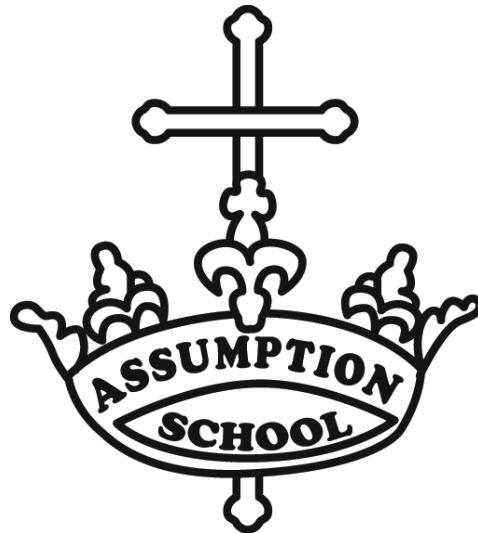


ASSUMPTION SCHOOL

Over 60 Years of Quality, Caring, Catholic Education
Accredited by W.A.S.C. Certified by W.C.E.A.



PARENT - STUDENT HANDBOOK

2018-2019

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GENERAL INFORMATION

HISTORY OF ASSUMPTION SCHOOL

Msgr. Thomas Browne founded Assumption School in 1952. Dominican Sisters from Everett, Washington provided a staff for the school. In the beginning years 50 students a classroom were in grades one through six. In 1957 the seventh and eighth grade rooms were added and enrollment went up to 400 students. In 1977 the Sisters of the Holy Names replaced the Dominican Sisters and staffed the school until 1989. The computer room and program began in 1983. In September of 1984 a Kindergarten room was added by modifying the library. Later, in 1987, the Bellini Science Center was added to the end of the Assumption complex. In 1993 the library was moved across the parking lot to the convent chapel. In 2003 a new classroom building was built, the Msgr. Lucid Learning Center. This building provides two extra classrooms for math, art, music, special needs, and Extended Care. Currently Assumption School has a lay administrator, faculty, and staff.

Assumption School actively involves parents in the education process. The curriculum strives to challenge the full potential of each student. The subject areas have been enhanced with programs in computers, foreign language, physical education, art, and music.

CATHOLIC SCHOOLS DIOCESE OF OAKLAND MISSION STATEMENT

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

ASSUMPTION SCHOOL'S MISSION STATEMENT

We are Assumption School, a ministry of the Church of the Assumption. As a diverse community, we excel in academics and model Christ where each individual is safe, nurtured, respected, and treasured.

PHILOSOPHY OF EDUCATION

We, at Assumption School, are committed members of a diverse Catholic community who believe Christianity is an integral part of each person's daily life. In keeping with this belief is the understanding that every facet of a child's education should nurture their growth as Christians. Parents, as primary educators of their children, work in partnership with teachers to promote learning by providing developmentally appropriate instruction and creative experiences to educate the whole child. It is in this spirit of fellowship that children, parents, teachers, staff, clergy and parishioners form the faith-filled community of Assumption School.

ACCREDITATION

Schools in the Diocese of Oakland are accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC)

Assumption School Student Learning Expectations

- A. Assumption Students are active Christians who:**
1. Learn and develop knowledge of the teachings of the Catholic Church emphasizing God's love for each individual.
 2. Consistently participate in personal prayer, the Mass, and the traditions of the Catholic Church.
 3. Demonstrate Christ-like decision making based on the teachings of the Catholic Church resulting in good life choices.
 4. Model the example of Christ through service to others.
- B. Assumption Students are effective communicators who:**
1. Listen attentively and show respect for the views of others.
 2. Utilize the tools of technology responsibly to share their ideas.
 3. Write, speak, and present clearly and effectively.
 4. Use visual and performing arts as forms of communication.
- C. Assumption Students are Lifelong Learners who:**
1. Actively participate in a variety of activities in all curricular areas.
 2. Use critical thinking and solve problems.
 3. Demonstrate a continuing curiosity and enthusiasm for learning.
 4. Use time management skills to organize and utilize information effectively.
- D. Assumption Students are socially responsible citizens who:**
1. Practice self-management skills.
 2. Follow classroom and school routines and procedures.
 3. Respect the rights, opinions, and property of others.
 4. Actively serve and enrich the community.

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

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

The school department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the bishop. Schools are also expected to follow curriculum guidelines.

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

DIOCESAN STAFF

Bishop The Most Reverend Michael C. Barber, SJ
Superintendent Ms. Kathleen Radecke

PASTOR

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

PRINCIPAL

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

FACULTY

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

2018-2019 FACULTY AND STAFF

Principal	Mr. Joseph Petersen	
Office Manager	Ms. Alana Seto	
Administrative Assistant/Health Chair Coordinator	Mrs. Christine Viviani	
Facilities/Maintenance	Mr. Vincent Gonsalves	
Transitional Kindergarten	Ms. Sabrina Ybarra	
Kindergarten	Ms. Megan Scherer	
First Grade	Mr. Hengki Suwandi	
Second Grade	Ms. Shaun Leong	
Third Grade	Ms. Annie Falleiro	
Fourth Grade	Mrs. Cathy McConnell	
Fifth Grade	Mrs. Mary Munoz & Ms. Marilyn Stewart	
Sixth Grade/Jr. High Math	Mrs. Camille Bass	
Seventh Grade/Jr. High English	Mr. Vince Silvestri	
Eighth Grade/Jr. High Social Studies	Mrs. Lana Rocheford	
Math - grades 7 & 8	Mr. Dennis Wong	
Science - grades 4-8	Mr. Chris McLinden	
Physical Education/Technology Specialist	Mr. Darren Deonigi	
Learning Support Coordinator	Mrs. Sue Mart	
School Counselor	Ms. Sandra Schnabel	
Reading Specialist – grades TK-3	Mrs. Krista Imrie	
Librarian	Mrs. Lenore Walsh	
Art	Mrs. Debi Sweeney	
Music	Mr. Bill Vaughan	
Instructional Assistants	Mrs. Mayte Mora	Gr. TK & K
.....	Mrs. Tracey Zahradka	Gr. 1 & 2
.....	Mrs. Terri Puckett	Gr. 3
.....	Mrs. Helen Martin	Gr. 4

Extended Care Director..... Mrs. Linda Rudiak
 Extended Care Personnel Mrs. Elizabeth Falleiro
 Ms. Maria Romo
 Mrs. Andrea Contreras

PARISH STAFF

Parochial Administrator Father Leonard Marrujo
 Parochial Vicar..... Father Chris Berbena
 RCIA Coordinator..... Mr. James Brady
 Office Manager Mrs. Rhina Ruggiero
 Faith Formation/Family and Youth Ministry Coordinator ... Mrs. Mary Schirmer
 Music Director Mr. Bill Vaughan

BOARDS, COMMITTEES AND ORGANIZATIONS, DADS CLUB

The Dads Club is a parish organization. The Dads Club exists to provide direction, guidance and financial support for the parish CYO program. This organization provides the equipment to the CYO Program and has assisted with school projects. Dues are \$10.00 per year per school family.

2018-2019 ASSUMPTION DADS CLUB OFFICERS

President: Mr. Leo Gudina
Vice-President: Mr. Nathaniel Fripp
Treasurer Mr. Ben Fargo
Secretary Mr. Alejandro Lopez

FOUNDATION

The Assumption Foundation solicits and raises money for Assumption School to be used for operations, capital improvements, scholarships, and educational programs.

2018-2019 ASSUMPTION FOUNDATION

President: Mrs. Hanne Gerardi
Vice President: TBD
Treasurer: Mr. Don Donchuanom
Secretary Mrs. Allison Fargo
Foundation Board Members: Mrs. Michelle Anderson
 Mr. Bruce Whitten
 Mr. Gordon Galvan

PARENT-TEACHER GROUP

The Parent-Teacher Group (PTG) supports Catholic education by building a sense of spirituality, camaraderie and loyalty to the school. Fundraising activities provide financial assistance to the school. The fundraising goals are achieved in a way that is enjoyable as well as supportive of the school budget.

ALL PARENTS who have a child enrolled in the school are members. Dues are \$10.00 per year. The PTG membership provides a support system whereby parents can work together to accomplish tasks, which ultimately benefit the children and administration of the school.

2018-2019 PTG OFFICERS

President:	Ms. Kathy Banks
Vice President:	Ms. Jennifer Suelzle
Treasurer:	Mrs. Carolina Mamoulelis
Assistant Treasurer:	Ms. Allison Fargo
Secretary	Mrs. Jennifer Casquero
Room Parent Coordinator	Mrs. Kerry Mason
Teacher Appreciation Coordinator	Ms. Jenn Violet
Hospitality Coordinator	Ms. Katherine Rubio
Fundraising Coordinators	Ms. Andrea Wavrick and
.....	Mrs. Olivia Gonzalez

SCHOOL BOARD

The School Board’s purpose is to promote and to support Catholic education in Assumption Parish. While adhering to Diocesan policies and guidelines, the Board seeks to fulfill its mission of bringing its wisdom, talent, experience, faith life, and good will into the process of providing quality education for all of the children served by Assumption School. The Board furnishes support and leadership to carry out the Church’s commitment to Catholic education.

Assumption School’s School Board consists of committees lead by Board Members. Each committee has goals that are established by the Board at the August meeting. These goals make up Assumption School’s Strategic Plan. Each committee sets objectives under each goal and reports on the progress of these objectives during the monthly School Board meetings.

Additional committee members consist of school parents, parishioners, and outside resources that can contribute to the objectives set by the committee. These members are not part of the School Board but have the opportunity to contribute to Assumption School’s strategic plan by volunteering on a committee.

Committees meet at least once per month outside of the regularly scheduled School Board meetings. Committees submit notes of their meeting to be distributed to the Board one week prior to the School Board meeting. Board members review the notes so all are prepared when the Board meets. Minutes from the School Board meetings are published on the school’s webpage so

the community can stay informed of the progress of the Committees. Below is a list of the committees and a general overview of their description:

Executive Committee

- ❖ Consists of the Principal, School Board President, Vice-President, and Secretary.
- ❖ Creates monthly agendas.
- ❖ Clarifies the Board's role at Assumption School.
- ❖ Responsible for Board Nominations.

Catholic Identity

- ❖ Works on communicating the mission of the school to the community.
- ❖ Acts as a liaison between the Pastoral Council and the School Board.
- ❖ Responsible for prayer at all meetings.
- ❖ Works on the Staff Support programs.
- ❖ Initiates new faith formation activities for parents.
- ❖ Coordinates promotion for monthly school-sponsored liturgies.

Marketing Committee

- ❖ Works on events to raise awareness of Assumption in the broader community.
- ❖ Works on public relations, including Facebook posts, 2-3 Alumni newsletters per year, and frequent press releases.
- ❖ Contributes to ongoing Assumption School website improvements.

Plant and Facilities Committee

- ❖ Develops and implements a Five Year Capital Plan (with the Finance Committee).
- ❖ Implements capital improvement projects around the school campus.
- ❖ Works for solutions to support the Principal's improvement needs around campus.

Development Committee

- ❖ Act as a liaison to Assumption School's Foundation.
- ❖ Contribute to capital fund-raising ideas and opportunities.
- ❖ Assists with Assumption School's Alumni Outreach.

Finance Committee

- ❖ Monitor the current year budget
- ❖ Develop and propose to the Board a budget for the next fiscal year
- ❖ To prepare, update and monitor long-range financial plans for the school

Assumption School and the Diocese of Oakland have plans in place to address parent questions and concerns. The School Board is not a place for voicing grievances. According to our Handbook if parents have concerns or questions, the teacher is the first to be contacted.

Teachers may be contacted via phone, email or note. A time should be set to discuss the issue with the teacher. Should the matter require further discussion, a joint conference with parents, teacher and principal will be arranged. If a concern continues, the pastor should be contacted. The Superintendent and Assistant Superintendents of the Diocese of Oakland School Department can be contacted if no resolution is received after speaking with the principal and pastor.

There are several ways that you can get involved in the School Board. Becoming a member of School Board is the most obvious way but there are also smaller things you can do to support the efforts of the School Board:

Read the monthly School Board minutes. Every month the minutes of the previous School Board meeting will be posted to our website. By reading these minutes you will get a sense of what the School Board is working on and may see something that you would like to help with.

Attend a School Board meeting. For the 2018-2019 school year School Board meetings will be held on the first Tuesday of each month at 7:00 p.m. All members of the community are encouraged to come and observe our meetings.

Join a Committee. Each committee of the School Board will consist of some non-School Board members who have special skills or expertise in the areas that the committee is responsible. If you are interested in serving on one of these committees please feel free to contact the committee chairperson(s). Chairpersons will be announced in August.

All parents of Assumption School children and any parishioner are eligible for membership. The Board has a maximum membership of fourteen who serve three-year terms. The pastor, principal, and faculty representative serve as ex-officio members. All regular monthly meetings are held on the first Tuesday of each month and are open to all parents and parishioners.

2018-2019 SCHOOL BOARD MEMBERS

- President:** Mr. Paul Carney
- Vice President:** Mr. Matt Loesch
- Secretary:** Ms. Kathryn Wilson
- School Board Members:**..... Mr. Robert Caruso
- Ms. Katherine Dutrow
- Mr. Ben Fargo
- Mr. Shane Ferris
- Ms. Sandra Gonzalez
- Ms. Katherine Greenberg
- Mrs. Phuong Hathaway
- Mr. Marino Mamoulelis
- Mr. George Parisotto
- Mrs. Nancy Pretto
- Mr. Bill Vaughan

ACADEMIC INFORMATION

ACADEMIC HONESTY

Honesty is expected of all students. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another author or internet source and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive disciplinary measures.

In Junior High the follow are probable consequences of plagiarism:

6th grade - 1 day in school suspension

7th grade - 1 day at home suspension

8th grade - 2 day at home suspension

For plagiarized assignments, consequences will be escalating based on age, frequency, and severity of the plagiarism at the discretion of the principal in consultation with the teacher. Plagiarized assignments must be redone with a 30% decrease in grade. (A perfectly done assignment would only be eligible for a C-).

ACADEMIC PROBATION*

Students with below average (C-) over all average or an F in any subject at progress report and report card time are placed on academic probation for the next reporting period. Probation will result in a loss of privileges (free dress, field trips, dances, and all other extra-curricular school activities). If, at the end of 7th grade, a student has below a "C-" average, they will be on academic probation for the first trimester of the 8th grade year. Students on academic probation may have to sign a contract with their parents in order to return to Assumption School for the following trimester or school year. Goals and timelines will be set in conjunction with the Principal, classroom teacher, parents, and student if a contract becomes necessary. In certain cases, tutoring or summer school may be required for a child to continue their enrollment at Assumption School.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is held the first week of the school year and attendance is mandatory. Each teacher will meet with the parents to explain objectives, curriculum areas/maps, grading policies, homework expectations, courses of study, discipline procedures, and goals.

CONFERENCES

Goal Setting Parent-Teacher Conferences

Required Goal Setting Conferences take place in October after the midpoint of the First Trimester. All parents are expected to attend these conferences. Only students in grades 3-8 attend conferences with their parents.

Requested by Parent

Parents who wish to meet with the teacher at various times throughout the year, are encouraged to call, send a note, or email the classroom teacher to arrange an appointment. *Drop in conferences are not permitted and parents should refrain from discussing issues with a teacher before the morning's first bell so that the start of the school day is not delayed.* Frequent communication is very important to assure the best results in the education of the child. Parents are urged to confer with their child's teacher regularly, especially if there are any academic, social, or health concerns. Please do not phone the teachers at home. Teachers will hold telephone conferences upon request. Keeping in mind that the classroom teacher may have several calls to make, such conferences should be held to a maximum of ten minutes. If a parent has a concern, he/she should contact the teacher first. If unsatisfied with the results, the parents should then contact the Principal, pastor, and superintendent in that order until they feel the issue has been resolved.

Parents of students who enroll during the academic year are required to conference with their child's teacher at the end of the first full trimester of attendance.

Guidelines

Courtesy and respect are expected from all teachers and parents. Questioning the teacher's authority in front of the child is not appropriate. Please be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions. Students need to be encouraged to speak with teachers regarding their concerns. Please discuss classroom and yard difficulties with the teacher first before bringing them to the Principal.

CURRICULUM

The curriculum at Assumption School is the responsibility of the Principal and faculty following the approved Diocesan guidelines. Our mission at Assumption School is to provide a quality Catholic education in a parish family setting for children in Transitional Kindergarten through eighth Grade. We encourage in our children the development of a healthy self-worth through mutual respect and compassion for one another as taught by Jesus. Acknowledging our mutual values and diverse traditions, we will prepare the children to be enthusiastic and comfortable in their expression of faith. Our curriculum addresses the needs of the whole child while recognizing the abilities and talents of each individual child. Our program emphasizes a three-fold partnership of Family, Student, and School.

Our goal is to empower children to be active agents in their own learning and to establish themselves as successful lifelong learners. Parents are encouraged to be active partners, participating in school activities and modeling an enthusiasm for learning.

Our curriculum follows the Common Core State Standards (CCSS) and Diocesan guidelines and offers an integrated and critical thinking approach to subject matter. The following is a generalized overview of the scope of the subjects offered. Specifics for each grade level are explained at Back-to-School Night.

Art

Assumption School's formal Art program is offered once a month to grades Transitional Kindergarten through 3rd and weekly to grades 4th through 8th.

English Language Arts

The English Language Arts Program is fully aligned with the ELA Common Core standards. This means that all instruction will be tailored toward producing literate, fluent, and life-long speakers, readers, and writers.

Family Life/Christian Sexuality

Assumption School's program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

Maximizing the wholesome influences of the Catholic classroom requires an approach, which integrates the Catholic value system and moral convictions throughout the curriculum. The ultimate goal of our program is to provide children with an understanding of the nature and importance of human sexuality as faithful Christians. Each grade teaches Family Life during the school year and every teacher will notify parents before the program begins. Parents may preview the material to be presented by requesting copies from the teacher.

Mathematics

The Mathematics Program is fully aligned with the Math Common Core standards and is designed to provide a meaningful understanding of Problem Solving, Estimation, Numbers and Operations, Algebra, Geometry, Measurement, Relations and Functions, Probability and Statistics, and Logical Thinking. The program incorporates active learning and application to other areas of the curriculum

Physical Education

The Physical Education Program provides the students with the opportunity to acquire and develop physical skills, confidence, teamwork, and physical and mental well-being. Motor development, eye-hand coordination, and physical fitness are emphasized as well as team sports.

PE classes are held for grades Transitional Kindergarten through eighth each week. These classes are mandatory and a student must have a written note from a physician or parent to be excused

from class. The note must include the duration of the exclusion from PE class. Students excused from PE classes will also be excluded from physical activity at recess and extended day care.

Religious Education Program

As the Assumption family of God sharing our faith journey, we strive to live the Gospel message by providing significant religious activities for our students. The student body plans and participates in liturgical celebrations, prayer services, Catholic rituals such as praying the rosary and attending Stations of the Cross. Guests are always welcome to attend. Non-Catholic students are expected to participate respectfully in these activities as they occur during the school year.

Students at Assumption School begin and end each day with prayer. Religion is taught daily and the faith-life of the student is encouraged to grow.

The sacraments of Reconciliation and Eucharist are received after a preparation period. Parents of students enrolled in the parish sacramental program are expected to participate in the parish parent-education program. Older students who have not received these sacraments will be prepared on an individual basis. Parents are to request this instruction from the parish office.

Students are encouraged toward Christian service and awareness of others by participating in a variety of service projects. Each year a class participates in at least one service project that includes learning about whom they are helping, participating in the activity and reflecting on their experiences. Students in grades 6-8 are required to complete 15 service hours each trimester as a part of their religion program.

Science

The Science Program is designed to develop in students the skills necessary for observing, communicating, comparing, measuring, organizing, relating, inferring, and applying. The emphasis is on hands-on learning, based on the FOSS curriculum, which incorporates lab experiences and creative challenges with textbook support. It encompasses life, physical, earth and environmental sciences.

Social Studies

The Social Studies Program emphasizes the value of the diversity of our heritages. It is designed to promote knowledgeable and responsible citizenship. The Social Studies program includes the study of: People and Communities, California, the United States, Cultures of the World - ancient and modern, and the United States Constitution and Government.

Technology

The goal of the Technology Program is to produce young citizens who are competitive and productive in today's global market. By integrating the current curriculum with skills and information that are based on and utilize computer technology, students learn to apply technological skills to real life situations.

Assumption School offers a fully networked learning environment. Students from Transitional Kindergarten through the 8th grade are encouraged to use advanced tools for learning, including the school's technological resources and instructional resources available on the Internet. Each student is expected to develop his/her technological skills through the general instructional program of the school. Assumption School uses the ISTE (International Society for Technological Education) standards for technology skills to measure student success. No child is permitted to access the school's network or the Internet without adult supervision. The use of the school's educational network is a privilege, not a right. All students have the opportunity to use the classroom and/or Media Center computers and other devices after reading the Assumption School Technology Responsible Use Policy and submitting a signed Responsible User Agreement Acknowledgement Form. Students and parents are both required to read and sign this form. Students without a signed Responsible User Agreement Acknowledgement Form are not permitted to use the school's electronic resources personally; however, the student may have access to materials electronically delivered through group work or general class presentations.

Diocese of Oakland - Department of Catholic Schools –Statement on Telecommunications Responsible Use Policy

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

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

- ❖ Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents.
- ❖ The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means.
- ❖ Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of each of the schools.
- ❖ The posting of any image, photo, or video taken at school or at school- sponsored field trips or activities are prohibited.
- ❖ The Diocese of Oakland discourages students from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

DAILY SCHOOL AND CLASS SCHEDULES

The School Office is open daily from 7:30 a.m. to 3:30 p.m.

7:55	First Bell
8:00	Second Bell (community assembly)
10:20 - 10:35	Recess for Grades 1-4
10:40 - 10:55	Recess for Grades 5-8
12:05 - 12:45	Lunch for Grades 1-4
12:35 - 1:15	Lunch for Grades 5 -8
3:00	Dismissal for Grades TK-8

Early Dismissal Wednesdays

Every Wednesday Assumption School will be dismissed at 2:00 p.m. Early dismissal Wednesdays are given for faculty collaboration and in-service time.

Minimum Day Dismissal for All Students

On minimum school days, all students are dismissed at 12:00 p.m. Minimum school days are given for faculty in-service days and before certain holidays as granted by the Diocesan Department of Catholic Schools. The School Department grants a maximum of 20 minimum school days. Minimum school days are subject to change if deemed necessary by the school administration.

FIELD TRIPS/OFF-CAMPUS EDUCATIONAL EXPERIENCES

All field trips must be educational, enrich the students' classroom learning and enable them to broaden their experienced knowledge. Additional service related field trips might be scheduled. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Written diocesan permission slips must be received from parents before students are permitted to participate in off-campus activities. Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. When there is a field trip, the classroom teacher will send home a chaperone request form. Teachers will determine the number of chaperones required and if chosen to go on the trip, parents will earn service hours for their time. All chaperones must have an up to date **Safe Environment certificate** on file in order to attend the trip. All chaperones must sign-in in the school office in order to receive service hours. To preserve the nature of the class field trip experience, it is essential to limit the number of adults on any given trip. **Parents who are not official chaperones may not attend the field trip without the expressed permission of the teacher.** All school rules apply on all field trips.

Assumption School is requested by the Diocese of Oakland to use a rented bus for transportation to an educational field trip. In the event a driver is requested, it is understood that every parent who assists as a driver must have a valid California driver's license, possess evidence of the legal minimum for insurance and that applicable seat belt regulations will apply. All drivers on a field trip must submit a copy of a valid California driver's license and proof of insurance three days before the trip.

GRADUATION

Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Graduation shall take place no earlier than the week preceding the closure of school.

Graduation Attire and Etiquette

Appropriate attire should be worn for the occasion: dress shirts, ties, and dress pants for boys; dress attire for girls is to be modest. Leis, balloons, and noisemakers are not permitted at the graduation liturgy or ceremony.

Graduation Requirements

Eighth grade students must complete all academic requirements with a passing grade point average of 1.5 (70%) in seventh and eighth grades in order to receive a diploma from Assumption School. **All fees must be paid, including tuition, extended care, family service, and fundraising, a week prior to the date of graduation in order for students to walk through the graduation ceremony.**

HOMEWORK

Homework is not counted in the academic grade but is reflected in the "Characteristics that Support Learning" section. The purpose of this policy is to promote and ensure fair, consistent and equitable practices across schools in the Diocese of Oakland with respect to homework.

The purposes of homework are to allow students to practice, integrate and prepare for learning. In addition, homework needs to be related to instructional objectives and/or content standards.

Actual time required to complete assignments will vary with each student's study habits, academic skills and selected course load.

** Independent reading assignments are in addition to assigned homework.

Suggested homework time:	Grades 1 and 2	20 minutes
	Grades 3 and 4	30-45 minutes
	Grades 5 and 6	45-60 minutes
	Grades 7 and 8	60-90 minutes

The following will assist students with homework and study skills.

1. A quiet place for study away from other distractions.
2. Accessibility to a computer with internet access, a printer, and supplies.
3. A public library card.
4. If a student has no written homework, quiet reading should be done so the habit of a regular study time is formed.
5. Parents should not do their child's work for him/her.
6. Parent should review quality of work and encourage neatness, accuracy, correct spelling, etc.
7. Extra credit work will not be given to students in grades 6, 7, and 8.
8. Students who are absent are given one day per absence to make up work.

Upper division students (grades 5-8) are to spend a minimum of 45 minutes on home study every night. Home study may be defined as reviewing the day's work, but not necessarily consisting of written work. Weekend homework may be given. It is the student's responsibility to complete homework assignments and turn them in on time.

If a student is absent, it is the student's responsibility to find out what homework was missed and to complete it. Students should refer to homework sheets and/or online postings to find homework assignments. If a student is absent due to illness for a prolonged period of time, the student will be given a reasonable length of time to complete missed homework, class work, and tests. *Parents requesting homework during a student's illness must call the office by 8:30 a.m. to request books to be picked up after 3:15 p.m.*

Students, who miss school due to extended weekends, off-season family vacations, etc., should not ask teachers to produce assignments in advance. These occasions should be rare and should be discussed with the principal and the respective teacher(s) prior to the absence. Parents are reminded that excessive absences may be grounds for decreased credit and/or probation.

HONOR ROLL

Distinguished Honors List

The Distinguished Honors List is reserved for the very top academic achievers in grades 6, 7 & 8 at Assumption School. To be eligible for the Distinguished Honors List a student must earn a 98% average in all six daily subjects: Religion, Math, English, Social Studies, Science, Literature and an 98% average in all three weekly subjects: P.E., Art & Music on the trimester Report Card.

Honors List

To be eligible for the Honors List a student in grades 6, 7 & 8 must earn a 95% average in all six daily subjects: Religion, Math, English, Social Studies, Science, Literature and an 95% average in all three weekly subjects: P.E., Art & Music on the trimester Report Card.

PROBATION

All new students are accepted on academic and behavioral probation for their first year of enrollment.

At the end of a trimester, students may be placed on probation for behavioral and/or academic reasons. Improvement must be made during the following trimester or students may not be allowed to return to Assumption. Contracts will be provided for students needing improvement in behavior and/or academic areas.

PROGRESS REPORTS

Progress reports are sent home three times a year at mid trimester to all students in grades 1-8. They will give an indication to the parents of the quality of the student's work at that time. Parents are required to sign the report and return it the next day. See calendar for dates when students will bring home progress reports.

PROMOTION

Students in grades K-5 completing a grade's work, who are not candidates for retention or transfer, shall be promoted to the next grade.

Students in grades 6 -8 completing a grade's work, with at least a D average, who are not candidates for promotion shall be transferred to the next grade.

Students with a D average in one or two subjects will be required to successfully complete summer school as a condition for promotion.

Transfer indicates that after consultation between school and home a student is being moved to the next grade but they have not mastered the appropriate grade level standards in the core content areas.

REPORT CARDS

Report cards are distributed at the end of each trimester. These reports reflect a student's academic achievement and characteristics that support learning. Report cards differ slightly in various grade levels. Grading scales are detailed on each level report card. The first report card for grades K-8 is distributed in November. Report cards are to be signed by parents/guardians and returned to school the next day. The monthly calendar gives dates of report card distribution.

Listed below is the current grading policy for the elementary schools of the Diocese of Oakland. Individual schools will design a form indicating student progress at the Preschool, Traditional Kindergarten and Kindergarten levels. Continuing into the 2018-2019 school year, individual school sites will begin moving to a Standards-Based System with a Diocesan Report Card for grades K-5. This system will take full effect for all elementary schools in the Diocese of Oakland by the 2018-2019 school year. Information on the Standards-Based System (SBS) is included in this section following the current grading policy.

GRADES TK-5: This is a recommended code.

GRADING CODE:

4 = Advanced/Exceeds Mastery

3 = Proficient/Mastery

2 = Developing/Approaching Mastery

1 = Needs Support/Below Basic

GRADES 6-8: This is the current required code.

GRADING CODE:

A = 95-100%

A- = 90-94%

B+ = 87-89%

B = 83-86%

B- = 80-82%

C+ = 77-79%

C = 73-76%

C = 70-72%

D+ = 67-69%

D = 63-66%

D- = 60-62%

F = Below 60%

*** = MODIFIED CURRICULUM**

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

Characteristics that Support Learning

Although work habits and social development criteria are reflected separately from Academic Achievement on the report card, they are still a very important part of communicating to parents about their child's progress. Reporting on such efforts and work habits communicates information to parents about whether their child is working hard, or hardly working. By including effort and work habits as a separate reporting category, teachers can more honestly communicate about such matters as behavior, participation, homework and completing assignments without distorting a student's actual achievement in learning.

6311.1 Work Habits

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

Grades 1-8: This is the current grading scale

- M = Consistently Meets Standards
- A = Approaching Standards
- N = Needs Support

Reporting separate grades for academic standards and learning characteristics makes grades more meaningful and students take them more seriously.

Standards-Based Grading

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

Standards-Based Grading includes the following guidelines:

- Grades must be related to academic standards
- Grades should be based only on individual academic achievement
- Grades are based on quality assessments and properly recorded evidence
- Work samples and public criteria are reference points for grading
(U.S. Department of Education)

In a Standards-Based System, a grade or mark is a tool to communicate student's progress and performance based on specific learning criteria.

In a Standards-Based approach, parents and students will see consistent grading practices throughout each school—and throughout the diocese. Teachers will grade based on what each

student has learned and how that student meets standards. **In no way does a 4, 3, 2, 1 relate to A, B, C, D letter grades.**

Diocesan Grading Policies and Practices

1. Assessment

a. Formative and Summative Assessment

Students need ample time to “practice” new standards in order to successfully learn them. Practice is learning time and is not graded for report cards. When students are learning a new topic or standard they may go through a period of “wrestling” with it before eventually mastering it. It is expected students will make mistakes during this learning process. Any work done during this learning period is considered Formative Assessment or Academic Practice.

The purpose of Academic Practice is not to judge a student’s final achievement of the practices, but to evaluate where he/she is in the learning process and provide intervention, re-teaching and help if needed. Academic Practice may consist of many different types of learning opportunities including:

- Diagnostic or Pretests
- Some quizzes
- Classroom discussions
- Some practice sheets
- First drafts of writing
- Most homework
- Tests (written, oral, performance)
- Presentations
- Projects
- Final drafts of writing

After a student has had sufficient instruction and practice on a topic or standard, it is then reasonable to judge their mastery of the information or standard. Any work done after this point is considered Summative Assessment or Academic Achievement.

The purpose of Academic Achievement is to evaluate how well a student has learned the material or standard(s). Academic Achievement may consist of different types of assessment opportunities including:

- Tests (written, oral, performance)
- Some quizzes
- Presentations
- Projects
- Final drafts of writing

The type of learning opportunity or assessment does not distinguish Academic Practice and Academic Achievement, but rather the time in the learning cycle the activity or assessment occurs.

- If a student is learning something for the first time or is still in the early stages of learning the material, it is **Academic Practice (Formative.)**
- If a student has had sufficient instruction and practice on a topic so that it is fair to judge him/her on the material, then it is **Academic Achievement (Summative.)**

Diocesan Benchmark assessments may be used for diagnostic purposes and would be considered Academic Practice (Formative). If a standard has been taught and students have had ample practice time, a teacher may use Benchmark scores for a particular standard as one piece of evidence for Academic Achievement (Summative).

Student work is assessed frequently (Formative Assessment) and graded occasionally (Summative Assessment). “Scores” on formative and other practice work (e.g. homework) are used descriptively and diagnostically to inform teachers and students of what has been learned and the next steps in learning.

b. Body of Evidence

Before making a determination regarding student academic proficiency and marking it on the report card, a teacher should analyze a student’s progress over the course of the trimester. This analysis for student proficiency is based on key pieces of evidence and artifacts.

c. Extra Credit

Extra-credit points may mask a student’s poor performance in learning the standards at a proficient level. Extra-credit tasks do not necessarily help students learn skills or concepts. Therefore, extra-credit points or work may not be used for evaluation. However, re-teaching of concepts and standards and allowing students to redo assignments and projects helps students meet standards. Extra credit work is evaluated for quality and is only used to provide additional evidence of learning. Extra-credit is not recorded in the grade book and does not contribute to earning a “4”.

Credit is not awarded merely for completion of work. Students need to show what they know and have learned.

d. Redo’s and Retakes

With a focus on academic learning, a SBS removes many of the supports, such as extra credit or completion-based homework that some students relied on to mask weaknesses in their learning. This shift can be especially difficult for students who are normally “A” students because of these factors. However, those supports are replaced with the opportunity for a student to continue learning and be reassessed to improve their score. Under a Standards-Based System, students may have multiple opportunities for re-do’s and re-takes if they have not reached a Level 3 proficiency.

A student can reassess on previous outcomes to demonstrate a higher level of proficiency. This new evidence replaces the old evidence, and the student's grade improves. This opportunity is available to any student at any time but must be completed before the end of the grading period.

e. Group Work

Group work is a very effective strategy to increase student learning. Collaborative work is encouraged and it is expected that each member of the group has a responsibility to demonstrate his/her own learning. When students work in collaborative groups and are assigned group projects that are graded, grades should reflect each individual's learning not the work of the entire group. Grades are based on the individual student's work compared to the standard, not compared to other students in the class or grouped together.

2. Grading Practices

- Only include scores that relate to the achievement of the standards.
- Use a variety of assessment methods to collect high quality, organized evidence of achievement.
- Use grading and assessment procedures that support learning.

3. Grade Scales

Grades are determined based on clear expectations of standards for students. Teachers should use a Standards-Based Grading System for every day grading, which mirrors the reporting marks (1-4 proficiency scale).

Written comments to the student on their understanding or performance are also acceptable forms of Standards-Based Grading. Raw points may also be used.

4. Proficiency Scales

Some assignments will be scored using proficiency scales/comments/points and some will not. First attempts and beginning practice should be corrected but no mark given. This gives students opportunities to learn new skills in a risk-free setting. Only after a skill has been taught and practiced should grades be kept in a grade book. Multiple opportunities should be given for each student to master a standard. In general, 3-4 pieces of successful evidence in a row should be collected to determine mastery.

5. Late/Missing Work

If there are an insufficient number of summative assessments to show mastery of content standards by the end of the 1st or 2nd Trimester due to late, missing or incomplete work then a student can receive an "Incomplete" until the work is turned in and the grade can be updated. If the work is not completed and there are an insufficient number of summative assessments to show mastery of content standards by the end of the 3rd trimester, students in grades K-5 would receive a "1" and students in grades 6-8 would receive an "F". In these cases, the student would not be promoted or allowed to re-register without completing a summer course of study (transcripts provided) showing a

passing grade in the content area. The only other option would be “Transferring” the student to the next grade after consultation with the Department of Catholic Schools and a discussion and written letter to the parents of what this means (the student has not completed the grade level course of study but is being moved to the next grade).

6. Cheating/Plagiarism

If a student cheats or plagiarizes on a test or assignment, the school and/or teacher must separate the behavior from the student's achievement. Cheating/plagiarism is an unethical behavior that the schools of the Diocese of Oakland will not condone. Our Diocesan Code of Conduct states, “Students will not receive credit for plagiarized work; students will be required to do an alternative assessment and a diocesan approved consequence for the behavior will be assigned.”

Diocesan TK-5 Grading Scale

Continuing in 2018-2019 the Diocese of Oakland Elementary TK-5 Standards-Based Report Card will use a numerical (1-4) Standards-Based Grading scale, rather than a percentage-based letter grading scale. This scale indicates the level to which students have mastered a given standard, NOT the percent correct on a given assessment.

The definitions for performance on the numerical grading scale are as follows:

4 = Advanced/Exceeds Mastery

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

3.5 =

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

3 = Proficient/Mastery

Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. This level is the focus for the entire proficiency scale. This is the expected level of performance for all students. This level includes essential outcomes, common core and diocesan standards, and related skills and practices. The student exhibits mastery on assessment tasks involving fact and vocabulary recall, conceptual application, and

strategic and extended reasoning, such as modeling and problem solving. No major errors or omissions with level 2 or 3 elements.

2.5 =

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

2 = Developing/Approaching Mastery

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

1.5 =

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

1 = Needs Support/Below Basic

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

X = Standard Not Assessed

Standard has not been taught and/or measured to date. This symbol is not used third trimester.

SUPPLIES

A supply list is available to each family on our website. The student should have all the required items by the first day of school. The student's supplies are to be kept complete during the entire school year. All supplies should be labeled with the student's full name and grade unless otherwise noted on the supply list.

SUMMER SCHOOL

Notification for summer school is to be in written form prior to May 15th. Parents must be notified of the need for a summer school program for their child by phone or in person prior to a letter being sent home. Upon returning to school for the new year verification of summer school attendance is required to be given to the teacher.

TEXTBOOKS

Textbooks are provided by the school and are to be treated as valuable school property. The student throughout the school year must keep all books covered with brown paper. Reimbursement is required for any books written in, damaged or lost.

TESTING PROGRAM

The Iowa Assessments is administered to second through eighth graders each fall. This series covers math, language arts, science, social studies and study skills. The test results are used as a diagnostic tool. Results for seventh and eighth graders are sent to high schools where the student has applied for admission. Test results are shared with parents. If other testing is necessary, the Director of Special Needs, teacher or principal will contact parents.

Students will also take a minimum of four STAR Assessments throughout the year. STAR Assessments consist of STAR Reading, STAR Math, and STAR Early Literacy. STAR Assessments give teachers valid, reliable, actionable data; it's perfect for screening, benchmarking, student growth measurement, progress monitoring, and instructional planning. Teachers have immediate access to the data and insights they need to improve student outcomes on summative exams.

WESTERN CATHOLIC EDUCATIONAL ASSOCIATION (WCEA) AND WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)

The Western Association of Schools and Colleges accredits schools and the Western Catholic Association certifies schools. The purpose of the school certification/accreditation is to foster excellence in elementary and secondary education, encourage school improvement through self-study, and assure that the school has clearly defined and appropriate educational goals and objectives. Assumption School received a full accreditation and certification in 2017.

ADMISSION AND WITHDRAWAL

ADMISSION POLICY

Parents who wish their children to attend Assumption School can pick up the necessary registration and medical forms from the school office. An interview time is scheduled once the registration form is completed and returned.

Consideration is given as to whether or not it is thought that Assumption School can meet the spiritual, educational, emotional and social needs of the student. All new students are accepted on academic and behavioral probation for at least the first year.

Admission to transitional kindergarten will be determined by three factors following the priority status listed below:

1. Students applying for transitional kindergarten for the 2018-2019 school year must be four years of age by September 1st of the academic year for which they are seeking admission. (Ed. Code 48000).
2. Applicant students must demonstrate through an evaluative procedure that the placement is appropriate for them academically and developmentally.
3. Parents enter into a contract with the school regarding the payment of tuition and other fees.

Admission to kindergarten will be determined by three factors following the priority status listed below:

4. Students applying for kindergarten for the 2018-2019 school year must be five years of age by September 1st of the academic year for which they are seeking admission. (Ed. Code 48000).
5. Applicant students must demonstrate through an evaluative procedure that the placement is appropriate for them academically and developmentally.
6. Parents enter into a contract with the school regarding the payment of tuition and other fees.

Students applying for grades TK-8 who have exhibited academic and developmental readiness and have submitted a favorable report from their previous school will be accepted in this priority:

1. Siblings of students presently attending Assumption School.
2. Students whose families are Catholic, and registered and active parishioners who regularly attend Mass at Assumption. For Catholic status the child entering Assumption School must be baptized in the church.
3. Catholic students from outside of the parish. For Catholic status the child entering Assumption School must be baptized in the church.
4. Other students who by their behavior and attitude demonstrate an acceptance of the Assumption School philosophy.

As a general rule, the pastor and/or principal may change the admissions priorities if in their judgment the school and parish will be better served.

As long as space is available, no qualified student will be denied admission to this school on the basis of race, sex, color, or ethnic origin. The usual class size is twenty-eight. Exceptions are occasionally made for siblings of children admitted to other grades at Assumption.

It is of utmost importance that parents constantly seek to remind themselves that their support of the school, especially regarding prompt payment of tuition and a willingness to cooperate in school projects, does operate as a prerequisite to re-registration and a condition for continued presence in school.

The administration and faculty of Assumption wish to remind every family that this school is not geared to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We will recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement.

ACTIVE PARISHIONERS

The following criteria must be met in order to be classified as an in parish, active parishioner:

- ❖ Is a registered member of Assumption Parish for at least 6 months prior to applying.
- ❖ Uses the Sunday offertory envelope/EFT on a regular basis. Regular use is defined as use of Assumption Parish Offertory Envelopes/EFT at least six (6) times during the period between March 1st and August 30th, and at least six (6) times during the period between September 1st and February 28th. The rationale for this policy is that it demonstrates the willingness of families to participate in and be supportive, according to their means, of the faith community in which their children are being educated. Tuition rates are audited once a year each April to determine parish status and remain for the entire school year.

NONRENEWAL OF STUDENT ENROLLMENT

If the school determines that the school cannot serve the child, the child cannot benefit from its' programs, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right to not accept the child for continued enrollment. This decision will include consultation with the pastor and Superintendent.

RECOMMENDED TRANSFER PROCEDURES

Students clearly unable to profit from the school for reasons of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of a parent/legal guardian will be asked to transfer when:

1. The school has explored means to meet the needs of the student.
2. There has been sufficient discussion with the parents concerning the child's condition or the parent/legal guardian attitude.

The final decision is made by the principal, in consultation with the pastor, and Superintendent.

RECOMMENDATION FOR PLACEMENT OR TRANSFER

If in the teacher's judgment, placement or transfer is probable, the principal will be notified, and arrangements will be made for a conference with parents. Prior to this conference the teacher and principal will meet to discuss the reasons for possible placement or transfer as stated below. After all procedures have been followed, the principal will make the final decision regarding grade placement.

The decision for placement or transfer is to be based on the following criteria. If a student meets three or more of these criteria, then they will be a possible candidate for placement or transfer:

1. any student who receives a failing academic grade for two continuous trimesters.
2. any student who receives a failing grade in conduct for two continuous trimesters.
3. any student who is consistently not on task or is consistently in need of supervision in order to complete assigned tasks.
4. any student who continually falls behind the regular pace of the whole class during large group activities.
5. any student who displays behavior patterns which inhibit the completion of class assignments.
6. any student who continually displays a lack of independent organization.
7. any student who continually exhibits social and/or emotional immaturity.

If the student has been tested by a psychologist and the results of those tests indicate that the student has a learning disability or needs which the school is unable to meet, then a referral for an appropriate placement will be made.

A final decision on whether the student will be placed or transferred shall be made on or before May 1st of the academic year. The principal will be in conference with the teachers and family. Each case will be decided on an individual basis.

RE-REGISTRATION

In March of each year re-registration of all returning families takes place. The non-refundable registration for the first child in the family is due at this time. This involves a holding fee, which saves the student's place at Assumption. If the registration fee is not received in March, the student's name will be removed from the class list.

All registration/enrollment paperwork must be turned into the school office by the set due date.

Applications and interviews for new students are taken in February and early March, followed by parent orientation and testing the first Wednesday of March for grades 1-8. Testing occurs during February for Kindergarten entry.

STATEMENT OF NON-DISCRIMINATION

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school administered programs.

Likewise, the Catholic schools in the Diocese of Oakland do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color, and national and/or ethnic origin.

ATTENDANCE

ABSENCE

Experience has proven that even children of better-than-average ability find it difficult, if not impossible, to make up work which they have missed because of absence from school. No amount of subsequent personal study can adequately replace the teacher's explanation and class discussion.

Please report absenteeism to the office by 8:30 a.m. The school answering machine will pick up your message before school hours and at other times when no one is available to answer the phone. Please notify the office when you call if your child generally attends Extended Care. **Upon the student's return, a written excuse dated and signed by a parent or guardian must be submitted explaining the reason for the absence.** In the case of family emergency, one note will suffice if more than one child has been absent.

Students who miss school due to extended weekends, off-season family vacations etc., **should not expect teachers to produce assignments in advance.** These occasions should be rare and should be discussed with the principal and the respective teacher(s) prior to the absence. Parents are reminded that excessive absences may be grounds for decreased credit and/or probation.

If a student is absent from school, they may not participate in any school-sponsored event that day, including CYO sports or attending Jr. High dances in the evening.

“**Excessive Absence**” is being absent from school for ten absences per trimester or a total of 30 days per school year. A letter will go home from the principal if absences are excessive. When the student arrives after recess he or she is half-day absent.

Policy for student absence unrelated to illness or family emergencies

When a student is absent from school for three days or more for reasons other than illness or family emergencies, the policy for making up work missed is as follows:

A note is to be sent to the teacher regarding such absence.

Upon return, the student has three days to make up all tests and assignments missed during his/her absence.

All assignment due dates given to the class, prior to the student's absence are to be met by the student either by handing in the assignment prior to the absence or making special arrangements to make sure the assignment arrives to the teacher on the due date.

No assignments will be specifically given to a student prior to his/her absence.

APPOINTMENTS

Students arriving late or leaving early for medical or dental appointments will receive an excused absence only if dated forms are brought from the doctor or dentist stating the time spent there. These students will not be marked tardy or receive partial day absences. Only verified medical and/or dental appointments are considered excused partial day absences. The verified medical/dental appointment forms are due upon the student's return from the appointment and will not be considered after the end of the trimester.

ASSEMBLIES

Each morning at 8:00 a.m. the school will gather for an outdoor assembly, weather permitting. Students and teachers must be in line at 8:00 a.m.

ATTENDANCE

Absences and tardies are marked on daily attendance sheets and recorded in the school's Student Information System. If a student is tardy, the parent or driver **must** sign student into the **Tardy Book** at the school office and receive a tardy pass to the classroom. Teachers will send attendance information to office by 8:20 a.m.

LATE ARRIVALS/TARDINESS

Any student coming after 8:00 a.m. is tardy. When a student is not in line for the second bell, the student will be marked tardy. After the student body has entered the classroom, all late students must check in at the office. Students coming from medical/dental/or optical appointments are to request a dated form from the doctor. Late students must be signed into the school office in the Tardy Book by the parent or driver noting the time of arrival. This is a safety precaution.

If a student does not have a medical note in the morning, he/she will be marked tardy. A student arriving after morning recess will be considered a half day absent.

Students are expected to be in assembly lines by 8:00 a.m.

Tardiness, even if only a minute or two is most disruptive to the entire class once teaching has begun. Every effort should be made by the parent to ensure that students are conscientious about being on time. Excessive tardiness may also be grounds for decreased credit and/or probation.

“Excessive tardiness” is being late four (4) times per trimester or a total of 12 times per school year. A letter will go home from the principal if tardies are excessive. A student is tardy if he or she is not in the class line at 8:00 a.m. **Junior High students with over 10 tardies in one trimester will be given a category 2 referral and will be required to serve an after school detention.**

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit. An accurate record of tardies and absences of a half-day or more shall be recorded in the school register.

LEAVING SCHOOL PREMISES/RETURNING TO SCHOOL PREMISES

At no time during the daily sessions are students allowed to leave the school grounds, even during recess or lunch periods, except by previous arrangement. If written notice has been sent and the child is to be picked up, the parent or legal guardian must go to the office (not the classroom) to sign the child out before being permitted to leave. If someone other than the parent or guardian is picking up the child, the adult must present a signed note from the parent or guardian. Legal identification may be required before the child will be allowed to leave. The school assumes no liability in cases where students leave the premises in violation of the above policy.

If a student is leaving with another student during the school day, written permission from their parent/guardian must be sent to the classroom teacher. A phone call is not sufficient.

When returning to school premises after a mid-day appointment, the student must have a signed dated form for the teacher.

PE NON-PARTICIPATION

There must be a note on file for excuse from participation in PE activities. The excuse will also cover physical activity at recess time and extended care. A doctor's note is needed for long term non-participation (more than three days).

DISCIPLINE

ABUSE OF CHILDREN

In accord with Diocesan policy and California State law, school personnel are obligated to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, and sexual abuse and exploitation. In this very serious area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made to the proper authorities for their investigation and review. School personnel are required to write a written report following notification of authorities.

ABUSE OF SCHOOL PERSONNEL

“Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both. (This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.)”

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

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

(2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, he is punishable by imprisonment in the state prison.”

“As used in this section, ‘directly communicated’ includes, but is not limited, to, a communication to the recipient of the threat by telephone, telegraph, or letter.”

ASSUMPTION SCHOOL'S DISCIPLINE POLICY

“The goal of any disciplinary action must be to correct or change the behavior, to train the person and not to punish the person.”

Based on this belief, the following policy outlines our expectations for student behavior at Assumption School. We acknowledge and appreciate the efforts of our students to meet these expectations, and therefore we emphasize the positive consequences that our students enjoy by choosing to “do the right thing.” The positive results are both intrinsic and extrinsic.

Assumption School nurtures a strong foundation of honor and respect. Thus we have set a goal for our school of creating and maintaining an atmosphere where optimal learning can take place. Our code of honor and respect is to be observed by everyone.

School-wide Norms

1. Respect yourself, others, and things
2. Contribute to the learning environment
3. Follow school and classroom procedures

Code of Honor and Respect

1. Be respectful of yourself, other students, adults, and all property.
2. Be honest and accountable for your thoughts, words, and actions.
3. Be aware of and thoughtful of others around you in order to maintain a safe environment.
4. Be prepared to do your best work and live out the Gospel values by serving others.
5. Be an active participant in our Assumption School community by following school and classroom guidelines.

Positive Consequences for Choosing to Follow the Code of Honor and Respect

- Enjoy a clear conscience while nurturing your Catholic faith and spiritual life.
- Enjoy greater self worth.
- Enjoy the respect of others and a sense of belonging.
- Enjoy being a positive role model.
- Enjoy a safe school environment.
- Enjoy good Conduct and Effort grades.
- Participate in class parties.
- Participate in field trips.
- Participate in school clubs and participating in school sports.
- Participate in school dances (grades 7 & 8).

Referral Slips

To monitor student behavior Assumption School uses a system of referral slips. Each person in charge of students, whether in a classroom or on yard duty, will be given a book of referral slips. Students will be given the slips at the discretion of the teacher/yard duty.

When a student receives a referral they will be required to take the slip home for the parent to sign. **The slip must be returned to the student's homeroom teacher the day following the incident.** If the referral slip is not returned within two days of the incident the parents will be contacted and additional consequences may be applied. When a student receives their third category one offense, a call will be made home to let the family know that their student needs to serve the next available detention. When a student receives a category two offense, they must automatically serve the next available detention.

If a student does not attend detention on the date required a phone call will be made home to inform the parent of the delinquency, and the student will have to go to detention for the next two weeks.

Negative Consequences for Choosing Not to Follow the Code of Honor and Respect

We acknowledge that students may not always choose to do the right thing, so we have included negative consequences and procedures that will follow inappropriate behavior.

Negative consequences will be applied at one of three levels depending on the severity and/or frequency of misbehavior. The three levels are dictated as follows:

Category One: A category one offense involves:

- Uniform violations
- Classroom disruptions
- Playground violations
- Arriving to a class late
- Cell phone use
- Gum on the school grounds
- Teasing
- Other behaviors contrary to our Gospel values

Three Category One offenses in a school year results in an after school detention.

Category Two: A category two offense involves:

- Disrespect of a teacher or other student
- Bringing inappropriate materials onto school grounds
- Dishonest behavior

- Vandalism, such as throwing wet paper towels in the bathroom
- Intentionally hurting someone through tripping, ball throwing, etc
- The use of racial remarks
- Other more serious behaviors contrary to our Gospel values

One Category Two offense will result in an after school detention.

Category Three: A category three offense involves the most serious of offenses such as leaving school grounds without permission, physical fighting, possession of weapons, serious vandalism, etc. Actions deemed a category three would be immediately directed to the principal. Consequences for category three offenses are at the discretion of the principal, in conjunction with the pastor and the Diocesan School Department, and can result in suspension, and in serious cases, expulsion might ensue.

Consequences for Excessive Referrals

- ❖ Three detentions in one school year will result in a one-day in-school suspension and one month probation. Three detentions is the equivalent of 9 category one offenses or 3-category two offenses.
- ❖ Four detentions in one school year will result in a two-day at home suspension and a one-month probation. A conference will be called with the teacher, student, principal and parents before the student is allowed back in school. A final warning letter will be sent to the parents/guardians. Four detentions is the equivalent of 12 category one offenses or 4-category two offenses.
- ❖ Suspensions will be served the day following the violation. In the case of in-school suspensions, if a student is absent he/she will serve the suspension on the day of his/her return.
- ❖ Five detentions in one school year will result in an expulsion case being sent to the superintendent.

Note: All missing work must be in before participation in privileges such as: free dress, field trips, dances, and school events will be reinstated. Rule Violations carry over from trimester to trimester. Students start fresh each new school year.

SUSPENSION

The Principal (or acting Principal) is authorized to suspend a child for misconduct or misbehavior. Suspension can be served out of school or in school at the discretion of the principal.

Suspension Procedures

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated below may be adhered to after the fact.

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

1. Notice: This is satisfied by allowing the student to tell his/her side of the story, telling the student that he/she is going to be suspended; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
2. Evidence: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
3. Opportunity to Respond: This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.
4. Parent/Legal Guardian Contact: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
5. Right to Appeal: The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
6. A Written Record of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cumulative record by the Principal.

Students who are suspended are not permitted to attend any after school activity on the days of the suspension including: dances and CYO practices or games.

EXPULSION

The following offenses committed by students while under the jurisdiction of the school may be reason for expulsion in accordance with the procedures of the Administrative Handbook of the Diocese of Oakland. The decision to expel a student is a serious one and can only take place with the full cooperation of the Superintendent.

1. Continued and willful disobedience.
2. Open, persistent defiance of authority.
3. Habitual profanity or vulgarity.
4. Smoking, having tobacco or matches; use, sale, or possession of narcotics.
5. Willful cutting, defacing, or otherwise injuring the property, real or personal, belonging to the school.
6. Stealing.
7. Use, sale, distribution or possession of alcohol on or near school premises.
8. Habitual truancy.
9. Assault or battery or any threat of force or violence directed toward any school personnel or student.
10. Uncooperative or destructive attitude of parents.
11. Possession of knives, guns, or other forms of weapons, real or toy.

Involvement with law enforcement outside of school may result in expulsion.

Expulsion Procedures

Cases of Cumulative Disciplinary Difficulties

1. The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
 - (a) the pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
 - (b) the evidence upon which this assessment is based.
 - (c) the right of the student at this time to present a statement or information in support of being retained.
 - (d) what specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

2. If adequate improvement is not forthcoming within a reasonable time:
 - (a) A second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference a final decision will be made by the Principal in consultation with the Pastor and Superintendent.

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

Cases Involving Serious Offenses or Threats to Safety

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

Right to Appeal

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

CELL PHONES

Students are **not** allowed to use cell phones on campus without faculty permission and supervision. If a student must use a cell phone off campus after school the cell phone must be turned off and kept in the student's backpack. The student may only remove the cell phone from their backpack once the student has left the Assumption campus. If a phone is brought on campus and taken out of the backpack the phone will be confiscated. The first time a cell phone is confiscated and the student will receive a category one referral. The second time the cell phone is confiscated the student will receive a category two referral and a conference will be called with the principal, parents and student to discuss the issue.

CHURCH BEHAVIOR

All students are expected to be reverent and to participate while attending celebrations in church. Students are to wear uniforms with school sweater or sweatshirt. Free dress is not permitted on a liturgy day. *Parents will be called to bring a uniform and a referral may be given.*

CLASSROOM EXPECTATIONS

We believe that all students can behave appropriately in the classroom, at school-wide functions and at activity periods. A STUDENT WILL NOT BE ALLOWED TO INTERRUPT A TEACHER FROM TEACHING OR A STUDENT FROM LEARNING. We want to guarantee your child and all children at Assumption School the excellent learning environment they deserve.

The teacher handles discipline in each class. The teacher will communicate with parents when discipline problems arise. If, after this communication, the situation is not resolved, then a parent-teacher conference will be arranged. The principal in conference with the pastor is the final recourse in all-disciplinary situations.

Each teacher will send home a copy of specific classroom rules and expectations at the beginning of the year. Parents are asked to discuss these with their children.

If parents have questions or concerns, *the teacher is the first to be contacted*. Should the matter require further discussion, a joint conference with parents, teacher and principal will be arranged. If a concern continues, the pastor is brought into the discussion. If the concern is not resolved at the school site, the Superintendent of the Diocese of Oakland School Department can be contacted.

Parents are advised to insist that students work diligently to meet and maintain the “Approaching Standards” of the *Characteristics that Support Learning*. Failure to improve in these work habits and social development criteria will result in the student and parent being called in for a conference with the teacher to assist in improving the effort and conduct. Failure to come to agreement or to follow prescribed guidelines will result in the student not being invited back to Assumption. The purpose is always to assist the student and parents in the success of the student at Assumption School.

INAPPROPRIATE ITEMS

The following items are not appropriate to have at school unless specifically requested by a teacher or for use at after school programs. Any of these items taken out during the school day (7:30 a.m. to 3:15 p.m.) will be confiscated.

- Personal sports equipment, trading cards
- Key chain collections
- Gum
- Baseball bats
- Money
- Makeup
- Toys, dolls, comic books, etc.
- Cell phones, video games
- Skateboards
- Inappropriate magazines

LEAVING THE SCHOOL CAMPUS

No student is allowed to leave the school grounds during school hours without explicit written permission from his or her parents. The note must be given to classroom teacher and copied in the school office. Failure to comply with this policy will result in suspension.

CYO sports participants are to stay at carline until their coach arrives.

LOCKERS, CLOSETS & DESKS

Lockers, closets and desks are joint property of Assumption School and the students. Either tenant may access these areas at any time without notice.

PLAYGROUND EXPECTATIONS

Students are expected to exercise good sportsmanship and courtesy during recess and lunch play periods.

Yard duty personnel assist the faculty in supervising the play periods. Students are expected to treat these adults with courtesy, respect and obedience. Failure to comply with yard rules or lack of respect toward a yard supervisor may result in a Disciplinary Referral.

General Yard Rules

Students are required to eat lunch and remain in the designated area until the yard supervisor signals the beginning of the play period. No food may be taken to the playground at lunchtime or at recess time. The class must clean all lunch tables before leaving the lunch area.

Students are not allowed to run and/or play in the corridor area at any time. Students using The ARC must strictly adhere to the rules or lose the privilege of using this piece of equipment. One person is permitted on the ARC slide at a time. No pushing or shoving is permitted on any part of the playground, the hallway, or classroom.

If a student is injured on the playground, yard duty supervisors will take care of the student and then write a report for the principal and the office. To facilitate any emergency that may arise, all teachers and yard duty supervisors are to carry walkie-talkies in order to be in communication with the school office.

Five minutes before the end of the lunch period, a warning bell will be rung for classroom line up.

Additional Yard Rules

- Students are not permitted to take food or drinks onto the ARC or play area. All food and drink must be consumed by the benches in front of the classrooms or in the eating area for the younger grades.

- While eating in the lunch area all students must eat while sitting down.
- Dodge ball or any other activities that involve using a ball to hit someone is not permitted.
- Classes are encouraged to play with students either one grade below or one grade above their own.
- Students are not to hang out in the bathrooms.
- Electronic equipment, cell phones, and other personal electronic devices are not permitted on the yard (including staff – with exception to walkie-talkies).
- Students are to keep their hands to themselves at all times! Fighting of any kind may result in suspension. Hands are for helping, nor hurting.
- The following areas on the yard are off limits:
 - Area around electronic gates.
 - Area behind the bathroom near fifth, sixth and seventh grades.
 - Students should not play beyond the 8th grade classroom. Areas by the gym and Science Lab are off limits.
 - The 8th grade area is for 8th grade use only.
 - Yard duty personnel are in charge at all times. Any student breaking the yard rules may receive a Disciplinary Referral by the yard duty personnel.

STUDENT SEXUAL HARASSMENT POLICY, DIOCESE OF OAKLAND

ANTI-BULLYING AND HARRASSMENT POLICY

All schools in the Diocese of Oakland are committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care.

Why we have adopted an anti-bullying and harassment policy

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore the Diocese of Oakland has adopted this policy to ensure that our schools prevent and respond to bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

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 e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.
- **Cyberbullying** is when a student repeatedly uses their cell-phone, text messages, e-mails, 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 or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students talk it through.

What is harassment?

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

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy. All complaints shall be directed to the teacher, program director, and/or the principal to investigate and allow for due process.

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. For these reasons Assumption School has adopted the Social/Emotional Program, *Positive Discipline*.

The tools and concepts of *Positive Discipline* include:

- Mutual respect. Adults model firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.
- Identifying the belief behind the behavior. Effective discipline recognizes the reasons kids do what they do and works to change those beliefs, rather than merely attempting to change behavior.
- Effective communication and problem solving skills.
- Discipline that teaches (and is neither permissive nor punitive).
- Focusing on solutions instead of punishment.
- Encouragement (instead of praise). Encouragement notices effort and improvement, not just success, and builds long-term self-esteem and empowerment.

VANDALISM

The appearance of the school and the way it is kept have a great deal to do with the reputation of the school. Care shown for school property portrays pride and good spirit. For these reasons, all children are expected to take great care of whatever school property is provided for their use (desks, furniture, books, computers and software, audio-visual aids, physical education equipment, and all parts of the building).

The school is co-tenant of the closets and lockers and reserves the right to search closets and lockers when deemed necessary by the principal.

Students and their parents/guardians are liable for all damages to equipment or school property, including graffiti and carvings in the bathrooms.

It is the responsibility of the parents/legal guardians to pay for property damages not to exceed ten thousand (\$10,000) due to willful misconduct by the child. Grades, transcripts, or diploma will be withheld until the damages are paid.

EXTENDED CARE

GOALS

The ultimate goal of the Extended Care Program at Assumption School is to extend the philosophy of the school into the after school program. We provide a safe and caring environment, in a Christ-like setting, for the academic, social and emotional needs of our students.

HOURS

The Extended Care Program is offered only on days that school is in session, unless otherwise noted in the school newsletter.

Daily 7:00 a.m. –7:45 a.m.
 3:00 p.m. – 6:00 p.m.

Minimum day 12:00 p.m. - 6:00 p.m.

Extended Care closes promptly at 6:00 p.m. Parents will be charged \$1.00/minute, per child, after 6:00 p.m. Fee is due and payable at time of pickup. After the third late pick up, the charge will be \$2.00 per minute, per child, payable at time of pickup. There will also be a \$15.00 fee in addition to the minute charge for late pickup beyond ten minutes

CHECK IN AND CHECK OUT

Students MUST report to the Extended Care room immediately following dismissal if they are not going directly to carline. If they are not picked up at carline, they will be escorted to Extended by the teacher. **Only parents or Previously Designated adults may sign the student out of the program.** WRITTEN permission must be in our file in order for a person other than a parent to sign a child out of Extended Care. If parents cannot be reached, if the child becomes ill, or the child has not been picked up by 6:00 p.m., persons designated on the registration form will be contacted and asked to pick up the child and sign the child out of the program.

WRITTEN PERMISSION MUST BE GIVEN IF A PERSON OTHER THAN A PARENT OR PREVIOUSLY DESIGNATED PERSON IS TO PICK UP YOUR CHILD.
THERE ARE NO EXCEPTIONS TO THIS RULE.

Persons authorized to sign out children from the Extended Care Program must be at least **18 years of age** and listed on the Extended Care registration form. Siblings 16 years and up may pick up if we have written permission on file. Please complete the form we have here at Extended.

Any person not listed on the registration form must have written permission from a parent before a child will be released. This is for the safety of the children and is a School and Diocese regulation. Permission to be excused for extracurricular school related activities including CYO, tutoring, scouts, music etc. must also be submitted in writing by parents. Parents are responsible for making arrangements with coaches for children to be picked up and then walked back to Extended if they are returning that day after practice. Extended Care is considered to be an extension of the school day. Once a student has left school for the day, they may not return and attend Extended.

Special custodial circumstances should be made clear in writing. A parent cannot be denied pickup without a court order on file with us here at Extended.

DISCIPLINE

Extended Care follows the same discipline guidelines used during the regular school day. Every child is expected to abide by rules set forth by Extended Care; respect self, others, property and to take responsibility for one's actions. If a child violates these standards, a warning will be issued. If the problem continues, a conference will be held with the parent and the director. The principal may be called in depending on the seriousness of the action. Inappropriate behavior may result in the child being temporarily removed from the program. Students must stay with the class at all times. Students must inform the teacher in charge if leaving the area for any reason at any time. Students may not have visitors who are not members of the school.

EMERGENCY PROCEDURES

School insurance covers all the children in the program. Fire and earthquake procedures will be the same as during school hours. Please refer to the parent handbook. A copy of your Student Emergency Health form completed and signed by a parent will be kept on file in the Extended Care room. This form includes pertinent health and emergency information along with the names of authorized persons permitted to sign your child out. All deviations from persons listed must be submitted **IN WRITING** and signed by the parent. Please update this important information as needed.

FEES AND COSTS

Extended Care has a pre-paid coupon system. Coupons may be purchased prior to using the Program. Parents "pay" each day with a pre-paid coupon at the time of service. When a student is picked up, parents sign the student out and pay for the appropriate amount of coupons used that day. Fees start from the time they arrive until picked up by parents. Students are not charged for the time they are at CYO practice.

Our fee is \$6.00 per hour, and \$3.00 per half hour for registered students, and \$10.00 per hour for unregistered students for the first visit only. After that the student must then register and pay the registration fee. Coupon books may be purchased in the School Office or directly from

Extended Care. There is no expiration date on the coupons and they may be used from year to year.

Coupons are to be received in a timely manner. If, after three visits or requests for payment, the balance has not been paid, or prior arrangements made, there will be first a \$5.00 charge. After that, a \$35 fee will be assessed to your account. Your child may also be excluded from the program for lack of payment until the amount is cleared.

Checks are to be made out to Assumption School Extended Care. Please do not include checks with Tuition payments. There will be a \$25.00 fee for returned checks. The month of June will be billed on a pre-payment basis. Forms are completed the last week of May. Please feel free to call Mrs. Rudiak with any questions or concerns.

FORMAT

There will be a time scheduled each day for outdoor games and activities, indoor activities including games, arts, crafts, art, puzzles, contests, a reading corner, drawing, projects and enrichment programs. Our Homework Room provides a quiet room with help from a teacher aide and reference supplies. Students bring their own pencils and paper to the homework room.

GRIEVANCE

Parents should first direct their concerns to the Program Director. If an agreement cannot be reached, the Director will make an appointment with the principal to discuss the concern with the parents at a mutually acceptable time. We welcome feedback and encourage folks to drop by with questions or ideas!

ILLNESS

If your child has a special health issue, please notify us in writing and on the registration form. If needed, appropriate instructions should also be provided. If medication is to be taken during Extended Care time, a form needs to be completed by parent and/or child's physician. If your child becomes ill while attending Extended Care, parents will be notified and asked to pick up their child as soon as possible. We do not have facilities for caring for ill children at Extended. For safety and consideration of other students their families and staff, children may not return to Extended Care until they have been fever, vomit, diarrhea, and other communicable illness free for 24 hours. The sick child will benefit and fewer children will be exposed to illness.

REGISTRATION

Every student admitted to the Extended Care Program must have a Registration Form and Emergency Information Form on file with us. **The registration fee is \$ 60.00 per family and is due by Friday, August 31, 2018. After that date, the fee is \$75.00 and will be assessed on the first day of attendance in the program.**

SNACK

Snack will be served each afternoon. If your child is on a special diet, or has a food allergy, please send *written* notification. If your child is severely allergic, we ask that you send in specially marked snacks for them, and we will keep them just for your child. On minimum days, please send a lunch with your child. On regular days snack will be provided in the afternoon. Kindergarten children must bring their lunch every day unless they are using the hot lunch program. No glass containers please.

MISCELLANEOUS

Change of address or telephone numbers should be reported immediately to the Director and school office. Children may not bring gum, candy or money to Extended Care. Toys from home are permitted but only if they are labeled with your child's name. Please remember to only send toys that your child feels comfortable sharing.

Electronic toys are not allowed. Cell phones are permissible but must be kept in backpacks at all times. The school and Extended are not responsible for any loss or breakage of anything brought from home.

Extended Care staff will not be able to walk children down to parents waiting in a car in the parking lot. We cannot leave other children unsupervised while walking an individual child to the parking lot. If you call ahead, we will be happy to have your child waiting and ready to go when you arrive at Extended.

We are all dog lovers at Extended. Unfortunately, dogs are not welcome to visit Extended Care. This is following Diocese policy and a safety issue for the children. Most dogs love us, but it only takes one bite to do a lot of damage physically and/or psychologically. Thank you for your consideration of our little ones.

Once a student has been signed out of Extended Care, he may not return that day to Extended Care.

**The Extended Care Program reserves the right to amend the handbook for just cause.
Parents will promptly be notified if changes occur.**

FINANCIAL

CHECK POLICY

Any check that is written to Assumption School, PTG, Extended Care, Auction, Festival etc. that is returned will be charged a \$25 returned check fee. After two bounced checks, only cash, cashiers checks or money orders will be accepted.

CONSUMER CHEX

Consumer Chex is a program supported by families of the school and parish. The profit that is made from this fundraiser directly benefits the school. It is a unique fundraiser, as parents are not required to purchase any items they would not normally buy.

Consumer Chex are gift cards that are purchased for the purpose of buying groceries, gas, clothing, coffee, etc. Consumer Chex orders are received by the teacher and placed in the classroom envelope. Chex orders are filled and returned to the teacher's box the following school day. Chex are then given to the student to be brought home to the parent.

Purchase of Consumer Chex can be credited towards the Parent Fundraising obligation for a stated **percentage** of each Chex purchased.

FACTS

In our continued efforts to offer the highest quality of education and at the same time keep our operations efficient and cost effective, we are using FACTS Tuition Management Service to manage our tuition payment process.

We believe the FACTS program is beneficial to the school and our families for the following reasons:

1. Parents benefit by not having to write and mail a check every month; payments are made automatically via your checking account or savings account on the 5th or 20th of each month.
2. Both parents and administration benefit by having their tuition account activity and balances available online 24/7.
3. The FACTS program saves a great deal of administrative time and cost associated with billing, posting, and collecting tuition. The savings realized from utilizing the FACTS program can be directly invested into the educational programs of our students.
4. With FACTS you can be assured of the protection of your bank account information. Neither FACTS nor the school will have direct access to your checking account.

Families are offered two options to pay tuition:

1. Full payment paid by check directly to the school on or before August 1, 2018.
2. A one, two or ten month payment through the FACTS system made automatically by electronic funds transfer from an active checking or savings account on the 5th or 20th of each month, beginning in August, 2018.

To view your account online, go to the Assumption Website and click the FACTS link under the *Parents and Families* menu.

New and inactive FACTS families have until June 20th to enroll in the FACTS system.

FAMILY SERVICE PROGRAM

Parental involvement at Assumption School is essential to the success and life of the school. Two crucial goals are sought through parent involvement. Primarily, it affords a means and an opportunity to create a community of active service that is essential in a Catholic school. Secondly, it provides the opportunity for parents to gift the school with their time, talents, and energy, thus assisting the faculty and administration in offering excellent education.

Parental involvement is a responsibility and obligation of all families of the school. Families are required to fulfill a minimum of 30 hours of service to the school. In the case of a single parent home where the student is the sole responsibility of only one parent, 15 hours of service will be required. *To be eligible for single parent status, a letter must be sent to the principal each year explaining the family situation and approval must be given by the principal.* Service hours will not be given until the Safe Environment training has been completed and a certificate is on file in the school office

Although donations of time, talent and service are primary to this program, there exists the option for a family to make a financial payment in lieu of participation in the service program. The minimum financial payment will be \$900.00 per family (\$450.00 for single parent families).

All families will sign a contract agreeing to participate in the service program at the time of registration. No child will be accepted into the school until such a contract is signed. The school will provide parents with a comprehensive list of needed services to the school. This should make the task of choosing possible activities an easy matter for parents. This list will be available at the time of registration and will be updated throughout the course of the school year. Any outstanding hours as of April 30th will be assessed at the rate of \$30.00 per hour, *payable in May, 2019*. Failure to pay your service hours in full by the May deadline will result in a \$35 late fee.

Not completing the service hour commitment jeopardizes the 8th grade students' participation in graduation activities, as well as enrollment for K-7 students for the following school year.

FINANCIAL ASSISTANCE

Assumption School offers tuition assistance to those families who qualify. The primary purpose of the Tuition Assistance Program is to provide financial assistance to those families who would otherwise be unable to send their child(ren) to Assumption School for a Catholic Education.

The following are general guidelines governing the Tuition Assistance Program. Tuition Assistance can only be offered after one successful year at Assumption School has been completed.

- A) All requests for, the review of, and decisions on Tuition Assistance will be held in strictest confidence. The names of applying families will be known only to the committee, principal and pastor.
- B) Any family in the school may request assistance. Some families may meet the requirements for tuition assistance for the Diocesan FACE or BASIC program.
- C) Only tuition assistance will be given. All other financial obligations including registration, Fundraising, and Service Hours remain.
- D) All requests for tuition assistance must be made through the FACTS Grant and Aid. In addition to an application, forms such as W-2 and recent tax return are required. The principal will notify all requesting families, in writing, of the decision on tuition assistance in late May/early June. The assistance will commence the following year.
- E) Emergency situations sometimes place families in difficult financial circumstances. There are modest sources available to aid families in hardship cases. To apply for emergency assistance families will be required to complete all FACTS Grant and Aid paperwork. All that is possible will be done to ensure that no family will be forced to leave Assumption School due to unforeseen difficulties.
- F) A grant of tuition assistance requires families to pay tuition on time. Failure to pay tuition on time may result in losing the tuition assistance grant.

FINANCIAL DELINQUENT TUITION POLICY

The faculty and staff are dedicated to the students of Assumption School. In order to give them the quality education you have come to expect, tuition must be paid as agreed upon in the contract signed for the new school year.

Assumption School maintains a policy that addresses the matter of delinquent tuition, as well as, other financial obligations of parents who send their child(ren) to the school. The following are important guidelines that the school board has adopted to govern this matter.

- A) Prior to the start of a school year all tuition and contractual fees, including outstanding Registration, PTG, Extended Care, Auction, Service Hour, Choice Lunch and Fundraising

Program monies from the previous year, must be paid in full before a returning child is admitted. All new students will be admitted only upon the full payment of the registration fee.

- B) Tuition is automatically debited from your checking account on the 5th or 20th of the month, depending on your FACTS agreement. In the event a payment is returned due to insufficient funds, a FACTS insufficient funds fee of \$30 will automatically be assessed to your account. FACTS will make another attempt at withdrawing the funds for the current month's payment. If the funds are still not available after the second attempt, your account will be automatically charged an additional FACTS Returned Payment Fee of \$30.
- C) After two failed attempts at retrieving the monthly payment from your account a \$35 late fee will be assessed by Assumption School. You may receive a phone call to discuss the situation and a schedule will be established to bring all payment of tuition up to date as soon as possible. If three successive attempt to collect your payment fail, you will be required to remove your child until such time as all past due tuition payments have been received. *If there is a financial hardship or special circumstance needing our attention, please contact Joseph Petersen at 510-357-8772.*
- D) During the first or second trimester of the school year, families failing to comply with point "C" will be notified that their child(ren) will not be accepted at the school at the start of the next trimester. For these same families full payment of all outstanding financial obligations must be made before any "consideration" is given for re-admittance to the school. During the remaining trimester of the school year, any family failing to comply with point "C" will be asked to leave the school at the end of the year.
- E) If a family is late in paying tuition more than two times during the school year, the only payment options available beginning the next school year will be a 20 payment plan with tuition being automatically debited from your checking account on the 5th and the 20th of each month. If tuition payments are not made before the start of the next trimester, the student(s) will not be allowed to attend classes on the first day of the new trimester. The option of making 10 payments will not be available to families affected by this policy.
- F) Any family leaving Assumption School with outstanding tuition or other monies will have a letter forwarded to the principal, school board, and/or business administrator of the school informing them of the outstanding debt. In addition, the school will pursue all legal remedies to collect outstanding monies due it.
- G) All parents will agree to this policy by signing the registration contract. By signing the Assumption School Tuition Contract of Financial Responsibility, you, the parent, have agreed to pay according to your tuition schedule, as well as a registration fee. You have also agreed on service hours and a fundraising commitment.

FINANCIAL OBLIGATIONS

Tuition is the responsibility of the custodial parent/guardian. Parents/guardians should understand clearly the financial obligation, which they assume when enrolling children at Assumption School. All financial obligations must be paid in a timely manner throughout the school year and all accounts must be current by June 1st.

FUNDRAISING

Fundraising is an important component to the tuition fees of each family attending Assumption School. The fundraising obligation for the school year is \$400 for a two-parent family and \$200 for a single parent family. *To be eligible for single parent status, a letter must be sent to the principal each year explaining the family situation.* The fundraising commitment may be paid monthly in addition to tuition or the obligation can be met through the numerous fundraisers offered by the PTG and through the Consumer Chex program.

Assumption School's office tracks the fundraising component and issues a report to each family several times a year. The fundraising commitment must be fulfilled no later than April 30th of each school year. Failure to pay your fundraising in full by the stated May date will result in a \$35 late fee. **Not completing the fundraising commitment jeopardizes the 8th grade students' participation in graduation activities, as well as enrollment for K-7 students for the following school year.**

TUITION

Tuition is a yearly rate payable on an annual, semi-annual, or monthly basis. Your annual tuition, including fundraising, is not tax deductible as a charitable contribution.

MEDICAL

HEALTH PROGRAM

The health program in the school is conducted by a Health Chairperson with consultative services available through Alameda County Health Care Agency, from PTG, and volunteer parents. These services include:

M.C.T. (Modified Clinical Test) This vision exam is given by a licensed optometrist to all new students as well as those in grades K, three, and six.

Audiometric Testing is for all new students and students in grades K, two, five and eight.

Scoliosis Screening is for all 5th and 7th grade girls and 8th grade boys.

If parents suspect their child has a vision or hearing problem, they may contact the Health chairperson to arrange for a Snellen vision test or an audiometric exam, at any time during the school year.

Special Health Problems

If a child suffers from any type of seizure disorder, diabetes, epilepsy, serious allergic reactions, severe asthma, cardiac abnormalities or serious visual deficiencies requiring special considerations, parents must alert the teacher, the school secretary, and the principal. Appropriate instructions must be provided in writing.

Illness Procedures

A child who becomes ill at school will be sent to the office to be checked by the school secretary. Parents will then be notified regarding the health condition of the child. Since there are no health personnel at the school to take care of sick children, it is necessary for parents to make arrangements for their sick child as soon as possible.

Cast/Brace Safety Policy

A student with a fracture, or other serious orthopedic condition, may not return to school until the part is properly casted. A doctor's note is required, and must include diagnosis, treatment, permission for school attendance, and specific instructions regarding limitations and precautions. The parent must also submit written permission. For the first week of school attendance, the student will follow Assumption's safety protocol. This includes restricted participation in large group activities, such as assemblies, recess, and lunchroom. Comfortable, safe seating, and the company of friends will be provided.

Communicable Diseases

All communicable diseases should be reported to the school office upon discovery. A doctor's permit must be submitted upon the student's return. Such diseases include: polio, ringworm, smallpox, scarlet fever, strep throat, tetanus, whooping cough, impetigo, lice, mononucleosis, and pink eye, etc.

Many illnesses are most contagious before diagnosis. If the child is kept home at the first sign of illness, fewer children are exposed and the sick child will also benefit. Suspicious signs are the same for many diseases: chills, fever, headache, aching back, swollen neck glands, tight and dry cough, or runny nose. **Please keep children home if they seem ill and do not permit them to return to school until they are "fever free" for a period of twenty-four hours.**

Upon a student's return, a written excuse dated and signed by a parent must be submitted explaining the reason for the absence.

INSURANCE

A notice is sent home in the beginning of the school year explaining the student insurance policy covered by the Oakland Diocese. In case of an accident, please contact your insurance first and then complete a form that can be obtained from the school office.

MEDICATION

General Policy

No pupil shall be given any medications during school hours except upon the written request from a licensed physician who has the responsibility for the medical management of the student. The parent or guardian must sign all such requests.

Responsibility of the Parents or Guardians

1. Parents or guardians will assume full responsibility for the supplying of all medications.
2. **Students may bring no medications to school.**
3. Medications are to be delivered to the office by an adult.
4. Cough drops must be delivered to the school office with a note describing use from the parent.

Responsibility of the Physician

1. A request form* for each medication must be completed by the student's physician, signed by the parent or guardian, and filed with the school administrator or his/her designated representative.

2. The container must be clearly labeled with the following information:
 - Student's full name
 - Physician's name
 - Physician's telephone number
 - Name of medication
 - Dosage, schedule and dose form
 - Date of expiration of prescription
3. Each medication is to be in a separate container labeled as above.

Responsibility of School Personnel

1. Authorized school personnel will assist students taking medication. This shall be done in accordance with the physician's instructions.
2. All medications administered by school personnel must be kept locked in a secure place in the office under appropriate temperature conditions.

"Over the Counter" Medications

No aspirin, Tylenol or other "over the counter" medications will be administered to a student by any school personnel without authorization from the students' physician and parents. "Over the counter" medication must be turned into the office and labeled as specified for prescription medication in #2 above.

***The request for medication form is included in the addendum.**

Immunization Requirements

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

Immunization requirements became effective on July 1, 2016 per SB 277.

All Students must have a TB Screening completed prior to entrance to school. Acceptable screening is the PPD/Mantoux skin test or a physician's statement of "negative symptom screening" or "no risk assessment" is required. The risk assessment is mandatory for kindergarten and should be done within 6 months of entry. New students in all other grades must produce proof of a TB Risk Assessment performed within 2 years of entry.

Health Screening Examination

For new students in grades 2 through 8, a physical examination completed within the last 2 years meets the requirement. The Principal shall inform parent(s)/legal guardian(s) of prospective kindergarten or first grade students of this obligation and shall verify compliance before admitting the student to class. Health screening for kindergartners must be within six (6) months of entry to school. Proper evidence of compliance is the completed CERTIFICATE OF EXAMINATION FOR ENTRY INTO GRADE ONE, which should be placed in the student's file.

Students with current Medi-Cal eligibility and children from low-income families are eligible for a no-cost screening examination. Participating physicians and the local health department have income tables to determine eligibility. For students who register late, parents have thirty (30) days to comply. The State of California allows private institutions to put a stricter interpretation on the law.

Vision, Hearing and Scoliosis Screenings

The Principal shall follow the schedule as provided for vision, hearing and scoliosis screenings for all designated grades.

Results of the testing shall be recorded on the student's cumulative health record. (A written statement must be filed annually with the Principal by any parent(s)/legal guardian(s) seeking exemption from these examinations.)

Hepatitis B series is required for new K students. The series takes six months to complete. The Alameda County Immunization Assistance Project at 1000 Broadway in Oakland can give more info. Call 510-628-7730.

All 7th grade students are required to show proof of three Hepatitis B vaccinations and two MMR (measles, mumps and rubella) vaccinations.

Varicella (chickenpox) vaccine is also required.

A new school immunization law requires all students entering 7th through 12th grades in the 2011-2012 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap.

Pertussis is a very contagious respiratory disease that can be severe and last for months. The immunity received from either early childhood immunization or pertussis disease wears off over time, leaving older students and adults susceptible again to pertussis. Immunization with Tdap can protect students, schools and communities against pertussis.

The new requirement affects all students – current, new, and transfers – in public and private schools. The law has two phases:

For 2018-2019 and future school years, all students entering into 7th grade will need proof of a Tdap shot before starting school.

A student may not begin classes unless all the required immunizations are submitted to the school office before school begins.

All staff and regular volunteers must have verification of a current negative TB test on file in the office.

Severe Allergy Policy

If medication is required due to severe allergy, the school cannot and will not be responsible for medication to be injected by hypodermic syringe. The child will be transferred to the nearest emergency facility for immediate care. The school cannot guarantee that a trained person would be on the premises at all times. The school does not carry malpractice insurance. We provide only the necessary first aid until the parent or medical emergency services can arrive.

There are a few children who immediately become anaphylactic. This happens within minutes and requires immediate treatment, even before emergency units could arrive. Because of this, pharmaceutical companies, such as Central Laboratories, have developed an injectable-pronged device called the Auto-Injector that is much safer and could be administered by lay personnel. Since the principal and/or school secretary are on campus at all times, it is recommended that they be the ones to administer this type of medication if the need arises. This should not be delegated to the Health Chairperson or other volunteers.

Provided there is a written directive from the child's attending physician and a written directive from the child's parent to the school principal and school secretary who have been authorized and prepared, the principal will make sure that the medication to be administered is one of the Epi Pen Auto Injectors.

Diocese Of Oakland Information Regarding Use Of Epi Pens and Inhalers

All medications must be secured in the school office (Exception: back up of inhalers and epi-pens may be secured in the classrooms as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:

- Risk of not carrying medication
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

PARENTS/GUARDIANS

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 its sole discretion.

CLASS VISITATION BY PARENTS

Parents are welcome to visit their child's/children's class in order to become familiar with the course of instruction at Assumption. Such visits require prior coordination to ensure that the visit provides the utmost value to the parent and does not interfere with testing periods or special activities. Permission to visit a classroom must be obtained by contacting the teacher and making an appointment. Visitors and volunteers to the school must sign in and out at the office, and wear a visitor badge. Visits are limited to 30 minutes.

CLASSROOM HELPERS

All classroom helpers must follow the guidelines of the Safe Environment Program as set forth by the Diocese of Oakland. This program requires all classroom volunteers to attend Safe Environment training. Megan's Law must screen all classroom, field trip, and school volunteers.

Classroom helpers must sign in at the office and an Assumption faculty member must supervise students at all times. **Children and younger siblings of helpers who do not attend Assumption School are not permitted to be present during volunteer time or class parties, as directed by the Diocese of Oakland Benefits and Insurance Department.** A PPD test is required if the classroom helper volunteers more than twelve hours per month. Classroom helpers must consult with the teacher regarding needed supplies if doing a class project.

COMMUNICATION

A newsletter, informing parents of pertinent information, is available weekly on the school website. All announcements, group emails, communications or flyers sent home from school must have prior approval of the principal. If you would like to request information to be added to the Family Envelope, the office must receive it by 3:00 p.m. on Mondays.

If we have material that cannot be viewed online, like Auction invitations, etc., we will continue to put them in the manila Family Envelope you receive on Wednesdays. Please remember to look inside your Family Envelope to see if there is any information that needs your attention.

Questions and Concern

If parents have concerns or questions, the teacher is the first to be contacted. Should the matter require further discussion, a joint conference with parents, teacher, and principal will be arranged. If a concern continues, the pastor should be contacted. The Superintendent of the Diocese of Oakland School Department can be contacted if no resolution is received after speaking with the principal and pastor.

Messages/Lunches

Lunch must be provided for each day. Parents are not to go directly to the classrooms to deliver messages or lunches. All visitors should come to the school office and sign in. If a lunch is brought to school for a student, it should be clearly marked with the child's name and grade and brought to the school office and the student can pick it up at lunch time. For safety reasons, **lunches should never be handed over the school fence.** No soda or energy drinks are permitted.

Telephone

Students will be called to the telephone during school hours only in case of emergency. Important messages will be delivered to the students.

Students may use the school phone only with permission from the office staff.

Cell phones must remain in the student's backpack during the school day. **The cell phone may only be used after the student has left the campus.** It is not the school's responsibility to monitor cell phone use beyond school hours. Cell phone use is for the safety of the student after they have left the Assumption campus.

FAMILY COOPERATION/REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE

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

Parents may not disturb a teacher during school hours. Arrangements for an appointment should be made prior to the parents' arrival either by note, email or phone. If a matter requires immediate attention, leave your name and telephone number at the office and the teacher will call you when s/he is available. **Do not call teachers at home.** The morning before school is not an appropriate time for a conference unless arrangements have been made with the teacher. Teachers are preparing for their classes at this time.

FAMILY ENVELOPES

The regular method of school-home communication is the *Trojan News* online family newsletter, which is posted every Wednesday. Parents are asked to read all attachments and flyers.

FORGOTTEN ITEMS

Children are responsible for bringing assignments and supplies to class and therefore will not be allowed to use the school telephones to request that parents bring forgotten items. In the event that a parent needs to leave an item for a child, the item should be plainly marked with child's name and grade and must be left at the school office. **Parents should NOT disturb classes by bringing items to the classroom.**

LOST AND FOUND

Lost and found items are brought to the school office. It is essential that all articles of clothing, lunches and other personal belongings be marked clearly with the student's name and grade. **Lost items will be donated to charity at the conclusion of each trimester.**

MESSAGES

Interrupting class time to relay messages is disruptive to the class. **It cannot be done.** Please take care of all reminders before your child leaves for school. Please note that the school secretary cannot be expected to assume the responsibility.

NON-CUSTODIAL PARENT

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

NOTIFICATION OF TEMPORARY GUARDIANSHIP

It is of the utmost importance that parents notify the classroom teacher and office regarding the guardianship of their children should the parents plan to be out of town. The name, address, phone number, and cell phone number of the caretaker must be given to the school office and to the homeroom teacher.

ROOM PARENTS/ROOM REPRESENTATIVES

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

SAFE ENVIRONMENT FOR CHILDREN

The U.S. Conference Catholic of Bishops and our Diocese to ensure a safe environment for our children mandate the Safe Environment for Children Project. There are several components to the program. There is a curriculum component for grades TK – 8 concerning child safety, with a special emphasis on child abuse and its prevention. The Diocese provides materials for classroom teachers.

Another component is the mandatory training of all staff members, parents, and volunteers. The training is offered online to ensure accessibility. **If a parent or volunteer does not complete the training s/he will be unable to work in a classroom, field trip or fundraiser where children are present.** There is also a component requiring that all parents and volunteers be screened through the Megan's Law process. All staff members are fingerprinted as part of the hiring process.

SCHOOL DIRECTORY

No one has permission to use the school directory or telephone tree without the authorization of the pastor or principal. The school directory is not to be used for any purpose other than for what it has been intended. It is to be used for members of the school community to call other members of the Assumption community on school business or social business.

STUDENT BIRTHDAY CELEBRATIONS

Due to food allergies please note that birthdays can be celebrated at school by donating a board game, book and/or other class resource to the classroom for their birthday. Thank you for wanting to celebrate your child with their class.

VISITORS ON CAMPUS

We are a closed campus. Visitors or guests to the campus must sign in at the office and obtain a badge to wear. This pertains to all parents/volunteers working in the library, kitchen, hot lunch or classrooms.

VOLUNTEERS

All volunteers must "sign-in" in the school office and wear a "**Volunteer**" badge while on campus.

Health

All Volunteers who work at the school site twelve or more hours a month must have TB Testing. It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two years. If a new volunteer has not had PPD test in more than four years, and the volunteer is over the age of 35 years, a two step skin test procedure is required. If a skin test is positive, a chest X-ray is needed, one time only.

Megan's Law Screening

1. All volunteers MUST attend Safe Environment training.

2. 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. This is to be done by following the Diocesan procedures.
3. All volunteers who participate in any overnight experiences (e.g. Environmental Education 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. This is done by following the Diocesan procedures.

In addition, any volunteer who has contact with or access to children may be screened.

SAFETY

ALCOHOLIC BEVERAGES

Serving alcoholic beverages of any kind presents a substantial liability exposure. The following guidelines are suggested to help minimize the loss exposure to the parish/diocese.

1. No alcohol may be served to anyone under the age of 21. Identification must be checked.
2. The alcohol service for an event should be catered whenever possible. The caterer must provide evidence of full liquor liability insurance. Please refer to the Insurance and Benefits Department for assistance in such cases. (510-893-4711)
3. Open Bars are not allowed at any event. Use of tokens or other means to restrict the number of drinks available to a single person is strongly encouraged.
4. Substantial food must be served at any event where alcohol is served.
5. Non-alcoholic beverages must be offered at any event where alcohol is served.
6. Designated bartenders must be used. Bartenders may not drink alcohol during the event.
7. Liquor must be measured when drinks are poured.
8. All steps must be taken to prevent participants from becoming intoxicated. Alcohol sales must be cut off at least one hour prior to the end of the event.
9. Bars are to be posted with a Proposition #65 sign warning of the dangers of alcohol.

Use Of Alcohol On School Premises

1. Alcohol will not be served or consumed on school premises during the school day.
2. Children will not serve alcohol.
3. Alcohol will not be served or consumed during any school or parish sponsored field trip.

ARRIVAL PROCEDURES

Extended Care is available for students arriving from 7:00 a.m. until 7:45 a.m. Since supervision does not begin until 7:45 a.m., all students arriving before 7:45 a.m. must go directly to Extended Care. Students must arrive and be in their class line **before** the 8:00 a.m. bell.

Dropping Off

If you are dropping your child off from your car you must enter from School Street and follow the drop off line. All cars **MUST** pull forward. Leaving gaps between cars causes a backup on School Street. Cars in the drop off line must exit on Fulton Street.

Parking

If you are parking your car you must enter from Fulton Avenue and park in the designated area. **NO CHILD SHOULD BE DROPPED OFF IN THIS AREA.** All students in grades TK through 8 must be accompanied by an adult and walked across the designated crosswalk.

Walking

Walkers will only be permitted to enter the campus from one of two walking gates; the walking gate by School Street and the walking gate by the 2nd grade classroom. All foot traffic entering from Fulton Avenue will walk on the sidewalk in front of the church and rectory. This will avoid any contact with cars and will guarantee safe entry onto campus.

Students who are not in line by the 8:00 a.m. bell will be marked tardy. Unattended students arriving before 7:45 a.m. will be directed to Extended Care.

BICYCLES, BLADES, AND BOARDS

Bicycles must be walked on and off the school campus. They must be parked and locked in the bike rack area. Students riding bikes must wear helmets. No roller blades or skateboards are allowed on parish/school property at any time.

ACCIDENT INSURANCE

The Diocese of Oakland has adopted an insurance policy, which covers every student enrolled in school. When a child is injured and needs medical attention, parents should request a form from the office within five days. The policy covers injuries received going to or coming from school-supervised activities. After the school fills out its portion of the claim forms, the doctor completes the required information and parents mail the form to the insurance company. A description of the coverage is provided annually at the beginning of the school year. School staff documents injuries. The school secretary or a staff member will call home if any head injury occurs.

EMERGENCY PREPAREDNESS DRILLS

Earthquake Drills

Two earthquake drills will be conducted during the school year. A whole school safety dismissal drill will take place in alternate years.

Fire Drills

At the sound of the fire drill signal all students and adults will stop their work and vacate the building in silence. Each class goes to an assigned area on the playground where teachers will take roll. The principal or vice principal will check to see that all students and staff are accounted for before returning to the building. A class list or register is needed on hand at all times. The principal dismisses classes when drill is complete.

Intruder Drills

Two Intruder Drills will be conducted per school year. During Intruder Drills the school is placed on complete lockdown. An announced drill will take place in the fall and an unannounced drill will take place in the early spring.

Shelter In Place Drill

Once Shelter In Place drill will be conducted per school year.

DISMISSAL PROCEDURES

M, T, Th, F

Transitional Kindergarten through 8th grade – 3:00 p.m.

Wednesdays

Transitional Kindergarten through 8th grade – 2:00 p.m.

Students in TK-6 remain in overhang area in front of classrooms between the outside faculty and student rest rooms. Students in grades 7 and 8 remain in area between gym doors and bathrooms. Cars enter in one line from Fulton Avenue gate, form a horseshoe for pick up, and exit out Fulton Avenue gate near flagpole. Chosen grade 6 students act as a safety patrol, as well as all teachers at carpool.

Students not picked up within 15 minutes of dismissal are to be escorted to Extended Care by a supervising teacher.

No child is allowed to cross the traffic line unattended. Once car line has begun moving no student will be allowed to return to the classroom.

No games, cards, food, etc. are permitted during the dismissal period.

Children, who have **written permission** to walk home, or are accompanied by an adult, must use the 136th Avenue sidewalk near the science lab or the Fulton Avenue walk-in gate near the kindergarten play yard. Crossing the parking lot is not permitted during dismissal time.

EARTHQUAKE PROCEDURES

Earthquake Response

When an earthquake occurs, all students and adults present at school will immediately drop, cover and hold. Backs are to be toward the windows. Should students and/or adults be outside during this occurrence, they are to drop, cover and hold, away from any buildings or other structures.

Evacuation

If the earthquake is severe, the principal/survey team will give a signal to evacuate the building. After the exits have been checked and found clear of hazards, all students and adults will assemble at the designated assembly area.

At the Assembly Area:

1. Teachers will take roll and report to the principal.
2. Teachers will notify principal of any injuries and/or special problems.

Students and staff will remain outside until the principal, after checking gas and safety, gives the signal to return to the classroom.

Earthquake Dismissal

Should a serious earthquake occur, all students would be retained at school until dismissed into the care of an adult who has been designated by the parent. **NO CHILD WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL ONLY BE DISMISSED TO AN ADULT LISTED ON THE DISASTER DISMISSAL FORM.**

The adult to whom they are being released must show ID and sign out students.

In case of an emergency, adults will be allowed only at the designated pick-up area. This is for the safety of the children.

During And After

1. Although phone lines may be down and you may not be able to reach us, DO NOT PANIC. We will care for your children.
2. Follow policy of the school regarding dismissal of students.
3. DO NOT TAKE YOUR CHILD FROM SCHOOL WITHOUT SIGNING HIM/HER OUT. BE READY TO PRESENT IDENTIFICATION.
4. Students will be released from the Fulton Avenue gate. Please note: Fulton Avenue will be closed to cars at Evergreen. Those adults picking up students should park outside the barrier and walk through the Fulton Avenue gate.

A complete Emergency Preparedness Plan is sent home each year. The Diocese of Oakland Plan for Assumption School is located in the school office for parent review.

EMERGENCY FORMS

Each family attending Assumption School must have completed the *Daily Disaster and Dismissal* form, which is to be kept on file in the school office and in each child's classroom. The completed form will have the names of three persons other than the parents who can be called in case of emergency. Parents are responsible to keep data current by notifying the school of changes of address and phone number as they occur. Emergency forms are due to the office in early May of the previous school year.

GUM

Gum can be a choking hazard to a child, and is difficult to remove from rugs and furniture. Students are, therefore, not permitted to chew gum on school grounds before, during, and after school.

LIABILITY

The school does not assume any liability for injuries received on or about school premises before or after school hours. School hours are 7:45 a.m. until 3:15 p.m. Students should not arrive on school grounds before supervision is available at 7:45 p.m. Students arriving before 7:45 p.m. must report to Extended Care. Students must never leave the grounds on their own once they arrive in the morning. Students are to be picked up before 3:15 p.m. or checked in at Extended Care. Students must be in a supervised area at all times during the school day.

Any student on campus before 7:45 a.m. will be sent to Extended Care without exception.

STUDENT ACTIVITIES

ALTAR SERVERS

Catholic boys and girls in grades 4-8 may serve the school and parish community by assisting the priest in the celebration of Mass.

BAND PROGRAM

Assumption School has a band program regulated by M.U.S.E. Band is open to students in grades 3-8. Information concerning fees and requirements is sent home in the family envelope before the end of the school year and at the start of the new school year.

HOT LUNCH

Hot lunch is offered at Assumption School by Children's Choice. Lunch is ordered online at www.choicelunch.com.

CAMPUS MINISTRY TEAM

The purpose of the Campus Ministry Team is to develop leadership and responsibility in the students, and to provide service to the school, church and community. The Campus Ministry consists of President, Vice-President, Secretary, and several 6th, 7th, & 8th grade members. Incoming sixth, seventh and eighth graders are appointed to these offices by participating in an assessment process in early May which consists of an application, recommendations and an interview.

Specific rules and requirements for conduct and grades are made available to students and parents annually. In order to be eligible to apply for the Campus Ministry a student must have a minimum GPA of 3.0, a maximum of 3 tardies per trimester and 5 absences per trimester and markings of "M" in Work Habits on report cards for the school year.

CLASS PARTIES

Normally class parties are held at the following times during the school year:

- Halloween
- Christmas
- End of the year

Room parent involvement in organizing and assisting with class parties is done according to the grade level and individual preference of the teacher.

DANCES

Seventh and eighth grade students are invited to dances approximately seven times a year. Dances are a privilege that seventh and eighth grade students earn through good behavior, effort, and completion of all assignments. The Wednesday prior to the dance Junior High teachers will

give the principal the names of any students who have not earned the privilege of attending a dance due to poor behavior or missing assignments. When the class list is sent to the school hosting the dance those students who are not permitted to attend will be removed from the class list. These students will not be permitted entrance into the dance.

LITURGIES

Assumption School attends liturgies or prayer services in school families or in classes during each month. Students are expected to wear full uniform on liturgy days. If a student is not in uniform on a liturgy day the parent may be called to bring the uniform to school.

PARTY INVITATIONS & GIFTS

Please be aware that children's feelings can be needlessly hurt when they have been excluded from a birthday party or have not received a gift. We ask that you make every effort to include all the boys, or all the girls, if at all possible. Invitations may be given out on school grounds **only** if each child in the classroom receives one.

FAITH FAMILIES

A faith family consists of students from each grade level. The eighth grader, the school family leader, promotes a sense of community and responsibility within the family unit. Students grow in their knowledge of those in other grades and develop a sense of gospel values and community.

SOCIAL EVENTS

School-sponsored social events for students are approved at the discretion of the principal and pastor.

STUDENT LEADERSHIP TEAM

The purpose of Student Leadership Team is to develop leadership and responsibility in the students, and to provide service to the school, church and community. The SLT consists of President, Vice-President, Secretary, Commissioners of Athletics, Ecology, Media, Publicity, and Leadership Ambassador. Incoming sixth, seventh and eighth graders are appointed to these offices by participating in an assessment process in early May which consists of an application, recommendations and an interview.

Specific rules and requirements for conduct and grades are made available to students and parents annually. In order to be eligible to apply for the Student Leadership Team a student must have a minimum GPA of 3.0, a maximum of 3 tardies per trimester and 5 absences per trimester and markings of "M" in Work Habits on report cards for the school year.

YEARBOOK

The yearbook is published annually by the student Yearbook Club. It may be purchased for a fee and is distributed at the end of the year.

STUDENT RECORDS AND SERVICES

ACCESS TO STUDENT RECORDS

Student records are maintained by the school and are available for inspection by the student's parents or legal guardian in the presence of the teacher or principal. Please make an appointment with the principal to review student records. Records may not be removed from the school grounds. Assumption School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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

COUNSELING PROGRAM

Pursuant to Civil Code Section 6924 a minor child twelve years of age or older may be treated by the school counselor without parental consent if the school has a good faith belief that any of the following are true:

1. The student is mature enough to participate intelligently in the counseling program.
2. The minor would present a danger of serious physical or mental harm to self or others without counseling.
3. The minor is the alleged victim of incest or child abuse.

CUSTODY AND RELEASE OF MINORS

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized by the parent or guardian. In order to cooperate with student and family needs, the school must be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. Legal verification of these arrangements **MUST** be on file in the school office.

EXTENDED CARE

Students arriving before 7:45 a.m. will be required to go directly to Morning Extended Care, which begins at 7:00 a.m. The Extended Care program is available from 3:00 p.m. - 6:00 p.m. for students in grades TK - 8 whenever school is in session. There is no Extended Care Program on the last day of school before **Christmas**, on **Special Friends Day**, **Holy Thursday**, and on the **last two days of school** in June. On early dismissal days care begins at the time of dismissal. Participating students need to bring a lunch on these days.

The program accommodates “drop-ins” upon parental request. The supervising teacher will place students not picked up by 3:15 p.m. in Extended Care and parents will be charged accordingly. Payment is made with pre-purchased coupons, available at the school office or in Extended Care. Failure to pay Extended Care fees after three visits may result in a letter from the principal requesting payment and/or suspending use of the Extended Care service for your family.

LIBRARY

The library guidelines are as follows:

- An atmosphere of quiet and study must exist.
- Grades TK-3 are allowed to check out only one book per student, keeping it for the week.
- Grades 4-8 are allowed to check out two books per students and keep them for a two-week period.
- Reimbursement must be made for lost books.

RESOURCE PROGRAM

Assumption School has a qualified Learning Support Coordinator to provide extra academic help to students experiencing academic difficulty. A teacher may refer a student to the program if the student is struggling in one or more areas of study. A permission slip will be sent home to the parents before a resource specialist may see a student. If after working with the resource team a student continues to struggle, educational testing might be recommended. Parents will be contacted and permission must be given before educational testing can take place. When the testing is completed a Student Success Team (SST), made up of the student, parents, homeroom teacher, educational psychologist, resource specialist and principal, will meet to discuss the results of the testing, discuss any follow up testing that may be needed, and to create a plan for the student which will take the student’s learning style into account.

SCHOOL COUNSELOR

Assumption School has a school counselor available to assist students in social and emotional growth. The school counselor works in close collaboration with the family and classroom teacher to facilitate this growth. She is available for consultation with students and staff on three days a week from 8:30 a.m. - 2:30 p.m. Students may be referred by the classroom teacher, with the knowledge of the principal, to the school counselor. The school counselor without written parental consent may see students once. Parents wishing to consult with the school counselor, may request an appointment through the school office by calling (510) 357-8772.

SCHOOL PICTURES

School pictures are taken in September. Complete school uniforms including sweaters or sweatshirts are required. Money is due the day of the photos. Parents may purchase the pictures if they so desire, but there is no obligation to do so. There is a follow up day for retakes. Class pictures also will be taken and are available. Graduation pictures are taken later in the school year.

UNIFORM POLICY

UNIFORMS

Assumption School takes pride in its tradition of excellence that, it is hoped, will be evident to those who come in contact with representatives of the school. Students who are neat and well groomed help to establish and maintain an environment conducive to learning and good manners. Clothes must always conform to our rules of modesty, good taste, and appropriateness. The general norms of good grooming must be followed. Loose clothing, excessively tight clothing, dangling hair decorations, excessive jewelry, chains, dangling earrings, etc. are not permitted as they may create distractions in the classroom and can be a safety or health hazard. Student and parent cooperation is required. **The School Administration makes the final decision regarding student attire and grooming.**

Assumption School has a uniform policy that is strictly enforced. It is the responsibility of the student and parents/guardians to adhere to that policy. If a student violates the dress code a referral may be given and the student may lose their next free dress privilege. Parents will be called when a student is not dressed appropriately and requested to bring needed article(s) of clothing.

CLOTHING REQUIREMENTS

Please label all items of clothing clearly on inside tags with indelible ink.

Uniform Apparel

You are strongly encouraged to purchase uniforms from Bancroft Uniform, located at 590 Dutton Ave., San Leandro, CA 94577. Call toll free at 1-800-528-3623 or call their regular line at 1-510-638-1622. You can also visit their website at www.bancroft-uniforms.com. Items not purchased from the uniform company (shirts, shorts, and pants) must comply with the same style and shade of color. The administration has final judgment on the appropriateness of all student clothing.

The following are not allowed as part of the uniform:

- ❖ Clothing which shows any part of a student's underwear.
- ❖ Excessively loose, oversized clothing.
- ❖ Excessively tight clothing.
- ❖ Sweaters, sweatshirts, and jackets worn tied around the waist.
- ❖ Colored undershirts and white undershirts with logos or writing.
- ❖ Shoes with heels, buckles, wheels, lights, or boots
- ❖ Polo shirts hanging out below uniform sweatshirts.

Oversized clothing is defined as follows: Pants that do not sit at the waistline without a belt and shirts that hang too far off the shoulders and below the hip line.

All students are required to wear a uniform sweater or school sweatshirt for liturgies and on designated field trips where uniforms are worn.

Students should have a school sweater or sweatshirt with them every day at school.

Boys' Regulation Uniform Requirements:

- Shirts - Pullover knit or button broadcloth front white shirt.
- TK-8 - Navy knit short or long sleeve uniform shirt (Jr. High only)
- Knit shirts are available in long or short sleeve.
- Shirts must be buttoned and tucked into trousers or shorts.

- Tee shirts - Solid white, short-sleeved tee shirts without pictures or writing may be worn under the uniform shirt.

- Turtle Necks - Solid white turtle necks (**not** layered with white uniform shirt)
- TK-8

- Trousers TK-8 - Navy, uniform only, twill or cord trouser.

- Walking Shorts- Uniform navy blue walking shorts may be worn all year long. These shorts may not be shortened or altered in any way. Only uniform navy blue shorts are acceptable.

Students must have a uniform sweater or sweatshirt with them at school each day with name clearly written inside or outside.

- Sweaters - Grades TK-8 cardigan
- Grades TK-8 V-neck pullover
- Navy V-neck vest sweater TK-8
- Sweatshirts - Assumption School navy blue sweatshirts are optional for grades TK through grade 8.

- Grade 8 has the option of purchasing a graduation sweatshirt.

- Shoes - Oxfords/Athletic shoes (tie or Velcro) predominately navy blue, white, black, hunter green, red, brown or gray.
- Shoes may not have designs such as checked pattern, etc.
- No cartoon character or flashing light shoes is permitted.
- No boots, clogs, sandals or dress shoes are permitted.

- Socks - White, black or navy blue. Socks **MUST** be worn at all times.

- Hair
- **Neat and trimmed.**
 - Length not to exceed top of shirt collar.
 - Extreme styles are unacceptable.
 - Hair coloring, hair highlighting, hair tinting is not permitted.
 - **Students not in compliance with the hair policy will be given 48 hours to become compliant. Students not compliant after 48 hours will be sent home.**
 - **The School Administration makes the final decision regarding student hair and grooming.**
- Accessories
- No jewelry, including necklaces or bracelets should be worn to school except for a small crucifix.
 - Small post earrings for pierced ears may be worn.
 - No large hoops or dangles should be worn for safety sake.

Girls' Regulation Uniform Requirements:

- Jumpers
- Blue plaid (TK-3)
- Skirts
- Blue plaid (grades 4-8) Skirts must be a modest length.
- Slacks
- Navy blue twill uniform slacks purchased from the uniform company stores only may be worn by girls year round. No other navy slacks are acceptable.
- Blouses
- White midy blouse or Peter Pan collar for girls TK-3.
 - White Peter Pan collar TK-8.
 - White knit short or long sleeved uniform shirt Gr. TK-8.
 - Navy knit short or long sleeve uniform shirt (Jr. High only) Must be buttoned and tucked in.
- Tie
- Red midy blouse tie is optional for girls TK-3.
- Tee shirts
- Solid white, short-sleeved tee shirts without pictures or writing may be worn under the uniform shirt.
- Turtle Necks
- Solid white turtle necks (not layered with white uniform shirt).

TK-8

- Sweaters
Sweatshirts
- All students must have a uniform sweater or sweatshirt with them at school each day.
 - Grades TK-8 navy sweatshirt.
 - Grades TK-8 navy cardigan.
 - Grades TK-8 V-neck navy pullover.

- Grades TK-8 V-neck vest sweater.
 - Sweaters must have names clearly marked.
- Sweatshirt - Grade 8 has the option of purchasing a graduation sweatshirt.
- Walking Shorts- Uniform navy blue walking shorts may be worn all year long. These shorts may not be shortened or altered in any way. Only uniform navy blue shorts are acceptable. Shorts must be an acceptable modest length.
- Shorts not longer than the uniform skirt may be worn under the skirt. Nothing should hang below the uniform skirt.
- Socks and Leg covers
- White, black, or navy blue tights may be worn under jumpers or skirt during cold weather.
 - **Leggings/yoga pants are not allowed.**
- Socks - White or navy blue socks **MUST** be worn at all times.
- Shoes
- Oxfords/Athletic shoes (tie or Velcro) predominately navy blue, white, black, brown, hunter green, red, or gray.
 - No designs such as checkered patterns.
 - No cartoon character or flashing light shoes is permitted.
 - No sandals, hiking boots, clogs, and dress shoes are permitted.
- Hair
- Neat and trimmed.
 - Extreme styles, such as designs cut into the hair, are not acceptable.
 - Hair coloring, hair high lighting, hair tinting is not permitted.
 - **Students not in compliance with the hair policy will be given 48 hours to become compliant. Students not in compliance after 48 hours will be sent home.**
 - **The School Administration makes the final decision regarding student hair and grooming.**
- Accessories
- No make-up, colored nail polish or artificial nails, no jewelry, including necklaces or bracelets, or hair decorations should be worn to school except a small crucifix.
- Small post earrings for pierced ears may be worn.
 - No large hoops or dangles should be worn for safety sake.
 - Hats, bandanas, scarves may not be worn while in the building.

Uniforms must be appropriately sized for the child, no more than one size larger may be worn. Skirts may not be rolled at the waist or more than two inches above the knee.

P.E. Dress - boys and girls

- Athletic shoes must be worn on P.E. days.

General Regulations

- There is to be no changing of clothes on campus after school unless students are directed to do so for a supervised activity.
- All uniform sweaters should be clearly labeled. Students are responsible for their personal belongings.

Free Dress Policy

- Out of uniform privilege is given occasionally for special events. Parents are responsible for seeing that children wear appropriate clothing to school. Free Dress passes may not be used on liturgy days, unless specially directed.
- Walking length shorts may be worn during shorts' season. No biker shorts or lace leggings may be worn.
- All leggings, athletic tights, and "yoga" pants must be covered by a pair of shorts or a skirt that ends at the top of the knees.
- No short shirts or skirts. No tank tops. No sweatpants or pajama pants are permitted.
- No excessively baggy pants or excessively large shirts are permitted.

The School Administration makes the final decision regarding free dress.

If children come to school inappropriately dressed, parents will be called to bring a change of clothes.

PARENTS: PLEASE LOOK AT YOUR CHILD AS S/HE DASHES OFF TO SCHOOL SO THAT WE WILL NOT BE PUT IN THE POSITION OF HAVING TO SEND A STUDENT BACK HOME TO CHANGE CLOTHES.

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

2018 – 2019