

# PARENT/STUDENT HANDBOOK

2016 - 2017

## ST. LAWRENCE O'TOOLE SCHOOL

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[www.stlawrenceotoole.com](http://www.stlawrenceotoole.com)



### Prayer For Education

Almighty God, the foundation of all wisdom: Enlighten by your holy spirit those who teach and Those who learn that rejoicing in the knowledge of your truth, They may worship you and Serve you from generation to generation; Through Jesus Christ our Lord, Who lives and reigns with you and the Holy Spirit, One God, forever and ever. Amen

The Book of Common Prayer

Dear St. Lawrence O’Toole School Parents:

When adults tried to keep children from gathering around Jesus, He took them to task: “Let the children come to me and do not hinder them. For it is just such as these that the kingdom of God belongs” (Mark 10: 13-16). The Church has continued this tradition in our schools, youth groups, and faith formation. St. Lawrence O’Toole School stands for this teaching, fostering Christian values, academic excellence, and respect for others. You are commended for your part in this.

A highlight of my week is walking through the school and talking with the students and teachers. There is a sense of excitement on the part of both students and staff that comes with engagement in the learning process; I hope we can continue to build on this dynamic through discipline, creativity, and hard work.

Parents, you are the primary educators of your children and our parish and school acknowledges the sacrifice you are making to provide your children a Catholic education. We want to give your children the tools to do their personal best as they strive for academic achievement, self-respect, and a Christ-like way of life.

Yours in Christ,

Rev. Nicholas J. Glisson, Ph.D., Parochial Administrator

Dear St. Lawrence O’Toole School Families,

In 1949, when the Dominican Sisters arrived at St. Lawrence O’Toole School, their mission was to provide a Catholic education that is “available, affordable, excellent, and strongly Catholic”. This mission continues today as we work with you, the primary educators of your children, to provide a rigorous, relevant 21st Century education in a Catholic school environment. We are dedicated to creating responsible Christians, lifelong learners, effective communicators, globally aware citizens, and independent leaders.

It is through a sense of common purpose that students, parents, faculty, clergy, staff, and volunteers work together in this supportive atmosphere to create the spiritual and academic education of your children.

May God bless us as we take the next step in our journey together.

With Christ’s Peace,

Ruby Williams  
Principal

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**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 handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to the parents and students.**

## School Leadership

Pastor-- Fr. Nicholas Glisson, Ph.D.

Principal-- Mrs. Ruby Williams

Vice Principal -- Mrs. Tasi

Technology Coordinator — Mr. Greg Billion

Athletic Director -- Mr. Barrington Campbell

Liturgy Coordinators—

Mrs. Cynthia McIntyre, Mr. Bernard O’Hara

Health Coordinator – Ms. Candy Santos

### SLOT School Board Members:

Fr. Nicholas Glisson, PhD., Pastor

Ruby Williams, Principal

Jonathan Cole

Kris White, Ed.D.

Hope deloSantos

Maya Williams

Jack Viera

Makedah Shartukar

### SLOT Parents Association Leadership:

Jocelyn Garrick, President

Charlotte Victorian – Room Parents  
coordinator

Deena Bullard – Auction Chair

Isha Brown – Walk a Thon Chair

Olivia Lopez - Crab Feed Chair

Annalise Sears – Scrip coordinator

### --2016-2017 Faculty -- --

Mrs. Aneela Amer, TK / Kindergarten

Mrs. Lynnae Tasi, First Grade

Mrs. Margaret Reimers, First Grade

Mrs. Rosalyn Van Hook, Second Grade

Mr. Joseph Davis, Third Grade

Mrs. Rashaun Martin, Fourth Grade

Mrs. Katrina Combs, Fifth Grade

Mrs. Quiana Canada, Sixth Grade

Mr. Bernard O’Hara, Seventh Grade

Mrs. Cynthia McIntyre, Eighth Grade

Mr. Greg Billion, Science

Mr. Jordan Bautista, Physical Education

Ms. Candy Santos, Office Administrator

Mrs. Michelle Collier, Extended Care Director

Mrs. Yvonne Evans, Instructional Aide, Kdg.

Mrs. Carolyn DeVreeze, Instructional Aide,  
2nd

Ms. Liz Delaney, Reading Specialist

Fr. Sylvester, Counseling Intern

## **Chapter 1: History, Mission and Governance**

### **1.1 History of St. Lawrence O’Toole School**

His Excellency, the Most Reverend Archbishop John J. Mitty, dedicated St. Lawrence O’Toole School on October 30, 1949. The Adrian Dominican Sisters were first teachers at St. Lawrence O’Toole. They began a tradition of excellence in education and commitment to community service and stewardship that continues today. The school community is supported by the St. Lawrence O’Toole School Board, which serves as an advisory board to the Pastor and Principal. The Parent Association coordinates all

fundraising activities and events that build community spirit. The school's last WASC Self Study was completed in the 2011- 2012 school year. The school was given a six-year accreditation.

## **1.2 Mission Statement**

St. Lawrence O'Toole, a Catholic K-8 parish school, serves a diverse student population and provides a challenging education program, in faith-filled learning environment. Our community partners with parents – the primary educators of their children – to prepare students to make moral choices, succeed academically and socially, and to model the Catholic Faith.

## **1.3 Philosophy Statement**

At St. Lawrence O'Toole School, we believe that each child has many important components. We have a commitment to nourish not just the intellectual facets, but the spiritual, aesthetic, emotional, and physical aspects as well. We believe strongly that a child's ability to grow in faith – and eventually make a mature commitment to that faith – is dependent upon an adult community of believers, which consist of the family, the Church, and the school. We recognize that learning is a lifelong process. Our goal is to teach children to be responsible, to think and apply knowledge critically, and to make moral choices.

In addition to enriching a personal relationship with God and the Christian community, we also recognize the importance of cultural awareness, creativity, and effective communication. It is through a sense of common purpose that students, parents, faculty, clergy, staff and volunteers work together in this supportive atmosphere to create a community spirit.

## **1.4 Governance**

### **A. Bishop**

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

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

### **B. Superintendent of Catholic Schools**

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

The School Department provides information, guidelines, assistance, and services to the school that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

### **C. Pastor**

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

### **D. Principal**

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

### **E. Faculty**

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

### **F. Office Administrator**

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

### **G. Other Support Staff**

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

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



## **1.5 Boards, Committees, Organizations**

### **A. Diocese of Oakland School Board**

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

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

### **B. St. Lawrence O’Toole School Board**

The St. Lawrence O’Toole School board serves as an advisory board to the Principal and Pastor. The school board’s mission is to bring its wisdom, talent, experience, faith life and good will into the process of providing quality education for all children served by the school. Recommendations in areas of policy, finance, enrollment, plant maintenance and long term planning are made to the Principal and Pastor. The School Board does not act as an arbitration committee nor do they administer to the school.

Board meetings are held monthly and committee meetings are held as often as needed. Items for the agenda must be submitted in writing at least two weeks before the next board meeting. School Board meetings are noted on the school calendar.

### **C. St. Lawrence O’Toole School Parent Association (PA)**

The primary responsibility of the Parent Association is to develop, promote and support school fundraising. The PA is also a support system that is structured to offer a social atmosphere to St. Lawrence O’Toole. The parents work together to create a spirit of community within the school and parish. The PA provides a school and parish community, to assist the school through the implementation of fundraising events, and to provide opportunities for as many parents as possible to participate in school activities.

Parent Association Meetings are held at the school as noted on the school calendar. Parents are encouraged to attend.

## **Chapter 2: Academic Programs and Policies**

### **2.1 Student Learning Outcomes**

Students who graduate from St. Lawrence O’Toole School are:

Faith- filled Christians who follow the teachings of the Church, practice kindness and respect, and make moral choices. They participate in a faith community through worship and prayer and provide service to others.

Independent thinkers who think critically, problem solve, develop their written and oral skills, and appreciate creative expression and the fine arts. The student use technology ethically, responsibly and effectively. Our students demonstrate their highest academic potential in their St. Lawrence O'Toole education. They use teamwork and cooperative learning to maximize their learning.

Responsible Citizens who demonstrate stewardship of our school and the greater world around us; our students support social justice and appreciate cultural diversity in the world.

## **2.2. Admissions**

It is the goal of St. Lawrence O'Toole School to provide an atmosphere for academic excellence, spiritual growth, and physical and social development of the students. We assist parents in the religious and educational formation of their children. Families are expected to comply with school policies and participate in activities and programs, which support the mission and the philosophy of St. Lawrence O'Toole School.

### **A. Application Process**

Students applying to St. Lawrence O'Toole School are required to fill out an application form and provide verification of reception of the sacraments of Baptism and Eucharist (if applicable). Applicants must also be tested and complete an interview with the principal. A \$75.00 application/testing fee must also be submitted. When these qualifications are met, then the order of acceptance, based on space available, is siblings of current students, parishioners of St. Lawrence O'Toole Catholic Church, other Catholic and families who are non-Catholic.

### **B. Final acceptance is dependent upon the following:**

1. Required physical exam and current immunization
2. Reference form and report card from previous school (Gr. K-8)
3. Entrance test results
4. Application and registration fees
5. Verification of age (for kindergarten only)
6. Required interview with principal, parents, and applicant

**C. Minimum Age** To be admitted to kindergarten, students must be four (4) years and nine (9) months of age on or before September 1st of the current school year. Children whose birthdays are between September 1<sup>st</sup> and December 1<sup>st</sup> of the school year may be admitted to Transitional Kindergarten. By State regulation, the school may not have children younger than this without obtaining licensing for pre-school. To be admitted into first grade, a child must be five (5) years and nine (9) months on or before September 1st of the current school year. When a child has been legally enrolled in another school, s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

**D. Obligations to Previous School** All financial obligations to previous schools must be current before final acceptance into St. Lawrence O'Toole School.

**E. Special Needs** Admission of transfer students with special needs will be dependent upon the school

program's ability to meet these needs.

**F. Notice of Nondiscriminatory Policy As To Students** St. Lawrence O'Toole School admits students of any race, color, national and ethnic origin to all the rights, privilege, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nation and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

## **2.3 Curriculum and Textbooks**

Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines.

### **A. Religious Education**

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

As a Catholic community, St. Lawrence O'Toole School strives to live the Gospel message of Jesus by providing a number of religious activities for the students. Formal religious education is a part of our daily curriculum. School begins with a daily prayer assembly.

An emphasis is placed on providing a Catholic education for all students. Religious activities normally participated in by all students attending St. Lawrence O'Toole School include prayer at morning assembly, prayer in the classroom; grade level participation in morning mass and special liturgies/prayer services that are scheduled periodically throughout the year, and charitable stewardship activities. St. Lawrence O'Toole School participates in the parish sacramental program. Preparation for the sacraments of Reconciliation and Eucharist occur in the second grade. Parents and students participate in the preparation for Reconciliation and in for the First Communion celebration held in May.

**B. English Language Arts** As students advance through the grades and master the standards in reading, writing, speaking, listening, and language, they are able to exhibit with increasing fullness and regularity these capacities of the literate individual. Texts include informational reading as well as fictional literature. Whenever possible, assignments and resources incorporate the rich heritage of Christian literature and authors.

### **C. Mathematics**

Students begin in Kindergarten to master both numeracy and problem solving. Through the years, the curriculum concentrates on a clear set of math skills and concepts. Students will learn concepts in a more organized way both during the school year and across grades. The standards encourage students to solve real-world problems.

**D. Social Studies** At each grade level the students are challenged to learn more about the world around them and the interaction through time and place of various cultures and civilizations. Geography and the role of natural barriers are studied in the understanding of the social sciences.

**E. Science** Students are introduced to the natural laws of biology, chemistry and physics during their course of study. Using both project based learning and scientific inquiry, students for K-8 practice the scientific method to understand the world of the seen and the unseen.

**F. Spanish** Students who graduate from the St. Lawrence O’Toole have the opportunity to master the equivalent of the first year of high school language class. Students broaden their appreciation of the cultures of the Spanish -speaking world by learning about their food, music, dance and celebrations. Native speakers are encouraged to improve their grammar and written skills as well.

**G. Family Life/Christian Sexuality** Maximizing the wholesome influences of the Catholic classroom requires an approach that integrates the Catholic value system and moral convictions throughout the curriculum.

The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the education program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

## **2.4 School Materials**

**A.** Textbooks are selected in accordance with school policy developed by the Principal in close consultation with the faculty. They are used to implement Diocesan Curriculum Guidelines and the Common Core standards.

Textbooks should be covered with regular brown paper, not sticky paper. Lost books will be replaced at the parent’s expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

**B. Supplies** Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper and pens. Refer to the grade level supply list. Some supplies may need to be replenished throughout the year. In K-3 grades, parents are assessed a \$40 supply fee at the beginning of the school year. This fee covers supplies needed in the primary grades, throughout the school year.

## **2.5 Daily Schedule**

The school office is open from 7:30 a.m. to 4:00 p.m. The school day for grades K-8 is 8:10 a.m. to 3:00 p.m.

Minimum days are scheduled for faculty in-services and before certain holidays as granted by the Diocesan Office of Education. The School Department allows a maximum of 20 minimum days. These days are noted on the school calendar and in the weekly parent newsletter.

Lunch periods are assigned as follows for each grade:

- Kindergarten: 11:45 am – 12:00 pm
- Grades 1- 2: 12:20 pm- 1:00 pm in the lower playground
- Grades 3– 8: 12:35-1:10 pm.

## 2.6 Grading and homework

The grading scale is as follows for grades 1st – 3rd:

- VG = Very Good
- G = Good
- S = Satisfactory
- NI = Needs Improvement

The grading schedule for grades 1-3 is *not based* on the percentages. Students do not receive A – F indicators, as this system is not appropriate for them.

B. Grading scale for grades 4<sup>th</sup> – 8<sup>th</sup>:

100-95% A

94 – 90% A-

89 – 87% B+

86 – 83% B

82 – 80% B-

79 – 77% C+

76 – 73% C

72 – 70% C-

69 – 67% D+

66 – 63% D

62 – 60% D-

59% and below F

**A:** Indicates an exceedingly high quality of work

**B:** Above average; indicates good progress above the average

**C:** Average achievement; indicates a quality of work usual for this grade

**D:** Below average; below satisfactory requirements

**F:** Unsatisfactory; indicates failure to produce an acceptable quality of work

U = Unsatisfactory

**PE and Music** grades are Pass or Needs Improvement

**All students are graded for their daily conduct and Effort. Conduct and Effort grades for First – Eighth are as follows:**

1 = Superior Effort

2 = Serious Effort/Steady Progress

3 = Satisfactory Effort

4 = Insufficient Effort

5 = Unsatisfactory Effort

**A. Homework** is assigned to reinforce class work and to encourage the habits of responsibility and self-study. The Diocesan of Oakland suggests the following daily homework schedule. Times may vary depending on student ability and work habits. Homework is to be completed on the evening that it is assigned unless stipulated by the teacher. Suggested time allotments are:

Grade	Time
Kindergarten	Twice a week
Grades 1 and 2	20 to 30 minutes
Grades 3 and 4	30 to 40 minutes
Grades 5 and 6	45 to 60 minutes
Grades 7 and 8	60 to 90 minutes

**Parents can help students by:**

1. Providing a quiet place for study away from other activities (T.V., social media, distracting music)
2. Supplying reference materials, especially a dictionary
3. Scheduling a regular time for study each night
4. *Not doing the homework for your child*
5. Reviewing the quality of work/encouraging neatness, accuracy, spelling

If a student has no written homework, 20-30 minutes of quiet reading should be done so the habit of a regular study time is formed. Homework should not be so excessive that a student does not have time for home responsibilities or leisure.

Weekend homework may include completing unfinished assignments, past due assignments or working on a long-range project.

Students are expected to complete and submit all homework assignments on time. If a child is unable to complete a homework assignment because of an emergency, please send a note informing the teacher and extra time may be given.

Assignments will not be made available to students prior to absences due to vacations. Upon return to school, students will be given a reasonable period of time to complete missed assignments.

**B. Homework/Corrected Papers Policy:** Teacher/parent communication is to be brought home by the student for parent review. This includes not only corrected papers but other communications as well.

The teacher sends assignments home for parents to review and discuss with their student that earn a grade of “C-”, “D” and “F” or “N” and “U”. Papers are to be signed and returned to the teacher the next

day.

The parents should discuss any incomplete work and/or failed assignments. Emphasis should focus in how the student could improve or what resources the student might need. Set the expectation of a student doing their best work on all their schoolwork. If there is a concern, parents should communicate with the teacher directly to address the issue.

## **2.7 Academic Monitoring and Probation**

Students who fail to attend a grade of C- or better for an academic subject in the trimester will receive an academic warning letter. Students are expected to improve the area in question to a C or better by the middle of the next trimester.

A student may be placed on Academic Review if he/she earns a grade of D or below in one or more subjects in a trimester, or repeated Academic Warnings. The procedure is as follows:

1. A conference will be scheduled for the child and parent(s) with the recommending teacher and the principal.
2. At this conference, the specific problems will be discussed and an agreement will be drawn up which states how the child is expected to improve, how and when the improvement will be evaluated, and the consequences for failing to abide by the agreement.
3. Copies of the agreement will be given to the child, parent(s), teacher(s) and administration.

## **2.8 Academic eligibility for athletes**

Students who wish to participate in the CYO sports program must remain a student in good standing with the school. This applies to conduct, effort, and minimum academic grades. (See Chapter 9- Athletics)

## **2.9 Powerschool**

The Diocese of Oakland and the schools employ student information system known as Powerschool. The school manages students and family records, attendance records and all grading and behavioral records. All teachers record their daily classroom attendance. Teachers in grades 4-8 use Powerschool to record assignments and student progress during the school year. Parents/Guardians are provided with their unique Powerschool password and access privileges to monitor their own student's academic progress. Parents are encouraged to check Powerschool weekly to keep abreast of their students' academic performance.

## **2.10 Parent- Teacher- Student conferencing**

Progress reports are sent home at the midpoint of the trimester or as needed. In this way, parents will be alerted to the successes or areas of improvement for their child. In Kindergarten through eighth grade, report cards will be issued at the end of each trimester. These reports are indications of your child's progress in school.

**A. Conferences scheduled by school** Communications between parent and teacher is essential for establishing a good working relationship. Compulsory Parent-Teacher Conferences are scheduled during the school year for students in grades Kindergarten through grade eight. Parents are encouraged to prepare for the conferences by making a list of questions about how their child is doing academically and/ or socially.

**B. Conferences request by parent** Parents desiring longer conference than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment. *The principal is always available for consultation, but only after the parents have discussed the matter with the teacher*

**C. Conference guidelines:** Classroom concerns should be discussed with the teacher before bringing them to the Principal.

Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority in front of the child is not helpful. If you have a disagreement, please request an interview with the teacher privately.

Be open to both sides of the story if a problem arises. Information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.

## **2.11 Academic Integrity**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing 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 may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures.

## **2.12 Individualized Educational Plans and Student Success Teams**

An asterisk (\*) is placed next to a grade on a report card to indicate above or below grade level achievement in a particular subject. The asterisk (\*) is given only after consultation with and written agreement of the parent/legal guardian and with the administration.

Students are expected to meet the minimum requirements necessary for promotion to the next grade. Students who receive below average grades will meet with the Study Team and their parents to develop a plan for improvement. The team consists of the Principal, resource teacher, and all homeroom/subject matter teachers. A plan of action will be created and a follow-up meeting will be held to determine progress.

## **2.13 Promotion, Retention and Graduation**

**A. Promotion** A student who satisfactorily completes the grade work will be promoted to the next grade.

**B. Retention** is only appropriate for developmental readiness reasons in kindergarten and grade one. Beyond those grades, it should not be considered without an extraordinary reason and the only after



consultation with the Superintendent. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question and/or directing the student toward an alternative program which is more realistically suited to his/her needs.

**C. Graduation** Upon successful completion of all academic requirements, the administration will confer graduation status to the eighth grade students. Reports cards will be distributed after the ceremony. Families with a graduating student must complete their financial contract with the school before reports cards are distributed.

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year.

The eighth grade teacher and principal must approve all events and activities related to graduation by May 1st.

**D. Graduation Gowns** Eighth grade students purchase the graduation gown to be worn at the graduation events. Graduation attire for the boys is dress shirts, dress pants, dress shoes and a tie; attire for girls is a modest dress or skirt and blouse, dress shoes. Sandals must have straps that behind the back of the foot. Heels cannot be greater than 2 inches.

**E. High School Admissions** Eighth graders who wish to attend a Catholic high school are required to take a placement test at the school of their choice. The high school requests transcript of the student's academic record of seventh and eighth grades, conduct, effort, achievement results, and attendance.

## **2.14 Standardized Testing**

St. Lawrence O'Toole School participates in the Diocesan standardized testing program in the fall. IOWA TEST OF BASIC SKILLS (ITBS) is administered to second through eighth grade students each year. This series covers reading, math, language arts, and science, social studies, and study skills. These assessments help the teachers and parents measure the students' progress from year to year.

The COGAT (Cognitive Abilities Test) is given to third, fourth, fifth and seventh grade students each year. The COGAT is designed to provide a reliable estimate of general educational ability from a short, easily administered examination. Test results are discussed at the Parent-Teacher conference each November. Parents are requested to make every effort to have their child(ren) in school and rested during the testing period. All tests missed must be made up as soon as possible during the testing time.

## **2.15 Academic Enhancements- Field trips, library and media services, and supplemental programing**

Every field trip must have specified education goal clearly related to the curriculum and must be planned carefully. All field trips require approval of the Principal. Attending a field trip is a privilege and students can and will be denied participation if they fail to meet academic or behavioral requirements. The cost of any field trip may be passed on to the students attending the field trip.

Each field trip requires the following information:

1. Student Permission Slips, signed and dated by the parent/guardian;
2. Adequate adult supervision/Safe transportation (e.g., drivers must follow planned route, do not make extra stops, do not use any alcohol at any time);
3. Current copy of insurance (required 100,000/300,000 bodily injury) and valid California drivers license;
4. Adult chaperones who have been fingerprinted and cleared through the Diocese of Oakland, screened per Megan's Law, and have completed the Safe Environment for Children Training.
5. If applicable, a booster seat is required for all children who are under six years old or weight less than sixty pounds.
6. No siblings are permitted to attend school field trips.

**A. Library** The school maintains a library for regular student use. Each grade schedules regular times to take students to the library to access reference material or to select books for reading requirements. Students agree to handle all library materials correctly and to return them upon their due date. Replacement costs for library items that are damaged or lost will be charge to the family.

**B. Assemblies and Special Programs** The school actively seeks to provide students with vibrant and educational supplemental programs that promote awareness and appreciation of the arts, cultural appreciation and global awareness. All programs are selected to enhance and improve the curriculum; whenever possible, parents and families will be invited to attend school assemblies.

## **2.16 Student Records**

**A. Review of Students Education Records** A request form must be obtained from the school office, filled out by the parent/guardian, and delivered to the school principal, in order to examine and review their child(ren)'s school permanent record(s). The parent/guardian will be contacted within two school days after receipt of the request form to schedule an appointment to review the records.

**B. Procedures for Challenging the Content of the Record** Challenges to the content of the cumulative records are concerned with the correction of information data and not with substantive decisions on the assignment of grades.

**C. Emergency Disclosure Information** The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **Chapter 3 Attendance**

### **3.1 Daily attendance policy**

The school day begins each day at 8:10 a.m. with prayer assembly, pledge, and announcements

(outdoors, weather permitting). Students must arrive at school on time to be in line when the bell rings and prayer begins. Once prayer has begun, the gates will be closed. Students are considered “TARDY” if they are not in line when the bell rings. Parents will escort the students to the office to sign them in for the day. Students will be given a tardy slip.

### **3.2 Absences**

Prompt regular attendance is important. If a child is kept home due to illness, the parent must notify the school office at 530-0266 by 9:00 a.m. A written excuse or an email from the parent or guardian is required in all cases of absences, tardiness or early dismissal and is to be sent to the classroom teacher the day the child returns to school.

**A. “Excessive absence”** is being absent from school for 10 absences per trimester or a total of 30 days per school year. When a student arrives after recess, s/he is a half-day absent.

**B. Truancy** California has a compulsory education law, which requires that children between the ages of six and eighteen must attend school. St. Lawrence O’Toole School is required to abide by this law as a private, accredited educational institution.

Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. A conference should be scheduled to discuss the situation and develop a plan for the student to return to school or transfer to another educational institution if necessary. If all methods of communication with the parent(s)/legal guardian(s) have been unsuccessful in resolving the truancy, the Principal, in consultation with the Superintendent may contact their local County Office of Education (Alameda/Contra Costa) and ask for assistance from their school attendance review board (SARB). The student may be referred to a probation officer or district attorney mediation program.

### **3.3 Homework During Absence**

If a student will be out of school due to vacation, the parents are to notify the principal and the teacher in writing about the time and duration of the absence. **Assignments will not be made available to students prior to absence due to vacation or trips.** Missed work will be given to the student upon his/her return to school. It is the student’s responsibility to see that missed work is completed. Students who have missed a test or examination, will be expected to take the test at the first available time.

### **3.4 Academic Credit**

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

### **3.5 Appointments during the school day and Early Dismissals**

Every effort should be made to schedule dental or medical appointments outside of the school day. However, on occasion, a medical or dental appointment may need to be scheduled during the school day. A medical-excused absence is given for time spent in medical and dental treatments only if dated slips are brought from the doctor or dentist stating the time spent there.

If a child must be excused early, a written excuse must be sent to the child's teacher the morning of the appointment stating the reason for the early dismissal. The person picking up the child must come to the mail office and sign out the child on the school log. Students will not be allowed to leave school for appointments unless accompanied by an adult. Phone call will not be acceptable in lieu of a written request.

### **3.6 Tardies**

Students who do not enter the classroom after morning assembly with their teachers and classmates will be considered tardy. Students arriving tardy must have their adult driver report to the main office with the student to sign them in and secure a Tardy Notice. The office administrator will record the tardy on Powerschool as part of the student's attendance records.

Additionally, a student is tardy if s/he arrives after the time fixed by school policy after recess, in the afternoon or for any class session.

**A. Excessive tardiness** is being late 4 times per trimester or a total of 12 times per school year.

## **Chapter 4 Discipline**

### **4.1 General Rules and Policies**

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. Students' actions and attitudes should reflect the philosophy and goals of St. Lawrence O'Toole. The purpose of the school wide disciplinary policies is to provide an environment conducive to learning, and to educate students to the importance of responsibility and self-control. Discipline guidelines help build our Christian community of care, respect and love.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions. Questioning or discussing any disciplinary action involving a child *other than your own child is inappropriate*.

The school will do all it can in the area of positive enforcement and self-esteem. The good things children are doing will be recognized. Classroom activities and school assemblies are used regularly as positive reinforcement for good behavior.

The following are examples of standards for students:

1. Respect all students, faculty members, and other adults.
2. Make a sincere effort to learn.
3. Respect the property of the school and others.
4. Wear the uniform correctly everyday unless otherwise designated.
5. Be considerate and orderly within the vicinity of the school, while being transported to school events, and at all school events whether on or off campus.

**A. Hall Conduct/Restrooms** Students must use "quiet" voices in the halls, on the stairs, and in the

restrooms. They should walk on the right side of the stairs and in the corridors. Trash should be thrown into the proper containers. Drinking fountains and the paper products in the restrooms should only be used for the purposes for which they designed.

**B. Eating, Drinking and Gum Chewing** Students are not allowed to chew gum or sunflower seeds anywhere on school premises whether indoors or outdoors. With the exception of rainy days and class parties, no food or drinks are allowed in the school building or classrooms at any time.

**C. Leaving School Grounds During School Day** No student may leave the school grounds during school hours without the permission of the Principal and written authorization of parents or guardian. Students who attend Extended Care are to go there directly after school.

**D. Valuables** All books and personal property (i.e. uniform, sweaters, jackets, lunches, etc.) must be clearly marked with the student's name and present grade. These markings should be checked periodically to make identification easier. Toys or other electronics should not be brought to school unless requested by a teacher for a class assignment. These items may be held for safekeeping and parents will be notified to pick them up from the Principal.

**E. Vandalism/Property Damage** Students and their parents/guardian are liable for all damage to school and parish equipment or property. It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Grades, transcripts or diplomas will be withheld until the damages are paid. Any student who defaces school property with graffiti will be required to clean the damaged area. Parents are responsible for any costs incurred.

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

#### **4.2 Consequences for Behavior**

There may be times when it is necessary to discipline a student. School and classroom rules will be clearly stated and based upon definite, clearly understood and reasonable rules of conduct. Some of these expectations may seem obvious, e.g. being quiet in class, being kind to others, no pushing in line, not playing too hard, etc. These minor infractions will be remedied by the teacher or adult-in-charge (e.g., teacher aide, yard duty monitor, or parent volunteer) who may resolve the problem or refer it to the administrator. Concerns about student behavior should first be discussed with the classroom teacher or supervising adult. Parents should not contact the students involved nor should parents contact other parents regarding another student's behavior.

**A. Disciplinary Actions - Serious Infraction** When a student is sent to the office because of a severe infraction the student's parent(s) may be notified. A principal/student meeting will take place to discuss the school's options: service projects, contracts, suspension, transfer or termination.

Any acts that jeopardize the safety and well being of students or staff will not be tolerated in an educational setting. At the beginning of each school year students will be informed of this policy. St.

Lawrence O’Toole School has a zero tolerance policy for sexual harassment, bullying or hazing.

**B. Detention** Requiring a student to serve a detention during lunchtime is an acceptable disciplinary measure. Parents are informed of the detention in writing and must have their child return the signed form the following day.

Some reasons for assigning detention are:

1. Unacceptable behavior in the classroom or yard.
2. Disrespect and/or disobedience
3. Unacceptable language
4. Failure to observe school or classroom rules
5. Failure to observe uniform regulations
6. Gum chewing and/or eating at unspecified times or places.
7. Single missing or incomplete assignments
8. Routinely missing homework or incomplete assignments

The number of detentions will be monitored. After a student receives three detentions in a trimester, the next detention will result in an in-house suspension. It is expected that students will serve detention on the day assigned.

**C. Behavior Contract** A student may be put on a behavior contract for violations of school or classroom rules. A conference will be held with the student, parent, teacher and administration to discuss the provisions in the behavior contract. Failure to adhere to the provisions stated may result in a transfer to another school.

### **4.3 Discipline probation and Suspensions**

**A. Suspension Policies** Suspension 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 that five (5) days at a time unless exceptional circumstances exist, such as investigating if a 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 suspension.

Notice of suspension shall be given to parent(s)/legal guardian. The parent(s)/legal guardian shall be informed of the reason(s) for the suspension and its duration. Parents will be contacted by the Principal to discuss the reason(s) for the suspension/expulsion. Upon completion of the suspension, the parents and the student must meet with the principal before the student is readmitted into class. Considering the severity of the offense, suspension remains at the discretion of the Principal. The school reserves the right to suspend any student whose behavior, either on or off campus, results in any law enforcement investigation until such time that any charges are proven. If any such charge is confirmed the student may be removed from St. Lawrence O’Toole School.

**B. Suspension Procedures** In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal

guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated below may be adhered to after the fact.

In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur.

1. NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
2. 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.
3. 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.
4. PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
5. RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the principal and pastor, and later to the superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
6. 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 folder by the principal.

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

**The following disciplinary violations may be reasons for expulsion:**

1. Continued willful disobedience/consistent violation of school rules.
2. Persistent defiance of school authority by a student and/or his/her parent/s.
3. Habitual profanity or vulgarity.
4. Use, possession or exchange (whether or not for sale) of tobacco, drugs alcohol on or near the school premises or at school sponsored events.
5. Vandalism to school property.
6. Habitual truancy.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
8. Possession and/or assault with a deadly weapon and/or any object which can be used to cause

- harm to another, including laser pointers.
9. Theft.
  10. Verbal or physical harassment of any student, teacher or administrator.

#### **D. Procedures for Disciplinary Expulsion- Causes of Cumulative Disciplinary Difficulties**

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

#### **4.4 Harassment**

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 teacher or principal. Formal written complaints may also be filed at the office of the Principal or designee.

The Education Code defines "sexual harassment" as "unwelcome sexual advances, request for sexual favors and other verbal, visual, or physical conduct of a sexual nature." Sexual degrading name-calling, jokes, notes, gestures, teasing or rumors about other students are hurtful. Students who participate in such behavior will be disciplined.

A complaint does not have to be written in order to be investigated.

#### **A. Student Harassment, Bullying, and Hazing Policy**

All schools in the Diocese of Oakland are committed to providing a safe and respectful learning environment that promotes Christian values and is free from harassment, bullying, or hazing in any form regarding a student's gender, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry or sexual orientation. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer; or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and



investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parent(s)/legal guardian(s), and students.

Substantiated acts of harassment, bullying, or hazing by a student will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook. Students who file false or frivolous charges will also be subject to disciplinary action up to and including expulsion. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through twelfth grades, the disciplinary action may include suspension or expulsion.

Harassment/bullying based upon a protected characteristic and retaliation for opposing or participating in investigations of harassment/bullying is illegal. Any student who engages in harassing/bullying behavior or reprisal against another student will be subject to disciplinary action up to and including expulsion. Reprisal is defined as any action intended to intimidate, retaliate against, harass, bully or disadvantage any person because the person has opposed harassment/bullying, has reported or complained of harassment/bullying, or has testified, assisted or participated in any investigation, proceeding, or hearing, under this policy or otherwise, regarding harassment/bullying.

Student to student harassment/bullying is prohibited whether it occurs:

- a. While on school grounds;
- b. While going to or coming from school;
- c. During the lunch period whether on or off campus;
- d. During, or while going to or coming from, a school sponsored activity.
- e. Through social media or any other electronic communication.

## **B. Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

1. Verbal Harassment: Derogatory comments, questions and jokes; threatening words spoken to another person
2. Physical Harassment: Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
3. Visual Harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)
4. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, conversation containing sexual comments and other verbal or physical conduct of a sexual nature.

## **C. Bullying**

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person.

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct

attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

Parents and other adults are encouraged to read more about cyberbullying at [www.StopBullying.gov](http://www.StopBullying.gov)

#### **D. Hazing**

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

#### **E. School Responsibilities**

It is the responsibility of the school to:

- Establish a school anti-harassment/bullying policy
- Provide training for staff members, volunteers, and students on how to recognize and address harassment, bullying, social alienation, and the consequences of such behavior
- Provide age-appropriate information to students that is designed to create a school environment free from discrimination, intimidation, and harassment
- Publish this policy in the local Parent/ Student Handbook and review, update and disseminate the policy annually
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Investigate and respond to all concerns regarding harassment, bullying and hazing
- Remain watchful for conditions that create or may lead to a hostile, offensive school environment and work proactively to maintain a safe environment for all

#### **F. Student Responsibilities**

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying, or hazing
- Not engage in acts which tend to injure, degrade, embarrass, or threaten the safety, privacy, or respect of other students or school employees, independent contractors, volunteers, or anyone in a school setting or at school-sponsored event.
- Inform the other person if possible that the behavior is offensive and unwelcome
- Report all incidents that may be considered discriminatory, intimidating, harassing, bullying,

- or hazing to the principal, teacher or support staff
- Complete a formal written complaint (as appropriate and if asked) that the school will investigate thoroughly and will involve only the necessary parties; the schools will maintain confidentiality as much as possible

### **G. Threats Made By Students**

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Pastor, the Principal, or a teacher. The Principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The school will notify the parent(s)/legal guardian(s) of the student who has made the threat. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including expulsion.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the Pastor and Principal will make any decision to re-admit a student who has made a threat. This student threat policy shall be communicated clearly to students, parent(s)/legal guardian(s), faculty, staff, and volunteers.

### **H. Procedure**

Students who feel aggrieved because of conduct that may constitute harassment, bullying or hazing in violation of this policy should, if possible, directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop.

If the above is not an option or is not effective, they should complain to a teacher, staff member, Vice-Principal or Principal. Students may have their parents act as advocates for them in these procedures as well. Students may, with their parents, complain to the Pastor, or Superintendent of Schools if the Principal is involved.

### **I. Administrative Procedures for Dissemination of Policy**

In order to ensure that all students have knowledge of this policy and administrative procedures, a copy of the policy:

1. Shall be posted in a prominent location in the administrative building on each campus;
2. Shall be provided to all students currently enrolled in the Diocese and shall be distributed at all orientation programs conducted for new students at the beginning of each academic year and summer session;
3. Shall be provided for all faculty members, administrative staff, and support staff at the

- beginning of each school year or at the time that a new employee is hired;
4. Shall appear in the Administrative Handbook for Catholic Schools, in the Parent-Student Handbook of each school and in all Diocesan publications that set forth comprehensive rules, regulations and standards of conduct.

### **J. Response to Complaints**

At a minimum, when a complaint about harassment/bullying/hazing is made, the School/Diocese will:

1. Conduct a timely and appropriate investigation and make a determination about whether this policy against harassment/bullying/hazing has been violated; and
2. Take timely and appropriate action if this policy against harassment/bullying/hazing has been violated.

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

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

#### **A. Definition of Sexual Harassment**

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

1. Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese;
2. Submission to, or rejection of, such conduct issued as a basis for academic evaluation affecting a student;
3. The conduct has the purposes 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 service, sponsored by the Diocese.

#### **B. 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 are 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.

### **C. Student-to-Student Sexual Harassment**

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

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

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

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

**D. Complaint Procedure** The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic School, Diocese of Oakland and listed below. Complaints may be reported to a teacher or principal. Written complaints may also be filed at the office of the principal or designee.

**F. Diocesan Procedure Statement** The Schools of the Diocese of Oakland prohibit any form of unlawful harassment of the 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 teacher or the 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.

**G. St. Lawrence O'Toole School Complaint Procedure** The complaint may be submitted in written or oral form to the principal or the designee.

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

### **4.7 Nonrenewal of Student Enrollment.**

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

### **4.8 Procedures for Recommended Transfer**

Students clearly unable to profit from the school by reason of ability, serious emotional instability,

repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

1. The school has explored means to meet the needs of the child;
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude;
3. The transfer is to take place at the end of a grading period, preferably at the end of the academic year.
4. A final decision will be made by the principal, in consultation with the pastor and superintendent.

**4.9 Families who withdraw from the school:** In the event that either the school or the family determines that a student will not be returning to the school, the family must fulfill all financial obligations and return all textbooks. Other fees will not be refunded. The student's academic records will be forwarded to the new school upon receiving the request from the new academic setting.

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

**4.11 Right to appeal** The parent/legal guardian may appeal the decision, first to the principal, then to the pastor, and later to the superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

#### **4.12 Abuse of School Personnel**

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

2. "Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

(1) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.(2) If such person has been previously convicted of a violation of this

section, such previous conviction shall be charge in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.”

“As used in this section, ‘directly communicated’ includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter.” Penal Code Section 71. We consider e-mail communication to fall within this category as well.

### Chapter 5 Dress and Grooming

#### 5.1 General Guidelines for dress and grooming

St. Lawrence O’Toole School takes pride in its tradition of excellence. This tradition should be evident in those who come in contact with representatives of the school. The best representatives of any school are its students. Therefore, certain basic regulations exist for dress and grooming. These regulations are in the interest of creating an atmosphere conducive to learning and in demonstrating our pride in St. Lawrence O’Toole School. At any given time, a student’s appearance should be neat, clean and not distracting.

#### 5.2 School Uniform

Students must be in complete school uniform unless a special dress day has been announced. Uniform shirts must be tucked in at all times. The uniform navy blue polar fleece jacket may be worn in the classroom. Students must come to school each day in complete uniform, which includes a uniform sweatshirt or sweater.

The complete uniform for St. Lawrence O’Toole School is outlined below.

	Boys	Girls
Tops	White or navy blue polo or short sleeve shirt	White or navy blue short sleeved blouse or polo
Bottoms	navy uniform shorts or pants	Marymount plaid jumper for grades K-3; Marymount plaid skirt for grades 4-8; navy uniform shorts or pants
Socks and shoes	socks are to be of a <b>solid</b> color either in navy, white or black.  Athletic shoes with laces or Velcro in solid colors of white, navy blue, gray or black only – no patterns.	<b>solid</b> white or navy blue socks, knee socks, or tights (black, white or blue) <b>NO LEGGINGS PLEASE</b>  Athletic shoes with laces or Velcro in solid colors of white, navy blue, gray or black only

		– no patterns.
Outerwear	School uniform sweatshirt or sweater	School uniform sweatshirt or sweater
Accessories	Black belts must be worn with pants or shorts	Belts must be worn with pants or shorts.
Other	Only white t-shirts may be worn under uniform shirts. Shirts and are to be tucked in.	Only white t-shirts may be worn under uniform shirts. Shirts and are to be tucked in.

Long sleeved white, navy, or black turtlenecks (optional for boys and girls) are allowed. Turtleneck tops are not a substitute for the sweatshirt or sweater. A uniform top with collar showing must be worn under the sweatshirt or fleece jacket. Uniform skirts and shorts should reach to the knees. Socks are to be worn at all times. Socks must be visible above the shoe line and must cover the anklebones for safety reasons.

**Eighth Grade Sweatshirts** Students in the Eighth grade may wear the class sweatshirt as it becomes available during the school year in place of the regular school sweatshirt.

Only uniform sweaters or uniform sweatshirts may be worn within the school building. Students are not allowed to change clothes before they leave school.

Regulation uniforms are available at Classic Design, 1551 Taraval Street, San Francisco, CA 94116 and at 888-770-4700. You can also find a link on our school’s homepage should you wish to order online. The school has a limited supply of used uniforms available for families.

**5.3 Variations to Dress Code**

The school regards Free Dress Days as a privilege and expects students to conform to rules of good taste and dress appropriately.

The decision of the principal as to what is acceptable dress for any student will be final. If a student comes to school inappropriately dressed, parents will be called to bring a change of clothes.

The following are **not allowed** on Free Dress days: tight or baggy/shaggy pants; cut off shorts, biker, or exercise shorts/pants; miniskirts, tank tops, crop tops, bare midriffs, or halter tops; wallet chains; shirts advertising alcoholic beverages, objectionable groups, or other inappropriate sayings.

**The following items are not allowed at St. Lawrence O’Toole:**

- Hats/Bandanas
- Hoodies/Hooded Sweatshirts –
- Shoes with inappropriate logos; Flashing or lighted shoes; boots, including Uggs; slip on



- shoes or shoes without laces
- Saggy/baggy pants
- Under Armor or athletic type long-sleeved shirts

#### **5.4 Hair, Makeup, Jewelry and other accessories**

Cosmetics are not to be brought to school. Makeup is not to be worn. This includes nail polish other than clear. If a student has pierced ears, due to safety concerns, small post earrings (no hoops) may be worn. Necklaces or chains are not allowed.

Hair needs to be neat, clean and not distracting. Extreme hairstyles are not allowed. This includes hair color, extensions, or mohawks or designs shaved into the hair; hair cannot cover the face nor extend beyond the eyebrows.

The principal will make final decisions on all jewelry and hairstyles.

### **Chapter 6 Student Health and Safety**

#### **6.1 Illness**

A student who is too ill to remain in class should notify the teacher. The teacher will send the student to the office in order to contact the parent or other authorized adult to pick up the student. *Students should not call the parents BEFORE notifying the main office.*

In accordance with the Center for Disease Control policy, any student who is ill with a fever must remain at home for and additional 24 hours after the fever returns to normal. Students who return to school before the 24 hours have passed, will be required to return home with the parent or authorized adult.

#### **6.2 Immunizations**

No student may be admitted to school without having a health record card on file. On this card shall be noted all immunizations as well as proof of a negative TB screening. These immunizations are required by state law for every student unless such immunization is contrary to his/her beliefs or medical condition. The reverse side of the state Immunization card provides for these situations and must be signed by parent(s)/legal guardian(s). The health record must be sent to receiving schools when students transfer or graduate.

TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test. Conditional Admission: A student who lacks the required immunization has one (1) week to being immunization.

Each student must have on file a record of immunization against polio, measles, rubella, diphtheria, tetanus, and pertussis prior to entry to St. Lawrence O'Toole School. Seventh and eighth grade students must have on file that the T-dap Booster shot was given prior to entry to St. Lawrence O'Toole School. As of August 1997, this Hepatitis B immunization pursuant to recently passed Chapter 291 of California

State Law. Seventh grade students must have Hepatitis B immunization and a second MMR shot. Students entering kindergarten are now required to have a chickenpox shot (Varicella).

### **6.3 Communicable Diseases**

To avoid the spread of communicable diseases, children should be excluded from school until they are symptom free for twenty-four (24) hours or have a note from a physician stating they are no longer contagious. In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrict able diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. The school will notify parents of their child's exposure to certain disease. Contagious diseases must be reported to the school office as soon as possible.

### **6.4 Medication**

Guidelines for the administration of medications at school

*Note: Schools may not furnish any medications, even over the counter products.*

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

#### **A. Responsibility of Parents/legal guardians:**

1. Parents/legal guardians will assume full responsibility for the supplying of all medications.
2. Students may not bring medications to school.
3. Parents/legal guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medication should be in original sealed packages with directions for administration.

#### **B. Aspirin and Other Over-the-Counter Drugs**

The dispensing of aspirin will be treated as a prescription drug. **No aspirin, or other pain relief product, will be administered to students by any school personnel without written authorization from the student's physician.**

Students requiring over-the-counter drugs (with the exception of aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above have been complied with. The "Request for Medication to be Taken During School Hours" Form can be found in the back of this Parent/Student Handbook.

## **6.5 Child Abuse or Neglect**

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

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

The major responsibilities of school personnel are:

1. To identify incidents of suspected child abuse.
2. To comply with laws requiring reporting of suspected child abuse to proper authorities.

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

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

## **6.6 Accidents**

In the event of an accident or injury occurs on campus or at a school sponsored event St. Lawrence O'Toole uses an Accident Form to document the event. Teachers, staff and administrators are certified to perform basic first aid for students. Accidents requiring more serious treatment will be referred to emergency medical personnel.

## **6.7 Supervision outside of the school day**

The school does not assume any liability for any injuries received in or about the school premises before or after school hours. With the exception of school-sponsored activities, there is no supervision BEFORE 8:00 a.m. or AFTER 3:15 p.m. Students are not to arrive before 8:00 a.m. and are not to remain after 3:15 p.m. Extended Care is available from 7:00-8:00 a.m. and 3:00-6:00 p.m. daily for your convenience.

## **6.8 Bicycles/Scooters/Skateboards**

Students may not ride bicycles, scooters or skateboards on school premises. Skateboards, rollerblades and scooters are not to be brought to school.

## **6.9 Traffic and Student drop off and pick up**

Any person who disregards any traffic signal or direction given by a member of the school staff shall be guilty of a misdemeanor.

For the safety of our children and to comply with diocesan, police and fire regulations, drivers must observe the following regulations. Neither driving nor parking is permitted on the school grounds during the school day, except for the 15 minutes before dismissal in the designated areas. Maximum speed limit in the schoolyard is 5 miles per hour. No double parking on High Street.

Drivers need to be cautious of students at all times. For safety reasons, all students must be picked up on the playground at afternoon dismissal.

Students who are walking home must have a note on file in the main office. No student will be allowed to exit the front door to walk, without a note on file.

## **6.10 Emergency Preparedness and Procedures**

### **A. Emergency Information Card**

The school has a file containing current emergency care information for each student. Each parent is responsible to keep the following information current during the year and annually updated:

1. The name of the student, his/her home address, telephone and birthdate;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of the parents should be recorded;
3. The name of the family physician and dentist, office addresses and telephone numbers;
4. Name of medical insurance company and identification number;
5. Special health conditions or allergies to which the student is susceptible;
6. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
7. The names of the persons to whom the student may be released;
8. The signature of responsible parent(s) or legal guardian.

### **B. Emergency Information**

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

### **C. Emergency Procedures**

St. Lawrence O'Toole conducts regularly scheduled emergency drills to ensure the safety and wellbeing of all members of the school community. Safety is the primary concern during any emergency situation;

regular practice of quiet, orderly evacuations ensures everyone knows what to do in the event of a fire, earthquake or other evacuation situation.

#### **D. Fire Drills/Lock Down Drills/ Earthquake Drills**

Fire drills are conducted monthly throughout the year. At the first sound of the fire drill signal, students will stop their work and leave the building in silence. Each class will walk to an area on the playground where teachers will take roll. The Principal will check to see that all students and staff are accounted for before returning to the building. Fire Drills are recorded and checked by the Fire Marshal. Locks down drills are held throughout the year. When the signal is given, students will stop their work and “duck and cover.” Classroom doors and windows are secured and no students or staff exit shall their classroom until the “all clear” signal is given.

Earthquake drills are conducted periodically throughout the school year. At the signal all students and adults will immediately duck, cover and hold. Should students and/or adults be outside the building during the drill, they are to duck and cover away from the building or other structures.

#### **F. Earthquake**

In case of a serious earthquake, students who have not been released into the custody of their parents or parents’ designee according to the emergency card will remain with school personnel unless informed by city officials to transport students to a shelter.

#### **G. “Secure the Building” Procedures**

In some situations it may be necessary to secure the building. As per police recommendations, the following procedures will be implemented for this occurrence:

1. All school personnel and students are immediately brought into the school building. Role is taken to assure that all students are accounted for.
2. All outside doors are immediately checked and locked if necessary. The bathrooms downstairs are checked to make sure that they are empty at times of “secure the building” order and that the outside doors leading into the bathroom are locked.
3. Drapes and/or blinds will be closed.
4. All scheduled and preplanned events are put on hold until the situation is assessed. If necessary, scheduled events are adjusted so that no student is required to leave the school building.
5. School personnel may not leave the building until the Police Department or the Principal gives the all clear.
6. No unauthorized person will be permitted to enter or leave the building.
7. Teachers not assigned to classrooms will go to kindergarten and kindergarten to help with students.
8. Should the students be inside at dismissal time, parents will be instructed to pick up their children from the classrooms.
9. Information is provided by the administration as necessary to staff and student to maintain calm and alleviate unnecessary fear.

“Secure the building” will continue until the school received an “all clear” signal from emergency

personnel.

Parents should not call the school so the phone will be available to emergency personnel. The principal will inform the parents/caregivers of any situation by letter.

**H. School Closure** In the event that the school must be closed, notification of will be broadcast on KGO (810 am) or KCBS (740 am). School administration or room parents will contact school families via the phone tree or the automated calling system.

#### **6.11 Emergency Release procedures and policies:**

1. Students will be dismissed from school only to a parent or individual designated by the parent.
2. Students will NOT be permitted to leave with anyone but persons designated on the Emergency Form.
3. All parents, or designated persons, who come to pick up students, must sign out students with school personnel. Signs will be posted on all school gates if an alternate location for signing out children is necessary. There will be only one area for sign-out to ensure the proper released students.
4. We are prepared to care for your child(ren) in times of critical situations. If you are not able to reach the school, we will care for your child(ren) on site. Our staff is certified with first aid and CPR training. We will be in communication with various local emergency services. We do ask for your help in the following areas: a) DO NOT TELEPHONE THE SCHOOL – We must have the lines clear for emergency calls. You may call the Parish Office if necessary. Parish Office 530-0761

#### **6.12 Asbestos Notification**

An annual inspection by an accredited inspector from the Diocese of Oakland checks for asbestos as required by law. The results are published in the principal's newsletter. Required maintenance follows EPA guidelines.

### **Chapter 7 Technology**

#### **7.1 Use of Technology**

The mission of St. Lawrence O'Toole School is to educate students to become life-long learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in the light of Catholic values and moral decision-making.

The school is networked and connected to the Internet. Students have access to the mobile lab for in-class assignments and projects. The school believes that the benefit to students from access to information resources and opportunities for collaboration is critically important to learning. Each year, parents and students must sign an acceptable use policy for the use of the Internet.

## 7.2 Responsible Use policy

**A. Introduction** Students, teachers and parents in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming or modeling responsible citizens of our global community.

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

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

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

To gain access to the school's computer network, e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the Technology Coordinator. All staff members must sign this form and return it to the principal or Technology Coordinator.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

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

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

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

**E. No Expectation of Privacy** Users should never consider electronic communication to be either private or secure. Each school has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing the school to assess and review all materials users create, store, or received on the computer system, Internet or any other component of the computer network. Users understand that the school may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The school has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.

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

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

**G. Offensive Material** In general, it is difficult to avoid at least some contact with inappropriate material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. Users accessing the Internet do so at their own risk. Although the school provides filtering software to protect students to the highest degree possible, the school cannot guarantee that this material might come from a search and is not responsible for material viewed or downloaded by users from the Internet.

**H. Prohibited Activities** Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. Users encountering or receiving such material should immediately report the incident to the administration. Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communication on-line.

Without prior written authorization from the administration, users may not do any of the following to the school's computers or networks:



1. Copy software from their home computers;
2. Provide copies of software to any independent contractors or clients of the school or to a third person;
3. Install software on any of the school's work stations or servers;
4. Download any software from the Internet or other on-line service to any of the school's work stations or servers;
5. Modify, revise, transform, recast, adapt any software; or reverse engineer, disassemble or decompile any software. Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration. Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating propriety data or other confidential information is strictly prohibited. Users may not send unsolicited e-mail to persons with whom they do not have a prior relationship with the express permission of the administration. Users who take home school computers may use them for educational purposes only. Users may not use school computers for gaming, social networking, personal work, commerce, etc.

**I. Social Networking** Social networking sites are very popular today. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. With this in mind, no user shall create or maintain a public electronic presence that in any way links to or publicizes schools in the Diocese of Oakland.

The following guidelines apply to all social media:

1. Users may not use school information such as logos, official seals, or photographs.
2. Users may not link their personal website to the school's website.
3. Users may not post inappropriate photographs or content (including information about the school, students, staff, or parents) containing any form of school identification from the school.
4. Users may not post content, including blogs or online journals, linking them in any way to the school.
5. Users may not post content, or engage in any topics that are not in keeping with the mission of the School.
6. Be mindful that on-line content is not private and there could be long-term ramifications.
7. Faculty and staff should not friend parents or children unless given approval by the school principal.

**J. Cyberbullying** Cyberbullying is being cruel to others through electronic means by sending or posting harmful material using the Internet or other electronic means. 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 cyberbullying 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.

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

obtaining permission from the owner of the file.

### 7.3 Electronic Devices on campus

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

**B. Students will not be allowed to the use the mobile laptop cart or computer lab without the signed parent and student agreement.** The contents of this agreement may be changed and/or updated (as needed) at the school’s discretion and, if changed, written notification of such changes will be provided to parents and students.

**C. Cell Phones Use** Use of cell phones on a school site is limited to before and after school. Neither students nor staff may not use a cell phone for the following purposes:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing another person
- Texting or Sexting during school hours

In some class settings, a teacher may authorize the use of a cell phone in place of a Chromebook or laptop computer. This may include accessing eReading apps, apps for audio recordings or apps related to a specific subject. Students must have the expressed permission of the teacher to access their cell phones during the school day.

## Chapter 8 Athletics

St. Lawrence O’Toole Sports Program adopts the East Bay Parochial League (EBPL) and The Catholic Youth Organization (CYO) by-laws. It is an athletic program open to all children registered in the school. Each participant must maintain a satisfactory grade in effort and conduct. The ultimate responsibility for the success of CYO programs lies with the volunteer adult participants. **Adults involved in CYO should remember that the program exists for the Christian growth of young people. The conduct of adults should always model Christian values and virtues.**

Student-athletes are expected to maintain a GPA of at least a C- at all times in order to play sports. They are also expected to act in accordance with CYO conduct expectations, maintain a school conduct ranking of 1 or 2.

Student athletes will be suspended from play when grades and/or conduct fall below the guidelines stated above. Once the grades are lifted or conduct improved, the student can resume play. This is monitored through the daily calendar system in grades 6,7, 8 and PowerSchool on a weekly basis.

## Chapter 9 Student Life

**9.1 Student Recognition: Honor Roll** Students in grade 4-8 are awarded honor certificates at the end of each trimester and must maintain a 1 (outstanding) or 2 (good) in conduct and effort in all classes. Students must maintain a 3.5 – 4.0 grade point average to qualify for the honor roll.

**9.2 Student Improvement Award** The Student Improvement Award is presented to students in each grade at each trimester Awards Assembly. Students selected are those who have shown remarkable progress over the entire school year in either academics or classroom conduct.

**9.3 California Junior Scholarship Federation** Students in grades 7 and 8 may qualify for admission to the St. Lawrence O’Toole School Chapter of the California Junior Scholarship Federation. The organization fosters high standards of scholarship, service, and citizenship. Membership is based on academic merit.

**9.4 Student Leadership** The Student Council is composed of representatives from grades seven and eight under the supervision of a faculty moderator. The purpose of Student Council is to foster leadership skills, spiritual growth, good citizenship and school spirit.

Student Council members’ actions and attitudes must reflect a Christian ethic and their behavior must be in accordance with the moral and religious expectations as stated in our school’s philosophy and mission statements and handbook.

Qualifications for Student Council are:

1. Follow classroom and school rules and guidelines.
2. Be responsible and dependable.
3. Attend and participate in all Student Government meetings.
4. Be actively involved in school activities.
5. Be a leader and an example to all of the students.
6. Be able to see activities through to their completion.
7. Must maintain “C” or better in all subjects.
8. Must maintain a “1” Outstanding or “2” Good in Conduct and Effort.
9. Students must receive approval from their homeroom teacher and the Principal.

To remain a member of the Student Leadership, academic and behavioral progress and attendance at meetings will be monitored on a regular basis.

**9.5 Altar Servers:** Students who are St. Lawrence O’Toole parishioners in grades 3-8 are encouraged to assist as altar servers. After completing the training program they may serve at school liturgies. Altar servers may be asked to participate in special parish services that occur during the school day. Servers should inform their teachers of the time to be missed.

**9.6 Service or charity projects** Students are encouraged to participate in programs of Christian service as an opportunity to witness and practice their faith. Examples of service to the parish and community may include: Thanksgiving food drive, holiday clothing and toy drives, Lenten Rice Bowl collection, or special projects throughout the school year.

**9.7 Student fundraiser or charity drives** All money collected from student fundraisers and/or other events are under the direction of a faculty moderator and school administrator. The money raised is turned into the school office and deposited into the proper account.

**9.8 Lunch services** A catering service provides a nutritious and balanced hot lunch program for students in grades K-8. A variety of foods are available daily and the meals are in alignment with the USDA Nutrition Standards. Lunches may be ordered on-line by accessing [www.choicelunch.com](http://www.choicelunch.com).

## Chapter 10: Parents' Agreements and School Support

### 10.1 Financial Responsibility

**A. Tuition** is collected electronically by the FACTS tuition system. All tuition payments are due either by the 5th or the 20th of the month. There is no guarantee of a class space if the registration fee and first month's tuition has not been paid by the first day of school.

**B. Tuition Assistance** A request for tuition assistance will be reviewed annually for each family filling the necessary paperwork. It is imperative that deadlines are met in order to insure monies are allocated according to most need. All matters of tuition assistance are held in strict confidentiality.

Several outside aid programs are available to families who qualify. Applications are available in the school office from January -- March. Parents wishing to apply for these programs should contact the principal or office administrator. PROGRAMS HAVE APPLICATION DEADLINES and it is important to submit all of the required documentation and fees on time to be considered for financial assistance. Parents will be notified as deadlines approach to ensure that applications are completed and submitted in a timely manner.

**C. Tuition Delinquency** In the event that tuition is received either after the 5th or the 20th, a \$25 late fee will be assessed to your account.

Tuition payments that are more than two months delinquent may cause the student(s) to be denied readmission for the next trimester.

Accounts will be charge \$25.00 for each returned check. Returned checks will not be redeposited. Only cashiers check, money order or cash will be allowed for the remaining payments. A returned check for registration may result in non-acceptance for the school year.

**D. Non-Refundable Registration** A non-refundable registration fee of \$425 per child and \$225 each additional child shall be paid at the time of re-registration. There is no guarantee of a place in the class if the registration fee is not paid by April 1st. For returning families, tuition must also be current for re-registration.

**E. Parents of Graduating Students** All tuition, fees, and parent work hours must be completed by the announced date before distribution of the graduation gowns. Delinquent tuition, fees, and/or incomplete service hours may affect your child's participation in graduation activities.

**F. Insurance** The Diocese of Oakland has adopted a student insurance policy, which covers every child enrolled in school. The policy covers injuries received going to, coming from, or participating in school supervised activities. This is a secondary insurance policy to the insurance of the parent/guardian. Additional insurance is also available. Further information is provided at the beginning of the school year.

**10.2 Parent Service Program (PSP)** The Parent Service Program is designed to help build community and encourage assistance on school projects that help reduce operation costs. By contributing to this program, the school is able to provide services that benefit the educational programs of St. Lawrence O’Toole School.

**A. Each family is required to complete 35 hours of PWP each school year.** The PWP hours are to be completed by the end of May. Hours completed above the required number cannot be carried over for the following year and hours may not be transferred. Hours not completed by the deadline will be charged to the families at a rate of \$20.00 per hour for each hour not completed. It is important that families maintain a record of hours worked for their own information. You must submit your PWP slips to have your hours credited. Only hours recorded and submitted on a PWP slip will be credited.

The Parents Association and school administration will announce the events or opportunities that need staffing.

**10.3 Scrip Financial Support** Scrip and eScrip are a quick and simple way to fundraise for the school. Scrip is available online through [Shopwithscrip.com](http://Shopwithscrip.com) and by e-mailing the scrip coordinator. Families may pay a buy-out fee of \$100.00 per trimester in lieu of purchasing the required amount of scrip per month.

#### **10.4 Support of school mission**

The parent is required to sign a written statement at the beginning of each school year. This statement verifies that the parent is aware of and will comply with all regulations contained in the Parent/Student Handbook. (See Signature Page at the end of the handbook).

#### **10.5 Volunteer Requirements**

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

**A. Safe Environment compliance for adults** All parent/relatives/caregivers who plan to participate in class parties, field trips, or work on campus, as volunteers must comply with the Safe Environment for Children Training program. Training can be completed online at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org) or by attending an training session provided by the school or parish. Parents must submit their statement of completion to the office at the start of the school year and pay the processing fee.

**B. Volunteer Background Checks – Megan’s Law Screening** Any other volunteer who has contact with or access to children may be screened. All volunteers who work at the school site or in school-sponsored activities, twelve (12) or more hours a month, must be screened pursuant to the identification process established under California’s Megan’s Law. The screening results must be returned to the school by the Department of Justice. Conviction of a sexual crime will bar an individual from

volunteering in either of the capacities listed above.

**C. Health Screening** All volunteers who work at the school site twelve (12) or more hours a month must have TB testing. It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years; a two (2) step skin test procedure is required.) If a skin test is positive, a chest x-ray is needed, one (1) time only. Therefore, a symptom screening is recommended each year, documented by a physician.

**D. Volunteer Code** 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.

**E. Classroom volunteers are under the supervision of the homeroom teacher.** 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.

**For liability reasons, siblings who do not attend St. Lawrence O'Toole School may not accompany the classroom volunteer during time worked.**

**10.6 Visitors** All visitors must report to the main office where they will be issued a badge to be worn throughout their time on campus and are requested to sign the Volunteer/Visitor Log.

Former graduates are requested to arrange their return visit to St. Lawrence O'Toole School by contacting the main school office prior to arriving at school.

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

**10.7 Conferences With Teachers** Ordinarily, parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Appointments are recommended. Classroom instruction should not be interrupted.

**10.8 Complaint/Issue Resolutions** Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Principal. Finally, if the concern is still unresolved the Pastor should be contacted.

**A. Family Cooperation/Removal of Students Resulting from Parental Attitude** Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdrawal from the school.

**10.9 Messages to students and classroom interruptions** Parents are to call the school office when wishing to leave messages for students. Student cell phones are not to be used at school during the school day. All visitors including parents must report to the office, sign in, and wear a visitor badge. Classroom disruptions are kept to a minimum and learning time to a maximum.

**10.10 Releasing Students During the School Day** Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non- parent/guardian should be writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office. If names or addresses on the Emergency Information Cards change, please notify the office immediately. It is crucial that the school has up-to-date contact information for every student.

#### **10.11 Parties**

**A. In school** Classroom parties are provided with the assistance from parents. All activities must have prior approval of the teacher and the principal.

**B. Out of School Party Invitations** Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

**C. End of the Year Party** School sponsored graduation celebrations are planned under the supervision of the eighth grade teacher and principal and will be chaperoned by parents and/or school related personnel. The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school sponsored celebrations.

**10.12 Alcohol/Smoking Policy** Alcohol will not be served nor consumed on school premises during the workday or while children are present. Alcohol will not be served by children. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.

The Roman Catholic Welfare Corporation is committed to a philosophy of good health, a safe working environment. In keeping with this policy all school site buildings are 100% smoke-free at all time.

### **Chapter 11 Extended Care Services**

**11.1 General Program:** Extended Day Care is a before and after school program that provides students with time scheduled each day for outdoor recreation, homework, afternoon snack, and both free choice and planned activities.

**A. Morning and Afternoon Times:** Morning Extended Care – 7:00am to 8:00am; Afternoon Extended Care – 3:00pm to 6:00pm (Regular Days). On Wednesdays, afternoon extended care hours are 2:15 pm

– 6:00 pm.

On days with an early dismissal, extended care begins at 12:30pm. Services end at 6:00 pm. All children attending extended care on minimum days must bring a lunch. Hot lunch service on days with 12:30 dismissals may be available. The extended care program is closed on all days that school is not in session.

**B. Registration:** The registration fee for Extended Care is \$75. All students must have a completed registration form and emergency information on file with extended care. Registration and emergency forms are located on the school website.

**C. Financial Policy** Extended Care payments are paid through the school tuition service, FACTS. A \$25 late fee will be assessed if the payment is received after the due date. Failure to make payment by the given due date **may result** in students being excluded from the program. Families that are consistently late will be put on a pre-pay program. A non-refundable registration for of \$75 per family per year is required for extended care ***and is not refundable if services are not used.***

The fees are \$5.00 for the first child, per hour and \$4.50, per hour, for each additional child. Charges are assessed on 15 minutes intervals. Parents are billed at the end of each month. Payment is due by the 3rd week of the next month.

**D. Late Pick-Up Policy:** Extended Care closes promptly at 6:00 pm. Parents will be charged \$1.00 per minute per child for each minute that their child remains in the program after 6:00 pm. If parents are repeatedly late in picking up their children, they may be excluded from the program.

**11.2 Program Regulations** Students must report to extended care immediately upon dismissal from class. They must remain in their assigned area at all times. No one, other than a parent, may pick up a child unless his or her name is listed with the Extended Care Personnel. For safety reasons, it is imperative that **parents accompany their student to extended care in the morning and out of extended care in the afternoon.** Parents must sign out their child in the sign out book when picking up their child. An emergency form must be on file for each student.

Students *will not* be released to an unauthorized individual unless the request is in writing or obtained verbally from the responsible parent. All *verifiable* contact information must be on file at the school in order to make this request by phone.

**A. Student Behavior Policy** Students will be expected to exhibit appropriate behavior at all times. Disciplinary Rules and Policies outlined in Chapter 4 also apply to students' behavior in the Extended Care classroom. Expectations for our after school program mirrors expectations for classroom behavior. Failure follow the rules and policies of the school will be documented and enforced in all the areas of the Extended Care.

In some situations, the Extended Care Director may remove a student from the program for ongoing disciplinary problems. This will begin as a temporary action. A student may return to the Extended Care Program under an agreed upon behavior contract. In extreme circumstance, a student may be barred from the extended care program for the remainder of the school year.



**B. NEW - Supper Program**

Students attending the after school program will receive a “supper” approximately 3:30 pm daily and an additional “snack” two hours later. Parents who wish to exclude or limit their child’s participation in this program can do so by completing the appropriate forms upon request. Children with other dietary restrictions can also make this request and receive the appropriate forms.

**St. Lawrence O’Toole School**  
**2015-2016 Student Parent Acknowledgement Form**

**We have received and read the Handbook. We (student and parent/guardian) have read the handbook of St. Lawrence O’Toole School and agree to comply with the policy as outlined therein.**

Oldest Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_ Grade \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Printed Parent Name** \_\_\_\_\_

1<sup>st</sup> Student Signature \_\_\_\_\_

2<sup>nd</sup> Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

3<sup>rd</sup> Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

4<sup>th</sup> Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

**Special Release Agreements: please sign each additional agreement.**

\_\_\_\_\_ **We support the school and agree to comply with the policies of SLOT.** We (students/parents) promise our support of the school by seeing that our student (s) observes the policies and procedures outlined herein, and cooperating with school officials toward that goal.

\_\_\_\_\_ **Photograph Release** I/We (student and parent/guardian) hereby grant SLOT and/or its agents, permission to videotape/photograph/record my son or daughter at SLOT for the purpose of obtaining live or still images or voice commentary for school publications and/or media productions. The purpose of said efforts would be to demonstrate the qualities of SLOT, its teachers, students, academic, religious and community service environment. Productions/ad/publications, etc. would be available to students, prospective students, parents, and supporters and is not intended for commercial resale.

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

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

