



**ST. THERESA**  
**SCHOOL**

# **FAMILY HANDBOOK**

## **2023-2024**

**ACCREDITED BY WESTERN CATHOLIC EDUCATION ASSOCIATION and WESTERN  
ASSOCIATION OF SCHOOLS AND COLLEGES**

**St. Theresa School**

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Alicia Ortegon, Principal

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Fr. Robert McCann, Pastor

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**The provisions in this handbook are designed to provide parents and students with information and guidance regarding procedures and rules of the school. The content of this handbook may be changed at the school's discretion and, if changed, written notification of such changes will be provided to parents/guardians and students.**

**Covid-19 protocol supersedes stated protocol, policies, practices, and events referenced in this handbook.**

## **ST. THERESA SCHOOL WCEA SELF STUDY 2021 GOALS**

### **Goal #1:**

RESEARCH AND ADOPT A COMPREHENSIVE SCHOOL-WIDE APPROACH TO TEACH SOCIAL-EMOTIONAL CURRICULUM.

### **Goal #2:**

CREATE AND IMPLEMENT A TECHNOLOGY PLAN THAT SUPPORTS STUDENTS USING TECHNOLOGY IN LEARNING.

### **Goal #3:**

ENHANCE COLLECTION OF ANALYSIS AND ASSESSMENT DATA TO SUPPORT ALL STUDENTS ACADEMICALLY.

## **ST. THERESA SCHOOL STUDENT LEARNING EXPECTATIONS (SLEs)**

### **1. A YOUNG PERSON OF FAITH**

- 1.1 Engages in the faith community through prayer, worship, and service
- 1.2 Respects self and others based on the teachings of Jesus

### **2. A CONTRIBUTING CITIZEN**

- 2.1 Responds to local and global needs through service learning
- 2.2 Assumes responsibility for his or her own actions
- 2.3 Respects diversity

### **3. A LIFE LONG LEARNER**

- 3.1 Meets academic standards
- 3.2 Develops skills in physical activities and the arts
- 3.3 Uses information to think, question and create
- 3.4 Works independently and cooperatively
- 3.5 Uses digital resources safely and responsibly

8/7/2014

## PHILOSOPHY OF CATHOLIC SCHOOL EDUCATION DIOCESE OF OAKLAND

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

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

The schools prepare youth to respect the sacred dignity of the person as an individual and as a responsible member of the community and also enable students to translate the Good News into action with a challenging and disciplined environment provided by caring and capable teachers.

Finally, schools acknowledge that parents, who have the primary responsibility for the moral and religious development of their children, are partners with the parishes and the entire Christian community in the continuing education process. Together, they participate in the development of school policies, curricula and the budgetary process based on Christian values within the constraints of the local school resources.

Consequently, Catholic schools are committed to provide:

1. Activities that allow students to experience prayer and liturgy;
2. Quality education opportunities for students of varied academic abilities;
3. Financial aid programs to assist those families unable to assume full financial responsibility for tuition;
4. Opportunities for students to serve others in order to fulfill the mandate of the gospel and the demands of justice and to recognize that society requires the cooperation and contribution of each of its members.

It is this sense of common purpose which inspires each school community to strive to meet the challenge of the goals set by the Catholic Bishops of the United States: "To be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and members of the faculty."

(Sharing the Light of Faith – National Catechetical Directory)

**Pentecost, 1987**

### **ST. THERESA SCHOOL PHILOSOPHY**

Saint Theresa School is a Catholic community dedicated to the academic, social and spiritual development of each student. Our rigorous curriculum integrates faith, academic excellence, and both critical and creative thinking. As a community, we work in partnership with parents to guide students toward becoming moral Christian decision makers who are lifelong learners. Together, we respond locally and globally to the Catholic Social Teachings.

### **The Diocese of Oakland MISSION OF CATHOLIC SCHOOLS**

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

#### **St. Theresa School, founded 1958**

Construction of St. Theresa Elementary School began in 1958 under the direction of the pastor of St. Theresa parish, Monsignor Robert Cullen. The single story structure contained eight classrooms, a principal's office, clinic, book room, and library. It was to be staffed by the Sisters of the Holy Names.

On September 10, 1958, a faculty of four (three Sisters and one lay person) greeted 174 students in first through fourth grades. By 1962, enrollment was available to students in first through eighth grades. In response to the school's need for expansion, the Science/Arts center was added to the school plant in 1986. Kindergarten was made available in 1989.

The parish began a capital campaign in 2006. This successful campaign resulted in the generation of funds to build a new Kindergarten, remodeled library, staff room, parish center, flexible meeting rooms and an event center.

St. Theresa School is fully accredited by the Western Catholic Educational Association and Western Association of Schools and Colleges.

## **PARENTS/GUARDIANS COMMITMENT TO PARTNER IN EDUCATION**

### **Diocese of Oakland Maintaining a Positive Home-School-Partnership**

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

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

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

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

### **St. Theresa School Parents/Guardians Commitment to Partner in Education**

Parents/guardians have a tremendous impact on shaping a child's academic performance and behavioral conduct. As partners in education, St. Theresa School parents/guardians agree to:

- Model the behavior and attitude of Christ
- Recognize that the education of their child(ren) is the joint responsibility of parents, students, and the school community
- Work courteously and cooperatively with the school to assist the student in achieving academic,



moral, and behavioral expectations

- Hold their child(ren) responsible and accountable for following school rules
- Help their child(ren) learn effective and constructive responses to social and emotional situations
- Be respectful to all members of the school community, including administration, staff, and students
- Refrain from promoting and participating in gossip and rumors about students, families, and all members of the school community
- Respect confidential issues
- Follow school protocol for handling concerns/complaints by first seeking a resolution with the staff member involved in a professional manner
- Respect all decisions made by the administration and staff, both academic and disciplinary, and express concerns and questions to them directly
- Abide by the guidelines set forth in the St. Theresa School Family Handbook

### **Email Etiquette and Guidelines**

Email is used for communication in addition to phone calls, letters, and face-to-face meetings. While email is easy to send, provides a written record, and may seem to be the perfect form of communication, it does have some limitations: It is not always the most appropriate choice. Sensitive issues are best addressed in person or by phone.

1. Your child's name should appear in the subject line. 2. Teachers will respond within 24 hours, as is expected when a phone message is left. 3. Don't expect an immediate answer. In an emergency, contact the office. Computers are in heavy demand during the day and access by teachers is often limited. Teaching and managing a classroom is their first priority, not answering emails or returning phone calls. 4. E-mails should be brief, informational, and/or used to confirm and clarify matters. Urgent issues and concerns should be handled in person or by phone. 5. E-mail should not be forwarded without permission and knowledge of all parties involved. 6. No attachments will be opened, due to the possibility of viruses. 7. Humor or chain letters are inappropriate. 8. Refrain from sending a message to multiple recipients unless there is a very specific need for everyone to receive the message about a school function or event. Information pertaining to your child is not a group concern. All group emails should be sent to the teacher or Principal. 9. You are being entrusted with teacher email addresses to be used ONLY within the St. Theresa School community. Do NOT use, include, forward, or share these addresses with ANYONE without the permission of the teacher. 10. All laws governing copyright, defamation, discrimination and other forms of written communication also apply to e-mail.

## HOLIDAY/ MINIMUM DAY CALENDAR 2022-2023

### School Holidays

September 5, 2022  
 September 23, 2022  
 October 10, 2022  
 November 11, 2022  
 November 21–25, 2022  
 November 28, 2022  
 December 17, 2022 --  
 January 3, 2023  
 January 4, 2023  
 January 13, 2023  
 January 16, 2023  
 February 20, 2023  
 March 17, 2023  
 April 6-16, 2023  
 April 17, 2023  
 May 29, 2023

Labor Day  
 School Holiday Students (Staff Prof. Development)  
 Indigenous Peoples Day Holiday  
 Veterans Day School Holiday  
 Thanksgiving Vacation  
 School resumes  
 Christmas Vacation

School resumes  
 School Holiday Students (Staff Prof. Development)  
 Martin Luther King Day School Holiday  
 President's Day  
 School Holiday for Cesar Chavez observance  
 Easter Vacation  
 School Resumes  
 Memorial Day School Holiday

### Minimum Days: 12:15p.m. Dismissal

August 18, 2022  
 August 19, 2022  
 August 22-226, 2022  
 September 2, 2022  
 October 31, 2022  
 November 2,3,4, 2022  
 December 16, 2022  
 January 27, 2023  
 February 17, 2023  
 April 19  
 May 12, 2023  
 May 26, 2023  
 May 31, 2023  
 June 2, 2023  
 June 9, 2023

1<sup>st</sup> day of school Gr. 1-8 and early dismissal  
 1<sup>st</sup> day of school Gr. TK-K and early dismissal TK-K  
 TK-K only minimum day

Parent Conferences Grades TK-5  
 Christmas Vacation begins after 12:15pm  
 Catholic Schools Week Prep

Early Release Drill  
 Grandparents/Special Friends Day

(Grade 8 only)  
 Graduation  
 Last day of school Grades TK-7

## DAILY SCHEDULE

### Grades TK-8

7:55am	Students may enter schoolyard assembly area
8:05am	First Bell, students must line up
8:10am	Tardy Bell/ School Begins with morning assembly
3:05pm	Grades TK/K Dismissal (M T Th F)
3:15pm	Gr. 1-8 Dismissal (M T Th F)
2:05pm	Grades TK/K Wednesday Dismissal, unless otherwise specified
2:15pm	Gr. 1-8 Wednesday Dismissal, unless otherwise specified
12:05pm	Grades TK/K Minimum Day Dismissal
12:15pm	Gr. 1-8 Minimum Day Dismissal
3:25pm	STEP bell (No unattended students may remain on school campus (2:25pm or 12:25pm on Wednesdays/Minimum Days)

### ARRIVAL AND DISMISSAL PROTOCOL

Staff supervision of the upper schoolyard begins at 7:55am. **Saint Theresa School assumes no responsibility for students on the schoolyard prior to 7:55am.** Students may not play in the schoolyard or on the field before school begins.

Upon arrival, students may not leave school grounds without being signed out in the office. All students must line up by grade in the outside assembly area by 8:10am. **No food or drink may be consumed during morning assembly.**

Students arriving at school prior to 7:55am will be enrolled in morning STEP (extended care program) and parents/guardians will be billed accordingly. Students and parents who have made arrangements to meet teachers before 8:00am should check in at the school office prior to proceeding to the classroom. Students who arrive for instruction or duties before school must proceed immediately to the designated location. These students are dismissed to the outside assembly area for morning prayer, pledge, and announcements.

Students who are not picked up after dismissal by 3:25pm (2:25pm or 12:25pm on Wednesdays/Minimum Days) will automatically be enrolled in afternoon STEP and parents/guardians will be billed accordingly

Staff meetings are held every Wednesday after dismissal. The office will close for approximately one and one half hours during this time and there is no access to the building during this time.

**School Office Hours** 8:00am – 3:30pm M-F, unless otherwise posted

**STEP Hours** 7:00am-8:00AM and dismissal–6:15pm M-F, unless otherwise posted

## **School Staff**

### **ADMINISTRATION**

Fr. Robert McCann	Pastor
Alicia Ortegon	Principal
Vera Young	Office/Finance Manager
Kim Welch	Administrative Assistant
Michelle Halligan	Director of Admissions
Karen Raven	Annual Fund

### **FACULTY**

Mary Ellen Lombardi	Transitional Kindergarten
Stacey Rodriguez	Kindergarten
Jelyn Javier	Grade 1
Karin Honrud	Grade 2
Martha Lindorfer	Grade 3/Leadership Team
Margaret Ratto	Grade 4/Faith Families
Megan Elings	Grade 5/Yearbook
Laura Lynch	Homeroom 6/ELA 6-8/Religion/Leadership Team
Christopher Lynch	Homeroom 7/Math 6-8/Religion
Ken Maas	Homeroom 8/SS 6-8/Religion
Dan Baer	ELA 6-8
Denise Ebright	Math 6-8
Debora Rinehart	Science 4-8
Mara Urizar	Spanish TK-8
Robert Cakebread	Music K-5/Chorale 6-8
Mara Fox	Instrumental 2,3/Band 4-8/Grade 4 Instructional Asst.
Josh Espinoza	PE K-8
Kara Fortune	Art K-5
Chris Bonavolonta	Learning Support Coordinator/Resource Director/Leadership Team
Fiona Rhea	Resource Teacher

### **STAFF**

JoAnne Layton	School Counselor
Ellen Skiles	Technology Coordinator
Angie Soong	Grade 1/2 Instructional Asst.
Jasmine Navarro	Grade TK/K Instructional Asst.
Martin Martinez	Janitor

### **STEP STAFF (St. Theresa Extended Care Program)**

Barbara Ulbrich	STEP Director
Theresa Scheifler-Harris	STEP Staff
Pat Fraser	STEP Staff
Julie Groff	STEP Staff
Christine Ulbrich	STEP Staff

## Parish Staff

Fr. Robert McCann	Pastor
Melody Marr	Administrator
Cathy Brady	Liturgy Director
Jenny Bruni	HS Youth Ministry
Keri Nims	Early Childhood Catechesis/RCIC
Robert Cakebread	Music Ministry Director

## **SCHOOL BOARD, PARENT CLUB BOARD, SPORTS BOARD DIRECTORIES**

### **SCHOOL BOARD**

Rev. Robert McCann	Pastor
Alicia Ortegon	Principal
Chanda Gonzales-Mowrer	President
Michael Flinnegan	Secretary
Hilary Clendenning	Finance Chair
Adriel Frederick	Finance
Katie Bowman	Communications Chair
Tara Tate	Communications
Quinn Hennig-Hance	Facilities Chair
Steve Bond	Facilities
Tracey Silva	Parents' Club President

### **PARENT CLUB BOARD**

Alicia Ortegon	Principal
Tracey Watkowski	President

### **PARISH CYO BOARD**

Clarence Robinson	CYO Athletic Director
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## DIOCESE, PARISH, AND SCHOOL PERSONNEL

**Bishop** The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements, 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.

**Superintendent of Catholic Schools** An appointee of the Bishop, the Superintendent reports directly to the Bishop, or his delegate, and the Diocesan School Board, in all matters affecting the Diocesan schools. She/he oversees the operation of the School Department and the administration, supervision, and strategic planning for education in the schools of the Diocese.

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

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

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

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

**Leadership Team** Members of the faculty serve on the Leadership team. They meet regularly to insure the integrity of the school's WCEA action plan. As level coordinators, representatives of the various grade levels, primary (K-2), intermediate (3-5), and middle (6-8), they report to and advise the Principal on curriculum and school issues, including, but not limited to, the school calendar, school handbooks, level planning, catechesis, fiscal responsibility, and technology implementation. Members of the Leadership Team may assume any of the responsibilities of the principal, at the direction of the principal, or in the principal's absence.

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

**Office Staff** The office staff consists of the office manager and administrative assistant. The office manager and administrative assistant conduct all business of the office and provide support to the principal.

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

**St. Theresa School Board** Just as the Diocesan School Board acts in an advisory capacity to the Bishop and Superintendent, the local school board acts in an advisory capacity to the pastor and principal. The local school board's mission is to offer wisdom, talent, experience, faith life, and good will to the process of providing quality education for all the children served by the school. The local school board furnishes the support and leadership to carry out the Church's commitment to Christian education.

Those who serve on Catholic school boards, both Diocesan and local school boards, support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others, and the opportunity for worship. They are called to model what they identify as the purpose of Catholic education.

**St. Theresa School Parent Club** The parent club serves as a liaison between school and home and has specific objectives:

- to promote a spirit of Christian community among the members of St. Theresa School through educational programs, group discussions, and social events
- to provide a network of essential volunteer services to support school programs
- to provide financial assistance to the operation of the parish school through fundraising.

Through fundraising activities, the Parent Club contributes to the operating budget of the school. Much of this funding is accomplished through the annual Auction, held each November. SCRIP sales make up the majority of the remaining contribution.

The Parent Club holds regular meetings and all parents are invited to attend and participate. The Parent Club operation is based on a written constitution and by-laws. (Revised 2015)

#### **St. Theresa Parish CYO BOARD (APPENDIX I)**

St. Theresa Parish participates in the Diocese of Oakland CYO program as members of the East Bay Parochial League. The CYO Director, under the guidance of the parish, organizes the program and schedules adult volunteers. Responsibilities of the CYO include:

- Development of policies and procedures to carry out diocesan guidelines
- Recruitment and selection of coaches
- Development and monitoring of the annual sports budget
- Procurement of gyms and practice areas
- Review and update of sports handbook
- Communication with parents regarding the sports programs
- Resolution of concerns, issues, and disputes that may arise during the course of league play and practice



## SAFE ENVIRONMENT FOR CHILDREN COMPLIANCE

**ALL** school staff, parents/guardians, and school volunteers are required to fulfill all expectations of the Diocese of Oakland for compliance with the Safe Environment for Children Project.

The Charter for the Protection of Children and Youth requires that dioceses/eparchies establish “safe environment” programs. Article 12 of the Charter states:

*“dioceses/eparchies will establish “safe environment” programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.”*

In addition, Article 13 states:

*“Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies.”*

There are five components of the Diocese of Oakland’s Safe Environment for Children Project.

- Curriculum development and implementation (annual/all grades)
- Screening of employees and volunteers (Megan’s Law screening is annual)
- Training for employees and volunteers (annual)
- Parish based Safe Environment for Children Committees
- All parents/guardians of Kindergarten students, and all parents/guardians of students new to the school must be fingerprinted

### **1. Megan’s Law Screening**

- All staff must be screened pursuant to the identification process established under California’s Megan’s Law.
- 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.
- All volunteers who participate in any school overnight experience/field trip/camp 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 prior to participation in the overnight field trip.
- In addition, any other volunteer who has contact with or access to children may be screened.

Conviction of a sexual crime will bar an individual from volunteering in any capacity.

### **2. Online Training Requirement for all Staff, Parents/Guardians, and School Volunteers**

**ALL ST. THERESA SCHOOL STAFF, PARENTS/GUARDIANS, AND SCHOOL VOLUNTEERS** must complete the Virtus online training as part of the Safe Environment for Children project every 3 years. Renewal is every 3 years from the date you last completed Virtus.

*Virtus instructions for registration and online training are available on the school website*

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

### **3. Live Scan Fingerprinting**

**ALL ST. THERESA SCHOOL STAFF, PARENTS/GUARDIANS, AND SCHOOL VOLUNTEERS must submit to Live Scan Fingerprinting by the Diocese of Oakland in accordance with their policy. If already fingerprinted by the Diocese of Oakland for St. Theresa School, another Catholic school in our diocese, a coaching position, or employment in our diocese, you do not need to repeat.**

- All parents/guardians of TK-8 students who have never been fingerprinted for the Diocese of Oakland must do so.
- All new staff members who have not previously been fingerprinted by the Diocese of Oakland must do so.

By law, all employees of the Diocese of Oakland are required to have fingerprint clearance from the Department of Justice of the State of California. This fingerprinting procedure must be completed prior to teaching in the classroom.

Parents/Guardians of students in Gr. TK-8 may not be in a position of supervising children alone on field trips, camp housing, or other instances, unless Livescan fingerprinting has been completed and verified by the diocese.

## **UNIFORM, DRESS CODE, and REQUIREMENTS**

Permitted uniform components are pants, shorts, skirts, skorts, kilts, jumpers, polos, sweatshirts and fleece.

Our school uniform colors are:

- red
- white
- navy blue

All uniform components must be purchased through our exclusive uniform supplier, Lands' End. The St. Theresa MacBeth Plaid skirt, skort, kilt, and jumper may be purchased from another vendor.

All uniform items and personal belongings should be marked with the student's name; markings should be permanent (i.e. sewn in name tags, written in permanent marker).

### **Pants And Shorts For Boys And Girls**

- Lands' End St. Theresa khaki or navy blue pants or shorts with the St. Theresa logo.

Uniform pants must be worn at the waist (not at the hips), and may not be oversized (no larger waist or inseam length other than what is appropriate for the wearer), baggy, ragged, torn, un-hemmed or faded.

Skirts, Skorts, Kilts, And Jumpers For Girls (St. Theresa MacBeth Plaid)

- MacBeth plaid jumper (Grades TK-3 only)
- MacBeth plaid skirt, skort, kilt (all grades)

The St. Theresa MacBeth Plaid uniform skirt, kilt, skort, or jumper must be worn at a medium length, no shorter than 3 inches above the knee.

### **Shirts For Boys And Girls**

- Red, white, or navy blue Lands' End short-sleeve polo shirt with school logo
- Red, white, or navy blue Lands' End long-sleeve polo shirt with school logo

The Lands' End polo shirt must display the school logo and be of a size appropriate for the wearer.

A red, white, or navy t-shirt may be worn under the school uniform polo. The t-shirt under the polo shirt, in the allowable colors only, must be tucked in and not visible below the bottom hem of the uniform polo shirt or sleeves of the shirt.

### **Shoes For Boys And Girls**

Matching conventional athletic shoes with laces that tie or velcro that secures the shoe to the foot. Shoe colors are red, white, navy blue, black, and gray.

### **Socks For Boys And Girls**

- Matching red, white, navy blue, or black socks
- Red, white, navy blue or black tights or leggings may be worn, no thermal weave. Leggings must

reach the ankle and socks must be worn.

**Sweatshirts/Sweaters/Fleece For Boys And Girls**

- Lands' End navy blue crewneck or half zip sweatshirt with school logo
- Lands' End navy blue or red full zip fleece jacket with school logo
- Lands' End navy blue cardigan sweater with school

St. Theresa School uniform sweatshirts, fleece, and sweaters are the only sweatshirts, fleece, and sweaters that may be worn inside the school buildings and on the grounds during school hours.

**BOYS AND GIRLS PHYSICAL EDUCATION UNIFORM (GRADES 6 – 8 ONLY)**

All middle school students are required to wear the Lands' End P.E. uniform components.

Middle grade students are required to be in compliance with the P.E. uniform on designated P.E. days. The P.E. uniform is the only acceptable attire permitted.

All uniform items and personal belongings should be marked with the student's name; markings should be permanent (i.e. sewn in name tags, written in permanent marker).

**The PE Uniform is:**

- Lands' End navy blue uniform athletic shorts with school logo
- Lands' End red t-shirt with school logo
- Lands' End navy blue sweatpants with school logo

Sweatpants are not a substitute for the shorts and shorts must be worn underneath.

If the student is unable to wear the PE uniform on a P.E. day, the student must come to school in the regular school uniform. Alternative PE attire may not be worn to school.

## ADMISSIONS AND WITHDRAWAL

It is the goal of St. Theresa School to educate children of the parish. A registered family is willing to comply with the programs and policies of the school, and actively participate in activities that support the school programs and philosophy. Catholic schools are a primary means of Catholic education and assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

When making enrollment decisions, consideration is given to the balance and dynamic of the class.

### A. **Application Process** (APPLICATION [www.sttheresaschool.org](http://www.sttheresaschool.org))

A calendar for admissions and enrollment for the coming school year is established and posted on the school website. Assessment of applicants takes place during the month of February. Once it has been established through interview, assessment, review of previous school records (report card, standardized test scores,) and recommendation from the child's previous school, that a child meets the academic and social requirements necessary for enrollment in a particular grade, a student will be considered for admission. Parents/guardians will be notified of the decision in writing.

#### 1. **Order of Considerations for Acceptance**

- Catholic siblings of St. Theresa School students, whose parents or guardians are registered and active St. Theresa parish Catholics
- Siblings of St. Theresa School students currently enrolled, whose parents or guardians may or may not be Catholic, but have participated in school activities
- Catholic students whose parents or guardians are registered in other Catholic parishes
- Non-Catholic students
- When limited openings in a particular grade level, consideration will be given to length of time and level of participation in parish activities
- Final decisions are determined by the pastor

#### **In Parish** is defined as:

- registered and active in their Catholic parish for at least 2 full years prior to enrollment
- each enrolled child must be baptized in the Roman Catholic Church
- participate regularly in Sunday liturgy
- demonstrate involvement in the life of their parish
- use the weekly envelopes or make parish donations online at <https://www.myowngiving.com/Default.aspx?cid=424> to contribute a suggested donation of \$1000.00 to the parish over the course of the school year (May 1- April 30)
- Members of a parish other than St. Theresa must request written verification of registry and active participation from their Parish Pastor and submit to the St. Theresa Pastor. Upon approval, the contract may be adjusted.
- Status is reviewed by the Pastor twice during the school year. If you are registered in another parish, you must ask your Pastor to verify active parishioner status each school year when contracts are issued.

#### **Out of Parish**

- Does not meet criteria for In Parish

#### 2. **Minimum Age**

A Transitional Kindergarten applicant must be 4 years of age by August 1 of the academic school year to be considered for admission to Transitional Kindergarten. Should be changed to: A Transitional Kindergarten

applicant must turn 5 years of age between Sept. 2 and Feb.2 of the academic school year to be considered for admission to Transitional Kindergarten

A Kindergarten applicant must be 5 years of age by Sept. 1 of the academic school year to be considered for admission to Kindergarten. There is **no exception** to this California State mandate.

3. **Records Required at Entrance** Students entering school for the first time are required to provide a birth record, a baptismal record (if applicable), a record of California state required immunizations, proof of a physical, proof of a dental visit, TB risk assessment, and if >1 risk factor present, must also present result of the PPD/Mantoux skin test, or a physician's statement of "negative symptom screening," or a physician's statement of "no risk."

4. **Transfer Students from a diocesan school** In addition to meeting all other requirements, all financial obligations to the previous school must be current.

5. **Special Needs** Admission of a student with special needs will be dependent on the ability of the school program to meet the special needs of that student.

#### B. **Nondiscrimination Policy**

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

#### C. **Withdrawal Process**

St. Theresa School affirms its role and mission in working with each family to provide a caring and supportive program for each student. The school recognizes that family circumstances may arise resulting in the requirement to change schools. St. Theresa School requests timely notification of intent to withdraw from school. Please notify the principal, in writing, of intent to withdraw and the reason for withdrawal. Terms of the Tuition and Financial Responsibility Contract will remain in effect.

#### **Non-Renewal Of Student Enrollment**

If the school administration determines that the school cannot serve the student, or the student cannot benefit from its programs, or there is repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to renew a student's enrollment. Non-renewal of student enrollment would be decided upon after consultation with the Superintendent of Schools of the Diocese of Oakland. (Diocese of Oakland Administrative Manual)

#### **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 the parent/legal guardian, will be asked to [withdraw] transfer when:

- The school has explored means to meet the needs of the child.
- There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.
- The transfer is to take place at the end of a grading period, preferably at the end of an academic year.

The final decision is made by the principal, in consultation with the pastor and the Superintendent of Schools of the Diocese of Oakland. (Diocese of Oakland Administrative Manual)

## STUDENT ATTENDANCE POLICY

Regular attendance is required of all students to ensure student success. Saint Theresa School adheres to the guidelines of the Diocese of Oakland regarding absence. Appointments with doctors/dentists should be made outside of school hours if possible. **All absences are recorded and become part of the student's permanent record.**

### A. REPORTING AN ABSENCE

Contact the school office by email or phone, prior to 9:00am each day of absence, including late morning tardy. State law requires that parents/guardians specify the date and reason for absence, and account for all absences. Absence is subject to verification with parent/guardian. It is recommended that a student's teacher(s) be notified of the absence by email.

Please notify STEP if your child is enrolled on a contract basis.

The Diocese of Oakland manages verification of absence when a child's absence remains unexcused by 10:00am. Parents/guardians will be contacted via email, phone, and text message through the School Messenger Automated Notification system. Parents/guardians were offered the opportunity to opt-in for robocalls and text messages related to our St. Theresa school students during the online registration..

### B. ABSENCE CLASSIFICATION

**Tardy** (*Powerschool term- T*) is given to a student who arrives at school after the 2nd morning bell at 8:10am, who arrives late to school, but prior to 10:15am, or who arrives late to a period class. The student must present a note from a staff member detailing the reason, prior to admittance to that class.

**Medical Absence** (*Powerschool term-M, MAM, MPM*) A medical absence is an absence excused by a note from a student's medical provider. The student is **eligible** to receive makeup work upon return to school, in accordance with the **HOMEWORK/MAKEUP WORK POLICY**.

**Excused Absence** (*Powerschool term-AE, AMAE, PMAE*) All absences excused by a parent/guardian are marked excused in the Powerschool attendance record, even if the reason for the absence makes a student **ineligible** for makeup work according to the **HOMEWORK/MAKEUP WORK POLICY**, such as a vacation or shadow visit. **All excused and unexcused absences count toward the six (6) absences considered excessive each trimester.**

**Eligible Excused Absence** (*St. Theresa School Attendance Policy*) is an absence due to illness, bereavement, or court appointment. The student is **eligible** to receive makeup work upon return to school, in accordance with the **HOMEWORK/MAKEUP WORK POLICY**. Late homework and late long-term assignments will be accepted in accordance with the **HOMEWORK/MAKEUP WORK POLICY**. **All excused and unexcused absences count toward the six (6) absences considered excessive each trimester.**

**Ineligible Absence** (*St. Theresa School Attendance Policy*) is an absence due to reasons other than illness, bereavement, or court appointment. It includes, but is not limited to, vacations, attendance at non-related school functions, shadow days, cutting class, leaving the campus without following the proper sign-in /sign-out procedure, suspension, and expulsion. **According to school policy, teachers are not required to offer makeup work.** **All excused and unexcused absences count toward the six (6) absences considered excessive each trimester.**

**Unexcused Absence** (*Powerschool term - AU*) An **unexcused** absence is an absence that is not reported by a parent/guardian. **According to school policy, teachers are not required to offer makeup work.** Class instructional time, including science labs, cannot be made up. **All excused and unexcused absences count toward the six (6) absences considered excessive each trimester.**

**Absence or Tardy due to Special Circumstances** Prior arrangements must be made with the teacher of the class if a student will be absent from any part of that class, or tardy due to special circumstances, such as counseling, testing, resource, or student leadership. The student is **eligible** to receive makeup work upon return to school, in accordance with the ***HOMEWORK/MAKEUP WORK POLICY***.

**Excessive Tardy** is the occurrence of four (4) times tardy per trimester or a total of twelve (12) times per school year. **Excessive tardiness, even if excused, may result in decreased credit or disciplinary action, at the discretion of the school principal.** Detention may be implemented for excessive tardiness.

**Excessive Absence and Reduced Grades** Grades may be reduced for any student whose combined excused and unexcused absences total six (6) days or more in a trimester or eighteen (18) days or more in a school year. Six (6) days of absence may result in the minimum lowering of the course grade by 10%.

For absences of 18 days or more, students may receive no credit. The school will determine an educational plan

A diploma will not be issued by St. Theresa School to an eighth grade student with unearned credit and the selected high school will be notified.

## **C. ABSENCE PROTOCOL**

### **CURRENT PROTOCOL FOR ILLNESS AND RETURN TO SCHOOL:**

(Protocol subject to change if we receive new guidance from Alameda Co. Pub. Health or if student/staff illness dictates a change in protocol.)

All of the symptoms of colds and flu continue to also be symptoms of Covid. It is possible to get Covid even if vaccinated/boosted, it is also possible to get Covid again, even if you recently had it and are vaccinated/boosted.

**Please keep your child at home if they experience any of these symptoms: fever, chills, sore throat, cough, new loss of taste or smell, headache, nausea or vomiting, diarrhea, shortness of breath or difficulty breathing, congestion or runny nose, fatigue, muscle or body aches. You will also be asked to pick your child up if they have or develop symptoms while at school.**

In an effort to keep children and staff in school, we require that you adhere to our protocol. It is subject to change if we receive new guidance from Alameda Co. Pub. Health or if student/staff illness dictates a change in protocol.

- Please keep your child home for a minimum of 48 hours after onset of symptoms. Please include the symptoms your child is experiencing when you email or call regarding the absence.
- After 48 hours, if symptoms have improved, no frequent nose blowing, no frequent cough, no



diarrhea, student has been fever free for 24 hours without meds, student has not vomited for 24 hours -- student should test in the morning prior to school and may return on Day 3 if negative.

- If student tests positive, please let us know.
- Student should test for Covid again on Day 6 after onset of symptoms, even if they returned to school on Day 3, 4, or 5.
- If a student who has returned appears ill during the school day, we will contact you to pick up.
- Please be reminded that whether the illness turns out to be a cold, flu, or Covid, kids should remain home when sick to recover and stop spread in the classroom.

**Tardy/Late Arrival:** If your child will arrive after morning assembly, please accompany them to the office to sign them in to school.

**Early Dismissal:** If your child must leave school early, please sign them out in the office. If returning to school, please sign them back in.

**All Other Return to School:** A handwritten note or email from the parents/guardians, physician/dentist, or legal personnel, specifying dates and reason for absence, must be presented to the office on the day the student returns to school.

**Protocol for Concussion, Other Severe Injury or Illness** If your child is under a physician's care for treatment due to concussion, or other severe injury or illness, it is the responsibility of the parent/guardian to notify the Administrative Assistant, in writing (email is acceptable), at onset. ***All initial documentation from the treating physician should be provided within 48 hours.***

**For an injury or illness lasting more than five (5) days, a *Diocese of Oakland Authorization to Exchange Information* and a *St. Theresa School Resource Program permission slip* must be signed by the parent/guardian and returned to the school office. No accommodations will be made without the signed *Diocese of Oakland Authorization to Exchange Information* and the *St. Theresa School Resource Program permission slip*.**

**Upon receipt, the school will determine if there are sufficient resources to support the child's learning. Home schooling may be advised. If the scope of our resources allow, an academic plan will be developed.** Continued written communication from the physician regarding the child's ability to learn and play is required.

**Medical Excuse for PE/Other Activity** A student who is unable to fully participate in PE or another school activity, must submit a directive from a physician to the office on the day the excuse begins. The note must state the reason for the excuse, the restrictions, and the duration of time. The student is **eligible** to receive makeup work upon return to school, in accordance with the ***HOMEWORK/MAKEUP WORK POLICY***.

**Illness/Injury at School** Parents/guardians will be contacted by the office when a student is too ill to remain in class or a serious injury is indicated. Parents will be notified if a student receives a blow to the head or hits his/her head during a fall. If unable to reach parents/guardians, contact will be attempted with emergency contacts. **St. Theresa School does not have a clinic or nurse on site and the expectation is that parents/guardians will pick up a child promptly upon notification of an illness or injury, or make**

**arrangements for someone else to do so.**

**Absence and Athletic/Extracurricular Activities** Students must attend school all day of any day or evening of school related extracurricular activities or athletic events. This includes, but is not limited to school performances and CYO athletic events.

**Cutting Class/School** Cutting or truancy is any absence from school without the knowledge and consent of parents/guardians or the school. Cutting will result in disciplinary action and may result in no academic credit for work missed, and/or suspension, and/or conduct grade reduction for middle school students. Absence or tardiness from class, without prior arrangement, is considered cutting.

**Middle School Absence Policy** School provides the means to explore new concepts and ideas, and answer questions that may not be duplicated with makeup work. Homework reinforces the material covered in class. Attendance patterns established during middle school years are a major criterion for acceptance used by high schools. Therefore, students are encouraged to establish a good attendance pattern. Middle grade teachers (grades 6-8) take attendance during homeroom and each class period. **See Homework/Makeup Work Policy.**

## ACADEMIC POLICY, ASSESSMENT AND GRADING

**ACADEMIC HONESTY** Students at Saint Theresa School are instructed in academic integrity so they will learn appropriate use of resources as they produce work and as they are assessed. In developmentally appropriate terms, teachers explain and share examples of cheating on homework, quizzes, exams, reports, unauthorized viewing of an examination, and plagiarism. Students must learn and cultivate the virtue of academic honesty as an ethical practice that will guide them in making wise decisions as they develop personal responsibility and self-discipline.

Violation of the expectation of academic honesty for all students will be handled in an age appropriate manner, which may include, the teacher conferring with the student, the teacher informing the principal of the violation, contacting parents/guardians, and/or student referral to the school counselor. Appropriate consequences will be determined and may include loss of credit, reduction in grade, a grade of zero or "F," disciplinary referral, suspension, detention, loss of extra-curricular activities, or other consequences. Repeat offenses will be assessed on an individual basis by the administration and personnel involved.

**CURRICULUM** St. Theresa School follows the curriculum guidelines of the Diocese of Oakland. The curriculum includes:

Religion	Spanish
Family Life	Art
Science	Voice/Instrumental
Mathematics	Physical Education
Social Studies	
English/Language Arts (Reading, Literature, Spelling, Vocabulary, Composition)	

**STANDARDIZED TESTING** STAR testing in ELA and Math is administered to all students (2-8), four times per academic year. STAR results are shared with parents twice a year and are used by the faculty for instructional planning to help each student achieve his/her personal best.

### A. ASSESSMENT AND GRADING RUBRICS

#### Assessment system for Grades K-3

Progress Toward Standard

- 4 Exceeding Standards
- 3 Meeting Standards
- 2 Approaching Standards
- 1 Not Meeting Standards

*(K-3 standards based report card)*

#### Grading code for Grades 4-8

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

*A brief explanation of the grades used at St. Theresa School:*

**A = (100-90) Exceeding Standards:** The student must meet the requirements for the marks "B" and "C" plus the following: Does, in a superior manner, all the work assigned; has sufficient interest and initiative to do supplementary work; gives complete attention in class; keeps an "A" average on tests and gradable assignments.

**B = (89-80) Above Standards:** The student must meet the standard requirements for a "C" mark, plus the following: Does, in a manner above average, all the work assigned; give evidence of good study habits; an interest in work in addition to the required assignments; shows complete attention in class; keeps a "B" average on tests and gradable assignments.

**C = (79-70) Meeting Standards:** The student must meet the following requirements: Completes all of the work assigned; has not yet developed consistency in his or her study habits; concentration in class is inconsistent; keeps a "C" average on tests and gradable assignments.

**D = (69-60) Approaching Standards:** The student must meet the following requirements: Completes all of the work assigned; has not yet developed consistency in his or her study habits; concentration in class is inconsistent; keep a "D" average on tests and gradable assignments.

**F = (59-0):** This grade indicates that the student has not met the minimum standards for a grade of "D". Student has accomplished less than the fundamental minimum standard for grade of "D"; keeps an "F" average on tests and gradable assignments.

**I = Incomplete.**

## B. WORK HABITS & SOCIAL DEVELOPMENT

### Grades 6-8 (Middle Level)

Indicators	Expectations
Completes Quality Work	<ul style="list-style-type: none"><li>• Consistently meets academic standards</li><li>• Produces quality classwork</li></ul>
Is Prepared To Learn	<ul style="list-style-type: none"><li>• Comes to each class with necessary supplies and materials</li><li>• Contributes positively to the learning environment</li></ul>
Participates In Learning	<ul style="list-style-type: none"><li>• Cooperates with others and solves problems appropriately</li><li>• Collaborates effectively with others</li><li>• Participates appropriately in discussions and/or groups</li></ul>
Follows Classroom Expectations	<ul style="list-style-type: none"><li>• Stays focused on the task</li><li>• Listens attentively</li><li>• Is self-directed</li><li>• Follows directions</li></ul>
Shows Behavior/ Social Development	<ul style="list-style-type: none"><li>• Takes responsibility for his/her own choices and actions</li><li>• Respectful of rights, opinions and property of others</li><li>• Seeks help appropriately</li><li>• Demonstrates self-management skills</li></ul>
Student Learning Expectations (SLE)/Catholic Identity	<ul style="list-style-type: none"><li>• Engages in the faith community through prayer, worship and stewardship</li><li>• Respects self and others by making decisions based on the teachings of Jesus</li><li>• Takes responsibility for his/her own choices and actions</li></ul>

### Grades 6-8 (Middle) Life Skills Rubric

M: Consistently meets expectations

A: Approaching expectations

N: Needs support

**Grades 3-5 (Intermediate Level)**

Indicators	Expectations
Completes Quality Work	<ul style="list-style-type: none"><li>• Completes and returns quality homework on time</li><li>• Shows neatness</li><li>• Promptly completes work missed due to an absence</li><li>• Produces quality classwork</li><li>• Works to ability</li></ul>
Is Prepared To Learn	<ul style="list-style-type: none"><li>• Organizes self, materials, and belongings</li><li>• Brings needed materials to class and is ready to work</li></ul>
Participates In Learning	<ul style="list-style-type: none"><li>• Shares information or ideas when participating in discussion or groups</li><li>• Is a learner who contributes with consistent effort</li><li>• Collaborates effectively with others</li><li>• Cooperates with others and solves problems appropriately</li><li>• Uses a positive attitude to contribute to the learning environment</li></ul>
Follows Classroom Expectations	<ul style="list-style-type: none"><li>• Stays focused and engaged through completion of tasks</li><li>• Listens attentively and follows directions</li><li>• Is a self directed learner</li><li>• Makes transitions appropriately</li><li>• Follows classroom and school routines and procedures</li></ul>
Shows Behavior/ Social Development	<ul style="list-style-type: none"><li>• Respectful of rights, opinions, and property of others</li><li>• Shows age appropriate behavior</li><li>• Demonstrates self-control</li><li>• Responds to conflict appropriately and seeks help when needed</li><li>• Willing to help others</li></ul>
Student Learning Expectations (SLE)/Catholic Identity	<ul style="list-style-type: none"><li>• Respects self and others by making decisions based on the teachings of Jesus</li><li>• Assumes responsibility for his or her own actions</li><li>• Respects diversity</li><li>• Engages in the faith community through prayer, worship, and stewardship</li></ul>

**Grades 3-5 (Intermediate) Life Skills Rubric:**

M- Consistently Meets Standard

A- Approaching Standard (self correcting and learning the skills to independence)

N- Needs support

**Grades K-2 (Primary Level)**

<b>Indicators</b>	<b>M Consistently Meets Expectations</b>	<b>A Approaching Expectations</b>	<b>N Needs Support</b>
<b>Completes Quality Work Neatness Produces Quality Work Works to Ability</b>	-Shows neatness -Produces quality classwork -Works to ability -Exhibits effort	-Shows neatness some of the time -Produces quality work some of the time -Exhibits effort some of the time	-Rarely shows neatness -Rarely produces quality classwork -Rarely works to ability -Rarely exhibits effort
<b>Is Prepared to Learn Ready to Learn Transitions promptly Responsible with materials</b>	-Ready to learn -Transitions promptly -Responsible with materials	-Ready to learn some of the time -Transitions promptly some of the time -Responsible with materials some of the time	-Rarely ready to learn -Rarely transitions promptly -Rarely responsible with materials
<b>Participates in Learning Works well with others Shares ideas Contributes to the learning environment</b>	-Shares information or ideas when participating in discussion or groups -Cooperates with others and solves problems appropriately -Collaborates effectively with others	-Shares information or ideas when participating in discussion or groups some of the time -Cooperates with others and solves problems appropriately some of the time -Collaborates effectively with others some of the time	-Rarely shares information or ideas when participating in discussion or groups -Rarely cooperates with others and solves problems appropriately -Rarely collaborates effectively with others

<b>Follows Classroom Expectations</b> <b>On task</b> <b>Listens attentively</b> <b>Follows classroom rules/directions</b>	-Stays focused on the task and what needs to be done -Listens attentively -Can independently begin and complete assignments -Follows directions and school routines/procedures -Has a positive attitude towards learning	-Stays focused on the task and what needs to be done some of the time -Listens attentively some of the time -Can independently begin and complete assignments some of the time -Follows directions and school routines/procedures some of the time -Has a positive attitude towards learning some of the time	-Rarely stays focused on the task and what needs to be done -Rarely listens attentively -Rarely can independently begin and complete assignments -Rarely follows directions and school routines/procedures -Rarely has a positive attitude towards learning
<b>Shows Behavioral/Social Development</b> <b>Takes responsibility</b> <b>Respectful</b> <b>Demonstrates self-control</b> <b>Seeks help appropriately</b> <b>Helps others</b>	-Takes responsibility for his/her own choices and actions -Respectful of rights/opinions and property of others -Willing to help others -Practices self-control -Seeks help appropriately	-Takes responsibility for his/her own choices and actions some of the time -Respectful of rights/opinions and property of others some of the time -Willing to help others some of the time -Practices self-control some of the time -Seeks help appropriately some of the time	-Rarely takes responsibility for his/her own choices and actions -Is rarely respectful of rights/opinions and property of others -Rarely willing to help others -Rarely practices self-control -Rarely seeks help appropriately
<b>SLE/Catholic Identity</b> <b>Young Person of Faith</b> <b>Contributing Citizen</b> <b>Lifelong Learner</b>	-Engages in the faith community through prayer, worship and stewardship -Respects self and others by making decisions based on the teachings of Jesus -Respects diversity	-Engages in the faith community through prayer, worship and stewardship some of the time -Respects self and others by making decisions based on the teachings of Jesus some of the time -Respects diversity some of the time	-Rarely engages in the faith community through prayer, worship and stewardship -Rarely respects self and others by making decisions based on the teachings of Jesus -Rarely respects diversity



**SERVICE LEARNING Projects and Middle School Service Hours (to be expanded as health protocols allow)** Service Learning has been a long tradition of the school, providing meaningful opportunities for all students to become involved in service to others. The school is part of St. Theresa Parish and we also work together with parish leaders to create a rich environment of Christian service. Class service projects are intertwined with the service efforts of the parish.

Community service hours for Middle School students have traditionally been activities that provide support for others in our parish and school community, offer direct assistance to those in need outside of our community, and address social issues.

During the 2022-2023 academic year, middle school students are not required to earn service hours.

#### **D. POWERSCHOOL**

Grades 4-8 students and their parents/guardians may access grade and assignment information through the Powerschool portal. Each student receives a unique User ID. Parents/guardians receive one User ID per student. Teachers post student grades within two weeks of receiving an assignment.

#### **E. HOMEWORK/MAKEUP WORK POLICY**

**HOMEWORK** Homework is assigned to reinforce instruction in the classroom and foster habits of independent study. Homework serves as preparation for class sessions, tests and quizzes. Guidelines from the Diocese of Oakland are followed regarding the amount of time to be spent on homework. Homework may be assigned on a daily basis, as well as on weekends. Makeup work and long term assignments may require weekend homework.

##### **Average amount of time expected for total daily homework:**

Grade TK	10-15 minutes
Grades K-2	20 minutes
Grades 3-5	30-50 minutes
Grades 6-8	60-120 minutes

Each teacher sets classroom homework policies and determines how to evaluate homework and the amount of weight it will carry in the final grade. Teachers discuss homework expectations at Back to School Night and in communications to parents. It is important that students establish the habit of completing and turning in all homework and long term assignments on the due dates. Student books, homework and long term assignments will be placed in the teacher mailbox when brought to the office. There will be no delivery of such items to a student or teacher.

Students will take no more than two tests on a given day. This includes major (final) projects. For example, a student could have two tests on Thursday, or a major (final) project due and one test on the same day. This does not apply to quizzes or regular homework assignments.

**Late homework will receive less credit, unless the student meets and complies with the criteria for a *medical or eligible excused absence*.**

**Late, long-term assignments with a due date prior to the absence will be accepted, but the grade will be determined according to the rubric established by the teacher.**

**Extra credit, defined as additional work or projects to raise a grade, is not allowed.**

**Middle School Homework** It is the responsibility of the student to get each homework assignment daily. Daily assignments are due on the designated date.

### **Makeup Work**

**Missed class and homework assignments for students in all grades are available upon return to school from a *medical or eligible excused absence*. Missed assignments will not be available until a student returns to school.**

Unless otherwise stated, the student will be allowed one school day, plus the number of school days of medical or eligible excused absence (p. 29) to make up work. Failure to take responsibility may result in a lowered grade. Due to the nature of some class activities (labs, presentations, discussions,) makeup work may not be available, and the work missed will reflect negatively on the grade.

**Teachers are not required to offer makeup work to students when an absence is for a reason other than medical, illness, bereavement, or court appearance.**

***No makeup work will be available in the case of suspension or expulsion.***

Primary and Intermediate Levels are not required to, but may use their discretion in offering makeup work to students with an ***ineligible absence***, such as a vacation, or an ***unexcused absence (AU)*** when a student is unaccounted for.

### **Middle School Makeup Work**

Middle grade students (6-8) must contact each teacher for missed assignments upon return from an absence. **Middle grade teachers (grades 6-8) determine their individual policies regarding makeup work for students. Each teacher's policy will be presented in writing to all middle school students and their parents/guardians**

**Excessive Absence and Reduced Grades** Grades may be reduced for any student whose combined excused and unexcused absences in a subject specific class, total six (6) days or more in a trimester. Six (6) days of absence may result in the minimum lowering of the course grade by 10%.

A student may receive no credit if absences are eighteen (18) days or more. The school will determine an educational plan

A diploma will not be issued by St. Theresa School to an eighth grade student with unearned credit and the selected high school will be notified.

**F. PROGRESS REPORTS** are provided for students in Grades TK-4 once per trimester. Progress for Grades 5-8 students is available via the Powerschool parent portal. Portfolios of student work may be sent home periodically.

**G. REPORT CARDS** serve as an evaluation of student performance and are issued three times per year. The transcript record is the cumulative average of all three trimesters. Assessment and evaluation of students is not limited to report cards. Varied forms of assessment include student portfolios, student/teacher conferences, and demonstrations. Report cards must be signed by the parents/guardians and returned promptly. The authenticity of a grade must be challenged within six days of receipt of the report card. Challenging a grade does not insure that it will be changed.

H. **CUMULATIVE RECORD** is the transcript record of the mathematical average of the three trimesters representing one academic year. It also includes the final STAR report, attendance record, report cards, and sacramental records, for each year the student completes.

#### I. **PROMOTION AND RETENTION**

The final report card in June indicates student placement for the next school year. A student with satisfactory completion of current grade level content will be promoted to the next grade.

The expectation for **middle school students** is that they will receive a letter grade of C- or above in all core subjects. Core subjects include Math, Science, English Language Arts, Social Studies, and Religion. A student who does not meet the expectation will be encouraged to attend summer school or an approved summer program, in order to advance to the next grade level. The record of completion must be submitted prior to the first day of the new school year.

#### **Retention:**

- Grades TK-1: Retention is only considered when related to developmental readiness.
- Grades 2-8: Retention is only considered for an extraordinary reason, and then, only after consultation with the Superintendent.
- Parents/guardians and teachers must consider the necessity of providing special assistance (tutoring, summer school, etc.) to the student or direct the student to an alternative program more suited to his or her needs.

J. **SUPPLIES** Students are responsible for obtaining and maintaining their basic school supplies. Refer to the grade level class supply list on the school website. [www.sttheresaschool.org](http://www.sttheresaschool.org)

#### K. **TEXTBOOKS AND MATERIALS**

Textbooks shall be selected by the principal and faculty and will implement Diocesan Curriculum Guidelines. All textbooks and library books, with the exception of consumable workbooks, are *loaned* to students. Families will be billed the full publisher price for lost or damaged books that must be replaced. Students in all grades are personally responsible for maintaining the integrity of textbooks, school materials, equipment (including media and computers) and desks.

## **BEHAVIORAL EXPECTATIONS, SCHOOL REGULATIONS AND STUDENT DISCIPLINE POLICY**

Student actions and attitudes should reflect a Christian ethic and behavior should be in accordance with the moral and religious expectations outlined in our St. Theresa School philosophy, mission, and SLEs.

We enforce reasonable controls that lead to the individual student's development and self-discipline. We offer a Christian environment in which the rights of all students, staff, and community members are supported. All students have the right to learn, and all faculty have the right to teach. Actions, both in and out of the classroom, which infringe on those rights, are considered disciplinary infractions.

### **BEHAVIORAL EXPECTATIONS AND SCHOOL REGULATIONS**

#### **A. In the classroom, students will show respect and concern for one another and for adults by:**

- not disturbing others
- obtaining the teacher's permission to leave the classroom at any time
- responding appropriately to a teacher's request to correct behavior
- following classroom rules established by any specific grade level teacher
- following testing procedures outlined by the classroom teacher
- not eating or drinking beverages (except when allowed), chewing gum, littering, or throwing objects in the classroom
- following restroom use procedures outlined by the classroom teacher
- remaining seated at all times unless the teacher allows movement

#### **B. Other General School Regulations**

- Students must respect the property of other students and staff; faculty desks and personal property are off limits.
- Students may not use profanity, verbal or written.
- Students may not verbally or physically abuse other students or adults.
- Students must conform to the uniform and dress code outlined in the Family Handbook.
- Students must respect classrooms, school facilities, books, and materials and participate in maintaining order.
- Before, during, and after school hours, students may not go into classrooms or the parish center without authorization and/or supervision by school personnel.
- Students may not chew gum on school grounds.
- Students may not use skateboards, skates, scooters, roller blades, shoes with rollers, hover boards, bicycles or other equipment from home on school premises during school/STEP hours.
- Students may not stand or climb on the cement ledges, trash containers, benches, tables, basketball poles or hoops, anywhere on school premises.
- Students may not bring electronic equipment or additional play items, such as toys, playing cards, collectible cards, or trading cards, to school unless requested/approved by a teacher. (*Saint Theresa School assumes no liability or responsibility for lost, stolen, or damaged personal items*)
- Students may not enter or exit the school building from the doors by the Science lab.

#### **C. Morning and Lunch Recess Rules**

- Students may not enter or exit the school building from the doors by the Science lab.
- Students must enter and exit the school building from the doors by the boys bathrooms or the doors by the front office only.
- Middle school students must use the bathroom facilities in the breezeway during recess and lunch.
- Gr. 1-5 students must use the bathroom facilities in the school building and enter and exit from the

doors by the boys bathroom to use during recess and lunch.

- Students may not engage in recess until lunch is eaten, eating area is clean, and yard duty personnel have dismissed them.
- Students may play in designated grade level areas only.
- Students must respect assigned play areas.
- Physical contact games (dodge ball, tag, chase) are not allowed. Throwing a ball or object at another student is not allowed.
- When morning or lunch recess is indoors, students may not use computers without teacher permission and supervision.
- Play structure is available for grades K-4 only. Students must follow the directions of playground supervisors at all times.
- The school intends to create a culture of care. Student in Gr. 1-5 learn to play non-competitive games using the "Peaceful Playgrounds" program. The program offers a variety of equipment for active and engaging physical activity.

**D. Hallway Etiquette**

- Share the halls with respect for all others
- Keep to the RIGHT
- Remain silent
- Observe Middle School protocol for hallway etiquette: silence in the hallway, line up against wall/cabinet and wait for teacher instruction during transition.

**E. Technology Smart Devices such as Cell Phones, Watches, and Accessories, including but not limited to Air Pods and ear buds** Devices must be turned off and put away while students are on school grounds during school hours. They must not be visible or in a desk, in a pocket, or clipped to clothing. Devices may not be used under any circumstance during school hours, unless under direct staff supervision. *School hours are 10 minutes before the first morning bell and 10 minutes after the dismissal bell.* A visible device or device in use will be confiscated, and may be retrieved from the principal by parents/guardians only,. **Please refer to the Diocese of Oakland Technology Responsible Use Policy which, by your signature, remains in effect for the duration of the student's term at St. Theresa School.**

**F. Use of School Office Phone** Students may request permission to contact parents/guardians on the school office phone if the circumstance is warranted. The school office phone may not be used to call for alternative clothing, homework/school materials, or to arrange after school activities.

**G. Illegal Substances** The use, possession, or exchange (whether or not for sale) of illegal substances, on or near school premises or at school-sponsored activities (including, but not limited to, tobacco, drugs, alcohol, inhalants, and opioids) are prohibited and are grounds for disciplinary action, including expulsion. If use is suspected, the student will be referred to the principal and/or school counselor.

**H. Leaving School Grounds During School Day** No student may leave the school grounds during school hours without permission from the Principal and signed authorization by parents/guardians.

**DISCIPLINE POLICY**

**A. Detention** may be assigned for minor disciplinary infractions or for failure to observe classroom or school rules. Detention is served after school or at a time convenient for the teacher and/or the

principal. The teacher and/or principal will determine the amount of time to be served. Parents will be notified three (3) days in advance of an assigned after school detention (not including detention served at recess). An excessive number of detentions may result in a parent/teacher/principal conference, at which time a plan of action will be formulated. If not in compliance, a student may jeopardize his/her status as an enrolled student in the school.

B. **Behavioral Concern (TK-5) and Behavioral Infraction (6-8)** may be issued by a staff member who observes student behavior not in compliance with behavioral expectations and school regulations. This is a documented notice for parents/guardians of inappropriate student conduct. All students are expected to comply with common behaviors that support the school community. All staff members are expected to hold students accountable.

C. **Disciplinary Referral** is issued for a serious violation of behavioral expectations, school regulations, and student discipline policy and is issued by the principal or classroom teacher. The triplicate form is sent home for parents/guardians signatures and must be returned to school promptly. A **Disciplinary Referral** may become the basis for suspension or expulsion.

A **Disciplinary Referral** can be issued immediately for an egregious act that violates school policy. For example:

- Physical contact
- Harassment or bullying
- Racial epithets
- Misuse of technology

D. **Suspension** is a period of time during which a student is not allowed on campus. Students may be suspended for serious or continuous misconduct, after probation, or after repeated attempts to resolve a behavioral issue, such as cheating, dishonesty, or harassment. Notice of suspension will be communicated in writing, by phone, or in a conference with parents/guardians. A **Disciplinary Referral** will be sent to the parents/guardians and the suspension will be documented. Only the principal or designated administrator may suspend a student. Suspension may serve as the basis for expulsion.

**Absence due to suspension is an unexcused absence for the duration of the suspension. No makeup work is offered, and unexcused absences count toward the six (6) absences considered excessive each trimester.**

**A student who has been suspended from school may not participate in any school/parish-sponsored event, including athletics or CYO, for the same period of time as the suspension.**

Suspension or Expulsion may be warranted for the following reasons, but is not limited to these reasons:

- Fighting, hitting, or any threat or violence directed toward students, school personnel, or their property
- Serious misconduct as determined by the principal or pastor
- use of racial epithets
- Leaving school premises without permission
- Unauthorized absence from class (cutting)
- Conduct, inside or outside of school, or at school functions, detrimental to the reputation of the school
- Habitual profanity or vulgarity

- Acts gravely detrimental to the moral and/or physical welfare of the students
- Vandalism to school, school personnel property or parish property
- Use, sale, distribution, or possession of narcotics, alcohol, e-cigarettes, or any illegal substance on or near school premises
- Possession of weapons or items which can inflict harm or are potentially dangerous
- Sexual or discriminatory harassment: student to student or student to teacher
- Theft, extortion, or arson
- Violation of the rights of others
- repeated failure to observe school and class rules
- actions seriously disruptive to the learning or teaching process
- violation of the Diocese of Oakland Technology Responsible Use Policy
- other inappropriate conduct, including inappropriate use of technology, social networking, texting

Suspension may assume various forms and may vary in length:

- **In-School Suspension** Student may attend school but loses the right to participate in school or class activities on or off campus. Student may be suspended from class/classes and be required to report to a specific, supervised place on campus; recess and lunch periods are separate from the student body. Students will not receive credit for missed work and are not allowed to make-up work.
- **Out of School Suspension** Student may not attend school for a predetermined period of time. If warranted, a parent/guardian may be contacted to take the student home for the remainder of the school day to begin the suspension period. Parents will be notified regarding readmission of the suspended student; a mandatory parent/teacher/principal conference is required prior to readmission.
- **Immediate Suspension** If the absence of immediate disciplinary action would pose a threat to the health and welfare of another student, or the student body, the principal or designated administrator may remove the student from class or the schoolyard and contact the parents/guardians as soon as possible. Racial epithets, sexual harassment, or extreme violence directed towards another person are grounds for immediate suspension.

**E. Disciplinary Probation** is a period of time set for improvement of behavior. A behavioral contract defines terms, conditions, and expectations of probation as determined and monitored by the administration and the school. If a student does not meet the expectations of the behavioral contract, the student will be dis-enrolled from the school.

**F. Expulsion** is the permanent removal of a student from Saint Theresa School. It is an extreme action. Expulsion will be fully documented and may become part of the student's permanent record. The principal or pastor may expel a student in consultation with the Superintendent of Schools. Prior to expulsion, the student will meet with the teacher, principal, parents, and possibly the pastor. An official, written notice of expulsion will be issued.

**G. Vandalism** Students and their parents or guardians will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent or guardian to pay for property damages due to willful conduct by the child.

## Diocese of Oakland School Searches Policy

### 6568 School Searches

Students' legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

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

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

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

#### **Expectation of Privacy**

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

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

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

#### **Student Cooperation**

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



### **Confiscating a Student's Personal Property**

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

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

### **Introduction**

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

Students are expected to abide by the student responsibilities below anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

### **Jurisdiction and Definitions**

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's jurisdiction with respect to conduct includes:

When the student is on school grounds, or on the way to or from school

At officially sanctioned school-sponsored events, or on the way to or from such events

Outside of the school when a student's actions negatively impact another student, staff member, or the school

For purposes of this document, "technology" includes, but is not limited to:

Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices (watches, headphones, etc), networking equipment, or accessories

Software: operating systems and programs

Services: email, web sites, web apps, learning platforms, internet service

Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

"Personal information" includes a person's name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

### **School Responsibilities**

#### **Protecting student data**

The school maintains electronic records and shares information from those records in order to provide online educational technology services. Electronic records allow the school to efficiently distribute information to school officials - such as teachers receiving parent phone numbers and email addresses - and to online services. For example, the application Mathletics receives each student's name, grade level, gender, and email address, used to set up their account. The school only uses services that have high standards for security and privacy, and do not sell or share student data. Most have signed the Student Privacy Pledge ([studentprivacypledge.org](http://studentprivacypledge.org)). Parents may request a review of services in use by the school.

Initial:     \_\_\_ The school may store and share student information electronically for purposes of distributing that information to school officials and providing educational technology services.

#### **Efforts to protect students online**

Internet within the school is filtered with the intent to block access to obscene and non-educational material. In addition, the school has adopted and enforces an Internet safety policy to monitor network activity, promote safe communications, educate students in Digital Citizenship, and prevent unauthorized access to the school network and community data.

### **Parent Responsibilities**

Parents are expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

### **Student Responsibilities**

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

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

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

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

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

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

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

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

By signing below, I give permission for the school to provide technology services and for my child to use technology in accordance with the rules and responsibilities above.

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

Printed Parent/Guardian Name: \_\_\_\_\_

### **Distance Learning Addendum for 2020-2021**

The need to shift instruction during this unprecedented time requires additional safeguards and acknowledgments. As challenging as the changes of distance learning may be, we are grateful to live in an age where technology allows us to continue teaching and learning safely at home.

### **Jurisdiction**

While students are participating in distance learning, the jurisdiction of the Technology Responsibility Use Policy is expanded to include when students are at home participating in distance learning.

### **Safe and Responsible Video Conferencing and Live Streaming**

Video conferencing is a powerful tool for distance learning. Through video conferencing, teachers may deliver

instruction, support students, and facilitate connections between classmates. In addition, there may come a time during the school year when some students are able to return to in-person school, while others continue distance learning. This may necessitate the use of video conferencing to “live stream” the classroom. We recognize that connecting teachers, students, and families in their homes can lead to unintended consequences. In order to maintain a positive, safe “learning environment,” school personnel, parents, and students must adhere to the following guidelines for video conferencing:

#### **School Responsibilities**

The school will maintain a secure video conferencing system to the best of their ability

The school will obtain parent or guardian consent for video conferencing with students

Video conferences may be recorded for instructional or archival purposes. The school will obtain parent or guardian consent before recording video conferences. Recordings will be stored securely and not published.

Teachers and staff will not video conference 1 on 1 with students without a parent or guardian present.

#### **Student Responsibilities**

Students will not take photos or recordings of video conferences

Students will not share links or logins for video conference meetings with anyone outside of their class community.

Students will attend in uniform or school-appropriate attire as directed

Students will inform others nearby when they are conferencing, especially when the camera or microphone is on

Students will attend from common areas in homes, such as the family room, dining room, or kitchen.

Initial: \_\_\_\_\_ I give permission for my child to participate in video conferencing with school staff and classmates.

\_\_\_\_\_ I give permission for my child’s video conferences to be recorded.

\_\_\_\_\_ I give permission for my child to appear in live streams of his or her classroom.

#### **Management Tools in Distance Learning**

Some tools in use by the school can monitor or control devices. For example, GoGuardian can allow teachers to see a student’s screen or launch apps during a class session, and Chrome Remote Desktop can control a computer for tech support. These are valuable tools for educators, but they raise concerns when implemented in students homes, particularly on personal devices used for distance learning. To maintain student and family privacy, the school will not remotely operate devices without a student or parent’s consent for each support session.

Monitoring data will be used only for educational purposes and to help students stay on task during the school day.

Initial: \_\_\_\_\_ The school may use tools to monitor, remote control, or update devices used for distance learning.

#### **Internet filtering at home**

Internet on devices provided by the school for distance learning may or may not be filtered. Even when filters are enabled, it is possible for these filters to break down or be circumvented. Parents or guardians are responsible for content accessible by the internet in their homes. We recommend OpenDNS Family Shield for a simple, effective, and free home internet filter: [opendns.com/home-internet-security](https://opendns.com/home-internet-security)

Student Printed Name: \_\_\_\_\_

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

Diocese of Oakland, Department of Catholic Schools      August 2020Diocese of Oakland, Department of Catholic Schools      August 2020

# **CODE OF CONDUCT INVOLVING INTERACTIONS WITH MINORS AND VULNERABLE ADULTS IN THE DIOCESE OF OAKLAND**



## **PREAMBLE**

As leaders in the Church founded by Christ, priests, deacons, and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, all are always expected to act properly, especially when in contact with young people and those most vulnerable. This Code of Conduct establishes general guidelines and boundaries when ministering to minors. Many items mentioned in this document are applicable to ministry with adults, but this Code addresses explicitly proper contact with persons under 18 years of age; and vulnerable adults (those adults equated to children due to habitual lack of reason which is a permanent state of being or shall mean a person 18 years of age or older whose ability to perform normal activities of daily living is impaired due to a mental illness, long-term physical or developmental disability, and/or is protected by the State of California Adult Protective Services.) Further guidance and advice can be sought from the Chancellor of the Diocese of Oakland or the Coordinator of Safe Environment, as needed.

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

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

## **RESPONSIBILITY FOR COMPLIANCE**

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

Updated to include Vulnerable Adults February 2019 Updated December 2016

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

## **EXPECTED BEHAVIORS WITH REGARD TO MINISTRY TO MINORS**

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

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

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

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

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

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

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

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

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

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

Updated to include Vulnerable Adults February 2019 Updated December 2016

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2 August, 2013

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

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

**YOUTH TRIPS AWAY FROM PARISH FACILITIES:** At the elementary level student group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same gender as the young people. (For larger groups a ratio of one adult to 10 students is recommended). At the High School level one adult chaperone or driver per group is sufficient. Depending on the activity and the age of the participants, there must be sufficient adult chaperones present to adequately supervise the group at all times.

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

One adult alone shall never engage in an overnight trip with a minor or minors. While on youth group trips, adults are never to stay alone overnight in the same motel/hotel room with a minor or minors. Any overnight trip for children or youth must include supervision around the clock. If adults are not rooming with the youth, there **MUST** be an adult (over the age of 18) on duty, in the hallways or outside of cabins at all times when youth/children are present in the rooms/cabins. This can be accomplished with live scanned and cleared volunteers, employees of the Diocese, or someone who is hired specifically for security.

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

**AGE-APPROPRIATE MEDIA:** Audiovisuals, music lyrics, and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an “R” rated movie or movies that have been rated with an even stronger designation.

The Diocese of Oakland absolutely prohibits the acquisition, possession and distribution of Child pornography.

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

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

Updated to include Vulnerable Adults February 2019 Updated December 2016

3 August, 2013

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

## **EXPECTED BEHAVIORS IN PASTORAL COUNSELING OF MINORS**

***SETTING:*** Pastoral counseling of a minor must only take place in the professional area of a rectory, never in the living quarters.

Offices or classrooms used for pastoral counseling of a minor must have a window in the door, or the door is to be left open during the counseling session.

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

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

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

## **ENFORCEMENT / REPORTING**

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

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

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

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

## **IMPLEMENTATION**

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



4 August,

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

**Diocesan Procedure Statement** The Schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. (Cf., section 1222.4)

### **Diocese of Oakland Anti-Bullying and Harassment Policy**

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion.

#### **What is bullying?**

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student, such as taunting, name-calling, teasing, putdowns, insults, threats and blackmail.
- **Relational bullying** is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.
- **Cyberbullying** is when a student repeatedly uses their cell phone, text messages, emails, instant messaging, the Internet and social media to threaten, shame or isolate another student. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

**Bullying is different from conflict.** Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want of value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students talk it through.

#### **What is harassment?**

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

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy.

Harassment in any form is illegal. Our Diocese does not tolerate bullying or harassment, or any act of

retaliation against a student that has reported bullying or harassment.

#### **A. Bullying and Improving Social Interaction at St. Theresa School**

1. **Prevention:** The St. Theresa staff philosophy is that the culture of a school can be molded so the seeds of bullying have less ground in which to grow. We have worked very hard and creatively toward prevention through group exercises and discussions about respect, empathy, embracing differences, conflict resolution, assertiveness, inner strength, emotional literacy, and developing friendship and communication skills. These are the challenging skills that each person must learn, and the process is often not smooth. In other words, children learn from real life experience, by trial and error. However, we are attempting to give the students familiarity with these concepts to help them think about how best to improve a situation with challenging social dynamics.
2. We are careful not to overuse the term “bullying” when talking with students, so we do not encourage them to stigmatize or label others. Instead, we talk with them about assertiveness, anger management, and self-regulation.
3. *Bullying is NOT conflict that occurs between two children. Prevention and response to bullying must be distinguished from conflict resolution and anger management.*
4. **Bullying is a group dynamic whereby one child is targeted by a group (which may consist of active aggressors and “passive” bystanders). The behavior is intended to adversely affect the target, which means the child(ren) in the bully role become more dominant in the eyes of their peers. The dynamic needs to be somewhat entrenched to be considered bullying; it must be habitual, hurtful, and targeted.**
5. **Reporting Process:** The school provides a process for students and parents/guardians to seek help and report bullying and harassment, including provision for anonymous reporting. Anonymous reporting may be placed in the red mailbox on the wall across from the office in the entry hall. Any indication of exclusion or harassment reported to a staff member or left in the red mailbox, must be acted upon. The reporting may be from a student or a parent/guardian.
6. **Effective Response:** The school principal or their designee shall investigate any report of bullying and work collaboratively with relevant teachers and staff to ensure its resolution. The school principal or their designee shall record all reports of bullying and the steps taken to resolve the situation and shall maintain these records in a safe and secure place. The school principal is responsible for informing the Diocese of any bullying incident which appears likely to involve a student suspension or lead to the involvement of local law enforcement or civil litigation. Parents may or may not be notified due to confidentiality and the option to report anonymously.
7. **Solution Teams in response to bullying:** A solution team will be set up by the school in response to a report of bullying. This approach is a simple way to empower students to improve their own experience and that of their classmates. This is not a counseling experience; it provides an opportunity for students to develop their own solutions. It is strength-based, student group-based, and non-punitive. The approach has been used in many schools, including St. Theresa and other Catholic schools, with positive results. More information about this process can be found at [Nobully.com](http://Nobully.com). If a child is stuck in either a “target” or bully role over time, solution coaching and/or counseling is often the most effective response, so that the child can learn more effective coping strategies.

## SEXUAL HARASSMENT POLICY

### **Catholic Schools Diocese Of Oakland Students Sexual Harassment Policy Statement**

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

### **Definition Of Sexual Harassment**

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

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

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

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

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

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

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

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

## STUDENT SAFETY POLICY

**A. Alcohol/Smoking** Alcohol may not be served or consumed on school premises during school days while children are present. Alcohol may not be served or consumed by anyone during a school sponsored field trip. The Roman Catholic Welfare Corporation is committed to a philosophy of good health, and a safe working environment. In keeping with this policy, all school site buildings are 100% smoke-free at all times.

**B. Bikes, Skates, Roller Blades, Skateboards, Scooters, and other Conveyances** Students who ride bicycles or other conveyances to school must walk, not ride, into and out of the schoolyard. These items may **not** be used during school hours on school/church property. The school assumes no responsibility for loss.

**C. Playground Supervision of Students** The school shall assume liability for supervision of students at 7:55am each school day morning, 10 minutes following the last bell of the school day, and for students participating in a school sponsored extracurricular program. There is no supervision of the schoolyard before 7:55am. Children may not be unattended in the schoolyard prior to 7:55 AM and will be enrolled in STEP.

Staff are present in the schoolyard any time children play during school hours. The STEP bell rings 10 minutes after the dismissal bell each day STEP is offered. Children remaining on the school grounds must report to STEP at this time. Children with pre-arranged extended care must report to STEP immediately at dismissal. Children may not wait on or near the church steps or the Event Center for a ride after dismissal.

No play is allowed on the schoolyard or field before or after school. Students with permission to walk home must leave immediately at dismissal.

**The school does not assume any liability for injuries to any person in or on the school/church premises before 7:55am or after the second dismissal bell on school days unless enrolled at STEP.**

**D. Drop Off/Pick-up of Students**

**The Clarewood Drive gate entry is the only drop off and pick-up access for students. The Mandalay Rd. gate entry is closed 15 minutes before and after school begins and ends each day. The Mandalay Rd. entrance must not be used for drop off or pick-up of students.**

- Drive car all the way to the “**Drop Off Here**” sign.
- Do not let passengers out of car before “Drop Off Here” sign.
- Please follow direction of cones after dropping off, and drive toward the playground fence on Clarewood Dr. to exit the parking lot.

**RIGHT TURN ONLY** on Clarewood Dr. when exiting parking lot. This eliminates the backup of cars, and allows cars making a left turn from Clarewood Dr. to enter through the gate. Adherence to this procedure will help avoid an accident.

Students should be accompanied by an adult when exiting or entering a parked car. Students and parents should use the crosswalk and adhere to parents on traffic duty.

Grades TK-5 students remain behind the upper schoolyard fence, monitored by staff, until the parent/guardian or driver walks to the gate area or behind the double yellow line to pick them up. Students may not socialize in the parking lot. They must go directly to the car. Students may not play

on the field, in the schoolyard, or in the parking lot while they wait for pick-up.

**Driving Etiquette** All driving must be slow and cautious in the parking lot. **Slow down! Do not speed in or out!** Except for before and after school pickup and drop-off, drivers should treat the parking lot as a playground. Entrance to the lot during school hours is from Mandalay Rd. Preferred parking is first in the spaces at the right of the garages and then in other spaces in the far corner of the lot. Drivers are never to drive into areas where children are playing.

- Allow traffic flow to be every other car for those driving down Clarewood Dr. making a right turn and those driving up Clarewood Dr. making a left turn into the parking lot.
- Please be mindful of our Mandalay Rd. neighbors. Do not drop off children at the end of Mandalay Rd., turn around in driveways, or park on Mandalay Rd. for your convenience.
- Every driver of Saint Theresa students (parents, babysitters, grandparents) is expected to abide by parking lot safety rules and procedures.
- **The speed limit in the school parking lot is 5 miles per hour.**
- No stopping or parking is allowed beyond the double yellow line (in the schoolyard). Please park in the designated parking area near the church and walk into the schoolyard, if you arrive before or after the designated drop-off and pick-up times.
- No U-Turns.
- Do not drive over cones or park in the crosswalk.
- As a courtesy to parent traffic monitors, please do not park large vehicles near the crosswalk.

**E. Visitors/Volunteers ALL VISITORS/VOLUNTEERS MUST PROVIDE THE SCHOOL OFFICE WITH A COPY OF COVID-19 VACCINATION RECORD AND VIRTUS CERTIFICATE.**

All visitors to a classroom or other area of the school must have approval from a staff member prior to the day of the visit. All visitors and volunteers, including parents/guardians must sign in at the school office and wear a visitor badge.

**F. Dogs** are not allowed in the parking lot or anywhere on school premises between the hours of 7:30am and 6:15pm. Dogs must remain inside your vehicle.

**G.** Toys, play items, balls, and equipment from home may not be brought to school. The school assumes no responsibility for loss. Drones are not allowed on campus.

**H. Weapons/Laser Pointers** Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, including laser pointers, will result in serious consequences, which may include expulsion.

## EMERGENCY PROTOCOL

### **STUDENT EMERGENCY INFORMATION** [www.sttheresaschool.org](http://www.sttheresaschool.org)

Parents/Guardians are responsible for notifying the office of current contact information. In an emergency, the principal or designee may release information to protect the health/safety of a student or others.

### **SCHOOLMESSENGER AUTOMATED NOTIFICATION SYSTEM**

In the event of an emergency or school closure, St. Theresa School will implement the automated notification system. An automated phone or text message will be sent to parents/guardians at the phone number(s) provided. **Please listen to the message.**

It is vital that school phone lines remain open for contact with emergency personnel.

- ✓ **PLEASE DO NOT CALL BEFORE LISTENING TO A MESSAGE FROM ST. THERESA SCHOOL.**
- ✓ **PLEASE DO NOT CALL THE SCHOOL IF YOU RECEIVE A MESSAGE INDICATING THAT AN EMERGENCY HAS OCCURRED.**

### **CARE OF YOUR CHILDREN AT ST. THERESA SCHOOL**

The staff is trained in CPR and First Aid every other year. Once a year, staff members complete training on our school Emergency Operations Plan. In the event of an emergency, protocol will be implemented according to our Emergency Operations Plan. The school has water and food provisions for all students and staff. *If your child has food allergies or dietary restrictions, please provide a three-day supply of non-perishable food in a labeled container.*

### **EMERGENCY EVACUATION RELEASE**

The school Emergency Operations Plan includes comprehensive plans for student safety. Please be advised that protocol will be adhered to during an Emergency Evacuation Release Drill.

If you are a visitor/volunteer at school during a disaster or school emergency, you must remain with the children and follow the directions of staff members.

Should an emergency occur, requiring evacuation from the school or grounds, all students will be retained at school until released to an authorized adult according to procedures outlined in our disaster plan. **Staff members will authorize release of students.**

- ✓ **No child will be allowed to go home alone.**
- ✓ **No one may take their child or any other child from school without following the release procedure.**
- ✓ **Students will only be released to an authorized adult referenced on the Student Emergency Information form with required identification.**
- ✓ **Authorized adults, including parents/guardians, must present a picture ID (driver's license, passport, government issued identification card). It is the responsibility of parents/guardians to notify emergency contacts of this procedure.**

Entrances on Clarewood Drive and Mandalay Rd., surrounding areas, and parking lot must remain clear for emergency vehicles.

- ✓ **DO NOT BLOCK ENTRANCES FROM THE STREET TO THE SCHOOL GROUNDS.**

**EMERGENCY DRILLS** Drills are conducted in accordance with the guidelines of the Diocese of Oakland for fire, earthquake, shelter in place, and stranger danger.

**Fire Drills:** Fire drills are conducted monthly, in accordance with the guidelines of the Diocese of Oakland.

**Earthquake Drills:** If an earthquake occurs, all students and adults will immediately drop and cover. Students and adults outside during an occurrence will drop and cover away from buildings and other structures.

**Shelter in Place/Disaster:** Procedures will be implemented per the school Emergency Operations Plan recommendations. Police will be notified and staff members will make determinations regarding safety and evacuation. If remaining inside, doors and windows will be closed. Shelter in place will remain in effect until advised to do otherwise.

**Stranger Danger/Lockdown:** Procedures will be implemented per the school Emergency Operations Plan recommendations. Police will be notified and staff members will make determinations regarding safety and evacuation.

- Exterior school and classroom doors will be locked
- Drapes and/or blinds will be closed
- No one will be permitted to enter or leave the building until the “all clear” signal is given

**Emergency Evacuation Release Drill:** A full emergency evacuation and release drill is conducted every other year. Parents/guardians will be notified in advance of this drill. Students will only be released to a contact on the Student Emergency Information form who presents acceptable identification.

## STUDENT HEALTH AND WELFARE

### A. Health Requirements and Screening [www.sttheresaschool.org](http://www.sttheresaschool.org)

Required health forms must be submitted and verified prior to the first day of school.

**All students must comply with the California Dept. of Public Health Gr. TK/K-12 Immunization requirements. The only permissible exemption will be a physician's order based on a medical condition that prohibits a child from receiving required immunizations.**

**If a record of immunization has not been verified prior to the first day of school, the student will not be allowed entry until records are submitted and verified. Please review the Health Requirements on the school website for new students and all students entering grade 7.**

**New students** must comply with all Health Requirements by the due date.

**7th grade students** are required by California state law, AB354 to submit an up-to-date Tdap/MMR vaccination record prior to the first day of school. Students will not be allowed entry to the classroom until this requirement has been met and verified.

Various health screenings may be throughout the school year. Included are: vision screening for all new students and those students in K, 1,3,5,7; audiometric testing for all new students, and students in K,2,5,8. Results of all health screenings performed at school become part of a student's health file. Scoliosis screening is no longer required by the school dept. Please discuss with your pediatrician.

If a child suffers from any type of seizure disorder, diabetes, epilepsy, serious allergic reactions, severe asthma, cardiac abnormalities, serious hearing or visual deficiencies, parents must alert the classroom teacher and the office and note this information on the child's school registration. Staff will be alerted to children with a medical risk.

### B. Medication During School Hours [www.sttheresaschool.org](http://www.sttheresaschool.org)

#### Request to Take Medication During School Hours

A **Care Plan** indicating diagnosis, medication, and dosage, signed by a physician, is required for all medication kept in the office to be administered during school hours. All medication must be in the original packaging. This form must be renewed each school year. **No medication will be administered without this completed form, signed by the prescribing physician.**

#### Permission to Carry and Self Medicate

Students may never carry medication (prescription or over the counter) on their person or in a backpack or desk, unless a student has a **life threatening medical issue** and both the **Care Plan** and **Permission to Carry and Self Medicate**, signed by a physician, on file in the office. This permission form covers inhalers, epi-pens and other medications. If you choose **NOT** to sign this form, the medication must remain locked in the custody of the office and the child will go there to receive medication as needed. This form must be renewed each school year.

#### Aspirin and Over-the-Counter Medication

Aspirin will **not** be administered without a **Care Plan**, signed by the physician. Prescription medication will not be administered without a **Care Plan**, signed by the physician. Occasionally, students must take an over-the counter medication, such as Tylenol or cough drops, for a short time for a condition such as a cold



or cough. A signed release from the parents/guardians, clearly specifying reason, dosage and time to take, will suffice as long as the medication is in the original packaging and the length of time does not exceed 3 days. Medication may be administered by the office only.

### **C. Injury and Illness at School**

Students must be picked up as soon as possible if they become ill or injured at school. There is no clinic or nurse on site. We may provide only minimal first aid until parents/guardians, authorized emergency contacts, or medical emergency services arrive.

Parents/guardians will be contacted by the office when a student is too ill to remain in class or is seriously injured. Parents will be notified if a student receives a blow to the head or hits his/her head during a fall. If unable to reach parents/guardians, contact will be attempted with your emergency contacts. Please notify those you have listed that they may be contacted. If school personnel determine that an illness or injury is severe, 911 will be called immediately. In some instances, such as the administration of an epi-pen, 911 will be called prior to making contact with the parents/guardians, to ensure the wellbeing of the child.

### **D. Contagious Disease/Condition**

Parents/guardians must notify the school immediately if their child has been exposed to a contagious disease or condition, such as, but not limited to, Covid-19, chicken pox, conjunctivitis (pinkeye), or strep. A permission to return to school signed by a physician may be required on the day the child can return to school. This request may be made at the discretion of the teacher, the office, or the principal.

### **E. Head Lice**

St. Theresa School adheres to a no lice policy, per the recommendation of the California Department of Health Services. A child may return to school after treatment and no presence of live lice. When a child is found with head lice at school, parents will be notified and requested to pick up and provide treatment. Nit combing should also be performed.

**F. Child Abuse or Neglect** School personnel are required by law to report any reasonable suspicion of child abuse. Abuse may include:

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

Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee, but that of Child Protective Services.

## STUDENT ACTIVITIES

**Altar Servers** Gr. 5-8 students are encouraged to be of service to the Parish community. The Parish Staff coordinates information regarding training and participation

**Athletics and Eligibility (APPENDIX I – CYO Athletic Program Handbook)** Saint Theresa Parish participates in the Diocese of Oakland C.Y.O. program as members of the East Bay Parochial League.

### Fall Sports

Cross Country  
Boys Basketball Gr. 3-8  
Girls Volleyball Gr. 4-8

### Spring Sports

Girls Basketball Gr. 3-8  
Boys Sand Volleyball Gr. 6-8  
Boys/Girls Track Gr. 4-8

### Student Leadership Team (SLT)

The members of the Student Leadership Team (SLT) plan and oversee activities for the student body. These activities are social and spiritual and may include activities for the school, parish, or community. SLT members work to develop responsible leadership skills, initiative, high standards of behavior, and an enthusiasm for service among the students. The SLT works to promote pride in our school, and in doing so, is required to attend certain school functions throughout the year. New SLT members are selected in April or May. The criteria used to determine members for the upcoming school year include the following factors: Ability to manage time and school workload successfully, ability to regularly attend meetings, contributions to SLT events, and previous experience on the SLT. In addition, consideration is given to students for whom participation can provide growth experiences. Students are required to maintain at least a C grade in all classes; failure to do so may result in their removal from the SLT. They attend regular bi-weekly meetings and participate in retreats and workdays throughout the school year. The SLT is guided by a faculty moderator and is considered an essential part of the total school program for the welfare of the students, the school, and the parish.

### Student Traffic Duty (not in effect at this time)

Gr. 6-8 students may participate in parking lot duty as traffic setup and safety monitors. These students support the traffic program of the Parents' Club. Students will be selected after applications are distributed by the school. There are a limited number of positions and students will be selected based on academic grades. Availability will also be factored into the final schedule. The school is responsible for scheduling the students.

### Yearbook

Middle school students may participate in producing the school yearbook. The criteria used to determine members for the upcoming school year include the following factors: Ability to manage time and school workload successfully, ability to regularly attend meetings, and previous experience. In addition, consideration is given to students for whom participation can provide growth experiences.

### Non-Uniform Days

Students may dress more casually on approved class or school activity days or when using a birthday free dress coin. Students are expected to follow the published Uniform and Dress Code requirements **The term “free dress” is not used because it is expected that students will dress in a manner appropriate to a Catholic school, outlined in the Uniform and Dress Code.**

## FIELD TRIPS

Field trips have an educational purpose and require permission from the principal and parents/guardians. Field trip transport may be with parent/guardian drivers, bus, train, or on foot. A St. Theresa School permission form from the teacher must be signed and submitted by the date requested. This is the only acceptable form and it must be hard copy format with a “wet” signature. A written note, phone call, scanned or faxed form is not acceptable. A student may not participate in a field trip without the required form. **There are no exceptions.**

The teacher/principal reserve the right to deny any student participation in a field trip for disciplinary, behavioral, or academic reasons. Should a student be asked not to participate, or if a parent does not wish the student to participate, regular attendance at school is expected; the student will be assigned alternative learning activities. Respect, attention, and behavior in accordance with school and class discipline policies are expected on field trips. Disciplinary action will be taken for failure to demonstrate expected behavior.

Students may be transported on a field trip in a car with a driver and chaperone who meet the requirements. Parents, other than drivers and chaperones, may travel on field trips only as space permits. In this case, a student may be transported on the field trip individually by his/her own parent/guardian. Siblings not enrolled at Saint Theresa School may not attend field trips. Chaperones may participate in a field trip without meeting the requirements for Livescan only if they will not be directly supervising children.

**ALL DRIVERS/CHAPERONES MUST PROVIDE THE SCHOOL OFFICE WITH A COPY OF COVID-19 VACCINATION RECORD .**

### **Driver/Vehicle Requirements: No exceptions allowed**

Field trip drivers must submit:

- a copy of driver's valid, unrestricted California driver's license
- license plate number of the vehicle that will be driven on the field trip
- a copy of the declaration page of the current auto insurance policy for the vehicle that will be driven on the field trip showing driver name, current effective dates of coverage, and a minimum of \$100,000/\$300,000 automobile liability coverage
- a copy of the proof of insurance
- **Parents/Guardians of students in Gr. K-8 must have Virtus and Livescan fingerprinting on file with the diocese and proof of Covid-19 vaccination on file with the school.**

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

- Drivers and chaperones must be over 25 years of age. Two adults must be present in each car transporting students. Drivers and chaperones must comply with Safe Environment for Children requirements.
- Drivers must abide by all California traffic regulations.
- Seatbelts are required for each person in the car. Children must be secured in an appropriate child passenger restraint (safety seat or booster) in the back seat of the vehicle until 8 years old or 4'9" in height. All children age 12 years and under should ride buckled up in a rear seat unless children under age 12 years already occupy all rear seats. No child under age 12 years may ride in a front seat if there is an airbag. If children twelve (12) years and younger must sit in the front seat, first ensure that they use seat belts and/or child restraints appropriate for their size or weight. Then move their vehicle seat all the way back. The child needs to be sitting with his/her back against the seat back, with as little slack as possible in the belt. (Catholic Schools Diocese of Oakland,

Appendix 6007B, August 2014)

- Drivers must abide by specific directives from the teacher. No unplanned stops are allowed. No food or drink is allowed unless permitted by the teacher.
- Unless otherwise notified, students will wear uniforms on field trips. Free dress passes may not to be used on field trip days.

## **STUDENT RECORDS**

### **Review of Student Academic Records**

Parents/guardians of students currently attending St. Theresa School may review their student's transcripts. Please contact the office one week in advance to review the file.

When a student transfers to a new school, transcripts are sent upon receipt of a signed form giving St. Theresa School permission to release records. This form must come from the new school and be signed by the parents/guardians.

St. Theresa School abides by the Buckley Amendment regarding the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the child. If there is a court order specifying that no information may be provided, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student records will not be made available to Immigration officers or other government officials unless, the school is presented with a valid subpoena or warrant.

### **Student Directory**

Collection of student information (names, addresses, telephone numbers, e-mail) by St. Theresa School is for parish and school use only.

The Parents Club may publish a directory for parents/guardians to contact each other. Collection of information for the directory and permission for publication will be conducted by the Parents Club. The Parent Club directory may not be used or distributed for business purposes.

### **Emergency Disclosure of 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.

## STUDENT SERVICES

**A. RESOURCE** A full time Special Needs Coordinator and part time special needs teacher are employed by the school to support students with special needs. The Resource Program is designed to provide an individualized program and related services to students identified as having special needs. The goal of the Resource Program is to help students working “below grade level,” to perform at “grade level.”

The program was established to serve children with diagnosed learning disabilities, using specialized teaching methods.

**Referral to Resource** is initiated by the resource teacher or classroom teacher. Parents/guardians are notified of the concern and permission is requested for the child to meet with the Special Needs Coordinator.

An individual teaching plan is developed for each child in Resource. The child's progress is monitored and communicated to the parents and teacher throughout the school year via Progress Reports distributed during the reporting cycle published on the school calendar. In addition, Resource Progress Reports will be available upon request for the purpose of diagnostic testing/monitoring of students. The Special Needs Coordinator is available to assist parents seeking referral for Educational Testing.

**Educational Testing** (Psychological Evaluation) is sometimes recommended by the classroom teacher and/or the Special Needs Teacher to determine if the child has a Learning Disability. Parents can pursue this testing in one of two ways: through the public school district or with a professional (Ph.D. or MD) in private practice.

- **Public School Testing:** The first step is to contact the local public school that your child would attend if enrolled in public school. Your child's teachers will be expected to fill-out surveys. The Special Needs Teacher is the “point person” of contact for completion of teacher surveys.
- **Private Practice Testing:** The Special Needs Teacher can provide contact information for assessors in private practice. Please contact the Special Needs Teacher directly for referrals.

**B. SCHOOL COUNSELOR** The school counselor is at St. Theresa School 3 days per week. The school counselor may consult with teachers regarding issues with students, meets with parents during the school year, and may make outside referrals for therapy or testing. Teachers may refer a student to the counselor. Parents may contact the school counselor, as well, and the counselor will determine if the needs of the child can be serviced. The school counselor may make presentations to members of the student body regarding student social interaction, health, and relationships. Drop-in counseling may be available for middle school students. A Consent for Counseling, signed by the parents/guardians, may be submitted and kept on file in case of emergency.

**C. LUNCH** Children may bring their lunches or children may partake in the Parents Club sponsored Children's Choicelunch program at school. There are no facilities for children to heat lunches. Glass bottles/jars are not allowed. If a child forgets lunch, parents/guardians may take to the office, with name and grade clearly marked. Do not take to the classroom.

Children's Choicelunch provides daily pre-ordered entrees for students in grades TK-8. **Choicelunch is not available on minimum days.** Register and order at [www.choicelunch.com](http://www.choicelunch.com) with registration code: **Theresa.**

**D. LIBRARY** The library is well stocked with books for all grade levels. Volunteer parents assist our part-time librarian. Classes have regularly scheduled times to visit the library and it is often available to

students for research or other work under the supervision of the librarian or classroom teacher. Students are responsible for all books they borrow from the library. Parents will be billed for lost or damaged books.

**E. SCHOOL PICTURES** School pictures are taken at the beginning of the school year. Students must be in complete uniform. All students will take a photo for school administrative purposes at no cost. Individual and class pictures are also available for parents to purchase by advance payment.

8th grade graduation pictures are taken early in the year of graduation. Students will wear the red or white graduation gown (provided by the photographer) for these photos. Graduation photos will be available for parents to purchase.

**F. STUDENT ID CARD** All students will receive a student ID card. Middle school students (Gr. 6-8) will be issued ID cards with the SB 972 and SB-316 requirements.

**6658 Student ID Card**

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

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

**SB-316** Pupil and student safety: identification cards: domestic violence hotline telephone number. (2019-2020)

## **EXTENDED CARE (STEP)**

**St. Theresa Extended-Care Program (STEP)** is an extended care program available for enrolled students from 7:00am to 6:15pm daily. It is located in the Church Hall and outdoor play areas. Enrichment programs such as Art, Chess, and Etiquette Class may be held in classrooms. Use of these areas is a privilege and conduct must be appropriate.

### **STUDENT BEHAVIOR**

STEP is under the supervision of the Principal. The Director oversees the program, the care of students, supervision of STEP personnel, and attendance. Expectations for behavior and consequences for offenses, including behavioral infractions, behavioral concerns, and disciplinary referrals, are consistent with those of the school. Policies for anti-bullying, harassment, and sexual harassment are consistent with those of the school. Students are expected to adhere to the SLEs. Any disciplinary action taken at the time of an incident will be discussed with parents/guardians at pick-up. Serious violations of the school moral and ethical code will be brought to the attention of parents and the Principal. Consequences can include disciplinary referrals, suspensions and or expulsion. Conference time with the Director is always available upon request.

### **PROGRAM**

STEP offers a nurturing environment, a wide variety of enrichment activities limited only by the imagination of the staff and student, and physical exercise in the form of supervised outdoor play. Focus is on socialization and fun. Enrichment opportunities are designed to enhance self-esteem, and self-expression, to encourage cooperative learning and play.

There is a **STUDY TIME at STEP** homework period, Monday through Thursday from 4:15-5:00pm. During this time we offer a quieter environment for those who want to work on homework. Students will be monitored by STEP staff, but are self-directed. It is not intended to be a tutoring session.

The decision to work on homework assignments during STEP hours is the responsibility of the student and parent. STEP will gladly provide the place and guidance to complete these tasks. Students should bring all materials necessary to complete assignments.

For the safety of the children, the designated play areas are:

- Schoolyard - excluding all bushes behind all garages and Church steps
- Play structure
- Church Hall

### **SCHEDULE**

STEP is available on school days only from 7:00am-8:00am and dismissal-6:15pm. All students may attend STEP, whether on a contract or drop in basis. Students receive a snack at 3:15pm and 5:00pm. Snack times are adjusted for early dismissal on Wednesday and minimum days.

### **REGISTRATION and Billing**

All families participating in STEP must register by submitting the STEP non-refundable family registration fee. Drop-In and Contract rates are available.

While billing for STEP is processed through ProCare, you are not able to open a ProCare account. All participating families must be registered with FACTS for withdrawal of fees for use. All questions regarding billing and payments should be addressed to the STEP Director and Office Manager

**SIGN IN/SIGN OUT**

**A responsible adult must sign in morning students.** Students must sign-in when they arrive at STEP after dismissal from school. The authorized person on the Student Emergency Information form must follow the sign-out procedure when picking up a child/children from STEP.

If a child was signed out of school by a parent prior to dismissal, the parent may sign the child into STEP upon return.

Students are responsible for outdoor play equipment as well as indoor equipment. Deliberate abuse of these items will result in consequences and/or replacement of items.

**All protocol, policies, expectations, and regulations of St. Theresa School are adhered to by STEP. This includes, but is not limited to discipline, illness, injury, emergency, and student release at pick-up.**



## PARENT/GUARDIAN PARTICIPATION, PROCEDURES, AND INFORMATION

A. **ACCESS TO CLASSROOMS/BUILDING** All visitors and parents must sign in at the office when they visit or volunteer with students on campus. Visitors and parents must wear visitor/volunteer stickers, available at the school office. Please await confirmation from the office before going to a classroom or other area of the school.

Classrooms and the school building may not be entered before 8:00 AM or after 3:30 PM unless prior arrangements have been made. No student or parent may be in a classroom or other school building room without a faculty or staff member present.

Mail for staff may be left at the office for delivery.

B. **CONFERENCES AND CONTACTING TEACHERS** Formal parent/teacher conferences are scheduled in the fall of each school year, however, conferences may be requested by parents or teachers, whenever necessary. All concerns should be shared initially with the teacher.

All parent-teacher conferences must be scheduled in advance and by email. **Teachers are available by appointment only before and after school.** Teachers may also schedule conferences with parents. A topic or subject must be identified in advance when scheduling the conference, whether scheduled by a parent or a teacher. If, after meeting with the teacher, further clarification or resolution is necessary, the teacher and/or parents may notify the principal via written note or email. Final resolution lies with the pastor, if an issue may not be resolved by the principal.

Student academic progress and social/emotional concerns are confidential and discussion must occur in the proper school venue (not on the playground or parking lot and not during recess when a teacher is on duty).

Unless otherwise noted, changes to instructional plans, future assignments, grades, disciplinary actions or other decisions regarding a student that are determined at a conference will generally take effect in a timely fashion.

### **Conference Conduct**

1. No parent-teacher conferences shall be audio-recorded without the consent of all participants.
2. All persons participating should be treated with mutual respect. A collegial atmosphere of mutual respect is expected. There should not be raised voices, accusations, or demands.
3. If, at any time, a participant feels threatened by another person present, they should first identify the problem, and request a change in tone of voice, body language or conduct. If, after request, the participant feels threatened, and the conduct persists, the participant may unilaterally announce that the conference is adjourned and leave the location of the conference.
4. At the conclusion of a conference (other than one unilaterally adjourned due to perceived threatening conduct), the teacher will ask if there are other issues to be addressed. If they cannot be addressed at that time, then a follow up meeting will be scheduled.
5. Conferences will not informally continue after they are adjourned.

C. **COMPLAINT/ISSUE RESOLUTION** Concerns regarding school staff members should first be directed to the staff member. If the issue cannot be resolved, the principal may be contacted. If the concern remains unresolved, the Pastor may be contacted.

D. **PROGRESS REPORTS** are provided for students in Grades K-3 as needed during the trimester. Progress reports are provided for students in Grades 4-8 with grades of C- or below, or if performance is less than student ability, twice per trimester. Portfolios of student work may be sent home periodically.

Progress reports are available *online* through the Powerschool parent portal for all middle school students (6-8), twice per trimester:

- to promote personal responsibility for the completion and quality of work

to encourage establishment of positive work habits, and study and organizational skills that prepare students for the expectations of high school.

E. **COMMUNICATION** Parents may expect communication from the school on a regular basis. Teachers communicate regarding individual students or classroom curriculum and activities through email or hard copy. The Family Newsletter is delivered to parents/guardians via email each week. The Family Newsletter may be the only communication regarding some school activities.

**The deadline for submitting an announcement to the Family Newsletter or for enclosure in the Family Envelope, is Monday, 12:00pm (noon). All submissions require approval from the principal.** Please submit for the newsletter via email to [k\\_welch@sttheresaschool.org](mailto:k_welch@sttheresaschool.org). Please submit 200 copies of an approved flyer for the Family Envelope to the school office by Monday, 3:00pm.

F. **MESSAGES/DELIVERY TO STUDENTS** Students will not be called to the office to receive messages or make calls. To minimize interruptions to the classroom, messages will only be delivered for an emergency circumstance, such as the necessity to go to STEP, notification of the adult who will pick up after school, pickup uniform components, or notification to get an emergency lunch or pickup lunch at the office.

**Late arriving lunches should be placed in the OFFICE BOX outside the main school entry..**

Assignments, homework, and long-term assignments will not be delivered to a student or teacher. The items will be placed in the teacher mailbox. Books, other materials, and non-uniform clothing will not be delivered.

Children may use the school phone for an illness/injury, emergency, or at a teacher's request only. The student must have a note from the teacher requesting use of the phone. Students may not call home or receive messages regarding homework/projects, forgotten items, or arrangement of after school activities and play dates.

**Please do not text your child during school hours. Cell phone/smart watch use is not allowed during school hours or at STEP. If a message is urgent, contact the school office or STEP office.** A cell phone will be confiscated if used during school hours and must be retrieved by the child's parent/guardian.

G. **RELEASE OF STUDENTS** Students will only be released to a parent/guardian or to an individual authorized by parents/guardians on the Student Emergency Information form. Students must be signed out at the office or at S.T.E.P..

**Car Service for Emergency Student Pick-up Policy (Uber, Lyft, Zum, etc.)** A letter from the parents/guardians must be on file stating that permission has been given for an emergency ride service pick-up, how often this might occur, be dated, signed, include parents/guardians phone contact information, and verified with a call back to a phone number on the letter. Students may not be released to a car service during a school emergency or an emergency release drill.

H. **VOLUNTEERS** assist the school in the development and education of the students and are a benefit to the school. Information pertaining to students and their families must be kept confidential. Volunteers must comply with Safe Environment for Children. Volunteers who work with students twelve (12) or more hours a month must submit to the TB screening requirements.

**Volunteer/Participation Requirements** from the current year **STUDENT ADMISSION AND PARENT RESPONSIBILITY AGREEMENT** (Appendix III)

### **St. Theresa School Parent Club Participation Requirements Addendum**

Parent(s) or Guardian(s) shall participate in all Parent Club school related activities and contribute personal time and/or money to all school fundraising events. Parent(s) or Guardian(s) are required to volunteer a minimum of 20 service hours divided among the categories listed in this section. Hours must be completed between June 1, 2023 and May 31, 2024. Parent(s) or Guardian(s) are required to report their own volunteer hours via the Parent Club portal. The Parent Club provides status reports throughout the school year. The following are the minimum family requirements for Parent(s) or Guardian(s) participation:

**A. Parent(s) or Guardian(s) are required to volunteer a minimum of 20 service hours for the School or Parish. Within those 20 hours, the following minimum commitments are required:**

- **Traffic Duty\***: 4 shifts for the first child, 3 shifts for each additional child  
Once you have signed up for a shift, it is your responsibility to find a replacement.  
**The penalty fee for a missed shift is \$25.**

- **Event Center Duty\***: 3 shifts per family  
Once you have signed up for a shift, it is your responsibility to find a replacement.  
**The penalty fee for a missed shift is \$75.**

- **Annual Auction/Major Fundraiser**: Volunteer a minimum of 5 hours to support the Annual Auction or Major Fundraising event and other fundraising efforts

### **B. Fundraising:**

- Sell or purchase \$75 worth of sweepstakes/raffle tickets for the Annual Auction fundraiser (If St. Theresa School forgoes a sweepstakes/raffle program, families will be required to make a contribution of equal value.)
- Donate an item or service of \$200 value to be auctioned or a cash amount of \$200 to the Annual Auction fundraiser as a "Friend of St. Theresa"
- Participate in the other fundraisers (Titan Ticket, etc)

\*St. Theresa does not charge per se for unmet volunteer hours. Fees for missed Traffic Duty and Event Center Duty are not intended as a fundraising stream and you may not "buy out" your commitment. A penalty fee is charged to stress the importance of these volunteer jobs for the safe operation of the parking lot and Event Center.

Fees for missed shifts will be billed through your FACTS account and must be paid by July 1, 2024.

I. **ROOM PARENTS** serve as liaisons between the classroom teacher and parents/guardians of students in the class. Responsibilities may include, but are not limited to making field trip arrangements, helping with Auction activities, planning class parties, assisting with Parish celebrations and staff appreciation events.

**Correspondence regarding classroom or school events must have classroom teacher and/or Principal review before sending to the parent community.**

J. **No solicitation of funds is allowed** by room parents or other parents as there are sufficient funds allocated to individual classroom and teacher budgets to cover classroom activities and supplies.

- a. **Parties** Party invitations may not to be passed out on school property unless there is an invitation for every child in the class. Students must ask the teacher for an appropriate time to distribute invitations. Please do not send gifts for individual children to school or to the classroom. Most classroom teachers have routines for birthday celebrations. Please check with the teacher in advance regarding a birthday celebration in the classroom.

## TUITION POLICY AND FINANCE

### SAINT THERESA SCHOOL TUITION POLICY

Please reference your STUDENT ADMISSION AND PARENT RESPONSIBILITY AGREEMENT (Appendix III)

**Tuition Rates** Tuition rates are set each year by the principal, pastor, and the finance committee of the Saint Theresa School Board. Rates are based on the categories **In Parish** and **Out of Parish**.

The pastor will review compliance by families designated as **In Parish** twice a year. Failure to comply with the requirements will result in a change to the **Out of Parish** tuition rate for the remainder of the school year.

**Tuition Payment** Parents/guardians must designate a payment option when reviewing the contract. Tuition may be paid in full, or in ten or three automatic bank account deductions through FACTS Management Company. FACTS for St. Theresa School families may be accessed on the school website. [www.sttheresaschool.org](http://www.sttheresaschool.org)

### **Tuition Delinquency**

A STUDENT ADMISSION AND PARENT RESPONSIBILITY AGREEMENT for the following academic year will not be issued in spring of the current school year unless all financial obligations are paid in full at the time of issue. These obligations include, but are not limited to: tuition, library fines, and S.T.E.P. balances over one month in arrears. Delinquent Parents Club and/or CYO fees not paid directly to Parents Club or CYO will be collected through FACTS on their behalf.

Families who do not meet all financial obligations by June 1 of the current school year have no reserved space in a class for the following academic year

A contract may be issued if financial obligations are met and space is still available.

Grade 8 students may not participate in graduation functions and/or ceremony unless all tuition, S.T.E.P. fees, and Parents Club fees are paid in full by May 31st of the current school year.

Regardless of tuition payment option, parents/guardians are obligated to pay the full annual tuition amount as set forth in Section 2 of the STUDENT ADMISSION AND PARENT RESPONSIBILITY AGREEMENT contract. Voluntary or involuntary withdrawal from St. Theresa School during the school year will not dismiss the obligation to pay the full annual tuition amount.

**Tuition Assistance** Families seeking tuition assistance must submit the online application to FACTS, (link available on the school website). This confidential form is processed by FACTS and a report is submitted to the principal regarding the determination for financial assistance in the subsequent year. A FACTS application must be filed each year for consideration for tuition assistance. In addition, the St. Theresa Financial Aid form, (link available on the school website) must also be submitted each year. After review of all applications and funds available, the Tuition Assistance Committee may allocate tuition assistance. The principal will inform parents/guardians, in writing, of the amount of tuition assistance granted and the subsequent payment amount and schedule. Determination of financial assistance is not reported until May of the current school year. Tuition assistance will be applied to tuition payments only.

If an emergency situation occurs, a family may apply at any time by notifying the principal and submitting to the application process.

**Diocese of Oakland Student Insurance**

School Coverage: The Student Accident Insurance Program is mandatory for all students while attending school or school sponsored activities. The premium for each student is included in the yearly tuition fee. Student Accident Insurance is designed to coordinate with a student's existing health plan coverage. Claims may be submitted only after seeking coverage from the student's primary insurance. Contact the office regarding where to submit claims not covered by primary insurance.

Parent(s)/legal guardian(s) and volunteers may contact the office or the Diocesan Insurance and Benefits Department for further information.

Licensed drivers of private vehicles used on a field trip or school activity must carry full insurance.

### St. Theresa Parish CYO Program

#### Mission Statement and Guidelines

“Sport, because of the wholesome elements it gives value to and exalts, may become more and more a vital instrument for the moral and spiritual elevation of the human person and therefore contribute to the construction of an orderly, peaceful and hard-working society.

The Church approves and encourages sports seeing in it a form of gymnastics of the body and the spirit, training for social relations based on respect for others and for one’s own person and an element of social cohesion which fosters friendly relations...”

Pope John Paul II



## **MISSION STATEMENT**

The interpretation of these words is the philosophy by which St. Theresa maintains its CYO Athletic program. The CYO Athletic program is designed to be consistent with the overall St. Theresa goal of "Educating the whole child: spirit, mind and body".

The St. Theresa CYO Athletic program promotes the spiritual, cultural, and physical growth of our parish community by providing participation in age-appropriate activities and instruction that will both stand alone and support the growth of Christian values as taught in our school and church worship. For the athlete, we strive to promote a lifelong love of sports and physical activity.

## **PROGRAM STRUCTURE**

The St. Theresa Parish CYO Program structure operates within the boundary of the St. Theresa Parish, as a member of the East Bay Parochial League, and the Oakland Diocese CYO program. The St. Theresa Parish CYO Program is composed of a CYO Board, Coaches, Parents and most importantly our Student Athletes.

## **CYO BOARD COMPOSITION AND RESPONSIBILITIES**

At St. Theresa, the CYO program is undertaken through a partnership between the St Theresa Church (Pastor), St Theresa School (Principal) and the Community (through the CYO Athletic Board). The CYO Board, comprised of these three entities, will strive to reach consensus on athletic issues as they arise and serve as a forum for the CYO Athletic Board to provide advice and seek direction from the Pastor and Principal. It is expressly understood that the Parish and School will have the final say in all matters. The expected term for the CYO Athletic Board members is three years. The Director may also have discretion to act on certain issues with the permission of the Pastor and Principal. The CYO Athletic Board will work as a team to inform one another of issues as they arise and address those issues. The Pastor and Principal may sit on the Board or designate representatives to sit on the CYO Athletic Board.

### **CYO Athletic Board Responsibilities:**

- Oversees the rules and regulations as outlined in this handbook
- The CYO Athletic Board acts as arbiter to address issues
- One of the Pastor and Principal roles on the CYO Athletic Board is to oversee the consistent application of the CYO program, setting the overall budget and shall approve of all CYO Athletic Directors and Coaches
- Hold regular meetings to discuss issues and make decisions related to the CYO Athletic program
- If multiple coaches are interested in being the Head Coach the parties are to discuss the issue amongst themselves. The CYO Athletic Board is available for guidance upon request.

## **CYO Athletic Board**

Ideally, there should be a minimum of five CYO Athletic board members. The CYO Athletic board members may be current or former parents of St. Theresa students, or current parishioners of St. Theresa Parish. It is helpful to have previously been a coach but is not mandatory. The CYO Athletic board members can be active assistant coaches provided the Board does not believe that either a conflict of interest is involved or that the AD/coach has proven incapable of handling both positions. Each CYO Athletic board member will, at a minimum, be expected to take the lead in one of the responsibility areas listed below. These responsibility areas may change over time or be organized differently from year to year, but generally they are:

- CYO Athletic Director
- Communications Coordinator



- Equipment & Facilities Coordinator
- Event Center Volunteer Coordinator
- Registration Coordinator
- Uniform Coordinator

Members may volunteer or may be chosen by the Pastor and Principal. Normally, the CYO Athletic Director will come from the pool of CYO Athletic Board members, but the AD may also be new to the Board. The AD must attend the yearly AD Workshop sponsored by the Diocesan CYO office.

### **CYO Athletic Director**

The CYO Athletic Director is responsible for the overall conduct of the parish/school CYO Athletic program. She/he is responsible to the Pastor and the Principal. CYO Athletic Directors receive information from the Diocesan CYO Office and from their leagues and disseminate this information to the parish and school. The athletic directors are accountable to the Diocesan CYO office and the principals of the schools that make up the East Bay Parochial League.

### **CYO AD Responsibilities:**

- Recruit coaches, as needed
- Attend quarterly meetings of all athletic directors in the EBPL. These meetings are the main communication between the schools and establish a time for particular sports' beginning and end, gym availability for all league games, the number of schools participating and the grade levels involved.
- Arrange for adequate gym practice time
- Coordinate referee checks for Coaches
- Work with Principal and Pastor to establish and maintain the budget for the CYO Athletic Department
- Communicate with the St. Theresa community, as necessary
- Attend practices or games, as needed, to attend to any issues
- Attend to unforeseen issues or activities within this responsibility area

CYO Athletic Directors must enforce the rules of the Oakland Diocese CYO Program, and EBPL, as well as those mandated by St. Theresa.

### **Communications Coordinator**

The communications coordinator is responsible for disseminating St Theresa CYO Athletic information to school and parish families. This board member is also responsible for CYO events throughout the year.

### **Communications Coordinator Responsibilities:**

- Communicate important CYO information to parish and school families by email, Principal's Newsletter, and parish bulletin
- Provide game and playoff schedules and announcements for morning assembly
- Organize the CYO Mass
- Organize the end of year coach appreciation gathering
- Thank you notes to outgoing coaches

### **Equipment & Facilities Coordinator**

Equipment purchases are made by the equipment coordinator and approved by the CYO Athletic Director. The equipment and facilities coordinator also works with the parish and school to communicate any facility needs such as repairs and maintenance.

**Equipment & Facilities Coordinator Responsibilities:**

- Maintain and account for all equipment used by various teams (players/coaches) in which St. Theresa students compete as representatives of the parish/school
- Provide fully stocked first aid kits for each team and account for their return
- Communicate any facility maintenance or repair needs that may arise during the sports seasons
- Attend to unforeseen issues or activities within this responsibility area

**Event Center (EC) Volunteer Coordinator**

The EC Volunteer Coordinator is responsible for the coordination of parent volunteers, scorekeepers and student volunteers at the Event Center for CYO basketball and volleyball games.

**EC Coordinator Responsibilities:**

- Hold a training session for EC Team Coordinators at the start of the season
- Coordinate scorekeepers and hold a training session at the start of the fall/winter season
- Schedule volunteers to manage the Event Center on game days
- Track the three shift per family requirement
- Attend to unforeseen issues or activities within this responsibility area

**Registration Coordinator**

The registration coordinator facilitates the registration process for all CYO teams. Registration for cross country, boys basketball and girls volleyball will be held in August. Registration for girls basketball and track & field will be held in December/January.

**Registration Coordinator Responsibilities:**

- Schedule registration dates for fall/winter and spring sports
- Communicate registration dates and information to parish and school families
- Make current CYO forms available to parish and school families for registration
- Collect all registration forms and distribute health forms to coaches
- Record roster information and submit to the league

**Uniform Coordinator**

The uniform coordinator facilitates the purchase of team uniforms. Uniform purchases are discussed with the CYO Athletic Board with decisions being made on the basis of need and available funds. Changes in style, color, design, material, manufacturer, are brought to the attention of the CYO Athletic Board prior to the purchase or risk having uniform use denied.

**Uniform Coordinator Responsibilities:**

- Facilitate the purchase of uniforms for all participants
- Facilitate the purchase of shirts for coaches
- Organize the redistribution of used uniforms
- Organize a system for identifying uniform numbers for each team so that duplication of numbers is avoided

- Attend to unforeseen issues or activities within this responsibility area

## **COACHES**

Coaches are the key adult component of the CYO Athletic Program. Coaches of teams may be parents or former parents of a St. Theresa School or Parish student; a relative of a student; or a member of the St. Theresa community. A Head Coach must be 21 years of age or older. Assistant coaches may be 16 years of age and under the supervision of an adult at all times

All coaches are required to attend a Coaches' Workshop in the sport that they are coaching. These workshops are conducted by the Oakland CYO coordinator. Coaches must fulfill the Safe Environment for Children (SEC) class, as required. Upon completion of this requirement a coach is responsible for the physical and emotional welfare of all of his/her players during practice and games. This is an enormous responsibility and should never be taken lightly. Coaches shall hold their Parent's Meeting within the first week of the first practice of the season. At the meeting the coach should outline his/her expectations of the players and appoint one adult to be the team Event Center Coordinator.

Coaches should strive to balance drills with games and other activities. Coaches should listen to their players and work to incorporate activities that will build teamwork and skills while also being fun.

### **Coach Responsibilities:**

- Be aware of each player's aptitude, desire, and ability – establish both individual (player) and team goals, remember this is fun as well as an opportunity for growth for both player and coach.
- At the Parent's Meeting, be clear and precise with your expectations to both the players and their parents and solicit a team Event Center Coordinator.
- Have a first aid kit at all practices and games; have medical permission forms at the first and all practices and games and make copies for all of the assistant coaches enforce the no permission form no practice or game participation.
- For all sports, Coaches will enlist adults/parents to supervise participants and younger children at all times. Per CYO rules, there must be two adults present at all activities. An adult of the same gender as participants must be present with teams including females.
- The Coach must stay with their athletes after practice/game until they are picked up by the parent-designated adult. If mutually agreed upon, this responsibility can be transferred to another certified coach.
- Attend a CYO certification training prior to the start of the season. All coaches must be certified to sit on the team bench. Per CYO policy, "uncertified coaches on the bench will result in a forfeit for that team".
- Coaches must exhibit good sportsmanship at all times – you are the example. In basketball do not run up the score on a weaker opponent, remember what it was like to be on a less talented team. Ideas to keep the score in check if press rule is not working include instituting a multiple-pass rule and for 8th Grade refrain from 3-point shots when game is well in hand in the 4<sup>th</sup> quarter.
- Coaches shall inform the AD of issues with players, especially if those issues are likely to become issues at school
- A completed roster for each team must be submitted to the CYO Athletic Director prior to the start of league play for every sport. This applies to all sports,
- Coaches must be familiar with the rules laid out in the Oakland Diocese CYO Handbook, EBPL, and the appropriate NFHS rule book – including "all play" rules as they differ from League to Diocese.

### **Prayer for the Parent of a Student Athlete**

**Lord, as an athlete's parent may I always be grateful for the gift of my child and every child. Help me to use sports to develop kindness and compassion for players, coaches, officials and opponents. Help me to always be a good example so that my words and actions lead others to you. Help me to be a loving and holy parent in sports and in all settings so that your love and forgiveness will bring hope and Good News into the world.**

**Amen.**

## **PARENTS**

As important as the coaches are to the program, the players and their parents complete our athletic program. Working as partners, the experience of playing team sports can be unforgettable for student and adult. By supporting the coach and the child, by helping to reinforce the ethics of the Athletic Program, parents build the foundation of a lifelong love of sports. Cooperation, communication and consideration are the three main cornerstones.

### **Parent's Responsibilities:**

- Know your and your child's limitations; consider what other extracurricular activities your child(ren) is involved with; is this a sport he/she really wants to play; can he/she balance homework, practice schedule and game time without undue stress. Each team will be assigned various dates to manage the Event Center when used for CYO sports. The team parents will be responsible volunteering for assigned team dates and coordinating grade volunteers.
- A completed CYO medical form must be submitted to Coach prior to having a player participate in practice.
- Carpooling is a parent responsibility – not a coach responsibility. Arriving on time for practice/games and picking up on time and after practice/games is an expected courtesy shown to all coaches.
- Parents as spectators should make the experience enjoyable for all – player coach, referee and other spectators. **Nothing short of exemplary behavior is expected by CYO, EBPL and St. Theresa.**
- For girl teams, if all coaches are male, female adults will need to rotate being at practice to comply with Diocese gender regulations. For boy teams, if all coaches are female, male adults will need to rotate being at practice to comply with Diocese gender regulations.
- Parents must discuss any disagreement about a practice, game or rule with the coach before bringing it to the attention of an Athletic Director. **This discussion should be done privately.** It should never occur during a practice or at or after a competition.

## **ATHLETES**

- Have Fun!
- Respect the game, your Coaches and your teammates by being on time for practice and games
- In CYO programs, emphasis rests not on the number of games won or lost, but on the participant's attitude in victory or defeat. Learning how to lose is just as important as learning how to win. Learning to win graciously is more important than winning itself.
- Since practice time is limited, athletes should endeavor to make each "practice perfect" by listening, applying skills taught by the coaches, and exhibiting self-control.
- Good sportsmanship can only be demonstrated if you look upon your competitors as your peer not your enemy
- We expect St Theresa athletes to attend practice, missing more than 25% of practices will result in a meeting with athlete, parents and athletic board members

- Learn to be an athlete with Character! Maintain a “fair play” attitude on and off the playing court
- Practice as a team, play as a team, at school, at home, on the playground and on the court
- Treat all coaches, players, parents, referees, spectators and equipment/facility with respect and consideration

## **GENERAL PROGRAM REQUIREMENTS**

In keeping with the guidelines of the Diocese and EBPL, all students will participate in his/her grade level in all sports. The only exception is if there are not enough students in a class to field a team. In this case, the Board will meet to discuss a solution.

### **Practice**

Basketball and Volleyball generally practice two times per week. We expect our players to attend practice on a regular basis, however there is no requirement for a child to attend all practices, but playing time can be reduced based on practice participation and attendance. Cases where missing practice becomes habitual will be addressed by the Coach first, and then if issue is not resolved it will be brought forward for a discussion between the Coach, AD, Pastor and Principal. 3<sup>rd</sup> and 4<sup>th</sup> grade students shall not practice in the 7:00 – 8:30p timeslot.

Practice slots at the Event Center are fixed:

2:30 – 4:00p (Wed only)

4:00 – 5:30p

5:30 – 7:00p

7:00 – 8:30p

Parents will be responsible for a timely notification to the coaches when their athlete will not be available for practice or for games.

### **Cross Country**

Cross Country must have two certified coaches, preferably one male and one female. Cross Country generally holds practices 4-5 times per week. For safety reasons, Cross Country athletes are required to attend at least 2 practice sessions each week in order to be “meet eligible”. The Cross Country coach has the discretion to allow or not allow a runner to participate in a practice/meet for safety reasons on a case-by-case basis. The Cross Country coach will communicate with the parents when an athlete will not be participating in a practice/meet. Parents should first address any issues with the Coach, then if necessary with an Athletic Director.

Cross Country will comply with CYO requirements regarding adult/athlete gender consistency and maintain a ratio of 1 adult to 10 athletes at practices. As with other sports, a Parent Meeting shall be held to discuss program and practice expectations. Parents with children in Cross Country should expect to rotate being at practice to comply with gender and ratio requirements.

### **Playing Time**

CYO establishes the minimum amount of playing time for all participants. Specifics can be read in either the Oakland Diocese CYO Handbook or the EBPL basketball and volleyball rules. St. Theresa expects that all coaches will play their athletes more than the EBPL and Diocesan rules mandate.

Playing time in excess of the minimum is a coaching decision. Coaches may take into consideration the

player's attendance at practice and the players conduct in both practice and game situations. We recognize that some students perform better than others. This should not be the basis for playing one student more than another. At St. Theresa, we rely on our coaches to balance playing time over the course of a full season.

### **Split Teams**

In some circumstances, we have had two teams in the same grade because of a large number (16 or more) of students who desired to play. Players who have a substantial commitment to another activity (club team, music, etc.) that will impact game participation shall not be counted towards the 16 player minimum. If a team is considering splitting into two teams, please consult the CYO Athletic Director immediately to obtain an application form. Any questions or concerns should be addressed to the CYO Athletic Director or the Principal. The following outlines our policy for "split" teams:

1. After a Parent Meeting (that the AD attends) where the coaches discuss the benefits and challenges of splitting a team, the parents of the athletes will decide whether to make a proposal to split a team. The Principal and Pastor shall make the final decision as to whether a team is eligible to be split.
2. The coaches must divide the teams by skill so that they are as equal as possible. The team composition shall be cleared by the Athletic Director, the homeroom teacher for that grade, and the Principal.
3. If the teams are split for over one year, the composition of the teams must change each year.

### **Behavior**

All members of the CYO Athletic Program are expected to act with a Christian attitude and to display the hallmarks of sportsmanship at all times. Students are expected to include all of their classmates in practice and games.

Students whose behavior becomes disruptive in the classroom, playground, or sports practice may be disciplined according to school rules by being barred from league and tournament play, for one game or more depending on the circumstances.

Coaches, parents, and players who are assessed two technical fouls or disciplinary warning during any basketball or volleyball game will be barred, per diocesan and EBPL rules, from attending the next scheduled game. In addition any coach or parent can expect additional disciplinary action after review by the CYO Athletic Board. Coaches, parents and students are required to sign a Code of Conduct form to be eligible to play on a St Theresa team.

### **Awards**

If a season-ending awards event takes place, all students shall be recognized.

### **Event Center Management**

The St. Theresa Event Center, when used for CYO sports, is an added management responsibility. To manage the Event Center, each team will be assigned multiple days to run the Event Center. The team Event Center (EC) Coordinator will be required to attend a meeting hosted by the CYO Athletic Director to go over hosting duties.

### **TOURNAMENTS**

Tournaments that are using the Event Center under the auspices of the St. Theresa CYO Athletic program must comply with Oakland Diocese CYO tournament requirements and submit a request to the CYO Athletic Director to bring before the CYO Athletic Board. All profits from a St. Theresa backed

tournament will go towards the CYO Athletic Program.

### **FIRST WORD**

It is important to remember that for many of our students their participation in a parish sponsored CYO sport may be the only time in their life that they are active on an athletic team. We must see to it that their experiences are top shelf. We participate in these endeavors for their well being, not our egos.

Additional information can be found in:

Oakland Diocese CYO Handbook, [www.oaklandcyo.org](http://www.oaklandcyo.org)

EBPL Bylaws, Basketball Rules, Volleyball Rules, [www.ebplcyo.org](http://www.ebplcyo.org)

National Federation of High School Sports Basketball and Volleyball Rulebook Revised : 6/12/1

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## **APPENDIX II**

### **SCHOOL FORMS and DOCUMENTS**

#### **Handbooks, Policies, and Agreements Signed off on During Online Registration**

Family Handbook  
Photo and Work Release  
Media Policies for the School  
Student Work Policies for the School  
Technology and Telecommunications Responsible Use  
Walking Field Trips  
Permission to Leave Campus  
Parent Volunteer participation Requirement  
St. Theresa School Student Admission and Parent Responsibility Agreement

**Available on the school website [www.sttheresaschool.org](http://www.sttheresaschool.org)**

Family Handbook  
Health Requirements  
Health Exam  
TB Risk Assessment  
Dental Verification Form  
Parent Consent for Counseling  
Permission to Carry and Self Medicate  
Medication Care Plan  
VIRTUS Registration and Online Training  
Annual Fund Pledge  
Class Supply Lists

**St. Theresa School  
Student Admission and Parent Responsibility Agreement  
Academic Year 2023-2024**

St. Theresa School is a parish school in the Diocese of Oakland under the authority of the Bishop of Oakland. We educate our students within the tenets and tradition of the Catholic faith under the direct leadership and support of our pastor. As the parent, guardian, grandparent or other legally responsible party for your student(s), you are agreeing to enroll in our parish school subject to the terms and conditions of this agreement.

**Student Admission**

The following students are admitted for the 2023-2024 academic year:

Individual family and student information is included in the online registration form.

All students are subject to the policies and procedures of the student handbook. In addition, all new students are accepted on a probationary status for the first year.

**Legal Responsibility**

In consideration of admitting the student(s) for the 2023-2024 academic year, it is the responsibility of the legally responsible party to pay the following fees and participate in the school community on the following terms and conditions:

**Registration Fees**

Our acceptance of your registration fee confirms the student's enrollment and covers the administrative costs of the acceptance procedures, the Diocesan fees and costs, and other fees and costs that may be listed on the attached Registration Fee schedule. The registration fee is nonrefundable. The registration fee is \$375 per returning student and new siblings, and \$500 per new student. This agreement must be signed and returned and the registration fee must be paid on or before April 20, 2023.

**Tuition**

If you have applied for tuition assistance or other financial aid, this agreement is contingent upon your grant and acceptance of tuition assistance or financial aid.

The tuition fee supports the basic costs of educating your child but does not cover the entire cost. Tuition may be discounted for active parish families and the number of siblings currently attending our



school. To qualify as an active parish family, the family must be registered at the parish, must be active participants in the liturgical life of our parish and must demonstrate their financial support of the parish ministries in accordance with parish policy.

### **2023-2024 Tuition Schedule**

<u>Number of Children</u>	<u>In Parish Rate</u>	<u>Out of Parish Rate</u>
One Child	\$ 11,287.00	\$13,798.00
Two Children	\$19,953.00	\$24,351.00
Three Children	\$28,625.00	\$34,910.00
Four Children	\$37,300.00	\$45,465.00

Tuition may be paid in one of three plans and may be paid in advance with no prepayment penalty. You may select from the following payment plans.

\_\_\_in full before July 31, 2023;

\_\_\_in three equal installments on July 5 or 20, 2023, October 5 or 20, 2023, and March 5 or 20, 2024 (Please note that for this option you must register with FACTS Management Company, the authorized on-line tuition payment and management service we have designated.) or,

\_\_\_in 10 equal installments by direct electronic transfer from your checking or savings account through FACTS Management Co., beginning on July 5 or 20, 2023 and ending on April 5 or 20, 2024. (Please note that for this option you must register with FACTS Management Company, the authorized on-line tuition payment and management service we have designated.)

**Each family must register with FACTS Management Co., regardless of tuition payment option, for collection of registration fees, STEP fees (if applicable), outstanding balances, insufficient funds, and late fees.** FACTS Management Co. link: <https://online.factsmgt.com/signin/3fw22>

Tuition payments made more than 10 days following the due date, or tuition payments returned for insufficient funds, will be charged a \$35 late fee to offset the costs of collection and may require pastor approval for the student to remain in our school. Unpaid tuition from a prior school year will block student registration for the current school year. Unpaid tuition from the current school year will block issuance of the student's final report card. Unpaid 8<sup>th</sup> grade tuition may be reported as a credit risk to the Diocesan high school that the student may wish to attend and will block the student from participating in graduation ceremonies.

Because it is often not possible to replace departing students with mid-year admissions, enrolling a child in our school commits the parents to pay the full annual tuition regardless of whether the student voluntarily or involuntarily departs from our school.

### **Optional Provisions (Applicable if Checked)**

Classroom fees cover the special costs of services, supplies or activities that are unique to each grade and that are not covered by tuition. Classroom fees may include art supplies, field trips or access to technology resources in accordance with the attached schedule. Classroom fees are nonrefundable and must be paid before \_\_\_\_\_.

√ The parent organization actively works to supplement tuition by supporting the basic costs of educating your child through volunteer services and fundraising activities. This is an important part of the school community. All families are required to join and actively participate in the parent organization. The parent organization annual membership fee is \$25 per family. The parent organization membership fee is nonrefundable and is included in your registration fee.

√ Each family is required to volunteer a minimum of 20 service hours per academic year to the parent organization activities. These volunteer hours directly reduce the school's operating costs by eliminating the need for additional paid staff. Family volunteer hours must be coordinated through the parent organization and must be completed between June 1, 2023 and May 31, 2024. For any required service hours not worked, the family will be charged a service hour fee of \$ \_ per hour. The service hour fee must be paid before \_.

**(\*See Parent Club Participation Requirements Addendum)**

√ Each family is also required to participate in the parent organization annual fundraising activities. These fundraising activities directly reduce the tuition rate by supplementing the school's operating budget. Each family is required to donate a minimum of \$275 to the parent organization fundraising activities in accordance with the attached schedule.

**(See Parent Club Participation Requirements Addendum)**

Each family is also required to participate in the SCRIP charitable rebate program or pay a tuition assessment in accordance with the attached schedule. SCRIP provides merchant rebates to the school to supplement the school's operating budget every time a family purchases goods or services from a SCRIP participating grocery store, restaurant, gas station or other store or service provider. The SCRIP rebate purchases must be completed before \_\_\_\_\_. The SCRIP tuition assessment must be paid before \_\_\_\_\_.

## **Mandatory Meetings**

Open communication between the parish, the school and the parents is important to the process of educating the student. Mandatory meetings may include back to school night, and parent-teacher conferences. We will send frequent notices and announcements home with the student, but from time to time we require the parent to meet with us at the parish or school on the dates set forth in the attached schedule.

## **General Terms**

This agreement and the attached schedules are a binding and enforceable legal contract. By signing this agreement and paying the Registration Fee, you are agreeing to enroll in our school and to pay the tuition and fees and participate in the school community as described in this agreement.

This agreement shall be interpreted according to its fair meaning and neither for or against any party by virtue of authorship. In the event that any provision of this agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement shall remain enforceable according to its terms and the void or unenforceable provision shall be interpreted and enforced so as to achieve the intent of the parties in accordance with applicable law.

No course of dealing, or failure or failures to enforce any term or condition of this agreement shall constitute a waiver of such term or condition, or the right of the parish or school to avail itself of any remedies. This agreement may not be modified or amended except by a writing signed by the responsible parent and the pastor or principal.

## **Acceptance:**

Signature of Responsible Party

Family signatures included in online registration form.

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For Audit and Internal Use Only:

Principal will sign a version of this document including individual family info merged from the online registration form.

## **St. Theresa School Parent Club Participation Requirements Addendum**

Parent(s) or Guardian(s) shall participate in all Parent Club school related activities and contribute personal time and/or money to all school fundraising events. Parent(s) or Guardian(s) are required to volunteer a minimum of 20 service hours divided among the categories listed in this section. Hours must be completed between June 1, 2023 and May 31, 2024. Parent(s) or Guardian(s) are required to report their own volunteer hours via the Parent Club portal. The Parent Club provides status reports throughout the school year. The following are the minimum family requirements for Parent(s) or Guardian(s) participation:

### **A. Parent(s) or Guardian(s) are required to volunteer a minimum of 20 service hours for the School or Parish. Within those 20 hours, the following minimum commitments are required:**

- **Traffic Duty\***: 4 shifts for the first child, 3 shifts for each additional child  
Once you have signed up for a shift, it is your responsibility to find a replacement.  
**The penalty fee for a missed shift is \$25.**
- **Event Center Duty\***: 3 shifts per family  
Once you have signed up for a shift, it is your responsibility to find a replacement.  
**The penalty fee for a missed shift is \$75.**
- **Annual Auction/Major Fundraiser**: Volunteer a minimum of 5 hours to support the Annual Auction or Major Fundraising event and other fundraising efforts

### **B. Fundraising:**

- Sell or purchase \$75 worth of sweepstakes/raffle tickets for the Annual Auction fundraiser (If St. Theresa School forgoes a sweepstakes/raffle program, families will be required to make a contribution of equal value.)
- Donate an item or service of \$200 value to be auctioned or a cash amount of \$200 to the Annual Auction fundraiser as a “Friend of St. Theresa”
- Participate in the other fundraisers (Titan Ticket, etc)

\*St. Theresa does not charge per se for unmet volunteer hours. Fees for missed Traffic Duty and Event Center Duty are not intended as a fundraising stream and you may not “buy out” your commitment. A penalty fee is charged to stress the importance of these volunteer jobs for the safe operation of the parking lot and Event Center.

Fees for missed shifts will be billed through your FACTS account and must be paid by July 1, 2024.