



# **St. Bede Catholic School**

## **Family Handbook**

**2014 – 2015**

## **The Mission of Catholic Schools**

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

### **Mission Statement**

St. Bede Catholic School, a ministry of St. Bede Catholic Parish is a multicultural K-8 school, serving primarily the Catholic community of Hayward and beyond. We are committed to handing on the Catholic faith in its entirety, particularly the values of worship, social justice, and service to the community. Within a safe, nurturing and inclusive environment, we educate each child to become a disciple of Jesus Christ, by challenging and encouraging the student to develop to his or her fullest potential: spiritually, academically, socially, and physically.

### **Philosophy**

We acknowledge Jesus Christ as the foundation of St. Bede Catholic School. Fundamental to all aspects of our educational program is the integration of life with gospel values as proclaimed by the Catholic Church.

We believe that parents are the primary educators of their children. The school, as part of the greater parish community, assists parents. Through inclusive and extracurricular programs, the faculty and staff facilitate learning that is formative in the development of the whole child: spirit, mind, and body.

The environment at St. Bede Catholic School enhances the individual’s self worth, promotes an appreciation of the diversity of all people, and encourages moral responses to the events of daily life. Opportunities for worship and service enable students to develop a worldview, respond to the urgent call for peace and justice, and grow into responsible Christian leaders of their family, school, church, civic, and global community.

## Student Learning Expectations

We seek to instill in our students through our *Student Learning Expectations* a desire to pursue a faith-filled life and to experience confidence in their own ability to seek knowledge and to develop practical skills in a fluid society. It is our intention and hope to send forth people who are vital, committed members of parish communities.

As students of St. Bede Catholic School we are:



1: **Faith filled individuals** who show our love for God by praying, understanding the Catholic faith, and treating others with compassion

2: **Global citizens** with Catholic values who show respect for ourselves and others by making health choices and serving the local and global communities



3: **Lifelong learners** who develop skills for success by learning new things, working together, and always doing our best

4: **Effective communicators** who respectfully communicate in the modern world by listening carefully, speaking thoughtfully, and writing clearly



**a. Diocesan Statement**

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 student 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, Catholic schools in the Diocese of Oakland do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin. St. Bede Catholic School, as one of the Catholic School in the Diocese of Oakland, complies with the above. See also the Administrative Handbook for Catholic School of the Diocese of Oakland.

## **St. Bede Catholic School Faculty and Staff 2014-2015**

### ***Administrators***

Pastor	Father Seamus Farrell
Principal	Mrs. Jocelyn Pierre-Antoine
Vice Principal	Mr. David Wolf

### ***Office Staff***

Secretary	Ms. Ninfa Galindo
Bookkeeper	Mrs. Linda Tikkanen

### ***Instructors***

Kindergarten	Mrs. Jennifer Silva
Grade 1	Mrs. Janine Durana
Grade 2	Mrs. Sue Barton
Grade 3	Ms. Veronica Jarata
Grade 4	Ms. Jeneen Ashmore
Grade 5	Ms. Tiffany Ho
Grade 6	Mr. Ryan Fitzpatrick - LA/Literature 6,7 & 8
Grade 7	Mrs. Kristina Denison - History/Religion 6,7 & 8
Grade 8	Mr. David Wolf - Math/Science 6,7 & 8
Technology/Music	Ms. Majalyne Paguio
Physical Education	Ms. Stacie Moura
Band 3 – 8	Mr. Peter Cornell (M.U.S.E)

### ***Instructional Assistants***

Primary/Extended Care	Mrs. Olga Miranda-Small
Kindergarten/ K – 4 Technology	Mrs. Shirley Guillot-Williams

### ***Staff***

Resource Coordinator	Mrs. Madeleine de la Fontaine
Extended Care Director	Ms. Paula Ibarra
Custodian	Ms. Toni Lopez

## **I. Introduction**

### **Volunteers**

Many parents and other family members serve St. Bede Catholic School as volunteers. The following are the principle volunteers positions: Parent-Teacher Group (PTG), Girl's Athletic Program (GAP) Board, Hot Lunch aides, office aides, health chair and committee members, and room parents. All St. Bede Catholic School parents volunteer 8 hours to the Parish Festival in May.

**Please be advised that all volunteers working at St. Bede Catholic School will be screened according to the "Megan's Law" criteria. According to Diocesan policy and state law all Staff members and volunteers that work within the school and their volunteer positions in any capacity must be fingerprinted and cleared through Live Scan. All staff and volunteers at St. Bede Catholic School must take the on-line course "Safe Environment for Children" within the schools three-year cycle. Each year new families to the school must complete the on-line course prior to volunteering in any capacity within the school. This training is available online at <http://www.shieldthevulnerable.org/register.asp>. The ID is Oakdio.**

### **Parent Responsibilities**

Agreement to enroll your children at St. Bede Catholic School carries certain parental responsibilities. It is expected that parents will:

- 1) Instill in the child positive values and attitudes.
- 2) Be familiar with and support the school philosophy and mission, family handbook policies and procedures, and class regulations and policies.
- 3) Support the educational program offered at St. Bede Catholic School.
- 4) Attend parent/teacher conferences and carry out recommendations made at conferences.
- 5) Fulfill all contractual obligations.
- 6) Support school and parish-related functions to the best of your ability.
- 7) Take an active part in fund raising activities.
- 8) Be responsible for all damage and loss caused by the child to school and parish property.

## Student Responsibilities

It is expected that all St. Bede Catholic School Students will:

- 1) Respect their own rights and property, and those of others. This includes school-issued textbooks and supplies, damages to which will be billed to parents at the discretion of the teacher and bookkeeper.
- 2) Show courtesy, respect and a sense of fair play to all students, staff, and volunteers.
- 3) Comply with all school and class regulations and policies.
- 4) Participate in recommendations as determined by parent/teacher conferences.
- 5) Pursue the course of study to the best of their ability.
- 6) Show behavior on and off campus in a manner befitting that expected of a St. Bede Student (see further handbook sections).

## II. General Policies, Procedures, and Information

### a. Absence

If your child is going to be absent, please call the school office before 9:00 a.m. on the first day of absence. You may request homework assignments be sent to the office for your student if you call by 11:00a.m. on regular schedule days, or 10:00a.m. on minimum days. State law requires that the parent or guardian in writing, giving the date and specific reason(s) for absence, account for all absences. The note is given to the teacher when the student returns to school. An absence will be noted as full or partial, depending on the number of hours the student misses.

**Excessive absence is defined as being absent from school for ten (10) days per trimester or a total of 30 days per school year.** Students who arrive after recess are considered absent for half a day. Excessive absence, even if necessary or excused, may be grounds for decreased credit or disciplinary action at the discretion of the principal. See also School Schedules and Vacations.

### b. Attendance

Students are expected to arrive at school on time each day. Students are tardy if they arrive after the time fixed by the school policy for the beginning of the morning, afternoon, or any class session. Tardy students will report to the office for a tardy slip prior to going to class. Every three tardy slips will result in an after-school detention.

Continual and habitual tardiness will result in a parent/teacher conference to plan ways to resolve the problem. **Excessive tardiness is defined as being late four times per trimester**, or a total of 12 times per school year. Excessive

tardiness, even if necessary or excused, may be grounds for decreased credit or disciplinary action at the discretion of the school principal. Consequences for tardiness may include detention, parent/teacher conference, and parent/teacher/principal conference. See also school schedules.

### **c. Admissions**

The St. Bede Catholic School admission process begins in January. Current families receive Intent to return forms. The school uses these to determine how many openings are likely for the following year. New families pick up applications in the school office. Teachers administer qualifying tests in February. Transfer students' materials are requested from schools previously attended. Most decisions are made by the beginning of March and families are notified by mail.

New student admission priority:

- 1) Qualified Catholic children from families registered and active in St. Bede Parish for one or more years.
- 2) Qualified Catholic children who have siblings already attending St. Bede Catholic School.
- 3) Qualified Catholic children from families not registered or inactive in St. Bede Parish.
- 4) Qualified Catholic Children from families registered in another parish.
- 5) Qualified non-Catholic children.
- 6) School personnel determine if our school program meets the needs of the applicant. Enrollment is probationary for the first six months for all new students. Students will be evaluated for achievement, attitude and behavior. Parental cooperation and support will also be factors in determining continuation status.

Admission to Kindergarten is determined by two additional factors:

- a. The child must be at least five years of age by September 1 of the academic year for which they are seeking admission.
- b. The child must demonstrate developmental readiness, as determined by the pre-kindergarten screening and professional judgment. (It is no favor to push children ahead of their developmental readiness.)

Continued enrollment in St. Bede Catholic School for each school year is contingent on fulfillment of all financial and contractual agreements. This includes service hour and scrip obligations. Families with outstanding obligations may lose priority for space in a class. The school reserves the right to deny readmission to any family delinquent in tuition or who has not fulfilled all contractual obligations. Failure to support the mission, philosophy, objectives and policies of the school may result in denial of readmission.

#### **d. Awards**

- **The Honor Roll** recognizes significant academic achievement, outstanding effort or significant improvement each trimester of the academic year. Minimum criteria for the Honor Roll are: **a cumulative grade point average for the trimester of 3.0 – 3.49** in religion, language arts, literature, math, social studies, and science: a grade of S or above in non-core subjects (PE, Music); conduct grades of S or above in Life Skills, or, if applicable, a “2” or above (for grading of 1, 2, or 3, in these areas). **Students may not earn a grade lower than a “B-“ in any subject area.** Final determination of Honor Roll status rests with the teachers and principal. Honor roll is open to grades 4 – 8.
- **Principal’s Honor Roll** requires **a cumulative average for the trimester of 3.5 or better** in the same subjects. A grade of S-, I, U, or 3 in any area disqualifies a student for Principal’s Honor Roll for that trimester. Final determination of Principal’s Honor Roll status rests with the teachers and principal. Principal’s Honor roll is open to grades 4 – 8. **A “B” is the lowest grade a student may earn to receive Principal’s Honor Roll.**
- **Students of the Month** are determined by teachers and presented to all grades at a weekly assembly.
- **Catholic Social Principle award** is determined by the teachers and presented to those students at an awards assembly
- **Requirements to receive a diploma at graduation** are determined by earning a grade point average of 2.0 or higher. If a student has not complied with the requirement, he/she will receive a certificate of completion at the time of graduation.

In addition, special awards may be given out at other times or at the end of the school year.

#### **e. Bee Sting Severe Allergy Policy**

The school cannot and will not be responsible for medication to be injected by hypodermic syringe. The child will be transported to the nearest medical facility for immediate care.

The school cannot guarantee that a medically trained person will be on the premises at all times. The school does not carry malpractice insurance. We advocate only the necessary first aid until the parent, guardian, 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 can arrive. Because of this, pharmaceutical companies have developed an injectable, pronged device called the Auto-Injector. Lay personnel can administer it. Since the principal and school secretary are on school grounds most of the time, 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 chair or to volunteers who staff the health program.

In order for school personnel to be able to administer this type of medication, there must be a written directive from both the child's attending physician and parents. In addition, the child's parents in the proper procedures must prepare school personnel. Two such medications are the Eip Pen, which contains .3mg Epinephrine and is for small children, and the Epi Pen Jr., which contains .15 mg Epinephrine for intermediate and older children.

#### **f. Birthday Parties**

Birthday parties are celebrated on a monthly basis here at school on a designated date decided by the teacher and room parent. Room parents contact parents of children having birthdays in a particular month and may ask for assistance in providing treats and snacks for the party that month. Because we celebrate birthdays in this manner, we ask that individual celebrations on the day of your students birthday, not be celebrated at school with special treats. The date of the party will be determined by the room parent and the teacher. It is the express wish of the faculty that the parties are kept simple. Invitations for private parties may not be handed out at school unless they are given to each member of the class. Candles are not allowed as part of any birthday celebration at St. Bede Catholic School.

#### **g. Child Abuse**

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes: (1) physical abuse or corporal punishment, (2) emotional abuse or deprivation, (3) physical neglect and/or inadequate supervision, (4) sexual abuse and/or exploitation. The major responsibilities of school personnel are: (1) to identify incidents of suspected child abuse and (2) to comply with laws requiring reporting of suspected child abuse to proper authorities.

According to the California Penal Code, a reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Section 1166a) Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child

protective agency. It is the legal duty of school personnel to report to the proper agency and to the principal any suspected abuse within thirty-six (36) hours of awareness of the incident. In this very serious area, the school will not contact the parent or guardian in advance of making a report to legal authorities.

#### **h. Conferences**

School-wide parent-teacher conferences are held in November. To schedule a conference at other times, call the school office and leave a message for the teacher. Your message will be answered. The school strongly discourages drop-in or hallway conferences as they constrain teacher's ability to give you their full attention. **At no time are parents to proceed to the classroom or the principal's office without clearance from the school secretary.**

#### **Requests for Additional Conferences**

Bring your requests for information or clarification to the teacher first. Determination of further conference needs (principal, pastor, etc.) will be made only after that initial meeting. As a matter of courtesy and effective conflict resolution, bring concerns and questions to the party who can resolve them. Conferring with other parents, students and others not directly involved can be very damaging and counterproductive to progress toward resolution and does not show the expected support of school policies.

#### **i. Doctor/Dentist Appointments**

Parents are requested to make doctor and dentist appointments for children outside of school hours. If it is necessary for a child to keep such an appointment during school time, he/she must bring a note from home to the teacher requesting such leave. The Student must be signed out at the office by the parent or guardian before he/she can leave school. Likewise, the parent or guardian must sign in the student upon return. If a student brings a note signed by the doctor or dentist, he/she will be excused from tardiness.

#### **j. Field Trips**

Field trips must have an educational purpose. When a field trip is scheduled that is not considered a "walking" trip, a parent permission form is to be used. Only the St. Bede Catholic School form will be allowed. A written note from the parent or guardian will not be accepted. A phone call from the parent or guardian will not be accepted in place of the signed form. Any student who does not have a signed permission form will not be allowed to go on the trip. There will be no exceptions.

The teacher and/or principal reserve the right to deny attendance at a field trip to any student for disciplinary, behavioral or academic reasons. Respect, attention and behavior fitting a student at St. Bede Catholic School are expected on field trips. Disciplinary action will be taken for failure to show expected behavior. Unless otherwise notified, students will wear uniforms on field trips.

At the beginning of the school year, a “walking” permission slip is filled out by the parent or guardian. This covers local field trips where students would walk to and from the destination. The teacher keeps these forms on file. The teacher will bring the permission forms and the health forms on the field trip.

Field trip drivers/chaperones will have been checked according to “Megan’s Law”, will have been fingerprinted through Live Scan, have completed their annual “Safe Environment” training, and will furnish proof of possession of current automobile liability insurance in the amount of \$100,000/\$300,000. They will need to furnish a copy of the declaration page of the policy showing actual liability coverage. They will also need to furnish a copy of their valid California driver’s license and the license number of the car to be driven to the trip. There will be no exceptions to this policy. Students may be transported on field trips either individually by their own parent or in a car with a driver that meets the insurance guidelines. There are no other options. Non-driver parent chaperones may travel on field trips as space permits. No siblings or other family members are allowed to attend field trips including walking field trips.

Field trip drivers must be over 25 years of age. Drivers must abide by all California traffic regulations. They must also abide by specific directives from the teacher including traveling to and from the field trip. There will be no unauthorized stops to or from the destination. **Chaperoning field trips means active supervision of the children. Any chaperone that fails to remain engaged with the children and/or activity may be restricted by the teacher from future field trips for the current academic year.**

The new **California Booster Seat Law** prohibits parents, guardians, or drivers from transporting on a highway in a motor vehicle any child **under 8 years old** without securing that child in a child restraint meeting federal motor vehicle safety standards.

The new child safety seat law, which went into effect in January 2012, imposes stiff fines and penalties for violations, including the possibility of **child endangerment** charges.

The new California law for 2012 extends the old law by requiring children to ride in booster seats in the back seat **until their 8th birthday.**

Seat belts are made for average adults and don't fit a child who is not at least 4'9" tall. 6-7 year old kids are at risk because they might be too big for child car seats and yet too small to be protected by seat belts.

It is a requirement of the Diocese of Oakland and Safe Environment for Children that there must be two adults in every car going and coming from a field trip.

### **k. Health**

Volunteers in cooperation with the Oakland Diocese and the Alameda County Public Health Department coordinate the school health program.

1. Children receive vision, hearing, and scoliosis screening on a regular scheduled basis.
2. If your child has health problems, which restrict physical exertion, please inform us in writing so that we may adjust the physical education (P.E.) requirements accordingly.
3. If your child needs to be excused from PE class for one or more sessions, please send a copy of the doctor's note.
4. From time to time, lice outbreaks occur in schools. If your child is referred, checks and found to have lice, it will be necessary for the parent of guardian to pick him/her up from school. Children will be allowed back in school after they are certified to be free from lice from a medical facility.
5. Children are not to take any medication during school hours unless properly authorized. Procedure: Bring the medication to the office, in the original container, with signed, dated forms stating that both you and your doctor want school personnel to administer the medication. Dosage and times for taking the medication must be indicated. Children cannot administer their own medication. Children are not allowed to carry any medication on their person. This includes acetaminophen (e.g., Tylenol), aspirin, throat lozenges, cough drops, etc. Medications and their authorizations must be kept on file in the school office and will only be administered by authorized personnel.
6. School personnel can and will give reasonable first aid but will not give internal, non-prescribed medication.
7. If your child has a fever or is complaining of stomach pains before school, please keep him/her home.
8. If a child needs to be taken home due to illness the school will contact the parents/guardians.
9. Please be sure that emergency cards are filled out accurately and completely, and that they are updated whenever contact numbers change during the year.
10. Should an emergency arise that would make it necessary for your child to be transported by ambulance, parents will be responsible for ambulance fees.
11. Please read the Bee Sting Sever Allergy Policy, printed herein. If it applies to your child, you will need to (a) check with your doctor, (b) supply the Epi Pen injectors, and (c) authorize in writing the use of these devices at school.
12. Family health history, physical exam, and dental screening are required when entering St. Bede Catholic School. Immunization

records must be complete. If proper forms are not furnished prior to opening day, children will be excluded from school until they are furnished.

13. All students entering the 7<sup>th</sup> grade must provide proof of receiving the Tdap booster shot before starting school. This can be met by receiving one dose of Tdap vaccine on or after the 10<sup>th</sup> birthday.
14. See also Bee Sting Severe Allergy Policy, Counseling, Tuberculosis Testing, and Appendix 4, Regulations on the Administration of Medication.

### **i. Insurance**

The student accident insurance fee is included in the yearly registration fee. If a child is injured during school hours, parents may apply to the school for an insurance claim form. This must be done within twenty days. At the beginning of the school year, each family receives a copy of the policy outlining the benefits.

### **m. Lost and Found**

Articles of clothing, lunches and personal belongings should be clearly marked with student's names. Lost and found articles are collected and kept for student to claim. Periodically, unclaimed articles are given to charitable organizations. Unclaimed uniforms items are given to the uniform exchange.

Please do not allow your children to bring expensive or inappropriate items (e.g., toys, play guns, game boys, electronic items) to school. Students do so at their own risk and at the risk of confiscation. St. Bede Catholic School assumes no responsibility for lost or stolen items. For more information please see the cell phone and electronic device policy.

### **n. Lunches**

Learning to make and remembering to bring your own lunch are useful life skills. Bringing your own pre-made lunch promotes fairness and equality among all members of a class. Bringing your own lunch in the morning reduces the front office workload at an especially busy time of day. Accordingly, students must come to school with their lunches, or plan ahead to participate in our school's hot lunch program. If a student has forgotten a lunch at home, they will be allowed to phone home. It is strongly recommended that parents do not bring food from home at lunch. Forgotten lunches will be placed in a convenient location for the student to pick up. Lunches will not be delivered to the children in the classrooms. Please consider the message that a child receives when a parent is seen delivering a unique hot lunch to their student. At no time may a child receive a lunch over the school fence, or leave the school grounds to receive a lunch.

**o. Parent-Teacher Group (PTG)**

By definition, all parents, guardians and teachers are members of the PTG. The fee structure includes \$5.00 annually for general operations of this group. Beyond that, the PTG raises funds for general operations and specific projects through activated such as the Ice-Cream Social and Santa Breakfast. The PTG also sponsors and organizes regular educational and social opportunities for members of the St. Bede Community. Consult the weekly newsletter for more information.

**p. Parking Lot ( Before / After School Procedures)**

In order to assure our children's safety, all drivers and pedestrians are expected to comply with the following procedures. Inform everyone who drives your children of these procedures. Traffic rules are for the benefit of the children rather than the convenience of the drivers.

**BEFORE SCHOOL DROP OFF PROCEDURES**

- Follow the established traffic pattern in the school parking lot. There is only ONE line in which cars may drop off or proceed toward parking.
- When your student has morning mass scheduled, it is recommended that he/she is dropped off by the side door of the church (school parking lot side),
- Drivers, avoid the No Car zones – Cones mark this area.
- Pull into a parking place before letting children into or out of the car.
- Avoid blocking traffic or causing traffic to back up behind you.
- Observe parking lot speed limits. (5 mph when students are present)
- Pedestrians should follow the marked paths as much as possible. Avoid running in the parking lot.

**AFTER SCHOOL PICK UP PROCEDURES**

- After school procedures are to park your vehicle. Pick up your child(ren) at the gate in the designated areas. Please follow the directives of the staff personnel on traffic duty. Please share the information with any and all persons that may be picking up your student(s) from St. Bede Catholic School.
- We encourage families to park in spaces on the other side of the church (near St. Bede Lane).
- Students that are under 13 years of age must not sit in the front seat of a vehicle equipped with airbags.
- Students that are 8 years old or younger, must be seated in a booster seat at all times.
- **AT ALL TIMES PLEASE FOLLOW THE CROSSING GUARD DIRECTIONS.** They are there to keep us safe.

- **PLEASE** drive *slowly* and *carefully* through the parking lot. Check behind you when backing out of a parking space.
- **PLEASE** hold your child(ren)'s hand(s) when walking through the parking lot. They cannot be seen by other drivers.
- **PLEASE** be courteous at all times!
- Our children are precious, and we don't want to see them get hurt.
- Continued care, attention and courtesy are necessary. Thank you!

#### q. Resource Program

St. Bede Catholic School, as an ongoing process, plans and develops the program for students with special needs. The process for qualification of special needs services are as follows:

- Parent and/or teacher referral to the Resource Coordinator.
- Scheduled Student Success Team (SST) meeting including parent(s)/guardian(s), teacher(s), Resource Coordinator, and Administrator. (Students in grades 6-8 will also attend)
- The SST meeting will determine the direction for success of the student.

St. Bede Catholic School offers the following educational/testing resources:

- Local and Hayward U.S.D. diagnostic and psychological testing and assessment services as well as testing through other school districts.
- Steve Jones, qualified for Slingerland Dyslexia testing.
- Title I services through H.U.S.D., including purchase of materials and in-services.
- Recommendations and referrals by staff for tutoring or outside testing and diagnosis.
- Classroom resource procedures and adult or high school student tutorial services.

#### r. Safety

See Child Abuse, Health Insurance, Parking Lot Procedures, School Schedules, Sexual Harassment Policy (Appendix 6) and Visitors on School Grounds. **Please note: if you wish to give your child permission to walk from St. Bede Catholic School to another location, the school form must be filled out, signed and returned to the office. Students without this form on file will be sent to Extended Care until a parent our authorized party arrived to pick them up.**

### s. School Schedules

Kindergarten:

Monday – Friday                      7:55 a.m. – 2:00 p.m. (includes snack and recess)

Grades 1 to 8:

Monday, Tuesday

Thursday & Friday                      7:55 a.m. – 3:00 p.m.

Wednesdays                              7:55 a.m. – 2:15 p.m.

Minimum Days:                      All Grades: 7:55 a.m. – 12:00 Noon

For the safety and good care of your children, please note:

- 1) Minimum days are noted on the yearly and monthly calendars. No lunch is needed unless a student is staying for extended care.
- 2) **There is no hot lunch on minimum days.**
- 3) Please arrange transportation so that children can be picked up in a timely manner on minimum days.
- 4) If your child is still on the premises at 3:15 p.m. or fifteen minutes after dismissal on an early or minimum day, he/she will be taken to the Hornet's Nest for extended care supervision and you will be billed accordingly.
- 5) St. Bede Catholic School does not assume responsibility for a student's care before 7:45 a.m. and after dismissal unless they are signed in to the extended care program. Please arrange for children's arrival and departure accordingly. Should a problem arise that necessitates a child's remaining at school later than usual, please call the school office to advise. Students who stay late will report to extended care and parents will be billed. Parent cooperation on all matters of supervision is mandatory.
- 6) Students are supervised on the schoolyard from 7:45 a.m. to the beginning of class. For safety and insurance reasons, students are not to arrive at school before 7:00 a.m. If they arrive between 7:00 a.m. and 7:45 a.m., it is assumed that they will attend extended care. Please do not advise students to wait in church, the back of the church, or in other areas of school or parish property prior to the opening of school.

- 7) Parents should communicate in writing and in advance any need for a student's early dismissal. Students check out through the office. The parent or guardian signs the student in and out.

#### **t. Sports**

**Girls.** The Girls Athletic Program (GAP) is a school-based program for girls in grades 3 – 8. Teams are fielded in softball, cross-country, volleyball, and basketball. While most girls come from the school, the program is open to anyone from St. Bede Parish. Parent volunteers form the GAP board and serve as Athletic Director, Sports Coordinators, coaches and team parents.

The Principal must approve all (GAP) volunteers in advance. For more information, consult the Volunteer section of this handbook, the GAP by-laws, and the Oakland Diocese Catholic Youth Organization (CYO) Athletic Manual.

**Boys.** Catholic Youth Organization (CYO) cross-country, basketball and volleyball (grades 5-8) is available to boys in grades 3 - 8 at St. Bede Catholic School. In addition, a peanuts basketball program is available for both boys and girls in grades K – 3 that do not participate in the CYO program. These are both parish-based programs and do not come under the jurisdiction of the school. For more information, call St. Bede Catholic Parish at 782-2171.

St. Bede Parish offers a sports program for girls and boys who attend the parish school, faith formation or live within the boundaries of the parish. The importance of being a student athlete is emphasized with the children, and participating in sports is seen as a privilege rather than an expectation.

In our efforts to form children to be hard-working, responsible, and caring individuals, both CYO and GAP expect that student athletes of St. Bede Parish:

#### Academics:

- Strive for academic excellence. Our participants must understand that their first priority is to focus on being good students who are athletes, as well.
- Student athletes must show their progress report/report card to their head coach when their school publishes final grades for the grading period.
- To be eligible to attend practices and games, student athletes in grades K - 3rd must maintain a "Satisfactory" or better, and students in grades 4th - 8th must maintain a GPA of 2.0 or better throughout the current grading period.
- Student athletes can provide documentation from their teacher(s) or principal at any time during the current grading period showing their current academic status of "Satisfactory" for K - 3rd grade, and for 4th -

8th grade, a GPA that is no longer below 2.0. This will allow student athletes an incentive to improve their academic standings and the opportunity to participate in an upcoming practice or game.

Conduct:

- Demonstrate good citizenship, a high degree of sportsmanship, honesty and respect at practice, during games, and in school.
- Failure to comply with these conduct expectations may result in suspension from practice and/or games, which is determined by the head coach or Athletic Director.
- Suspension or expulsion from school will result in an automatic suspension from practice and games until the head coach or Athletic Director allows permission for the athlete to actively participate in the sport.

Attendance:

- Attend school on a regular basis.
- Student athletes absent from school for more than 1 day, including Friday, the athlete can attend practice or games that are held on that Friday, Saturday and Sunday to support their teammates on the sidelines rather than be an active participant.
- Student athletes absent from school during the week, the head coach or Athletic Director can determine whether the athlete will actively participate at practice and games for that week.

**u. Telephone**

Students will not be allowed to use the school or extended care phone unless granted permission by the school secretary, principal, teachers, or extended care director. **Under no circumstances may a student come to the office and pick up a phone without permission from one of the specified individuals.**

Teachers may give students a note to the office for calls they (teachers) deem necessary. Forgotten lunches, supplies left at home, as well as minimum day notification are not reasons for which permission would be given to use the phone. In cases of illness or accident, the school secretary will notify parents or guardians.

St. Bede Catholic School has adopted a cell phone and electronic device usage policy for its students. Families and students must sign this policy at the beginning of each school year. Please see the policy at the end of this handbook for more information

#### **v. Tuberculosis Testing**

California law requires that employees and volunteers in private and parochial elementary or secondary schools have on file at the school a certificate that they have been examined and found to be free from communicable tuberculosis. These certificates must be renewed every four years. Please note: a *volunteer* is a person not on the school's payroll who contributes time and service in support of the school's operation and who works on a continues basis at least twelve hours monthly during school hours.

#### **w. Tuition Assistance**

Sources of tuition assistance to attend St. Bede Catholic School include the following. Look for more information in the spring newsletters and family envelopes, or call the programs directly.

- 1) Oakland Diocese F.A.C.E. (Family Aid-Catholic Education) program. Need-based. Telephone 510-628-2156.
- 2) The BASIC Fund (open to students entering private school for the first time, including all kindergartens each year). Need-based. Telephone 415-986-5650.
- 3) St. Bede Catholic School Tuition Assistance Fund. Need-based. A form to apply for this assistance is available from the school office. If a family is able to make a tax-deductible donation to this fund, please contact the school office.

### **St. Bede Catholic School Uniform Policy**

**Philosophy:** St. Bede Catholic School takes pride in its tradition of excellence. This tradition should be evident to those who come in contact with representatives of the school. The best representatives of any school are its students; therefore, certain basic uniform regulations exist for dress and grooming. These regulations are in the interest of creating a safe environment, conducive to learning and to demonstrating pride and membership in St. Bede Catholic School. We expect the attire of our students to enhance their self-image, rather than make "statements". In sum, we have established our uniform policy in the interests of meeting students' needs for safety, belonging, identity and dignity.

**General Considerations:** St. Bede Catholic School expects students to be in uniform every day unless excused for a special reason. If your child is not able to wear the uniform on a particular day, send a note to the teacher stating the reason. A student who is out of uniform or whose uniform has been modified out

of standards deemed acceptable by teachers or the administration will not be admitted to class. Instead, he or she will be directed to call a parent to bring appropriate uniform clothing.

### **Merry Mart Uniforms**

**Merry Mart is located at:**

**33 Washington St.**

**Santa Clara, CA 95050**

**(408) 296-0423**

**[www.merrymartuniforms.com](http://www.merrymartuniforms.com)**

### **General Guidelines:**

- Hooded sweatshirts and jackets with the logo must be purchased at Merry Mart
- School sweatshirts and jackets must be worn Monday through Thursday.
- Personal jackets may be worn to and from school and at recess
- Navy blue and white polo shirts without the logo may be worn
- Green polo shirts must have the logo
- White (Only) turtleneck shirts may be worn under the polo shirt
- Label all school clothing.
  
- **Guidelines for Girls:**
  - Dark or neutral colored bike shorts must be worn under jumpers or skirts.
  - Shorts may not hang below the jumper or skirt.
  - Jumpers, Skirts, and/or skorts must be no shorter than 2" above the knee.
  
- **Guidelines for Boys:**
  - Navy blue twill or cord pants.
  - A belt is a requirement for boys in fourth through eighth grades
  
- **Shoes:**
  - Shoes must be tied, fastened with Velcro, or buckled.
  - All shoes must have rubber soles.
  - Acceptable colors include solid navy blue, white, or black.
  
- **Socks:**
  - Both girls and boys are required to wear socks to school with their uniform.
  - Socks must cover the ankle.

- **Girls may wear:**
  - Navy blue, white or black crew, socks, knee socks or anklets
  - White or navy blue tights
- **Boys may wear:**
  - Navy blue, white or black crew socks or sport socks that cover the ankle
- **Physical Education attire:**
  - Athletic shoes are strongly recommended
- **Casual Friday**
  - Green Hornet and Science camp sweatshirts may be worn .
  - St. Bede T-Shirt with jeans may be worn.
- **Free Dress**
  - Must be appropriate and in compliance with the philosophy of the school.
  - Skinny jeans and leggings may be worn with a tunic top or a skirt. (At the teachers discretion)
  - Shorts, skirts, and dresses need to be no shorter than 2” above the knee.
  - Close-toed shoes must be worn. Sandals, Flip-flops, Crocs etc. may not be worn for safety reasons.
  - Final decisions concerning clothing for free dress rests with the principal and teachers. Students will contact parents at the discretion of the staff.
- **Grooming Policy**
  - Girls
    - Hair must be natural color (Dyed, highlighted, streaks, etc. are not permitted).
    - Simple stud earrings, small religious medals (bracelets, and necklaces) may be worn.
  - Boys
    - Hair may not extend below the shirt collar and it must be kept trimmed above the ears. (Mohawks, faux-hawks or designs are not permitted).
    - Earrings, fake tattoos etc. are not permitted.

Parents will be notified if a student is not in compliance with any section of the uniform policy.

#### **x. Vacations**

Vacation times are scheduled at Christmas and Easter. It is not advisable for student to be taken from school for family vacations other than at the times provided. Any days missed because of family vacations are considered as days absent. Parents are advised that long-range homework assignments will not be given. A student will make up the work upon his/her return, however due to the nature of some assignments, students may not be able to make them up. Class time and work missed due to vacations will most likely have a negative effect on student's achievement, because missed activities and instruction cannot be repeated. **See also *Absence and Attendance*.**

#### **y. Visitors on School Grounds**

All volunteers must sign in at the school office prior to performing volunteer jobs, and obtain visitor badges. These badges must be visible to staff members at all times. No unauthorized persons are allowed in the halls, yard or classrooms during school hours. Loitering on campus or in the school building without a specific purpose verified by a staff member distracts employees from their duties. No parents may visit a classroom during school hours unless provision has been made for this through the principal. Parents wishing to meet with teachers shall enter through the office and check with the school secretary to guarantee teacher availability. Parents and guardians may not "drop in" to the classroom without prior approval. Ordinarily, conferences will be scheduled and verified in advance by note or phone call. **All visitors must sign in at the school office.**

#### **z. Weekly Envelope**

St. Bede Catholic School sends a family envelope home each week – normally – Wednesday with the oldest student from each family. Envelopes may include the newsletter and parish, school, parent and class notices. The school expects envelopes to be returned the day following distribution. Packets of information are not prepared for those families whose envelopes are not returned. The newsletter is also posted regularly on the school website, [www.mystbede.com](http://www.mystbede.com), and is sent electronically to families who have selected to receive the newsletter in this manner.

### **III. Academic Expectations and Policies**

At St. Bede Catholic School, instruction is provided in the following: Religion, Family Life, English/Language Arts, History/Social Sciences, Mathematics, Science, Literature, Reading, Spelling, Handwriting, Art, Music and Physical

Education. So that a student will achieve to his/her potential, the following is expected:

- i. Exercise of sufficient effort to achieve satisfactory in all subjects;
- ii. Active participation in class discussions and projects;
- iii. Satisfactory completion of class and home assignments.
- iv. Each student is responsible for his/her own work. Students who allow others to copy their work, or who copy from other sources (students, books, the Internet, etc.) will receive an incomplete, and will be required to redo the assignment(s).
- v. If classwork and homework assignments are not completed and turned in by the designated due date, the student will need to complete the assignment either during a recess or for homework
- vi. Students with 3 cumulative missing assignments will serve a two hour detention on a Saturday. Continued missing assignments after receiving a Saturday detention will result in loss of privileges, including but not limited to, field trips, class birthday celebrations and other school events. i

#### **h. Homework**

Homework is given for the purpose of reinforcing learning that has taken place in class and fostering habits of independent study. Teachers will address the topic of homework at Back-To-School Night, at parent-teacher conferences, and in class newsletters. The following are recommended amounts of time for daily homework:

Kindergarten:	15-20 Minutes
Grades 1-2:	30 Minutes
Grades 3-4:	30-45 Minutes
Grades 5-6:	45-60 Minutes
Grades 7-8:	60-90 Minutes

All homework assignments must be completed. Failure to complete homework in the junior high will result in 50% credit the first day late and 0% credit the second day late. Three missed assignments in junior high will result in a Saturday detention. Further missed assignments in junior high will result in a loss of privileges, such as field trips, dances, and other school events or activities.

Weekend homework may be given at the teachers' discretion. This may be for enrichment purposes, long-range reports, for making up work that has been missed through absence or poor health, or for other reasons.

### **i. Grading Scale**

St. Bede Catholic School follows the code required by the School Department of the Diocese of Oakland for grades 4-8:

A	95-100 Outstanding achievement, high quality
A-	90-94
B+	87-89
B	83-86 Above average, good progress
B-	80-82
C+	77-79
C	73-76 Average Achievement for quality of work usual for this grade
C-	70-72
D+	67-69
D	63-66 Below average; effort is needed to meet requirement for this grade.
D-	60-62
F	59 or below Unsatisfactory; failure to produce acceptable quality work.

The Diocese of Oakland has mandated that grades 4 – 8 establish the following percentage breakdown for overall grades:

75% for assessments which may include tests, quizzes, presentations and projects.

25% for the remaining categories (classwork, homework, participation)

Report cards serve as an evaluation of student performance and are distributed three times yearly. Report cards are to be signed by the parent/guardian and returned promptly. Should one wish to contest a grade, it must be done within six days of receipt of the report card. Contesting a grade does not insure that it will be changed. With the June report card comes the final decision about placement of the student for the following year. The following are possibilities:

Pass/Promotion

Pass with reservation

Placed in Grade \_\_\_\_\_ at parent request

Placed in Grade \_\_\_\_\_ with reservations (reservations to be stated)

Recommend for retention

Pass on condition (conditions will be stated)

Assessment and evaluation of students are not limited to report cards. Student portfolios, student/teacher conferences and other assessment and evaluation methods may be used. Progress reports for students with D or F grades are sent periodically throughout the year.

- **The Honor Roll** recognizes significant academic achievement, outstanding effort or significant improvement each trimester of the academic year. Minimum criteria for the Honor Roll are: **a cumulative grade point average for the trimester of 3.0 – 3.49** in religion, language arts, literature, math, social studies, and science: a grade of S or above in Social Growth/Work Habits; conduct grades of S or above, or, if applicable, a “2” or above (for grading of 1, 2, or 3, in these areas). Students may not earn a grade lower than a “B-“ in any subject area. Final determination of Honor Roll status rests with the teachers and principal. Honor roll is open to grades 4 – 8.
- **Principal’s Honor Roll** requires **a cumulative average for the trimester of 3.5 or better** in the same subjects. A grade of S-, I, U, or 3 in any area disqualifies a student for Principal’s Honor Roll for that trimester. Final determination of Principal’s Honor Roll status rests with the teachers and principal. Principal’s Honor roll is open to grades 4 – 8. **A student with a grade lower than a B will not earn Principal’s Honor Roll.**
- Students in the 8<sup>th</sup> grade must have a cumulative grade point average of 2.0 or higher in order to receive a diploma from St. Bede Catholic School. Students that have a cumulative grade point average lower than a 2.0 will receive a certificate of completion instead of a diploma.
- **Additional Academic Awards** are awarded to students in classrooms by the teacher, or awarded at graduation for eighth grade students.

#### **j. Retention**

Research indicates that the benefits of retaining a student in a particular grade diminish with age. For a few students, however, it may be beneficial on developmental or academic grounds. The guiding question is always, “How can we best meet this student’s needs?” See also *Resource*

*General timing and process.* (1) Areas of concern should be brought to the attention of the parent/legal guardian at the earliest indication, and the principal is so informed. (2) By mid-school year (January), the parent/legal guardian is informed that retention is a possibility. (3) Regular communication with the parent/legal guardian takes place throughout the process. These communications are documented in writing and kept in a separate file until the student graduates from high school. They may include reports of all efforts to remediate. (4) The final teacher recommendation is shared in writing with the parent/legal guardian no later than six (6) weeks prior to the close of school. See also the *Administrative Handbook for Catholic Schools, Diocese of Oakland*.

### **k. Academic Probation**

Pending a student's academic progress, it is possible that he/she may be placed on academic probation. This is a period of time given for improvement of grades. The teacher(s) and principal determine terms, conditions, and requirements of academic probation. Such terms will be put in writing and periodically reviewed. Failure to comply with the specific terms will result in continuation on the probationary status and may lead to consideration of termination of enrollment at St. Bede Catholic School

### **l. Graduation Policy / Grade Eight**

To earn a diploma from St. Bede Catholic School, students must meet the following requirements:

1. Students in the 8<sup>th</sup> grade must have a cumulative grade point average of 2.0 or higher in order to receive a diploma from St. Bede Catholic School. Students that have a cumulative grade point average lower than a 2.0 will receive a certificate of completion instead of a diploma.
2. Students in the 8<sup>th</sup> grade must maintain a standard of behavior and attendance as stated in the family handbook.

School administration reserves the right to limit student participation in special activities, including graduation and end of the year activities in the weeks prior to graduation.

Academic, service, and Gifts of the Holy Spirit awards are presented to 8<sup>th</sup> grade students as determined by the administration and teaching staff each year. The highest GPA earned by the middle of the third trimester determines the valedictorian of the eighth grade class. In the result of a tie, the student with the highest scores on the Iowa Test taken in the fall will be selected as the Valedictorian. The Valedictorian will speak at the Graduation Mass on Saturday.

The second highest GPA will be selected as the Salutatorian, who will speak at the Farewell Mass on Friday.

### **m. Access to Records**

Parents wishing to review their child's cumulative record must give 24-hour notice in writing. Records may be viewed only on school premises. Parents are not allowed to carry cumulative school records (other than medical) to another school site. The next school must requisition all permanent records.

#### **n. Procedures For Recommended Transfer**

Students clearly unable to profit from St. Bede Catholic School by reason of ability, serious emotional instability, continuing behavior problems, or the conspicuously uncooperative or destructive attitude of parents, are urged to transfer when the school has explored means to meet the needs of the child and/or there has been sufficient discussion with the parents concerning the child's condition. Documentation of such exploration and discussion will be kept. If possible, the transfer should take place at the end of the grading period, preferably at the end of an academic year. Final decision in these cases will be made by the principal, in consultation with the pastor, teacher, parents, and the School Department of the Oakland Diocese.

### **Discipline Policy**

*The environment at St. Bede Catholic School enhances the individual's self-worth, promotes an appreciation of the diversity of all people, and encourages moral responses to the events of daily life. (Excerpt from our Philosophy Statement)*

In a Catholic school, we consider discipline an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

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

To support these goals, St. Bede Catholic School uses the Second Step Program. Second Step promotes empathy, impulse control, and anger management.

All students have the right to learn and all teachers have the right to teach. Acts, in or out of the classroom, which infringe on those rights, are considered disciplinary infractions. As such, they are subject to disciplinary procedures.

#### **A. Behavior Expectations and General School Regulations**

1. In the classroom, students show respect and concern for one another and for adults by:
  - Listening to the speaker
  - Maintaining silence during instruction time
  - Using polite language
  - Not disturbing others
  - Having the teachers' permission to leave the classroom at any time
  - Showing appropriate response to requests for correcting behavior

2. We expect students to:
  - show courtesy and respect to all adults, students and visitors
  - follow the uniform code
  - respect the personal property of others and of the school
  - obtain permission to enter classrooms before and after normal school or class hours
  - walk quietly when they enter or leave school buildings, halls, and classrooms
  - arrive on time for school
  - line up in designated areas immediately when the bell rings before school and after morning and noon recess
  - not have gum on school property
  - eat lunch or snacks, clean up, and wait for yard personnel approval before playing
  - cover their books and not deface them or other school belongings. (Defaced items may be confiscated.)
  - enter the school through the front office door when entering after school
  - not ride or use bicycles, skates, skateboards, scooters or similar items on school premises.
3. Use of Electronics at School:
  - Students are expected to adhere to the Cell Phone and Electronic Device Policy.
  - Use of computers: All students, parents, and staff members are required to sign the school and diocesan *Student Internet Acceptable Use Policy*. Computers, the Internet, and other forms of technology are intended to facilitate learning according to diocesan and state standards. Students who use technology in ways that are contrary to our mission will face disciplinary action.

## **B. Disciplinary Procedures, General**

1. **Teacher-Student Conferences.** Individual teachers in their classrooms first address discipline problems. Teachers may schedule times to meet with students outside of class, e.g., at recess, lunch, or after school. Teachers may also document these conferences, particularly for repetitive or serious infractions. In such cases, parents and the principal may be notified.
2. **Detention.** Detention after school hours is an acceptable disciplinary measure. Students may not be detained for more than one hour. A teacher may detain a student for up to fifteen (15) minutes without prior notice to

the parent/legal guardian. If a student is to be detained longer than fifteen (15) minutes, the school will make all reasonable efforts to notify parents/legal guardians in advance.

- Detention may be assigned for minor disciplinary infractions or for failure to observe classroom expectations.
- Detentions are served after school at the convenience of the teacher; the teacher assigns the amount of time to be served.
- Discipline slips are sent with students to inform parents; when issued, the forms are to be signed by the parent/legal guardian and returned to school.
- Missed detentions are made up at the discretion and convenience of the teacher who assigned them.
- Notice of detention does not mean that the school is asking permission for a child to serve; it is a way of informing families that the child will serve.
- The number and nature of detentions, as well as conferences, may serve as a basis for suspension or probation. Such status is communicated in writing.

3. **Probation.** Disciplinary probation is a trial period for improvement of behavior. Terms, conditions and expectations of disciplinary probation are set and monitored by the teacher and principal. Probation may serve as the basis for suspension or expulsion.
4. **Suspension, General Considerations.** This refers to a period of time during which a student is not allowed in either the classroom or the school. Students may be suspended for serious or continuous misconduct and/or after being placed on probation. Generally, suspension is used when other means of correction have failed to bring about proper conduct, or for serious misconduct, or for investigations of serious misconduct. Suspension may assume various forms and may vary in length from one class period up to several days. Only the principal can suspend. Suspension may serve as the basis for expulsion. Students are told that they are suspended and why. Parents and legal guardians will be notified by telephone and in writing.

**Suspension Process.** 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, the yard, or other school situation and notify the parent/legal guardian as soon as possible. In these requirements, the standard due process requirements, as stated below, will 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 are followed:

**Notice.** The student is told that he/she is going to be suspended, informed of which school rule or regulation has been broken, and further informed that such violation is an offense subject to suspension.

**Evidence.** The student is made aware of 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.

**Hearing.** This refers to an informal give and take between student and principal. The student has an opportunity to speak and respond. Then, the principal may make a decision based on the evidence and the student's responses.

**Parent/Legal Guardian Notification.** Parents or legal guardians are informed of the procedures followed, including a review of the steps above. Where possible, parents/legal guardians might be included in these steps so that they are aware of the total situation prior to a decision to suspend. When not possible, they have a right to be informed of the specifics of the procedure within a reasonable time period.

## **Suspension, Types**

1. **In-school:** student is suspended from a class or classes and is required to report to a specific, supervised place on campus for that time with classwork to complete.
2. **Out-of-school:** student remains at home. Academic work will be assigned. If deemed necessary or advisable, a parent or guardian is called to come to school and take the student home for the remainder of a day. Parents are directed as to re-admittance of suspended students.

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

## **C. Expulsion**

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

committed by students while under the jurisdiction of the school are reasons for expulsions.

1. Continued willful disobedience or consistent violation of school rules.
2. Open, persistent defiance of the authority of any school employee.
3. Habitual profanities or vulgarity.
4. Use, sale or possession of tobacco.
5. Use, sale or possession of habit-forming substances.
6. Use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises.
7. Vandalism to school property.
8. Habitual truancy.
9. Assault or battery, or any threat of force or violence directed towards any school personnel, students, volunteers, or guests.
10. Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another.
11. Theft

### **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 that 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. The principal or his/her delegate shall arrange a second conference with the student and parent/legal guardian. At this time the procedures outlined above shall again be followed (a through c). After this conference the principal in consultation with the pastor and superintendent will make a final decision.
3. Written records of the various proceedings leading to expulsion must be on file.

### **Cases Involving Serious Offenses or Threats to Safety**

In cases involving serious offenses or threats to safety, which may include possible criminal conduct or outrageous actions, the student is immediately

suspended, the initial parent/legal guardian-principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student, or school personnel. Where immediate suspension followed by probable expulsion is a school procedure due to the violation of specific rules, such rules and the consequences of their violation should be clearly made known to students and parents/legal guardians at the time of admission to school and should be restated at least once a year in the student-parent/legal guardian handbook.

### **Junior High Demerit Policy**

The Junior High Demerit Policy consists of 2 parts. **The initial demerit is the student's name being written on the board and a 5-minute detention that day after school (Part 1.) If the student continues that behavior, or engages in another behavior listed, the student will receive a check next to his/her name. The check means that the student will receive a demerit form to be signed by a parent/guardian and a 15-minute detention to be served that day after school (Part 2.)** The signed demerit form is due the following day. Longer detentions may occur if deemed necessary. Two demerits in a 2-week period will result in a 30-minute or longer detention. If a student earns two demerits in one day, the student will be given the initial 15-minute detention as well as a 30-minute or longer detention. **Four 15-minute demerits in a class (subject) per trimester will lower the student's conduct grade for that subject for the trimester.** Students can "delete" one demerit for each two-week span in which they do not receive another demerit. If a student who attends after school tutoring is given detention, it will be served on a day other than that of his/her tutoring.

**Below is a list of behaviors that warrant a demerit. Please note that this list is not exhaustive, so other behaviors may be added at the discretion of the teachers and principal.**

1. Intentional physical contact with another student (even in jest) <sup>\*See Below</sup>
2. Talking during instructional time
3. Misusing laptops during class
4. Being late to line due to not listening to the teacher's instructions
5. Blurting (speaking out without raising one's hand)
6. Disrespecting another student's property (removing things from a desk, using class supplies without asking permission, leaving trash in a desk, etc.)
7. Gum chewing
8. Use of foul language

9. Failing to return a signed demerit form

\*This offense can automatically receive a longer detention or more severe punishment depending on the context of the contact.

More serious offenses, including but not limited to bullying and blatant disrespect/defiance towards any adult or other student, will still receive an automatic 1-hour detention. The principal will be consulted for more serious offenses, and she will determine the consequences.

## **V. Tuition Policy**

Families have a choice to pay their tuition in one of three ways. Either payment in full, a ten-month plan or a twelve-month plan. If a family chooses the payment in full option, a 3% discount will be applied. This payment must be made before September 1<sup>st</sup> of the current school year. Credit Card payments will not be accepted for this option. If a family chooses the ten-month plan, payments begin August 1<sup>st</sup> and continue through May 15<sup>th</sup>. If a family chooses the twelve-month plan, payments begin on July 1<sup>st</sup> and continue through June 15<sup>th</sup>. A five- day grace period is allowed for all tuition plans.

### **Tuition Rates**

The criteria for the following three tuition rates are set by the Parish, not the school.

#### **Catholic Rate**

The Catholic rate applies to all Catholic families except those who qualify for the active parishioner rate of St. Bede Parish.

#### **Active Parishioner Rate**

(Criteria set by the Parish)

To be considered active parishioners of St. Bede Parish, families are expected to use their time and talent to support the Parish. This includes, but is not limited to attending weekend Mass regularly, participating in service to the Parish (e.g. Eucharistic minister, lector, music ministry, usher etc.) and financially support the Parish (a minimum of \$40.00 per month) in the first plate collection through the twelve-month calendar year. Parish contributions are tax deductible.

To qualify for this rate, families must be registered and participate actively in the life of St. Bede Parish. The parish will confirm registration and active participation. If regular contributions, as determined by the Parish, and participation in Parish services and ministries cease, tuition payments will change to the Catholic rate.

#### **Non-Catholic Rate**

The non-Catholic rate applies to families who are not Catholic.

### **Tuition Payments**

Tuition payments are due on the first of each month and considered late on the fifteenth of the month. A five-day grace period will be allowed. After the 20<sup>th</sup> of the month, a non-reversible late fee of \$35.00 will be assessed.

Tuition payments can also be broken up into Semi-Monthly payments, due on a designated date agreeable between the Principal and the family. (i.e. 5<sup>th</sup> & 20<sup>th</sup> of each month, 1<sup>st</sup> & 15<sup>th</sup> of each month). The five day grace period will still be applied to the final due date of the month.

Payments must be sent directly to St. Bede Catholic School. Payments can be mailed or paid in the school. Payment methods are as follows:

- Check
- Cash (Receipt will be provided)
- Credit Card (Excluding Payment in Full)
- Authorized Phone Payment (Credit Card or Debit Card)

In the event of any financial difficulty, it is the parent's/guardian's responsibility to communicate directly with the principal. Should payment not arrive by the designated grace period, the account will be considered delinquent. Should a check be returned from the bank, an NSF fee of \$25.00 will be added to your account. Any tuition payment that is deemed delinquent will be subject to the Delinquent Tuition Policy described below.

All family accounts that are two months behind at the end of the trimester students will not be readmitted into school until the balance is paid.

Families having serious difficulties meeting the tuition or other contractual obligations are expected to communicate with the school in a clear and timely manner.

### **Delinquent Tuition Policy**

- Tuition payments received after the designated grace period will be assessed a \$35.00 non-refundable late fee.
- Checks that are returned by the bank will be assessed a \$25.00 NSF fee. If at any time during the school year, two checks have been returned by the bank, personal checks will no longer be accepted as payment. A Cashiers Check, Money Order, Cash (receipt provided), or credit card will be the only accepted payment type for the remainder of the school year.
- A past due statement will be issued after the grace period has passed and the \$35.00 fee has been applied.

- A follow-up phone call will be made from the Principal or Bookkeeper if there is no response to the past due statement before the next tuition payment is due.
- Tuition payments that are **more than one month** in arrears will be denied access to PowerSchool and may cause the student(s) to be denied admission to class for the following Trimester until the balance is paid.
- At the end of the relevant Trimester, report cards will not be issued to students and PowerSchool access will be denied to families who have outstanding balances for tuition, extended care, fundraising, damaged books, school pictures, class or parent fees, etc.
- 8<sup>th</sup> grade families must be either paid up or current in order for their student to receive a diploma at graduation.
- Should the above actions not be successful and tuition payments continue to be delinquent, your child (children) may be excluded from school until financial obligations are met.
- Families having serious difficulties meeting the tuition or other contractual obligations are expected to communicate with the Principal in a clear and timely fashion.

## **St. Bede Catholic School Telecommunications Responsible Use Policy**

### **Introduction**

The Diocese of Oakland recognizes the various ways, both positive and negative, that students, personnel, and parents can use technology both in school and at home. Our schools seek to educate 21st Century learners through 21st Century teaching. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community.

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

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

The Diocese of Oakland discourages students, personnel, and parents from using technology in irresponsible ways both at school and at home and will hold all users responsible for their published words if they effect the school, administration, faculty, staff, students and families. Students, personnel, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion/dismissal.

### **Code of Conduct**

***St. Bede Catholic School*** students are expected to model a code of conduct reflecting the school philosophy of ***St. Bede Catholic School*** at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

The school's jurisdiction with respect to conduct includes:

- ❖ At all times when the student is on school grounds
- ❖ At all times during the school day, both on and off school grounds
- ❖ At all officially sanctioned school-sponsored events
- ❖ Outside of the school day when the student's behavior reflects upon the school.

Note: The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions and other technology related activities.

### **Telecommunications Responsible Use Agreement**

#### **Adapted from NCEA's *From the Chalkboard to the Chat Room***

As a school technology user, I agree to follow the rules and code of ethics in all of my work with telecommunications while attending ***St. Bede Catholic School***

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, or utilizing mobile technology within the classroom, I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab or around the mobile lab equipment.

2. I recognize that copyright laws protect licensed media; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of

software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of my password and not share it with others; I will also protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. If I become aware of any misuse by others, I will notify the school site administrator immediately.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final.

The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

7. Cyber-bullying, cyber-harassment, and cyber-stalking are forms of bullying that utilize electronic means including, but not limited to email, texting, inappropriate images, posting, and instant messaging. These forms of harassment are taken seriously and are prohibited.

8. Students, personnel and parents may not take or transmit images that violate the Responsible Use Policy. Taking pictures, videos, or recordings without a person's knowledge is a violation. The transmission, display, and sharing of inappropriate images is subject to disciplinary and legal action.

9. Students are allowed to bring personal computers or mobile devices onto campus for educational purposes only and at the discretion of the classroom teacher or school administration. This privilege can be revoked at any time if the student violates the Responsible Use Policy. The school will not be responsible for the security, troubleshooting or repairing of student or personnel-owned computers. Students/parents/guardians and personnel accept full responsibility for the loss or damage to their computers or mobile devices.

#### **Violation of Telecommunications Responsible Use Policy**

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the loss of technology privileges, disciplinary action, and may face legal prosecution.

**Student & Parent/Guardian User Agreements  
and  
Parent Permission Form**

**Part 1:**

**Before signing this form, parents/guardians and students should read and review all of the information above. Return this page with both the student's signature and a parent's/guardian's signature to your school's Technology Coordinator.**

1. We have read and agree to comply with the terms of this policy governing the use of the school's technology resources and the responsible use of all telecommunications at school, home, and work - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.
2. We understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal actions.

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

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

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

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

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

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

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

**Part 2:**

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

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent Name

\_\_\_\_\_

## Photo - Video Release

### Policies:

1. **Parents/Guardians must give permission for their son/daughter/children to be photographed or videotaped at *St. Bede Catholic School*.**
2. **For safety and privacy, student names are not to be posted with any pictures used.**
3. **Students, parents and/or guardians cannot take pictures of school personnel or other students at school or school sponsored events and post those photos to an open social media network without the written consent of the personnel or student's parents/guardians.**

I hereby give permission for my son/daughter/children (Please list)

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to be photographed or videotaped at ***St. Bede Catholic School***. I realize that the photo/video may be published on the school website, in a school brochure, in the newspaper, a magazine, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at ***St. Bede Catholic School***.

Parent/Guardian

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Printed

Name: \_\_\_\_\_

**Return by June 5, 2014**

Check here if you **DO NOT WANT** to have pictures of you or your child posted on the school's website, utilized in school videos or in other school publications.

Check here if you **DO NOT WANT** pictures of you or your child to be posted on the classes' password protected website. **Personnel User Agreement**