student may be sent home without notification of the parent(s)/legal guardian(s).

School uniforms are a source of school pride. As such, students' uniforms should always be neat and tidy, sized correctly, and in good condition. Uniforms that are ripped, torn, frayed, excessively faded, too large/small, or have holes are not acceptable for school. Gently worn uniforms are available year-round in the uniform closet at a very modest fee. Students who attend school wearing uniforms that are not suitable for school will be asked to phone home and

may be given/asked to change into a used uniform. Family FACTS accounts will be invoiced for the “new” attire.

New uniforms are also available year-round at Classic Designs Uniforms, and may be ordered online and delivered to school through the company’s website.

The purpose of Queen of All Saints’ uniform code is to bring focus to the inner qualities of each student, rather than the exterior additions. Its design is meant to alleviate the cost of clothing for parent/legal guardians and to eliminate the status of costly labels for the children. All students are required to be in uniform at all times, except when permission is given by the Principal for a special occasion. Parent/legal guardian cooperation is requested and expected.

CONSEQUENCES FOR INFRACTIONS

If an infraction occurs, a uniform violation form will be sent home to notify parents. If a second such occurrence takes place, a notification will be sent home and a detention will be served. A fine of \$1.00 may be levied. The money from these fines will be given to assist in the work for God’s poor and marginalized. Any additional infraction will result in the loss of the next non-uniform dress privilege.

Uniforms must be purchased through Classic Designs at 888-770-4700, or from the school's uniform closet (685-8700).

UNIFORM SHIRTS/BLOUSES

- Navy blue or white cotton polo shirt with a collar. Plain or with the QAS logo.
- Green QAS polo shirt – only purchased through Classic Design Uniform Co.
- Navy blue or white turtlenecks may be worn under the uniform blouse during the winter.
- Girls have the option of a plain white blouse with a collar

GIRLS: SKIRTS/JUMPERS

- Plaid jumper is to be worn in grades TK-4. Plaid skirt is worn in grades 5-8. Shorts should be worn under the uniform jumper or skirt at all times. The skirt length must be at knee bend in a kneeling position (no more than three inches above the knee). Please no skirts that extend too low below the knees.
- Navy blue or khaki uniform pants or walking shorts (mid-thigh length) may be worn at any time. No pants with extra pockets or embellishments. Pants must fit properly (not too tight and no sagging, properly hemmed.) *For uniformity in color and quality, Khaki pants and shorts must be purchased from Classic Design Uniform Co.*
- Pants or shorts must fit properly and not be form-fitting or tight.
- Navy blue skorts may be worn in grades TK-8. Capri pants or pants above the ankle are not allowed, nor are pants/shorts with extra pockets or embellishments. Pants must fit properly and not be tight/form-fitting or too loose (no sagging.)

BOYS: PANTS/BELTS

- Navy blue or khaki uniform pants or walking shorts (mid-thigh length) may be worn at any time. No pants with extra pockets or embellishments. Pants must fit properly (not too tight and no sagging, properly hemmed.) *For uniformity in color and quality, Khaki pants and shorts must be purchased from Classic Design Uniform Co.*
- Navy blue walking shorts, mid-thigh to knee length only from the uniform company.
- No oversized pants or shorts permitted.
- A belt (plain black, blue, brown) must be worn at all times in grades 4-8. It must fit properly. No decorative buckles.

OUTERWEAR (boys and girls)

- **Navy blue sweatshirts/hoodies with QAS logo only.** QAS jacket purchased through Classic Designs.
- 8th Grade students may wear their class sweatshirt.
- A winter coat may be worn **over** the QAS sweatshirt/hoodie outside on cold days. Jackets, hats, scarves, and gloves should not be worn in the classroom.

SHOES/SOCKS

- Shoes must be a solid color, white, black, brown or blue (no logos.) Shoelaces must be of the color of the shoe or neutral white, black, brown or blue. Solid colored tennis/gym shoes are permitted.
- Shoes must cover the foot and be secure on the foot, tied, buckled, fastened with Velcro, or zipped.
- No shoes with lights, sound, or wheels are permitted. Plastic shoes, sandals, Croc-type shoes, or boots are not allowed. (On rainy days, boots may be worn to school but the student must change into their regular school shoes in the classroom.)
- Sneakers or tennis shoes are required for P.E.
- Socks must be worn and should be plain navy or white with no logos or decorations and must be clearly visible above the shoe. No designs, logos, or designer labels on socks (see 8th grade privilege.) Students in violation of dress code will be given plain white socks to wear and families be charged for the cost of the replacement socks.
- Girls may wear navy, white or black tights. No leggings, footless tights or patterned tights.

HAIR

We do not permit extremes of fashion in students' hairstyles. Close shaved heads and patterns cut into hair are not acceptable. Hairstyles such as spiked hair and Mohawks (where some hair is very short and the rest isn't) are not acceptable. Hair should be cut to the same length – not cut/shaved short on part of head and left long on another.

Students may also not use hair products to style their hair to look like a Mohawk or any other extreme style.

- Fashion hair accessories, such as feathers and other items that are part of a fad are not permitted, as they are a distraction in the classroom.

- Hair must be neat, clean and of the student's natural color. Hair must not cover the eyes or face. (Constantly pushing long bangs off the forehead and away from eyes is a distraction for the student and teacher. Please keep bangs short.)
- Boys' hair must not touch or extend beyond the top of the collar.
- Extreme hairstyles on boys or girls are not permitted. i.e. Mohawk, hair overly gelled or spiked, designs shaved into hair, shaved heads. When in doubt, please check with the administration.
- Boys must be clean-shaven.
- Students may not have any embellishments/accessories in their hair or on their body/clothes that will cause distraction to other students or teachers.

Please contact the Principal for clarification.

MAKEUP/NAILS

Fingernails are to be the student's own nails and clear nail polish only is permitted; no fake or press-on nails. **Students (including junior high) may not wear makeup.**

JEWELRY

- One small post earring in each ear. Hoops, long, dangling earrings, or lugs/gauges are not permitted. One necklace is permitted. Bold, dangling necklaces are not permitted. One ring is permitted. One bracelet is permitted. No anklets.
- Jewelry must not be offensive or reflect values incompatible with Christian beliefs.
- Jewelry may not be worn during P.E., sports activities, or games involving contact sports.

P.E. UNIFORM

The P.E. Uniform is required for all students on P.E. days. Uniforms for Physical Education class (P.E.) MUST be purchased from Classic Design uniform company and include shorts, sweatpants, and t-shirts. "Look-alike" shorts from Target or other uniform or sports outlets, and non-PE Queen of All Saints School t-shirts are not acceptable on P.E. days. Students who come to school in P.E. attire not purchased through the uniform company will be asked to phone home for a change of clothes or will need to change into clothes from the school's uniform closet.

8th Grade Privilege: Eighth grade students have the privilege of wearing socks with logos (i.e. Nike Elite.) Students may also wear their class sweatshirt in lieu of the school sweatshirt.

STUDENT REGULATIONS IN ADDITION TO DRESS CODE

- CYO, science camp, and other sweatshirts/hoodies are not part of the school uniform. QAS sweatshirts and "hoodies" are the only sweatshirts that may be worn to school.
- 5th through 8th grade girls wear skirts rather than jumpers.
- Names should be on all items of clothing.
- Student Government officers may wear their Student Government shirts on meeting days & all Tuesdays.

- Eighth grade students may wear their special class sweatshirt year-round, and their class t-shirt on P.E. days
- Sweatshirts and shirts may only have the Queen of All Saints School logo

CHURCH DRESS

When attending Mass or school liturgies, students should always look their best. On Church days, all students must be dressed in their regular school uniform. P.E. clothes and free dress are not appropriate for Church. If students choose to wear a sweatshirt to Church, they may wear their navy blue school sweatshirt. 8th grade students may not wear their class sweatshirt to Church. Shirts and/or blouses that extend past the waistline must be tucked into skirts and pants.

OUT OF UNIFORM DRESS

Free Dress Days are granted for spirit activities and other occasions. Appropriate clothing should be worn on these days. Please see the monthly school calendar and weekly Saints' Scoop newsletter for free dress days. Free dress clothes should be neat, clean, and appropriate for Catholic school. Torn, faded, outgrown, oversized, tight, or cut-off pants are not to be worn. "Jeggings" and other types of leggings worn as pants, overly tight jeans, and shorts that are more than 3-inches above the knee are not appropriate to wear to school. *Please use good parental judgment regarding **Catholic School-appropriate** free dress clothing.*

Other inappropriate items include:

- T-shirts with inappropriate or "not for school" graphics or "sayings" - including political or what may be deemed controversial statements
- "Skirts/dresses too short" - All shorts and skirts should be no shorter than a student's fingertips when they hold their hands straight down to their sides (follow the no more than 3-inches above the knee rule).
- Skirts and dresses should touch the back of the calf when the knee is bent at a 90-degree angle.
- Sexually suggestive clothing or offensive and inappropriate logos – any saying or graphic not appropriate for Catholic School.
- Drug, tobacco or alcohol related clothing including sports teams sponsored by a
- drug, alcohol or tobacco company.
- Clothing and jewelry must not be offensive or reflect values incompatible with
- Christian values.

Free Dress Day Shoes: For safety reasons, open-toed shoes/sandals are not allowed. Shoes must be secured to feet with a backing or strap. Flip-flop type shoes are not appropriate. Students should wear flat, rubber-soled shoes. High-heeled shoes are not safe footwear for school and are not allowed.

A student will be asked to call home if clothing is considered inappropriate or if free dress is worn on uniform days. Parents are expected to cooperate in this matter and bring a proper

change of clothes. If parents are unavailable, the student will be taken to the uniform exchange to pick out a school uniform.

It is the parent/guardian's responsibility to check their student's uniform and clothing prior to the student attending school each day.

The Administration reserves the right to amend any part of this policy.

PARKING AND CARLINE PROCEDURES

Queen of All Saints School has morning and afternoon carline drop-off and pick-up procedures. Morning carline begins at 7:40 and afternoon carline begins at 3:00 (2:20 for early Wednesday, 12:00 for minimum days). There is yard duty supervision 20 minutes before school and 15 minutes after school. Children should never be left on the schoolyard unsupervised. Students arriving before morning carline must sign-in to early morning care. Students who remain on the school yard after afternoon carline has finished and do not have written permission to walk home unattended will be signed into afternoon extended care. Family FACTS accounts will be billed accordingly.

Morning Carline

In the morning, children should be dropped off in the schoolyard at the back of the school (Mt. Diablo Street gates) in an organized carline. Parents who wish to walk their child onto school grounds should park their car on Almond Avenue and enter through the Almond Avenue doors. Please don't enter through the school office unless you are tardy. *Students must be accompanied through the hallway by a parent, or they should be driven through carline.* Do not double park your car or disrupt the flow of traffic or you will be cited by the Concord Police. Children who walk to school should enter through the Almond Avenue, not the front office.

Afternoon Dismissal

The gates on Mt. Diablo will open prior to dismissal, allowing parents to form two lines in the schoolyard. In forming the two lines, drivers must be mindful to not block the neighbors' exit or access to the road.

Parents will proceed to the traffic cones, turn-off their engines, and park their cars until the dismissal. Parents may exit their vehicles, but must remain in the coned area. This is not an appropriate time to visit the classrooms or the office. All business in the office must take place through the Grant Street entrance.

The dismissal bell will ring to signal the start of carline. Students are to wait for the whistle and go directly to the waiting cars. Parents and teachers are not to have discussions about classroom behavior, etc. at this time. When all students are in cars, the cars will be dismissed, one line at a time. Please wait for direction from the carline teachers. Any student waiting for a car that has not arrived must stay in the designated safe zone.

Carline duty teachers will stay on duty until the last car has left the parking lot. All students are to be picked up through the car line or will proceed to Extended Care. Students who are walking, biking or skating home alone without adult supervision must have a signed note on file in the office. New notes must be written at the beginning of each school year. At dismissal time, student walkers will proceed to the school office and sign out with a member of the school staff. There are no exceptions.

Any car rider left on the school grounds after carline will be signed into Extended Care where they will be cared for until a parent/guardian arrives. All Extended Care fees will apply.

TRANSITIONAL KINDERGARTEN (TK) PICK-UP

Transitional Kindergarten students must be picked up in the classroom by 1:30 p.m. (12:00 on minimum days). Please enter through the Almond Avenue doors. Students who are not picked up at dismissal will enter the Extended Care Program and charged accordingly.

KINDERGARTEN PICK-UP AND ON-CAMPUS AFTERNOON PICK-UP

Kindergarten students may be picked up and signed out in their classroom. Parents should enter through the Almond Avenue doors, not the front office.

Parents who would like to walk onto campus to pick up their child(ren) may enter the campus through the Almond Avenue doors from 2:40-3:00 (11:40-12:00 on minimum days). Please do not walk through the main office. You will be directed to go around to the Almond Avenue entrance. For safety purposes, please do not attempt to walk onto campus through the pedestrian gate on Mt. Diablo Street and please do not wait outside the gate on Grant Street. This will interrupt the flow of traffic, resulting in a longer carline.

ITEMS PROHIBITED IN SCHOOL

Only those items needed for classroom use should be brought to school. Items that are hazardous to the safety of others, interfere with school procedures, are not needed in class, or prove to be a distraction will be impounded and returned at the Principal's discretion. In addition, sports equipment, such as basketballs, should not be brought to school unless a coach requests them for an after-school sport. *Any sports/playground equipment brought to school will be confiscated and considered a donation to the school.* We discourage the children from bringing any kind of toy, large or small, to school. I-Pod's, recording devices, laptops, videos, any other electronic devices, etc., are not permitted. All of the above items interfere with the students' concentration and the purpose of school. Parents are asked to make sure their child does not bring/wear items of great monetary value. The school cannot be held responsible for their safe return home. Teachers may request that students bring these items to school for instructional, classroom related purposes. In these events, the teacher will provide written permission for the students to bring the item to school.

FAMILY RESPONSIBILITY

Families with children in Queen of All Saints School are expected to be cooperative and supportive of the school's curriculum and its discipline policies. As their primary teacher, parents are expected to provide a good example of living the faith, be an active member of their parish, support school activities and programs, participate in all fundraising events, and pay all tuition and fees as outlined in the Parent Contract.

CUSTODIAL RIGHTS

The following policy applies in family situations where a divorce has occurred. In such cases, 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. Copies will be kept in the school office and Extended Care. In the absence of that order, equal rights will be afforded to both parents.

SUBPOENA OF RECORDS

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

TITLE IX

Queen of All Saints School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Queen of All Saints School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

- Students may not grade the work of other students or have access to the teacher's gradebook.
- Children of teachers may not grade the work of students enrolled at the Queen of All Saints School.
- Low-graded student work may not be displayed in the halls.
- A student should never be asked to state his/her grade aloud.
- Parent volunteers may not grade student work.
- Parent volunteers should not tutor or work in a remedial capacity with any students.

Updated Policies per the Diocese of Oakland (2019-2020)

School Searches

Students' legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a

student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

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

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

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

Expectation of Privacy

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

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

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

Student Cooperation

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

Confiscating a Student's Personal Property

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

Maintaining a Positive Home-School-Partnership

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

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.
3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Catholic principles may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The School reserves the right to

determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

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

STUDENT ID CARD

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

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

AMENDMENT POLICY

The school Administration retain the right to amend the Parent/Student Handbook for just cause. In the event that changes are necessary, all parents will be given prompt notification.

APPENDIX



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

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

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

This Code of Conduct is to help create a safe, appropriate, and Christian environment for minors and their relationships with adults involved in Church ministry.

RESPONSIBILITY FOR COMPLIANCE

All who disregard this Code of Conduct will be subject to remedial action by the Diocese of Oakland. Corrective action may take various forms – including verbal or written warning, termination of employment, or removal from ministry – depending on the specific nature and circumstance of the offense. Those who witness or who receive

reports of suspected abuse (except under the seal of Confession) are required both legally and morally to report to the appropriate civil (e.g. Child Protective Services, Local Police or Sheriff) and pastoral authorities. If you are an adult who is responsible for children, you are a mandated reporter obligated by civil law to report any suspicious abuse or neglect of a minor to Child Protective Services immediately or as soon as practically possible.

EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS

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

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

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

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

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

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

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

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

SUPERVISION AT SPORTS EVENTS AND GAMES: At least two adults, one of whom is to be the same gender as the participants, are to be present when a group of minors engages in organized games or sports activities. At the High School level (nine-twelve), one adult is sufficient. Sports leagues sponsored by parishes or Catholic schools 8th grade and under must be under the supervision of the CYO Office.

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

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

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

YOUTH TRIPS AWAY FROM PARISH FACILITIES: At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High

School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

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

One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors. Any overnight trip for children or youth must include supervision around the clock. If adults are not rooming with the youth, there **MUST** be an adult (over

the age of 18) on duty, in the hallways or outside of cabins at all times when youth/children are present in the rooms/cabins. This can be accomplished with live scanned and cleared volunteers, employees of the Diocese, or someone who is hired specifically for security.

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

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

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

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

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

EXPECTED BEHAVIORS IN PASTORAL COUNSELING OF MINORS

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

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

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

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

ENFORCEMENT / REPORTING

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

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

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

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

IMPLEMENTATION

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

REASONS FOR LINES ON THE DETENTION CARD (Grades 4 - 8)

SOCIAL DEVELOPMENT AND WORK HABITS:

1. Conduct (Note: sometimes behavior may be serious enough to result in a trip to the Principal's office which may result in other consequences including immediate detention, suspension or expulsion). Every staff member shall hold pupils accountable for their conduct at school and all school activities.

- Behaviors and/or actions not reflecting Christian attitudes or respect for faculty, adults, classmates, and/or school property.
- Being in an unauthorized area or school building without permission or supervision (including teacher's desk or other classroom area)
- Use of profanity or vulgarity (written or spoken) or the making of obscene gestures.
- Gum chewing at any time during the school day or school function on school grounds.
- Cheating, dishonesty, and/or forgery.
- Playing in or defacing bathrooms or school property.
- Fighting, rowdy behavior, running, pushing, shoving, yelling, or throwing rocks or acorns (anything except balls).
- Unbecoming conduct while at any school-related activity, on or off campus. (Students are never to engage in public displays of affection.)
- Other behavior that is disruptive, un-Christian, or dangerous.

2. School Work

- Any late, incomplete, or missing homework and assignments during a report card period.
- Failure to complete a major assignment/project on time.
- Failure to return a paper that requires a parent signature within two school days.

3. Uniform Regulations

- Violation of the school uniform code as outlined in the Family Handbook and including free dress policies.

4. Classroom rules

- Violating any of the rules set forth by the teacher who is responsible for the student.

Please note: Students who attend detention must be picked up at 4:00, go to Extended Care, or have written parental permission on file in the school office to walk home. Parents must wait by the Almond Avenue doors when picking up from detention. Please be prompt in meeting your son/daughter as they will be escorted and supervised until they are securely in Extended Care, picked up, or have left the campus (with written parental permission).

Repeated detention will result in conferences including the student, parent, teacher and, if necessary, the Principal.

****Students who receive "needs improvement" in Social Development and Work Habits on Report Card are not eligible for CJFS or any other academic achievement award.*

Disciplinary Chart

| Reason for Referral | Description of Infraction | 1 st Offense Types of actions that may be taken | 2 nd Offense Types of actions that may be taken | 3 rd Offense Types of actions that may be taken |
|------------------------------------|--|--|--|--|
| Cheating | Knowingly copying another student's work or source for a test, project or assignment, or sharing one's work with another student | Phone call to parents Possible loss of credit on assignment Possible after school detention | Phone call to parents Loss of credit on assignment Detention Possible 1-day suspension Possible loss of school privilege | Phone call to parents Loss of credit on assignment Suspension 1-3 days Possible loss of school privilege |
| Classroom or playground misconduct | Failure to conduct oneself appropriately and exhibiting disrespect to students or adults on campus or off-campus school activities | Phone call to parents Possible loss of recess Possible after school detention Possible 1-day suspension | Phone call to parents Loss of recess Possible after school detention Possible 1-3 day suspension Possible loss of school privilege | Phone call to parents Loss of recess After school detention Possible 1-5 day suspension Possible loss of school privilege |
| Dress Code | Failure to comply with dress code | Phone call to parents | Phone call to parents Possible loss of recess Possible after school detention Possible loss of school privilege | Phone call to parents Loss of recess Possible after school detention Possible 1-day suspension Possible loss of school privilege |

| | | | | |
|------------------------|--|--|---|---|
| | | | | |
| Fighting | Physical or verbal attack on another student or adult | Phone call to parents Loss of recess Possible after school detention Possible 1-day suspension Possible loss of school privilege | Phone call to parents Loss of recess After school detention Possible 1-3 day suspension Possible loss of school privilege | Phone call to parents Loss of recess After school detention Possible 1-5 day suspension Possible expulsion Possible loss of school privilege |
| Inappropriate Language | Use of inappropriate language either verbal or written | Phone call to parents Loss of recess Possible after school detention Possible 1-day suspension Possible loss of school privilege | Phone call to parents Loss of recess After school detention Possible 1-3 day suspension Possible loss of school privilege | Phone call to parents Loss of recess After school detention Possible 1-5 day suspension Possible loss of school privilege |
| Bullying | See Chart in Appendix | See Chart in Appendix | See Chart in Appendix | See Chart in Appendix |

**Detention – a teacher may detain a student from fifteen minutes to an hour. Parents are informed of the detention in advance.

**Suspension – may be in school or at home detention. Students will not be allowed to make-up missed classwork or assessments.

BULLYING BEHAVIOR ESCALATION CHART

| | | | |
|--|--|---|--|
| | Physical Bullying Harm to someone's body or property | Emotional Bullying Harm to someone's self-esteem or feeling of safety | Social Bullying Harm to someone's group acceptance |
|--|--|---|--|

| | Verbal | Non-Verbal | Verbal | Non-Verbal | Verbal | Non-Verbal |
|--|---|--|---|--|---|--|
| Level One Note sent home to parent. Student meets with homeroom teacher | <ul style="list-style-type: none"> - Expressing physical superiority - Blaming the victim for starting the conflict | <ul style="list-style-type: none"> - Making threatening gestures - Defacing property | <ul style="list-style-type: none"> - Insulting Remarks - Calling names | <ul style="list-style-type: none"> - Giving dirty looks - Insulting gestures | Gossiping/Starting spreading rumors | <ul style="list-style-type: none"> - Ignoring someone and excluding them from a group |
| Level Two Phone call home with note sent to parent. Student meeting with Principal or VP Possibly miss activities or perform work around the school. | 2 nd Offense- Expressing physical superiority - Blaming the victim for starting the conflict | Pushing/shoving - Taking personal items from others | <ul style="list-style-type: none"> - Teasing about possessions, clothes, physical appearance | 2 nd offense - Giving dirty looks - Insulting gestures | - Teasing publicly about clothes, looks, relationships with boys/girls, etc.... | 2 nd offense- Ignoring someone and excluding them from a group |

| | | | | | | |
|--|---|--|--|---|--|--|
| <p>Level Three Phone call home with note sent to parent. Student and Parent meeting with Principal or VP. Possible Suspension and other consequences. May miss school activities.</p> | <ul style="list-style-type: none"> - Threatening physical harm | <ul style="list-style-type: none"> - Damaging property - Stealing - Starting fights - Scratching or biting - Pushing, tripping, or causing a fall | <ul style="list-style-type: none"> - Insulting family - Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability, or sexual orientation | <ul style="list-style-type: none"> - Defacing school work or other personal property, such as clothing, locker, or books - Saying someone is related to a person considered an enemy to this country | <ul style="list-style-type: none"> - Ostracizing using notes or school technology - Posting slander in public places (such as writing derogatory comments about someone in the bathroom) | <ul style="list-style-type: none"> - Playing mean tricks to embarrass someone |
| <p>Level Four Student and parent meeting with Principal and Pastor. Suspension and other consequences up to and including Expulsion</p> | <ul style="list-style-type: none"> - Making repeated and/or graphic threats (harassing) - Practicing extortion (such as taking lunch money) | <ul style="list-style-type: none"> - Destroying Physical Cruelty - Repeatedly acting in a violent, threatening manner - Assault | <ul style="list-style-type: none"> - Harassing you because of bias against your race, color, religion, ethnicity, gender, disability or sexual orientation | <ul style="list-style-type: none"> - Destroying personal property, such as clothing, books, jewelry - Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation | <ul style="list-style-type: none"> - Enforcing total group exclusion against someone by threatening others if they don't comply | <ul style="list-style-type: none"> - Arranging public humiliation |
| | | | | | | |

* May not include all instances of bullying, just a guideline for reference.

* Age and grade-appropriate behaviors will be taken into consideration regarding accountability/discipline.

*** Only to be used if and when parents request access to records

QAS CELL PHONE PERMISSION SLIP

I understand the Queen of All Saints No Cell Phone Policy, but am requesting permission for my child to bring a cell phone to school due to the following special circumstances:

_____ My child walks to school unattended by an adult

_____ My child walks home from school unattended by an adult (a current letter from the parent must be on file in the office)

_____ My child has off-campus CYO practice (phone may only be brought to school on practice days)

Other (please state reason):

Cell phones are a distraction and are not to be used on campus during the school day, including at carline or in morning or afternoon Extended Care. Please do not phone, text, or message your child during school or Extended Care hours. *All phones must be powered down and brought to the office/turned in to the classroom teacher or Extended Care personnel and not kept in the classroom, pockets or backpacks.* Anyone found in violation of the policy will have their phone confiscated. The school reserves the right to periodically inspect backpacks, pockets, desks, lockers, etc. **Confiscated phones will need to be picked up from the school office by a parent along with a \$25 fee to be paid at the time of pick-up.** Phones confiscated more than once will be kept by the Principal until the end of the school year.

The school is not responsible for lost or stolen cell phones. Cell phones are brought to school at the family's risk.

Parent/Student Agreement

I/We

_____ and _____

Print Parent(s) Name

Print Student Name

understand the above guidelines and agree to follow and uphold the QAS Cell Phone Policy.

Parent/Guardian and Student Signatures:

_____ Date _____

_____ Approved by Principal

_____ Not approved by Principal

Principal

Date

QAS FREE DRESS DAYS 2019-2020 - See School Calendar and Scoop

Please note: There is no free dress on Mondays. All students must wear their full uniform to Mass on Mondays. If their birthday falls on a Monday, students may wear free dress on Tuesday.

Students must follow non-uniform guidelines to have the privilege of participating in non-uniform days. Free dress days are optional; students may opt to wear their school uniform in lieu of free dress. Please refer to the Free Dress section of the Family Handbook for acceptable free dress attire. In addition, check the weekly Saints' Scoop newsletter for additional information prior to each free dress day listed below. Dates are subject to change.

There is no free dress on days where the school attends Mass. Students who attend and wear their school uniform to their class' Sunday Mass may wear Free Dress the following **Tuesday**. Students may wear Free Dress for their birthday or ½ birthday for summer birthdays. Students whose birthday falls on a Monday should wear free dress on Tuesday.

October

- **Fridays in October: Boo Bash T-Shirt Days with school uniform**
- **Red Ribbon Week Activities** – See Family Envelope for special Spirit Days
- **Halloween Activities**

Come to school dressed in your Halloween costume. Details regarding appropriate costume choices will be printed in the Saints' Scoop newsletter.

December

- **Christmas Program**
- Students come to school dressed in their Sunday best as we celebrate Advent with our annual Christmas program. Students in some grades may be asked to dress according to a theme.

January/February

- **Catholic Schools Week Spirit Days** – see the Saints' Scoop for more information

February

- **Valentine's Day** – wear pink or red socks (full uniform)

May

- **2nd Field Day Fun** Wear your team colors – see letter and information
- **T-Shirt Tuesday:** All Tuesdays in May and June – wear any Queen of All Saints t-shirt with your uniform

June

End of Year Free Dress Day (bring your gently used uniforms to the Uniform Closet)

Queen of All Saints School Parent Volunteer Guidelines

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 on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school Principal and/or the Pastor of the parish.
- 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.
-

Queen of All Saints School believes that student dress affects student behavior and as such believes that modeling by parents affects students. We, at Queen of All Saints School, ask that parents assisting in the classroom or chaperoning on a field trip do not wear:

- *Backless, strapless, spaghetti strap, or tank tops
- *Shirts with inappropriate wording
- *Pants should fit comfortably and we ask that there be no writing on the seat of the pants
- *Walking shorts may be worn, yet no shorter than 2-3 inches above the knee
- * Shoes should be comfortable for walking

Most importantly: Modesty and main line dressing be the model at all times.

In volunteering at the school and on field trips you agree to follow the dress code as well.

Also, please remember:

- *Appropriate use of cell phone is requested, as we are there to be present to our students that are in our care. Volunteers should never use a cell phone while driving, and should refrain from using a cell phone while supervising the students.
- *No smoking on field trips.

Field trips are carefully planned by the classroom teacher and have a particular purpose that is clearly related to the curriculum. In order to volunteer to be a chaperone or driver on a field trip you must have the following on file:

- *Current copy of your TB on file.
- *Current copy of your Shield the Vulnerable certificate on file.
- *Parent dress code form signed and returned to the teacher.
- *LiveScan Screened per Megan's Law.

Queen of All Saints School
Parent Chaperone Field Trip Commitment Form
(To be signed and submitted when volunteering for a field trip)

Thank you for volunteering to chaperone your child's field trip. Please initial each item and sign at the bottom to acknowledge the following field trip volunteer rules and guidelines that are in place to keep our students safe.

_____ I will follow all rules of the road while driving including no texting, no taking on the phone (even hands-free), etc.

_____ I will follow all of the school guidelines, including the Parent Volunteer Guidelines found in the Family Handbook

_____ I will check in with the teacher with any concerns or questions

_____ I will not provide special snacks/treats for my group

_____ I will drive directly to the field trip site and back to school without making any stops in between

_____ All conversations will reflect the spirit of the gospels

_____ I will not discuss students/parents/teachers/staff

_____ I will respect each child and respect their confidentiality

_____ I will give the student my full attention and will not use my phone while supervising

_____ I will not play a movie in the car

_____ I will not play inappropriate music in the car

Parent Name (Print) _____

Parent Signature _____ Date _____

Queen of All Saints School
Student Government
Membership Rules & Responsibilities
Agreement
2019-2020

Members of Queen of All Saints School Student Government have been elected by their peers and teachers to represent their school. Members are visible examples of social and academic achievement at Queen of All Saints School. Therefore, certain exemplary standards are expected. Each member:

1. **Will have discipline, model behavior and follow the SLEs.** Three “needs improvement” grades in Work Habits & Social Development section on the report card or progress report will result in suspension from Student Government until five consecutive weekly satisfactory conduct reports have been received from the issuing teacher(s). Two “needs improvement” marks on the Work Habits & Social Development Section on the report card or progress report will result in a two meeting suspension and will require two consecutive weekly satisfactory conduct reports from the issuing teacher(s). Parents will be contacted for a meeting with the Student Government Advisors and Officer. Every Friday, students who are suspended for Work Habits & Social Development will turn in their weekly progress reports to the Student Government Advisors. If they have not shown marked improvement, they will be expelled from Student Government. If a member is suspended three times, they will be expelled from Student Government.

Officer Duties

Discipline is said to be attained in a classroom, school, or organization when pupils work cooperatively with their peers, Teachers, Advisors, and Principal to achieve specific objectives. Each Student Government Officer’s job has duties and requirements. (See *Duties of Student Government Officers* document) If students do not work cooperatively to achieve these duties and objectives pertaining to their office, the Student Government Advisors will meet with the student to form an action plan in achieving these goals. Both the Advisors, student, parents, and Principal will sign the action plan. The Student Government Advisors and Principal will check in with the student a week from the meeting date to see if progress towards these goals are met. If the goals are not met then the student will be suspended from Student Government for 2 meetings. If adequate improvement is not forthcoming after the suspension within a 4 week period, then the Student Government Officer will be asked to step down from his/her position.

Card Signing: Students who sign their card three times in a trimester will be suspended from Student Government for two meetings. Students who sign their card more than 3 times in a trimester will be suspended from Student Government for the rest of the trimester and their return to Student Government will be at the discretion of the Student Government Advisors after they have spoken to all three Jr. High Teachers and Principal regarding the student’s behavior. If this occurs at the end of a trimester, the consequence will roll for four weeks into the next trimester. In the event of serious misbehavior, as determined by the Student Government Advisors and The Administration of Queen of All Saints,

immediate disciplinary action will be taken. Disciplinary action will be determined by the guidelines of The Family Handbook.

2. **Will maintain a C average** (B average for Commissioner General and Asst. Comm. General). Members will present report cards and progress reports to advisors for review. Students with a C- average (B- average for Comm. General and Asst. Comm. General) will be on probation, reporting weekly to the advisors. Students with a D average or below (C average for Comm. General & Asst. Comm. General) will be suspended until progress reports are issued showing satisfactory improvement. Students who receive an F on any report card in any subject will be expelled from Student Government.

3. **Will wear the Student Government polo shirt every Friday.**

During cold months, a turtleneck may be worn under the shirt. The exceptions to wearing the shirts are,
1) if the entire student body has free dress (during Spirit Week, for example)
2) if they have a birthday free dress.

Consequences for not wearing your Student Government polo shirt:

- Miss 2 times: Warning letter to be signed by Student Government Member & Parent
- Miss 3 times: Two week suspension from Student Government
- Miss 4 times: Expelled from Student Government

4. **Will attend every meeting, be on time, bring student planner, and stay until the end of the meeting.**

Please advise your parents that you should not have lessons, practices, or appointments that conflict with the meetings. Meetings are on Tuesdays from 3:00-3:45. Students will be notified a week in advance if a meeting must be canceled or rescheduled. Occasionally, a conflict will arise. Tell an Advisor as soon as possible about the conflict and have your parents write a note prior to the meeting you will be missing. The Student Government Advisors are the only people who can excuse you from a meeting. Frequent absences are not acceptable and will result in suspension from Student Government for the remainder of the trimester. If this occurs at the end of a trimester, the consequence will roll over for 4 weeks into the next trimester.

I have read the 2019-2020 Student Government Membership Rules & Responsibilities Agreement and agree to follow the policies and procedures set forth by Queen of All Saints School.

Member _____ Date _____

Parent(s) _____ Date _____

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