



**St. Cornelius Catholic School**  
**Parent/Student Handbook**  
**2013-2014**

Accredited By:  
West Coast Education Association and  
Western Association of Schools and Colleges

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## **SECTION I: Mission and Philosophy Statements**

### **ST. CORNELIUS CATHOLIC SCHOOL MISSION STATEMENT**

St. Cornelius Catholic School, a ministry of St. Cornelius Church, instills the truths and values of the Roman Catholic Tradition. We are a K-8 elementary, co-educational and multicultural school serving families of all faiths in the urban area of Richmond, California. As a faith based community, we are committed to educating the whole child and providing a challenging curriculum in a safe and secure environment. As a school community, we work together to promote peace by celebrating diversity, pride, inclusion and respect of self, others and the environment. We motivate each student to reach his/her potential and become an individual of integrity and social awareness who is equipped to make positive contributions to society.

### **ST. CORNELIUS CATHOLIC SCHOOL PHILOSOPHY STATEMENT**

St. Cornelius Catholic School is dedicated to the total education of each student in a Catholic environment. We strive to encompass all facets of Christian living including: physical, spiritual, moral, intellectual, social and cultural development. Our goal is to nurture each student as a child in God's family, to present the Gospel message of Jesus, to develop a Christian community and to encourage a spirit of service to others. Families are the first educators of children and we support and encourage this role. As active partners in the continuing process of education, we rely on family involvement and support of our school policies and programs. We value and respect the cultural diversity of the school community, recognizing the dignity and unique potential of each child. We strive to send forth Catholic learners who have become extraordinary citizens focused on academic achievement and the moral and religious commitment necessary for making a productive contribution to today's society.

### **THE LOGO OF ST. CORNELIUS CATHOLIC SCHOOL**

The logo of St. Cornelius Catholic School expresses the proclaimed goal of the School. The Latin word 'Excelsior' means 'Ever Better' or 'Aspire to greater things'. The pursuit of excellence calls for a spirit that is never satisfied with the minimum. The idea of turning out to be the best person you can be, in every field, should fire the enthusiasm of every student and teacher of St. Cornelius Catholic School. The colors used in the logo are the colors of the school: blue, gold, and maroon. The cross signifies that St. Cornelius is a Catholic School driven by Catholic values. The pursuit of excellence calls for a lot of hard work and personal sacrifice on the part of each student and teacher. The cross also stands for sacrifice, toil, fatigue, 'sweat and blood'. If one is willing to toil and make personal sacrifices, one is assured of success in the pursuit of excellence. This success is expressed in the 'laurel' that forms part of the logo. Laurel is an evergreen shrub with smooth, shiny leaves, used by ancient Romans and Greeks as an emblem of victory, success and distinction.

## **SECTION 2: Student Learning Expectations**

### **We Promote PEACE.**

#### **Productive People**

- Are independent thinkers and wise decision-makers
- Exercise common courtesy
- Are leaders and work cooperatively

#### **Extraordinary Citizens**

- Make positive contributions to our school community and society
- Are caretakers of our local and global environment
- Follow the rules and laws of our society and understand their importance

### **Academic Achievers**

- Are motivated learners, dedicated to mastering basic academic skills
- Demonstrate an appreciation for visual and musical arts
- Actively listen, read, comprehend and follow directions
- Use critical thinking and problem solving skills to meet everyday challenges
- Learn new things all the time

### **Catholic Learners**

- Demonstrate Gospel values by following Jesus' example
- Practice traditional, spontaneous, and liturgical prayer
- Demonstrate knowledge of Catholic doctrine
- Illustrate moral and religious commitment by actions in daily life
- Are compassionate and respectful of all God's creations
- Promote unity in diversity

### **Effective Communicators**

- Actively listen and respond appropriately in all situations
- Strive to acquire proficiency in English
- Respect the opinion of others
- Utilize technology to find information and demonstrate learning

## **SECTION 3: Administrators, Faculty and Staff**

Rev. Sergio Mora	Pastor
Ms. Shervin Moradi	Principal
Ms Sonia Hernandez.	Administrative Assistant
Ms. Elizabeth Hernandez	Front Office
Ms. Patti Cohoon de Buitrago	Kindergarten Teacher
Ms. Sarak Stricherz	First Grade Teacher
Ms. Lagene Goodreault	Second Grade Teacher
Ms. Michele Morales	Third Grade Teacher
Ms. Tina Labaro	Fourth Grade Teacher
Ms. Suzanne Okada	Fifth Grade Teacher
Ms. Marni Higgins	Sixth Grade Homeroom Teacher and Vice Principal
Ms. Maria Vidal	Seventh Grade Homeroom Teacher
Mr. Jason Fritschi	Eighth Grade Homeroom Teacher
Ms. Peggy Payne	Music Teacher
Mr. Doug Defabio	Physical Education Teacher
Ms. Sarah Warner	K-5 Art Teacher
Ms. Sabine Thompson	6-8 Art Teacher
Ms. Sandra Duffy	Choir Teacher

Mrs. Darlene Charvet	Title 1 Resource Teacher
Mr. Greg De Fabio	21 <sup>st</sup> Century Community Learning Center Site Coordinator
Ms. Victoria Cooper	21 <sup>st</sup> Century Community Learning Center Staff
Ms. Maria Faherty	21 <sup>st</sup> Century Community Learning Center Staff
Ms. Paola Parraga	21 <sup>st</sup> Century Community Learning Center Staff
Ms. Elizabeth Hernandez	21 <sup>st</sup> Century Community Learning Center Staff
Mrs. Patricia Moncada	21 <sup>st</sup> Century Community Learning Center Staff
Mr. Dylan Blackburn	21 <sup>st</sup> Century Community Learning Center Staff
Mr. Salvador Magana	Traffic Safety
Nelson's Masonry and Maintenance	Custodian

## **SECTION 4: General School Information and Policies**

### **SCHOOL DAY SCHEDULE**

7:55 - First bell, Line up  
 8:00 - Morning Assembly, Prayer, Pledge and Announcements  
 8:10 – Entrance, Classes Begin  
 10:15 -10:35 K-5 Morning Recess  
 10:30-10:50 6-8 Morning Recess  
 12:30 - 1:05 Lunch Recess for All Grades  
 1:05 – First bell, Line up  
 1:10 – Entrance, Classes Begin  
 3:00 – Dismissal

*Minimum day schedule is a 12:00 dismissal.  
 Wednesdays will be 2:15 dismissal unless otherwise indicated.*

### **WALKING TO AND FROM SCHOOL**

Parents must submit a letter of authorization to be kept on file in the office for students to be allowed to walk to and from school. Students follow the rules and regulations of the safety patrol personnel when entering and exiting the campus.

### **TRANSPORTATION**

- **Car Traffic**

While driving in the schoolyard, please be aware of pedestrians in the area. Drive no more than 5 miles per hour, follow all directions given by the yard personnel, and park in the Main Yard. Cars that are parked in the lot during the school day are to be parked along the edge of the Main Yard. No cars are to remain parked in the middle of the yard once classes have begun. **Any person who shall disregard any traffic direction given by a member of the school safety patrol shall be guilty of a misdemeanor and subject to police citation.**

- **Student Pick-up**

All students are to be picked up in the Middle Yard. Parents are to park in the Main Yard and walk to the Middle Yard to pick up their children. Students will not be allowed to leave the yard without a parent. When the bell rings at the end of the day, teachers walk the K-3 students to the yard and remain

with them until a parent/guardian arrives. 21<sup>st</sup> CCLC personnel will pick up students from the Middle Yard.

- **Walking Traffic:** Students walking home must have a signed Walking Permission Slip. These students are to leave the school grounds immediately after the end of the school day through the 28<sup>th</sup> Street side door by the “Lost and Found”.
- **Bicycles:** Bicycle riders should enter and exit by the East Yard. All bicycles must be walked on to the school grounds and locked to the bicycle rack. Riders must wear a protective helmet.
- **Prohibited: Skateboards, skates, scooters or tennis shoes with wheels are not allowed at anytime.**

## **BEFORE SCHOOL**

Students are expected to arrive at school **at 7:50 a.m.** and are to go to the **Middle Yard**. Yard supervision will begin at 7:50 a.m. Due to insurance regulations we will not assume responsibility for students not in the Middle Yard or those left at school before 7:50 a.m., unless they are in the 21<sup>st</sup> CCLC. **No ball games, chase, tag or relays may be played. The supervising teacher and Principal will enforce this rule for the safety of all.**

## **MORNING PRAYER AND PLEDGE OF ALLEGIANCE**

At the beginning of each day the students assemble as a school community and share a scriptural reading or prayer. The prayer is preceded by daily announcements and followed by the pledge of allegiance. Students should be in line at the first bell to be prepared for Morning Prayer. Students not in line will be stopped at the breezeway, until prayer is over. **Students arriving in class after their classmates have entered the classroom and teacher has closed the door will be considered tardy. Students will assemble in their respective classrooms in case of rain or inclement weather. Tardy time for rainy days is 8:15.**

## **RECESS**

Snacks are to be eaten outside only. Drinks may be water, juices or milk—**no soda**. Students may not bring drinks in glass bottles either. Litter must be placed in trash containers. **Students may not be in the school building during any recess except to use the restrooms on the 1st floor only.** At the bell, students are to stop playing, clean up the yard and then line up quietly for class.

## **LUNCH**

St. Cornelius Catholic School offers a hot lunch program. We have \$3.00 Pizza Day on Fridays and on the rest of the week other hot lunch items are prepared on site. The cost of these lunches are \$4.00 a day. Lunch calendars will be provided each month.

- Students who purchase hot lunch through the School Lunch Program will eat in the School Cafeteria until the 12:45 bell rings. At that time, they will be dismissed to their assigned lunch yards.
- Students who do not purchase hot lunch will eat in assigned lunch yards.
- **At the 1:05 bell** all students are to stop playing and clean their yard area.
- **Prior to the final bell at 1:10** students must use the drinking fountain and bathroom.
- Students are expected to line up and **enter the building quietly** after lunch recess.
- **It is the parents’ responsibility to provide lunch and snack for their child(ren).**
- **No drop-off or fast food lunches. NO EXCEPTIONS!**
- **No sodas.**
- **Students may not call home for forgotten lunches!**
- **Students may not be taken out for lunch.**

## **RECESS AND LUNCH YARDS:**

- Grades 6, 7 and 8      Main Yard
- Grades 3, 4 and 5      Middle Yard
- Grades K, 1 and 2      Primary Yard

## PLAYGROUND RULES AND USAGE

**For the safety of all, students must follow all school and playground rules at all times.**

### DISMISSAL

- School is dismissed on regular days at 3:00 p.m. for all grades K - 8. Prior to dismissal students are to put their things in order according to the instructions given by their teacher. **Students should not expect to return to the classroom after dismissal for forgotten materials.** Students must be out of the school building by 3:10 unless accompanied by a parent or guardian.
- **Parents are to pick up their children outside of the building, not inside or at the classroom door.** Parents are also asked to pick students up after the bell and not ask for an early dismissal unless warranted by a medical appointment.
- If the student must leave school early, the parent must sign the student out in the office.
- **Unsupervised playing is not allowed in the yards after school.**
- **All students not picked up by 3:15 are escorted to the office to call home. If the office must close, students will be sent to the 21<sup>st</sup> CCLC and charged a \$15.00 late fee.**
- For their own safety, students are not allowed to wait at the corner of Macdonald and 28<sup>th</sup> Street after school.

### EXITS

- **All students will exit through the Middle Yard. No student may exit through front main doors or Main Yard doors.**
- Students are to exit using doors closest to their classroom or the stairwell they use.
- On rainy days students will be dismissed directly from the gym.
- Students are to follow **all** directions given by the staff, hall and yard monitors.
- Students taking public transportation or walking must have a signed permission slip on file in the office, practice proper safety rules and exhibit courteous behavior at all times.
- Re-entering the school building after dismissal must be done through the front main doors only.

### VISITORS

- **A visitor is any person who seeks permission to enter school premises.**
- All school visitors are required to enter through the main entrance, sign in at the office and pick up a visitor's badge.
- Parents and guardians are welcome to visit their child's classroom. Please make arrangements with the teacher in advance and check in at the school office before going to any classroom.
- Parents/legal guardians and visitors are expected to confer with teachers **after school or at other scheduled times. Appointments are recommended for teacher conferences.**
- Classroom instruction is **not** to be interrupted or delayed by visitations.
- **Parents are not allowed in the faculty room unless they have prior permission from the faculty or a staff member.**

### TELEPHONE

The office phone is reserved for school business and emergency calls by school personnel only. **No student will be allowed to use the phone for forgotten homework, lunches, after school plans or other personal reasons.**

### SCHOOL FACILITIES

- For legal reasons, individual students or groups of students may not use school facilities without prior

approval or supervision. All areas of the school (including the gym) must be under the direct supervision of a staff member, or adult, when such facilities are being occupied by students.

- **Students are not allowed in the faculty room at any time.**

## **ALCOHOL/SMOKING POLICY**

Alcohol will not be served or consumed on school premises or on any school-sponsored field trips or while children are present. All school site buildings are 100% alcohol and smoke-free at all times.

## **SECTION 5: Student Health**

### **CHILD ABUSE OR NEGLECT**

- **Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and or development.** This includes:
  1. Physical abuse or corporal punishment
  2. Emotional abuse or deprivation
  3. Physical neglect and or inadequate supervision
  4. Sexual abuse and or exploitation
- **School personnel are required by law to report any reasonable suspicion of child abuse.**
  1. 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."
  2. Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

### **COMMUNICABLE DISEASES**

- The school should be notified immediately of any communicable condition or disease. This would include head lice, chicken pox, impetigo, mumps and measles. **Students exhibiting symptoms of any communicable condition should remain at home until they are no longer considered contagious.**
- Parents will be notified when their child has been exposed to any of these conditions/diseases at school.

### **IMMUNIZATIONS**

- No child may be admitted as a student of the school unless he/she has been immunized according to California Immunization requirements.
- Each student is to have on file in the office a report of their immunization against polio, measles, mumps, rubella, diphtheria, pertussus, tetanus, hepatitis B, and TB skin test prior to admission to school. Medical and dental forms may be obtained in the school office. All students need a physical exam, immunization records, and Tuberculosis skin test within a year of entering the school. **NO child will be admitted to school unless the proper medical forms are on file.**
- **Conditional Admission: A student who lacks the required immunizations has one (1) week to begin immunization.**

### **MEDICATIONS: GUIDELINES FOR ADMINISTRATION AT SCHOOL**

- Schools may not furnish any medications.
- Prescription or over the counter medication requires parent/legal guardian authorization and a completed medical authorization form.
- 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 his/her own medications. Medication held by a student will be taken and only released to an adult after school.



- 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:
  1. Risk of not carrying medication
  2. The student has been instructed in the administration of his/her medication and side effects. The student must be instructed not to share his/her medication with anyone else and to notify the teacher immediately after use.
  3. Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school principal.

### **MEDICATIONS: RESPONSIBILITY OF PARENTS/LEGAL GUARDIANS**

- Parents/legal guardians will assume full responsibility for the supplying of all medications.
- No medications may be brought to school by students. Any medication to be administered must be delivered by parents/legal guardians or an authorized adult. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration (Pharmacies will supply a second labeled container upon request at the time the original prescription is being filled). Over the counter medications should be in original sealed packages with directions for administration, accompanied by a medical authorization form.

### **MEDICAL AND DENTAL APPOINTMENTS**

- Medical appointments should be made outside of school hours.
- If it is necessary to excuse a student during the school day, please send a note to the teacher giving details of when the student will be picked up. Present yourself at the school office and ask for the student to be dismissed from class while signing the student out in the book in the office. **Do not go directly to the classroom.**
- When returning to school from the appointment the student should **present a note from the doctor's office.** The note will be initialed and the child will present it to the teacher.
- **In totaling a student's absences, medical and dental appointments are counted as excused if the student brings a statement from the doctor noting date, time and length of the appointment.**

### **ILLNESS DURING THE SCHOOL DAY**

- Students who become ill during the school day are to report to the school office after notifying the teacher and receiving permission to leave class. The office personnel will contact the parent/guardian. Parents/guardians must sign out a child before taking him/her home.
- **No child may leave school alone.**

## **SECTION 6: Admission and Withdrawal Information**

### **ADMISSION POLICY**

- The admission policy of St. Cornelius Catholic School states that our school admits students in the following order of priority:
  1. Catholic students who are parishioners
  2. Students of families with children already in school
  3. Catholic students who are not parishioners
  4. Non-Catholic students from the geographic area
  5. All others
- All incoming students are accepted on a probationary basis. If there are any major academic or disciplinary infractions, the student would be asked to leave the school. This decision is made by the principal and is final.

## APPLICATION PROCESS

- Parents must complete an application form, pay the \$35 placement test fee, provide a report card from the school previously attended and sign a tuition contract on the acceptance of their child to the school.
- Results of the placement test must meet the grade level criteria applied for.
- Admission is dependent upon availability of space.

## ENTRANCE REQUIREMENTS

- **Minimum Age**

To be admitted into kindergarten a child must be four (4) years and ten (10) months of age on or before September 1<sup>st</sup> of the current school year. By State regulation the school may not have children younger than this without obtaining licensing for pre-school. To be admitted into the first grade a child must be five (5) years and ten (10) months on or before September 1<sup>st</sup> of the current school year. If a child has been legally enrolled in another school, he/she is admitted to the school and placed in a lower grade as age appropriate.

- **Records at Entrance**

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), record of current physical exam and a record of state required immunizations.

- **Transfer Student Process and Requirements**

All financial obligations to previous school must be current.

- **Special Needs**

Admission of transfer students with special needs will be dependent upon the school program's ability to meet those needs.

## WITHDRAWAL PROCESS

If it becomes necessary for a student to withdraw from the school, all financial obligations must be met. The school to which the child is enrolling must submit a written request form for the student's CUM file.

## PROCEDURES FOR RECOMMENDED TRANSFER

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

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

In the presence of either one of these two conditions, the Principal in consultation with the Pastor and the Superintendent will make the decision for the student to leave the school.

## SECTION 7: Attendance

**St. Cornelius Catholic School stresses the importance of punctuality and regular attendance for success in school and as training for life outside of school.**

### REPORTING PROCESS

- Parents are **REQUIRED** to call the office to verify absences preferably before **9:00 a.m. each morning**. If the parent has not called by 9 a.m., the office will make follow-up phone calls to locate the child.
- The parent must also send a **written note** to student's teacher upon returning to school.

### ABSENCE/TARDY

- A student who has been absent from school is required to present a written excuse stating the reason for

his/her absence, signed by the parent/legal guardian. Spanish notes are accepted. These excuses shall be kept on file until the end of the school year.

- **“Excessive absence”** is being absent from school for ten (10) absences per trimester or a total of thirty (30) days per school year. When the student arrives or leaves after recess he/she is a half (1/2) day absent.
- **“Excessive tardiness”** is being late four (4) times per trimester or a total of twelve (12) times per school year. A student is tardy if he/she arrives after the class has entered the school building. **To reduce the number of tardies and disruption to class and instruction, every 4 tardies count as a Parent Hour and is added to your bill.**
- **Homework during Absences:** Students are responsible to make up all class and homework assignments missed during an absence. The teachers are to determine an appropriate time limit in which assignments can be completed for credit.
- **Credit:** Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action at the discretion of the teacher or principal.
- **Absences in excess of 15 days during the school year, unless verified as medically excused, may be cause for a student to repeat the grade.**

## SECTION 8: Academic Information

### CURRICULUM

Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines. Religious education is an integral element of the educational experiences of students in all grades.

### STANDARDIZED TESTING

St. Cornelius Catholic School participates in the diocesan standardized testing in the fall and spring, and scores are made available to parents. The scores from the fall testing are used by the teachers as a diagnostic tool to most effectively adapt the academic program to the strengths and needs of their students. The scores from the spring testing are used to measure growth and development.

### ACADEMIC HONESTY

- Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one’s own) or doing another person’s homework assignments are all forms of academic dishonesty.
- Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures.

### GRADING AND RELATED TOPICS

- **Grade Equivalents in Grades 5-8**

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

- **Standard Based Report Cards in grades K-4**
- **Written Work:** Only standard size paper should be used. Papers must be neat. **Paper torn out of a**

**binder or notebook is never acceptable.** Schoolwork should have a standard heading as outlined below:

<b>Student name</b>	<b>Date</b>
<b>Subject</b>	<b>Grade</b>
<b>SLEs</b>	

**This heading will be used on all papers in grades 3 - 8.** Teachers reserve the right not to accept papers that do not follow the proper form.

- **Homework:** The purpose of homework is to reinforce material already taught and to foster habits of independent study. Each student is ultimately responsible for his/her own education. Parent involvement and supervision is essential to student's success. The Diocesan nightly homework allotments are available to view in the office. Students who habitually do not complete homework may be sent to lunch detention, receive after school detention and/or have their parents notified.
- **Progress Reports/Report Cards:** Report cards will go home three times a year, see master calendar for dates. Progress Reports will be issued half way through each trimester and/or when needed. **Both the progress reports and report cards must be signed and returned to school by the date assigned by the teacher.** Grades given during a grading period are derived from scores on daily quizzes, reports, assignments, class participation, tests and conduct. Parents are advised to consult the classroom teacher for any clarification of grades or student progress at parent-teacher conferences.
- **Conferences**
  1. **Scheduled by School:** Parent/Teacher Conferences are held for 15 minute periods on Monday and Tuesday of Thanksgiving week in November. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and or socially.
  2. **Requested by Parent:** Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment. **Please discuss classroom difficulties with the teacher before bringing them to the Principal's attention.**
- **Supplies:** Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper and pens. Some supplies may need to be replenished throughout the year. A list of required supplies is mailed during the summer months and is also available in the office. Students are expected to purchase all necessary supplies, label and keep them in good order.
- **Textbooks:** Textbooks are selected in accordance with school policy developed by the Principal in close consultation with the faculty to implement Diocesan Curriculum Guidelines. All students are responsible for any books or supplies issued to them. It is expected that books and supplies are returned in good condition. Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. **Payment for any and all losses or damages, which are beyond normal wear, will be assessed at year's end. The fee for any lost or damaged book is \$75.**

## PROMOTION AND RETENTION

- **Promotion:** A student satisfactorily completing each grade's work will be promoted to the next grade.
- **Retention:** Retention is only appropriate, for developmental readiness reasons, in grades K, 1 and 2. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the Principal. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g. tutoring, summer school, etc.) to the student in question or of directing

the student toward some alternative program that is more realistically suited to his/her needs. The promotion or retention of a student is always a serious matter. The decision to retain will be based upon consideration of the overall welfare of the student by carefully weighing academic, attendance and social factors. **In the event that retention is under consideration, the following guidelines will be applied:**

1. The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. Initially the teacher will provide remedial help to the student within the school setting, either by individualized attention or some form of tutoring. If such help proves to be inadequate, the teacher will advise the parents to arrange outside remedial help, such as professional tutoring, parental tutoring, or a summer session.
2. The teacher will advise the principal of any student who has significant learning problems by the end of the first trimester. With the approval of the principal, the teacher will inform the parents regularly of the student's progress or possibility of retention.
3. Since retention is more successful in primary grades than in later grades, the primary teacher will diligently observe the student so that problems may be corrected before the student reaches the upper grades. Although the opinions of the teacher and the parents are significant factors, the final decision to retain a student is the responsibility of the Principal.
4. It may be necessary to recognize that the parochial school is not equipped to meet the needs of students with severe learning problems and therefore a recommended withdrawal might be necessary.
5. Retention in Grades 5 - 8 is determined by the mathematical average of the 3 academic trimesters in each core subject. If the average is below a 0.7 grade point average in 2 core courses the student may not be promoted.
6. A student in Grades 5 - 8 with an academic average below 0.7 on a 4.0 scale in two or more core courses may be asked to leave St. Cornelius Catholic School.

## **NONRENEWAL OF STUDENT ENROLLMENT**

St. Cornelius Catholic School maintains the right not to accept students for continued enrollment if:

- The Principal determines the school cannot serve the child
- The student cannot benefit from the school program
- There has been repeated uncooperative and/or destructive behavior/attitude demonstrated by the student or parent/legal guardian

## **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. While these exercises should be scheduled so as not to conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year.

- **Graduation Attire**

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest.

- **Graduation Requirements:** Participation in graduation ceremonies requires that the **student must:**

1. **Have no more than two D grades for their yearly average.**
2. **Have no more than 12 unexcused absences for the school year.**
3. **Complete 15 Christian Service Hours prior to May 1<sup>st</sup>.**
4. **Have satisfied all financial obligations, including the Graduation fee by the second Friday in May of the graduation year.**

## SECTION 9: Uniforms

Dress code is an important part of the school environment. The students must learn responsibility for themselves and their appearance, therefore we ask parents to support the school's uniform policies at all times. If there is a sudden hardship that prevents students from coming in uniform, it is mandatory that the parent/legal guardian informs the administrator.

### SCHOOL UNIFORMS: (K-8)

- **Pants:** Navy blue corduroy or twill uniform pants. **No cargo or skinny pants.**
- **Shorts:** Navy blue corduroy or twill shorts. They should not be higher than 2" inches above the knee; **no shorts are to be worn below the knee.**
- **Shirts:** Royal or goldenrod uniform polo shirt, short or long sleeved, **with school logo. Shirts are only available through Dennis Uniform Company. NOTHING** may show high up on the neck or below the sleeves. Shirts are to be tucked in at all times during school and extended care hours.
- **Socks:** Solid white, black or navy blue crew, knee socks or tights. Socks must cover the ankles.
- **Belts:** Navy, brown or black belts are required at all times when wearing pants or shorts. **Belt buckles are to be simple.**
- **Shoes:** Flat closed toe, sturdy black shoes without excessive contrasting trims and or decoration. Lace up shoes must have black laces. Boots can be worn but students may not tuck their pants into their boots.

### UNIFORMS (Girls K-4)

- **Jumper:** Mayfair Plaid Jumper, **not shorter than 2" above the knee.**
- **It is mandatory that solid black, white or navy blue shorts, preferably bike shorts, are worn under the jumper.**
- **No legwarmers or thermal underwear.**

### UNIFORMS (Girls 5-8)

- **Skirts:** Mayfair Plaid Skirt, **not shorter than 2" above the knee.**
- **It is mandatory that solid black, white or navy blue shorts, preferably bike shorts, are worn under the skirt.**
- **No legwarmers or thermal underwear.**

### PE UNIFORM (K-8)

- P.E. uniforms are worn on P.E. days only.
- All Black rubber-soled shoes
- Solid navy St. Cornelius uniform sweat pants and shirt.

### GENERAL DRESS POLICIES

- **Jewelry:** Traditional earlobe piercing is the only form of piercing allowed. Earrings are acceptable for either sex, but they must be a simple post; **no hoops or dangle earrings.** All chains and necklaces must be worn inside the uniform shirt. **At the discretion of the school personnel, students may be asked to remove excessive jewelry and/or have it confiscated by the teacher and kept in the office for a parent to pick up.**
- **Make-Up:** Make-up may not be worn at any time.
- **Nails:** Only clear nail polish may be worn. Artificial nails are not allowed. Nail length must be conducive to a school atmosphere.
- **Hairstyles:** Hair should be neat, clean, trim and away from the face. Faddish or distracting hairstyles are not acceptable. **No highlights, hair colors, Mohawks, Fohawks or designs in haircuts are allowed.** Simple barrettes or headbands may be worn.

- **Personal Hygiene:** Medical research shows that the presence of strong grooming fragrances can be a cause of serious physical irritation to some individuals. Personal grooming items, e.g. deodorants, hair products, lotions, powders, etc. must be fragrance-free. Perfumes and colognes are not to be worn.
- **Prohibited Items:** No hats, caps, tattoos or grillz at any time, including Free Dress Days.

**Dress Code Infractions:** The administration reserves the right to decide on the appropriateness of a student's attire. In the event that a student's outfit is deemed inappropriate he/she will remain in the school office until suitable clothing can be provided. The student may also receive a detention and/or be sent home.

## SECTION 10: DISCIPLINE

St. Cornelius Catholic School students' actions and attitudes should reflect Christian ethics and behaviors as outlined by the school's mission and philosophy statements. Students are accountable for their behavior both on and off campus. Misconduct calls for disciplinary action.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

### DISCIPLINE POLICIES

- **Any conduct unworthy of good citizenship and the orderly progression of a Catholic school is prohibited.**
- **Cell Phones/Pagers:** Students may bring cell phones to school on condition that they remain turned off and turned in to classroom teachers during the school day. **If you are found in possession of cell phones, they will be confiscated.** Parents may retrieve them in the office after school. Students may not turn on or use cell phones until they have left the school building once the dismissal bell has rung.
- **Internet Use:** Each year parents and students must sign an acceptable use policy for use of the Internet. Students should always strive to use technology in a responsible and ethical way as they work towards becoming responsible citizens of our global community. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.
- **Hall Conduct:** Students are to behave in a way that is respectful to themselves and other classes. Students are to walk quietly through the hallways in an orderly fashion directed by the faculty and/or staff. Students are to follow directions given by the faculty/staff immediately and without discussion.
- **Bathroom Behavior:** Students who vandalize or exhibit inappropriate behavior in the bathrooms are subject to suspension and possible expulsion.
- **Illegal Substances:** The use, possession or exchange (whether or not for sale) of illegal substances including but not limited to tobacco, drugs, alcohol, and various types of inhalants on or near school premises or at school sponsored activities is prohibited and is grounds for disciplinary action up to and including expulsion.
- **Leaving School Grounds during School Day:** No student may leave the school grounds during school hours without the permission of the Principal and written authorization of parents or guardians. Truancy is unacceptable and students will face disciplinary actions.
- **Littering:** Students are expected to throw all garbage and unwanted items in the proper receptacles. Each student is expected to assume responsibility and care in the use of school facilities.
- **Chewing Gum: Chewing gum is not allowed on campus before, during or after school.**
- **Vandalism/Property Damage:** Students and their parent/guardian are liable for all damage to equipment or school/faculty property. It is the responsibility of the parent/legal guardian to pay for property damages, not to exceed ten thousand dollars (\$10,000), due to willful conduct by the child. Grades, transcripts or diploma will be withheld until the damages are paid.
- **Weapons/Laser Pointers:** Possession and or assault with a deadly weapon and or any object that can be

used to cause harm to another, including laser pointers, will result in very serious consequences up to and possibly including expulsion.

- **STUDENTS MAY NOT BRING THE FOLLOWING ITEMS TO SCHOOL:**
  1. Cameras (unless field trip or other school sponsored activities)
  2. All electronic devices
  3. Knives, guns of any type, slingshots and or other weapons
  4. Baseball bats, hard balls, etc.
  5. Toys or cards of any kind

These items will be confiscated if brought to school. They will not be given back to the students and may only be retrieved by the parent after school.

## **DISCIPLINARY ACTIONS**

**Disciplinary actions may include but are not limited to:** detention, written assignments, loss of privileges, telephone notification of parents, conference with the pastor, parent and the Principal. **Each detention will require parent's or guardian's signature.** The signature is to acknowledge parent awareness of the detention.

- **Detention:** The following conducts may result in a detention as deemed appropriate by the teacher and principal.
  1. Class disruption, showing disrespect
  2. Failure to follow school or class rules or verbal directions
  3. Throwing, pitching or shooting objects
  4. Chewing gum
  5. Possession or use of a portable radio, tape/CD player or recorder
  6. Pushing, running after or chasing others in an unsafe manner
  7. Lying, forgery, cheating
  8. Barrowing without permission
  9. Use of foul and or inappropriate language
  10. 3 out of uniform infractions equal one detention.
- **Conduct Referral**
  1. Conduct referrals may be issued only in consultation with the Principal.
  2. Suspension may follow a conduct referral.
- **Suspension:** The following conducts may result in a suspension from school as deemed appropriate by the teacher and the principal. A parent conference with the Principal will be required before the student is allowed to return to school.
  - (1) Use of vulgar, blasphemous, obscene or socially unacceptable language
  - (2) Possession of morally unacceptable books, magazines, audio or video tapes
  - (3) Defacing property
  - (4) Violation of St. Cornelius Catholic School's Acceptable Use of Technology
  - (5) Verbal, physical or sexual harassment of others
  - (6) Bullying, punching, fighting, threatening or intimidating others in any manner, whether verbal, physical or psychological
  - (7) Truancy or leaving school without notification
  - (8) Stealing
  - (9) 3 Conduct Referrals in one trimester
- **Expulsion:** Any severe infractions of School and Diocesan policies are grounds for expulsion as determined by the Principal and the superintendent. Expulsion may follow a suspension.



## SECTION 11: Financial Information

### INSURANCE

Student Accident Insurance coverage is optional, yet strongly recommended. A form is available throughout the school year.

### TUITION INFORMATION & SCHEDULE

- Tuition may be paid in advance of the school year or in ten equal installments from August to May. All tuition payments are due as outlined by school tuition contracts. A \$35.00 late fee will be charged for each payment that is late each month. Billing for the late charge (\$35.00) will be included on the next month's statement. Regardless of tuition payment option selected, parents/guardians are obligated to pay the full annual tuition amount. **Voluntary or involuntary withdrawal from St. Cornelius Catholic School during the school year will not dismiss the obligation to pay the full annual tuition amount.**
- Any tuition payment that is more than one month behind or account that has been late in over half the payments to the school may cause the student(s) to be suspended until all financial obligations are met.
- Accounts will be charged \$35.00 for each returned check. Returned checks will not be re-deposited. After the bank returns a check, you must submit a cashier's check, money order or cash for all future payments.
- Families experiencing sudden and unforeseen financial hardships must contact the principal to make special arrangements for handling the payment of delinquent tuition fees.
- Students may not participate in graduation or related activities unless all fees, including tuition, PTF Fundraiser Fee, CYO and other school related fees are paid in full. The final month's tuition for 8<sup>th</sup> grade families is due by the second Friday in May. All other fees must be paid prior to graduation as well. If the tuition account is not current, your child may not participate in the graduation exercises, and their diploma will be withheld.
- Tuition rates may have a slight increase each year.

### TUITION DELINQUENCY

- Families need to contact the school office and speak with the Principal before their account becomes delinquent. Special arrangements can be made to allow for a payment schedule that fits a family's circumstances. The administration is willing to work with families to avoid the following procedures if a good faith effort is made.
- **The following steps will be taken for delinquent tuition:**
  1. Parents/guardians will receive notification that their account is delinquent.
  2. If constructive steps have not been taken to resolve the delinquency status, the student(s) will not be allowed to return to class.
- **The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made.**
  1. Withhold report cards
  2. Deny a student enrollment for the following trimester or school year
  3. Deny a graduating student's participation in graduation ceremonies and/or withhold a diploma

### TUITION ASSISTANCE

Diocesan financial aid programs may be available for families who qualify.

- FACE: Application to Family Aid for Catholic Education program is encouraged when applicable. These applications are available in the school office every spring for the following school year. Contact the school office with any questions.
- BASIC: Applications for Bay Area Scholarships for Inner City Children program are for new families or

new students to the school only. Contact the school office with any questions. In addition applications for other independent scholarships may be available in the school office. Emergency tuition assistance funds are sometimes available.

## **FEES AND REQUIREMENTS**

- **Registration Fee:** The non-refundable registration fee of \$400 is payable at the time of registration for each child. Placement in the school is not guaranteed without the paid registration.
- **Graduation Fee:** The required eighth grade classroom fee of \$150 helps defray the cost of diplomas, gowns, class awards and other costs.
- **Classroom Fees:** Individual teachers may charge a fee at the beginning or throughout the school year to cover the costs of classroom magazines, supplies, field trips, etc.
- **Testing Fee:** A non-refundable testing fee of \$35 is due with an application for admission to St. Cornelius Catholic School. This fee is collected only once, and students may be retested without further charge.
- **Parent Participation (PTF) Fee:** Each parent/guardian is required to volunteer 36 service hours for the school year. There is a \$25.00 fee for each parent hour not completed. A minimum of 12 Parent Hours is required per trimester.
- **PTF Fundraiser Fee:** Every family is required to pay/raise a fundraiser fee of \$400 for the year. Parents may satisfy this requirement by selling or purchasing items/tickets in the amount equal to \$400 in major fundraisers.
- **Other Fees:** \$35.00 returned check fee, \$35 late fee, \$75.00 lost book fee and \$450.00 eighth grade Science Camp fee

## **SECTION 12: Harassment Policies**

### **GENERAL HARRASSMENT POLICY STATEMENT**

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical, or environmental. It is a violation of this policy for any employee, agent, student, parent, volunteer, or third party at a school site to harass a student or employee. Complaints must be reported to the Principal and a formal written complaint must be filed at the office. A complaint does not have to be written in order for the incident to be investigated.

### **CATHOLIC SCHOOLS DIOCESE OF OAKLAND STUDENT SEXUAL HARASSMENT POLICY**

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

**DEFINITION OF SEXUAL HARASSMENT:** For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests of sexual or physical contact of a sexual nature directed toward a student or an employee under any of the following conditions:

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

regarding benefits and services, sponsored by the Diocese.

**EMPLOYEE TO STUDENT SEXUAL HARASSMENT:** This policy prohibits employee to student sexual harassment at all times whether or not the incident of harassment occur on school property or at school sponsored events. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to the disciplinary action including termination of employment.

- To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.

**STUDENT TO STUDENT SEXUAL HARASSMENT:** This policy prohibits student to student sexual harassment whenever it is related to school activity or attendance and occurs at any time including but not related to, any of the following:

- While on school grounds or while going to or coming from school
- During or while going to or coming from a school sponsored activity
- Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension and expulsion.

**STUDENT TO EMPLOYEE SEXUAL HARASSMENT:** This policy prohibits student to employee sexual harassment at all times whether or not the incident of harassment occurs on school property or at school sponsored events.

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

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

## **SECTION 13: Emergencies**

### **EARTHQUAKE**

The administration, staff and students practice EARTHQUAKE/FIRE/SHELTER-IN-PLACE DRILLS on a monthly basis. St. Cornelius Catholic School has an Emergency Preparedness policy in which the safety and welfare of each child is considered. Basic Emergency Action Plans have been developed, and a copy of the procedures and evacuation routes are displayed in a prominent location in each classroom and office.

Earthquake, fire and shelter-in-place drills are held to familiarize students with procedures. In the case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee according to the emergency card may be walked or transported from the schoolyard to the school gym. If it becomes necessary to remove the students from the school grounds for safety reasons, signs will be posted providing the necessary information. The school maintains emergency and first aid supplies and food, both in the classrooms and the office. All of the faculty and staff are Red Cross certified in Basic First Aid and CPR.

### **EMERGENCY INFORMATION CARD**

The school has a file containing current emergency care information for each student. **Each student attending school must have a completed, current emergency card on file in the office. Students will not be allowed to attend school after Labor Day without this completed form.** Parents, for the sake of their children's welfare, **must keep these cards updated** throughout the school year and annually update:

- The name of the student, his/her home address, telephone and birth date
- The business addresses and telephone numbers of the parent/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and or pager numbers of parents should be recorded too

- The date of the latest tetanus immunization/booster
- The name of the family physician and dentist, office addresses and telephone numbers
- Name of medical insurance company and identification number
- Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication
- The parents' approval to send the student to a medical facility for emergency treatment should this be necessary
- The names of the persons to whom the student may be released
- The signature of responsible parent(s) or legal guardian(s)

## **SCHOOL CLOSURE**

School personnel will use the emergency forms to notify parents if the school must be closed. The staff will care for all children until their parents/guardians or designee picks them up. If we must move the students from the school site, signs will be left at the school.

## **SCHOOL LOCKDOWN**

In some situations it may be necessary to have a school lockdown. As per Richmond police department recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked.
- Drapes and or blinds will be closed.
- No one will be permitted to enter or leave the building.
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

**Parents should not call the school so the phone will be available to emergency personnel.**

## **SECTION 14: 21<sup>st</sup> Century Community Learning Center / Title 1**

### **21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER (EXTENDED CARE)**

St. Cornelius Catholic School has received a grant, known as the 21<sup>st</sup> Century Community Learning Centers Grant. This program is operated at the school site and offers **free** before and after school care, for a minimal donation. More information on the components of this program, which include after school snack, tutoring and enrichment is available from the site coordinator, Mr. Greg Defabio. He can be reached at 510-778-3779. Please note that registration is required to participate in this program and enrollment is limited.

**Any child found unattended on the school grounds or at the corner of 28th and Macdonald Avenue prior to 7:50 a.m. or after 3:15 p.m. will be escorted by an adult to our 21<sup>st</sup> CCLC.**

### **TITLE 1**

The Title 1 Program offers additional help in reading and mathematics. St. Cornelius is fortunate to have this assistance provided by the West Contra Costa Unified School District on site. A serious attitude toward skill building is necessary for **all** participating students. District-provided tests, teacher recommendation, IOWA Test scores and public school boundaries determine placement for the program. The Title 1 Program also provides after school tutoring to Title 1 students who qualify and are recommended by their teachers.

## **SECTION 15: School/Family Communication**

### **COMMUNICATIONS**

The principal will issue a weekly newsletter every Tuesday. This will have information regarding the upcoming calendar events for the week and school wide events. At the beginning of each month, the office will send out a monthly calendar listing fundraisers, fieldtrips, and other school events. Parents are responsible to read, review,

and respond to school and teacher communications and requests. These forms must be signed and returned immediately. Monthly flyers with classroom highlights are sent home regularly.

### **COMPLAINT/ISSUE RESOLUTION**

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Principal.

### **PARENT CONCERNS**

Any classroom procedure, assignment, student progress report and/or behavioral concern regarding a student's progress should **first** be discussed with the classroom teacher. If more clarification is needed then the parent/guardian should make an appointment with the Principal. The School Board and PTF organizations are not able to address individual classroom concerns.

### **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/behavior of parents so diminishes the effectiveness of the school that the family may be asked to withdraw their child from the school.

### **MESSAGES TO STUDENTS**

To ensure classroom instruction time is not interrupted messages for students will not be delivered during class time. If there is an emergency and you must reach your child, you are to leave a message with the office. The office personnel will deliver the message to the classroom teacher at the next break in instruction time.

Please remember that for safety reasons students are allowed to carry cell phones to school, but they are to remain turned off and turned in to the teacher while on school grounds. **Therefore, if you leave a message on a student's cell phone, he/she will not be able to retrieve that message until leaving school grounds.**

### **PARTIES**

- **Birthday Parties**

Parents who wish to bring a class treat for a child's birthday must first contact the teacher to find an appropriate time to bring the treat. **ONLY COOKIES OR CUPCAKES AND JUICE WILL BE ACCEPTED AS TREATS.**

- **Class Parties**

Throughout the school year individual teachers may decide to plan class parties to celebrate various religious or national holidays. The teachers will announce these intentions and request the aid of parents to assist in the planning of these parties.

- **Out of School Party Invitations**

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

- **Eighth Grade End of the Year Party**

A graduation celebration may be planned and fund-raised for/by the parents and may be attended by school related personnel, but the school is not responsible for this function. The school also does not endorse or allow fund-raising for non-school approved programs.

### **RELEASING THE STUDENTS DURING THE SCHOOL DAY**

- Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. Students must be signed out at the office.
- An ill student will be released only to a parent or authorized person as listed on the Emergency

## **PARENT SERVICE PROGRAMS**

- **Parents, Teachers and Friends of St. Cornelius Catholic School (P.T.F.)**

The following is a summary of the purpose and membership of the Parents, Teachers, and Friends (PTF) organization. We encourage active participation in this organization based on Diocesan guidelines. The purpose of the organization shall be to:

1. Promote quality education and adequate pupil welfare
2. Sponsor social activities
3. Organize school-site clean-up days each year
4. Promote, plan and organize fundraisers

Membership shall consist of fathers, mothers, grandparents, guardians and well-wishers of at least 18 years old. PTF meets on the first Tuesday of each month. A yearly Fundraiser fee of \$400.00 is required from each family and can be satisfied by participating in the various fundraisers throughout the year (see tuition contract).

- **Parent Support Program**

Each family must also participate in 36 parent service hours for the year. **Twelve hours must be completed by the end of each trimester.** Hours not completed in the time allowed will be assessed at **\$25.00 per hour.** The program is designed for and necessary to promote quality education for our children by helping reduce cost to the school.

Service hours include but are not limited to:

1. Clean-up Days
2. Assisting teachers in the classroom
3. Volunteering in the school
4. Coaching or assisting at sporting events
5. Providing supplies for office
6. Donations towards the lunch program
7. Support or assist at school functions and events
8. Yard Supervision

- **School Board**

This Board acts in an advisory capacity to the Principal. It advises the principal on the operation of the school in areas of development, public relations, physical plant, tuition, enrollment, marketing, budget and parent activities. The Board assists in the local implementation of the policies of the Diocesan School Board. Members are nominated at large from the parent community as well as the parish and the greater community outside of the school. The Board meets on the Third Tuesday of each month under the direction of the School Board President and the Principal. Membership of the Board is a three-year term.

## **VERIFICATION OF COMPLIANCE**

A written statement signed by the parent/guardian and student is required to be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page sent home with this handbook.)

## **INTERACTION WITH STUDENTS**

St. Cornelius Catholic School faculty and staff work hard to create a safe environment for all students. At no time are parents, guardians, relatives or friends are to approach a student in a questioning, confrontational or intimidating manner on the school campus or at any school sponsored event. If a student is confronted, the person responsible will lose the right to be on campus or to attend any school-sponsored event as determined by the Principal, in consultation with the Pastor and Superintendent. If a concern regarding a student arises, the

parent/guardian is to first schedule a conference with the teacher and then the Principal.

## **SECTION 16: Student Activities**

### **ALTAR SERVERS**

Students in grades 3-8 may be trained to serve their school and parish community as altar servers for school and parish masses. The parish provides training during the year.

### **ASSEMBLIES**

The administration arranges various assemblies during the school year. They are usually held in the school gym and are used to encourage school spirit, community awareness and fundraising goals, as well as provide the students with educational speakers. Students are expected to be well behaved, follow directions and use good listening skills while attending these assemblies.

### **ATHLETICS AND ELIGIBILITY**

St. Cornelius Catholic School students are eligible to participate in the Catholic Youth Organization (CYO) programs. This organization sponsors team sports events for boys and girls and is the Athletic Program for the Diocese of Oakland. These are parish leagues and participation is open to all students of St. Cornelius Catholic School or the Parish Religious Education Program. Teams practice in the school gym or other local facilities and participate in league games throughout the Diocese where the emphasis is on the development of sportsmanship and skills. In keeping with CYO Diocesan policies of good Sportsmanship and Fair Play, students must maintain acceptable academic and conduct grades (no less than a C average) to be allowed to participate in the sports programs. Students who fall below these levels will be removed from the program until an acceptable level is attained.

### **THE SCHOOL CHOIR**

St. Cornelius Catholic School students in grades 2-7 may participate in the school's Choir. The choir performs at all school masses. To participate, students must audition, be interest in singing and make commitment to participate in every choir practice. In keeping with Diocesan policies students must maintain acceptable academic and conduct grades (no less than a C average in all subject matters) to be allowed to participate in the choir. Students who fall below these levels will be removed from participating until an acceptable level is attained.

### **DANCES**

Students in grades 6-8 may participate in school sponsored dances if they are not on academic probation and if they have not lost school privileges or been suspended. The Student Council sponsors school dances as fundraisers and tickets are to be purchased to attend. Students are required to bring school ID cards in order to enter the dance. Parents are expected to chaperone dances with teachers, and if the teachers determine there are not enough parent chaperones the dance may be cancelled. Students are to follow the school rules and those presented by the teachers for the dance. Music must be approved by the teachers before the dance, and the dancing will be monitored by teachers and parent chaperones.

### **FAITH FAMILIES AND BUDDIES**

Students are often placed into Faith Families at the beginning of the school year. These families contain one or two students from each grade level. The students will remain in the same family as they move up through the grades. During the school year these families meet for social and religious events to build school spirit and community. These families will also work on school and community outreach projects together. Certain classes are also partnered together for various religious, social and academic functions. These buddies may meet

several times a year to work on different projects together.

## **FIELD TRIPS**

- Field trips are of educational, social or cultural value and directly related to the curriculum. We rely on parent/guardian drivers and/or chaperones to enable us to provide these enriching experiences. A copy of driver's license and proof of insurance must be presented before the field trip. Volunteer drivers must be at least 25 and chaperones must be at least 21 years old. The classroom teachers must approve all adults on field trips. Please be aware if you volunteer to drive/chaperone a field trip you will be responsible for the safety and protection of a number of students. You are expected to know where these students are at all times and monitor their behavior.
- It is the teacher's responsibility to assign which car or group a child is placed in for the field trips. Please do not request for a certain child to ride in your car or for your child to ride with a certain parent. The teachers know your children well and create carpools or groups that are balanced and hopefully trouble free. You can ask your own child be allowed to ride with you if you are driving.
- **For the safety of the students it is mandatory that drivers:**
  1. Have a valid, unrestricted California driver's license and \$100,000/300,000 in automobile liability insurance coverage on the automobile to be used. Please remember that this liability coverage is needed even if you are driving your own child only.
  2. Have a good driving record.
  3. Are not taking medication that would affect their driving.
  4. Supervise students who are riding in their cars or are in their group and report any difficulties to the teacher as soon as possible.
  5. Not bring other children or adults when driving for a field trip.
  6. Have seat belts for all passengers.
  7. Enforce school rules and guidelines assigned by the teacher for the particular field trip.

While in public, students are representatives of St. Cornelius Catholic School. Therefore they are to wear uniform and be on their best behavior. Students should wear comfortable uniform shoes as much walking is done on these trips. Students should have a school sweatshirt or sweater in case of cold weather. Should the teacher allow the school sweats or free dress to be worn, parents will be informed in writing ahead of time.

## **MONEY COLLECTION**

All money collected for a class event must be authorized by the classroom teacher and approved by the principal. If money is sent to the classroom teacher, make sure it is in a clearly marked envelope or baggie. Please indicate name, grade, event and amount on the outside.

## **STUDENT COUNCIL**

The St. Cornelius Student Council promotes leadership, community, school unity and spirit. All students are members. The council officers are nominated by the junior high teachers. Students who are in good academic standing and are positive role models to fellow students are nominated. The officers and classroom representatives meet during lunch on days designated by the faculty moderator. Members are to participate meaningfully in the morning assemblies, school masses, assemblies and spirit activities, the Talent Show, dances and holiday celebrations.

## **SERVICE PROJECTS**

- Students in all grades will have opportunities during the school year to participate in community outreach projects that serve our local community. These projects are done in Faith Families and individual classrooms. Examples include Handfuls Feast, Giving Tree, cards to shut-ins and/or convalescent homes, UNICEF collections and other activities that arise throughout the school year.
- Eighth grade students are required to complete 15 hours of Christian Community Outreach Service



hours prior to May 1<sup>st</sup>. The Principal and the 8<sup>th</sup> grade teacher will provide the guidelines for these hours, along with suggestions, at the beginning of the school year. **Service hour slips must be validated by community service recipient and recorded on the Community Service Record sheet. Assisting with school or parish related functions does not qualify as Christian Community Outreach Service.**

## **FREE DRESS**

- On designated days students will be granted free dress. This might be granted for the entire school or individual classes. When possible, these days will be announced in writing.
- Teachers have the right to take away the free dress privilege from their entire class or from individual students for severe behavioral or academic reasons.
- Free dress must be appropriate for school. Tank tops, halter-tops, mini-skirts, leggings with short tops or bare midriffs are not appropriate free dress. Shorts and skirts must be no shorter than 2” above the knee and PE or bike shorts must be worn underneath. Colored nail polish or colored hair dyes are not allowed. Hats, beanies and bandanas may not be worn at any time.

## **SECTION 17: Student Records**

### **REVIEW OF STUDENT EDUCATION RECORDS**

- Parents/guardians of students currently in attendance at St. Cornelius Catholic School may review the student’s education records. The school may not permit access or release of school records to any other person or agency without the authorization of the parent/guardian. This authorization shall be in writing, signed and dated by the person giving consent. It must include a specification of records to be released, the reasons for release and the names of the parties to whom the records are released.
- **Procedures for Challenging the Content of the Record**  
Parents may request changes of personal data in the student record with a written request to the Principal. Parents may not challenge the decision on the assignment of grades.

### **SCHOOL/CLASS DIRECTORY**

A school directory divided by classes is created at the beginning of the school year. This directory is created to aid the office, classroom teachers and room parents to be in contact with school families only and **cannot be used for business/solicitation purposes**. Parents may decline to have their personal information included in this directory by notifying the office in writing at the beginning of the school year. Release and or use of the Directory for mailing list purposes (homeroom list) must be granted by the Principal. Directory information must not be released to anyone without permission from the Principal.

### **EMERGENCY DISCLOSURE INFORMATION**

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

### **CUSTODY**

St. Cornelius Catholic School requires the custodial parent provide the school with a copy of the court-certified custody section of the divorce decree or a court-certified copy of the custody decree. In the absence of that order, equal rights will be afforded to both parents. To receive attendance reports, progress reports and report cards the school must receive a written request two days prior to the hearing.

### **PHOTOGRAPHS**

Photographs of students may appear on the school web site, yearbook, class picture, Catholic Voice or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the Principal in writing at the beginning of each school year.

## Section 18: Volunteers

### **VOLUNTEERS**

Volunteers assist the school in providing for the development and education of the students and benefit to the school. Parents are welcome in the classroom and we encourage them to visit their child's class at least once during the school year and to volunteer if able. Parents must make arrangements with the classroom teacher before coming to visit or volunteer. This will allow the teacher to make the most of having an extra person in the room to help with activities.

- Volunteers must be at least 18 years old.
- Volunteers must sign in at the school office before working on campus during the school day.
- Volunteers are given a Visitor's Badge to be worn while on campus and they should return it when they sign out before leaving.
- Volunteers must have Megan Law's Clearance.
- **Volunteer Background Checks/Megan's Law Screening:** A Megan's Law screening and Safe Child Environment training must be done for any volunteer who falls under the categories listed below:
  1. All volunteers who work at the school site or in school sponsored activities
  2. All volunteers who participate in any overnight experiences (e.g. environmental educational camps) must be screened pursuant to the identification process established under California's Megan's Law, be trained in Safe Child Environment and be fingerprinted. The screening results must be returned to the school by the department of justice prior to participation in the overnight field trip.
  3. In addition, any other volunteer who has contact with or access to children may be screened. Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

- **Volunteer Health Screening**

All volunteers who work at the school site twelve (12) or more hours a month must have clear TB testing and 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 intermediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) years.

- **Volunteer Code**

1. Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities which include but are not limited to: School Board, PTF, classroom assistance to teachers, hot lunch program, Room Parents, field trip assistants and other activities relating to the talents and gifts of the volunteer population.
2. Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.
3. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.
4. Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.
5. Should volunteers come into conflict with a school/parish related issue, it is the responsibility of both parties to resolve the dispute through personal diplomacy. In the absence of a mutually respectful and conducive solution, an executive decision is made by school Principal and or the

Pastor of the parish.

6. Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

## Master School Calendar of Events 2012-2013

1 <sup>st</sup> Trimester	2 <sup>nd</sup> Trimester	3 <sup>rd</sup> Trimester
Aug. 19: School Begins/Noon Dismissal for All Grades	Nov. 25 & 26: 12 Noon Dismissal; Parent/Teacher Conferences 1-7pm; FACE Free Dress Passes	March 3: Dr. Seuss' Read Across America; Scholastic Book Fair <b>March 4: Report Cards Go Home;</b> Fat Tuesday; PTF Mtg. @ 6:00pm
Aug. 20: Noon Dismissal for All Grades	Nov. 26: Thanksgiving Feast @ 10:45am	March 5: Noon Dismissal; Ash Wednesday March 9: Daylight Savings Time Begins/Spring Forward 1 hr; Rummage Sale 8am-2pm; Fish Fry Fundraiser
Aug. 21: Noon Dismissal for K only, 2:15 Dismissal for Grades 1-8; Back to School Night @ 6pm	Nov. 27-29: No School/ Thanksgiving Holiday	March 12: Noon Dismissal; Open House 6-8pm
Aug. 22: Noon Dismissal for K only, 3:00 Dismissal for Grades 1-8; Fall Picture Day	Dec. 1: 1 <sup>st</sup> Sunday of Advent	March 18: School Board Mtg. @ 6:30pm
Aug. 23: Noon Dismissal for K only, 3:00 Dismissal for Grades 1-8	Dec. 2: School Resumes	March 21: Noon Dismissal
Aug. 26: 3:00 Dismissal for All Grades	Dec. 3: PTF Mtg. @ 6:00pm	March 28: Noon Dismissal
Aug. 29: Back to School Mass @ 9:30am	Dec. 4: Noon Dismissal	March 31: No School/Cesar Chavez Day
Sept. 2: No School/Labor Day	Dec. 6: Feast of St. Nicholas	April 1: PTF Mtg. @ 6:30pm
Sept. 3: First Mandatory PTF Mtg. Grades K-2 @ 6pm	Dec. 8: 2 <sup>nd</sup> Sunday of Advent	April 12: School Clean-Up Day 1-5pm
Sept. 4: Noon Dismissal; First Mandatory PTF Mtg. Grades 3-5 @ 6pm	Dec. 11: Feast of Our Lady of Guadalupe Fundraiser	April 15: School Board Mtg. @ 6:30pm
Sept. 5: First Mandatory PTF Mtg. Grades 6-8 @ 6pm	Dec. 15: 3 <sup>rd</sup> Sunday of Advent	April 16: Noon Dismissal; Seder Meal @ 10:45am
Sept. 6: No School/Teachers' Inservice Day	Dec. 17: School Board Mtg. @ 6:30pm	April 17-25: No School/Easter Break
	Dec. 19: Student Body Mass @ 9:30am	April 28: School Resumes
Sept. 13: Noon Dismissal; Back to School Dance 6-10pm	Dec. 20: 12 Noon Dismissal; Christmas Program @ 9am	May 1: Easter Mass @ 9:30am
Sept. 16-24: Fall IOWA Testing for Grades 2-8	Dec. 22: 4 <sup>th</sup> Sunday of Advent	<b>May 6: Progress Reports Go Home;</b> PTF @ Mtg. 6:00pm
Sept. 17: First School Board Mtg. @ 6:30pm	Dec. 23 –Jan. 3: Christmas Break	May 7: Noon Dismissal
	Jan. 6: School Resumes	May 14: Kindergarten Open House 6-8pm
Sept. 19: Mass of St. Cornelius @ 9:30am	Jan 7: PTF Mtg. @ 6pm	<b>May 16: 36 Parent Hours Must Be Completed</b>
Sept. 25: Noon Dismissal		
Oct. 1: PTF Mtg. @ 6pm	Jan. 11: Annual Crab Feed 6-10pm	May 20: School Board Mtg. @

Oct. 3: Make Up Picture Day		6:30pm
Oct. 4: No School/Teachers' Inservice Day	<b>Jan. 14 Progress Reports Go Home</b>	May 22: Mary's Mass @ 9:30am
Oct. 11: Multicultural Feast Pot Luck 6-10pm	Jan. 17: 12 Noon Dismissal	May 23: Noon Dismissal
Oct. 14: No School/Columbus Day	Jan. 20: No School/MLK Day	May 26: No School/Memorial Day
<b>Oct. 15: Progress Reports Go Home; School Board Mtg. @6:30pm</b>	Jan. 21: School Board Mtg. @ 6:30pm	May 28: Kindergarten Program
Oct. 21-25: Red Ribbon Week	Jan. 23: MLK Mass @ 9:30am	June 3: PTF Mtg. @ 6:00pm
Oct. 24: All Souls' Mass @ 9:30am	Jan. 26: Catholic Schools Week Mass @ 8am; Open House 9am-2pm	June 4: Student Body Mass @9:30am; Afternoon in the Park
Oct. 25: Halloween Dinner Dance 6-10pm	Jan. 27-31: Catholic Schools Week	June 5: 8 <sup>th</sup> Grade Graduation @ 5pm
Oct. 31: Noon Dismissal; Halloween Parade @ 9:30am	Jan. 29: Noon Dismissal	June 6: Noon Dismissal/ <b>Last Day of School</b>
Nov. 1: 12 Noon Dismissal; All Saints' Day	Feb. 4: PTF Mtg. @ 6:30pm	June 9-27: School Office Open 9-3pm
Nov. 3: Daylight Savings Ends/Fall Back 1 hour	Feb. 5: 12 Noon Dismissal	July 1: Office Closed for the month of July
Nov. 5: PTF Mtg. @ 6pm	Feb. 7: No School/ Teachers' Inservice Day	
Nov. 6: No School/Teacher's Inservice Day	Feb. 13: Valentine's Day Mass	
Nov. 11: No School/ Veteran' Day	Feb. 17: No School/ Presidents' Day	
Nov. 14: Graduation Picture Day	Feb. 18: School Board Mtg. @ 6:30pm	
18-22: 8 <sup>th</sup> Grade Caritas Creek Science Camp	Feb. 19: Math Night @ 6pm	
	Feb. 21: Salad and Pasta Dinner Dance 6-10pm	
Nov. 19: School Board Mtg. @ 6:30pm		
Nov. 21: Thanksgiving Mass @ 9:30am	Feb. 23: Lillian Black's Festival of Arts	
<b>Nov. 22: End of 1<sup>st</sup> Trimester; 12 Parent Hours Must Be Completed</b>	<b>Feb.28: End of 2<sup>nd</sup> Trimester 24 Parent Hours Must Be Completed</b>	