

St. Anthony's Preschool

License# 390320654

Diocese of Stockton

Parent Preschool Handbook

2020 - 2021



Letter of Welcome

Dear Parents,

Welcome to St. Anthony's Preschool and thank you for choosing us for your child's preschool experience. St. Anthony's Preschool has been a part of the community since 1993. Our mission is to assist parents in forming their children as disciples of Jesus Christ through Catholic teaching.

We are excited to create a partnership with you to make this school year an enjoyable time, filled with learning opportunities for your child. The teachers and staff at St. Anthony's Preschool have a passion for children, and each understands the responsibility of nurturing and encouraging your child's spiritual, social, emotional, academic, and physical growth while in our program.

St. Anthony's Preschool believes that you, the parent, are your child's first and best teacher. We also believe that communication is the key to your child's success and to a great parent-teacher relationship. This handbook contains information and requirements you need to know and serves as a handy reference for you throughout the year. After reading it, please sign and return the last page verifying you have received, read and understood the information included.

We look forward to an exciting preschool experience for you and your child!

Blessings,

Jennifer Dalen

Preschool Director

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Important Information Regarding Enrollment and this Handbook

SCOPE of this HANDBOOK

Enrollment at St. Anthony's Preschool is a privilege. Ongoing student status is subject to the school's behavioral standards which may evolve and change over time. Decisions regarding student discipline and an individual's continuing status as a student at the school are within the discretion of the Director. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the Director. Questions about items contained in this handbook should be directed to the Director.

PARENT HANDBOOK AGREEMENT

Signing the Parent Handbook Agreement Form is deemed an agreement on the part of the student's parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians agree that St. Anthony's Preschool has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with St. Anthony's Preschool and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND

St. Anthony's Preschool reserves the right to amend or waive provisions of this handbook when deemed necessary by the Director. The contents of this handbook are subject to change at any time when this is determined to be necessary by the Director. If changes are made to the handbook, parents/guardians will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Anthony's Preschool. The Director exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Anthony's Preschool if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at St. Anthony's Preschool on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, or for other reasons that, in the judgment of the Director, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in "good standing." A student considered to be in "good standing" is one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of financial obligations. The school reserves the right to refuse registration

or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student's enrollment.

Prior to accepting a student transferring from one Catholic preschool to another Catholic preschool, the receiving Director will contact the Director of the originating school to discuss and review student performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent Handbook and contract of the school.

These Catholic principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) or other form of mass communication (e.g. "blast" emails or texts) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and St. Anthony's Preschool. This includes expressing displeasure with the Director, or with a teacher, staff member, student, or any authority at St. Anthony's Preschool and/or parish in regards to a policy or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the Director has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

About St. Anthony's Preschool

MISSION STATEMENT

As a Catholic preschool and a ministry of St. Anthony's Catholic School we live out Jesus' message of love and acceptance. We strive to include every child wherever they may be in their development. It is our mission along with the family, to guide the child in their intellectual, physical, language, social, emotional, and spiritual development; encouraging each child to succeed to the best of their ability.

PHILOSOPHY STATEMENT

Recognizing that parents are the primary educators and role models for their children, the Preschool will work closely with parents; encouraging their participation and offering parent education opportunities. St. Anthony's Preschool offers children a safe, warm, nurturing environment. The teachers have a good understanding of child development and how to relate to the whole child. Our goal is to provide carefully designed learning experiences that promote all aspects of the child's growth: intellectual, physical, language, social, emotional and spiritual. Catholic religious teaching is part of the program. Our program offers age appropriate activities, and allows many opportunities for the children to succeed while building up a positive self-image.

STUDENT LEARNING EXPECTATIONS (SLEs) R.O.C.K.

"Upon this rock I will build my church." ~Matthew 16:18

RELIGION Basic teaching of the Catholic Church Pray daily and fully participate in the liturgy Service - to serve community, home and school

ORGANIZATION Good study habits Prepared for class and ready to learn Use time wisely

COMMUNICATION Effective writers Confident oral communicators

KNOWLEDGE Solid foundation Think critically Problem solving

LICENSING

St. Anthony's Preschool is a non-profit Catholic preschool which is licensed by the State of California. All staff of St. Anthony's Preschool meets the qualifications, as outlined by the State Department of Social Services. Preschool staff takes part in continuing education, in the study of early childhood education, in order to keep abreast of new research and knowledge.

NONDISCRIMINATION POLICY

St. Anthony's Preschool, in the Diocese of Stockton, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. St. Anthony's Preschool in the Diocese of Stockton does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

School Structure and Organization

CATHOLIC SCHOOLS OFFICE

The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is comprised of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, and an Administrative Assistant.

DIRECTOR FOR CATHOLIC SCHOOLS

In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for Pastors, Principals and Directors, serving in accordance with the Elementary, Preschool and High School Service Agreements.

PASTOR

The Pastor is the owner and ex officio administrative officer of the parish school and preschool. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Pastor delegate the administration of the preschool to the Director of St. Anthony's Preschool.

PRINCIPAL

Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Principal delegate the administration of the preschool to the Director.

DIRECTOR

The Preschool Director is delegated by the Pastor to serve as the spiritual, educational and operational leader of St. Anthony's Preschool. The Director is responsible for managing the personnel, policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of St. Anthony's Preschool. The Director is also responsible for adhering Community Care Licensing regulations for a licensed preschool program in the State of California.

PARISH FINANCE COUNCIL

The parish finance council assists the Pastor in the administration of all financial aspects of the parish.

FACULTY and STAFF

The faculty and staff are selected by the Director in consultation with the Principal. A directory of faculty and staff may be found on the school website.

Calendar for School Year 20/21

Please take note of the following dates*:

August 5-7: Visiting Days , Preschool and Pre-K classes

August 17: First Day of School, regular class times

September 4-7: No School. Labor Day Weekend

October 9: 2nd Annual Trike-a thon; children will be dismissed after the event

October 12-16: Fall Break

October 30: Safe Halloween, 11:30 dismissal for Full Day classes

November 25: 11:30 Dismissal for Full Day classes

November 26-27: Thanksgiving Break

December 14: Christmas Program, 7 p.m.

December 18: 11:30 dismissal for Full Day classes

December 21-January 3: Christmas Break

January 5: Classes Resume

January 18: No School. Martin Luther King, Jr. Day

January 31-February 5: Catholic Schools Week

February 12-15: No School. President's Day Weekend

March 15: No School

April 1: Holy Thursday. 11:30 Dismissal for Full Day classes

April 2-9: No School. Easter Break

May 21: Last Day of School. 11:30 Dismissal for Full Day classes

May 21: Preschool End of Year Hullabaloo Picnic, 6 p.m.

Disclaimer: Note school and early dismissal dates are subject to change.

Schedule

Half Day and Full Day Classes

7:30-8:30	Morning Daycare (Available only for children enrolled in the full day program)
8:30-8:45	Group Time: Morning Prayer (and Pledge of Allegiance for Pre-K Classes)
8:50-9:05	Story Time (or Potty Break before leaving for church on Mass Days)
9:05-9:20	Table Time (Math, Science, Art)
9:20-9:35	Snack time
9:35- 9:45	Religion
9:45-10:00	Music/Movement
10:00-10:15	Potty Break
10:15-11:15	Free Play/ Recess in Playground/Tricycle in backyard
11:15-11:25	Handwriting
11:25-11:30	Dismissal for Half Day Students
11:30-12:00	Lunch for Full Day Students
12:00-12:10	Potty Break and Handwashing
12:15-2:00	Nap/ Rest Time
2:15-2:45	Potty Break, Handwashing, Afternoon Snack
2:45-3:15	Organized Activity
3:30-5:30	After school care

*Mass on Thursdays from 9:00-10:00 a.m.

**Schedule may change due to assemblies or other school activities

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

St. Anthony's Preschool works with the parents in the faith formation of their children and continues the value development begun in the home. The preschool, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion lessons.

Acceptance to St. Anthony's Preschool is a privilege, not a right. Parents have a right to apply to St. Anthony's Preschool for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Anthony's Preschool is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to St. Anthony's Preschool follows:

1. Continuing students in good standing at St. Anthony's Preschool who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending or who have attended St. Anthony's Preschool or St. Anthony's Catholic School
3. Siblings of non-Catholic families attending St. Anthony's Preschool or St. Anthony's Catholic School
4. New Catholic Families
5. New non-Catholic Families

PROBATIONARY ADMISSION - INITIAL PROBATION PERIOD

All students are admitted to St. Anthony's Preschool on a probationary basis for 90 days. If after careful evaluation the Preschool is not meeting the needs of the child or if placement in the Preschool is not in the child's and/or the Preschool's best interest, the Director may require the parents to withdraw the child. The school administration may terminate enrollment at any time. This Initial Probation Period is separate from any probation which may be imposed for behavioral reasons as described below.

AGE for ADMISSION

- A child may be admitted to St. Anthony's Preschool who is three (3) to five (5) years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening, if applicable.
- Any exception to either of these guidelines shall be at the discretion of the Director, in consultation with the Principal as well as Community Care Licencing.

DOCUMENTATION REQUIREMENTS

As part of the registration, the school shall require the parent(s) to provide copies of the following:

- Application Form
- Registration Fee of \$100.00
- Covid Fee of \$25.00
- Admissions Agreement
- Physician's Report (LIC 701)
- Copy of Birth Certificate
- Copy of Immunization Record
- Current T.B. Test
- Identification and Emergency Information (LIC 700)
- Consent for Medical Treatment (LIC 527)
- Child's Preadmission Health History - Parent Report (LIC 702)
- Personal Rights (LIC 613A)
- Parent's Rights (LIC 995)
- Permission to Pick Up
- Walking Field Trip Form
- Cubbie Picture
- Financial Commitment Form (Pg 21 of Handbook)
- Parent Handbook Acknowledgement Form (Pg 22 of Handbook)

PHYSICAL EXAMINATION

The school will require every new student to submit proof of a Physician's Report as required by Community Care Licensing, Form LIC701.

IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

- The school expects all students to be immunized according to current California guidelines (a good reference can be found at "www.shotsforschool.org").
- Continuing students who are not in compliance (missed dose, new grade span, etc.) must have immunizations up to date or they may not attend school.
- Medical exemptions for enrollment may be considered on a case-by-case basis.

- The school reserves the right, at the sole discretion of the Director in consultation with the Principal, to deny admission to any student who is not fully immunized, even if there are qualifying medical or personal grounds for exemption from the immunization requirement.
- Questions regarding immunizations should be directed to the Director.

Subject to changes as laws are amended.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: www.shotsforschool.org

APPLICATION PROCESS

New student applications are accepted online on the school website beginning in January and require a \$25 non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by email regarding acceptance or nonacceptance.

REGISTRATION FEE

This fee helps offset various costs including student insurance, administration fees, field trip fees, and textbooks.

- An annual non-refundable registration fee of \$100.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than April 1st; priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee of \$50.00 per child will be assessed.
- ALL financial obligations for the previous preschool year must be paid in full before registration is accepted.
- Students transferring from another private preschool must have paid all fees at the previous school prior to registration at St. Anthony's Preschool. Prior to accepting a student transferring from one Catholic preschool to another Catholic preschool, the receiving Director will contact the Director of the originating preschool to discuss and review student performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

TUITION

PROGRAMS	TIMES	ANNUAL TUITION RATES
Half Day Preschool program	8:00am-11:00am	<ul style="list-style-type: none"> ● \$1,800.00 for Monday, Wednesday, & Friday classes ● \$3,750.00 for classes five days a week (Combo class)
Full Day Preschool program	8:00am-3:00pm	<ul style="list-style-type: none"> ● \$5,500.00 for classes five days a week. ● Morning care: 7:30am-8:30am & Afternoon care 3:00pm-5:30pm is included in the monthly rate.
Full Day Pre-Kindergarten program	8:00am-5:30pm	<ul style="list-style-type: none"> ● \$5,500.00 for classes five days a week. ● Morning care: 7:30am-8:30am & Afternoon care 3:00pm-5:30pm is included in the monthly rate.
Half Day Pre-Kindergarten program	8:00am-11:00am	<ul style="list-style-type: none"> ● \$3,750.00 for classes five days a week

ADDITIONAL FEES:

- Application Fee of \$25 per child. Please note that this fee is non-refundable.
- Registration fee of \$100.00 per year for each child. Please note that this fee is non-refundable.
- All families are required to sign up for tuition management through FACTS. There is an annual fee of \$50 for their services that are to be paid directly to them and will be automatically deducted from your account approximately two weeks after tuition charges are applied.
- Returned fee of \$30 will be charged by FACTS for any reason given by your financial institution regarding the return of payment.
- Tuition is due on the 1st of each month. As a courtesy, payments are allowed through the 15th of the month. Late fee of \$25 per month will be applied if tuition is not paid by the 15th; this fee will incur monthly until the delinquent month's tuition is paid.
- Late Pick Up Fee: There will be a \$5.00 fee assessed 5 minutes after the close of session and \$2.00 for every minute the child remains; charges will be applied through FACTS tuition account.

OTHER ENROLLMENT REQUIREMENTS:

Families agree to fulfill the following additional commitment(s):

- Mandatory Fundraiser:** Parents choosing to participate in fundraising are required to sell a minimum of \$40 in profit for the school year. If the fundraising profit requirement is not met by April 1st, parents will be assessed the difference in their FACTS account. By selecting "Participate in Fundraising" at the time of enrollment acknowledges your agreement to these terms.
- Participation Fundraiser Buyout Option:** Families who do not wish to participate in the Mandatory Preschool fundraisers may buy out at the cost of \$50 at the beginning of the school year. If choosing the Participation Buyout option, the \$50 Preschool Participation Buyout Fee will be applied, in addition to your first scheduled tuition payment, in FACTS. Selecting the Participation Buyout box at the time of enrollment acknowledges agreement to these terms.
- Parent Participation:** Parents/Guardians are encouraged to participate by working in one of St. Anthony's Catholic School's events such as The Auction Dinner. Participation in this event supports the school and offers an opportunity to meet new families!
- Purchase school uniform**

PAYMENT INFORMATION:

Tuition rates are based on an annual fee. Tuition and any fees are due on the 1st of each month and are to be paid by the 15th.

Families have four payment options. Families may choose to:

- 12-Month Payment Plan: Pay June through May
- 10-Month Payment Plan: Pay August through May
- Quarterly Payment Plan: Pay in June, September, December, and March
- Single Payment Plan: Pay in full in August

If an account is delinquent over 60 days, a child's enrollment may be jeopardized or under special circumstances, arrangements must be made with the Director and Principal. All monies owed to the school must be paid before a student can enroll for the following year.

Students may not transfer from another Catholic (or private school) until all outstanding balances at the previous school are paid.

St. Anthony's Preschool sets tuition rates once a year prior to preschool registration in January as a courtesy to our families. This policy meets community care licensing regulations specified by the State of California which requires a 30 days notice prior to a rate change.

Refunds may be granted under the following conditions:

See below for refunds related to Campus Closures.

SCHOOL CAMPUS CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety. Unplanned school closure may occur for a variety of reasons.

If the school administration should deem the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures provided distance learning is provided.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

Should the school campus close and distance learning learning is not provided, the following refund policy will be in place:

- If a family paid in advance, in the event that the facility does not reopen, a refund for months unattended will be granted at the end of the school year.
- If a family has not paid in advance, no charges will be applied for the months unattended until the facility reopens within the same school year.

WITHDRAWALS:

Each child will be enrolled for the entire school year or the balance of the school year. Two weeks prior notice must be given in writing, or two weeks tuition is payable upon your child's withdrawal from the program before May 21, 2021. In order for the program to budget adequately for the year, including staffing ratios, each family is responsible for paying their tuition through May, unless they are withdrawing their child(ren) from the program and relinquishing their child's spot for the following year. If you plan to take your child out of the preschool, please notify the Preschool Director. Please note that charges will continue until the preschool is notified of your child's departure from preschool.

Upon notice by parents/guardians, an exit interview must also take place with the Director. Tuition and monthly extension contracts are prorated by day beginning two weeks after notice is given. Tuition and monthly extension contracts will not be prorated for the two weeks immediately following notice.

All other fees/obligations will not be prorated. The registration fee is non-refundable.

CONDITIONS UNDER WHICH THE AGREEMENT MAY BE TERMINATED.

It is important to us that we have a good fit between your family and the St. Anthony's Preschool program. There are times when the Preschool Director may recommend an alternative childcare program for you and your child. The following outlines some, but not all, of the possible scenarios:

1. Child will not benefit from continued participation in the St. Anthony's Preschool program.
2. Child and family's continued participation would make demands upon the program that cannot be met.
3. Parents/guardians have failed to meet the expectations of preschool, which were agreed upon when the child was enrolled in the program.

4. Parents/guardians have failed to meet the obligations of the preschool, which were accepted upon when the child was enrolled in the program.
5. Parents/guardians have been uncooperative with the preschool staff, procedures and policies stated in the parent handbook.

St. Anthony's Preschool program can offer some suggestions for alternative childcare that might be a better fit. Please see the Preschool Director if further assistance and help may be necessary.

OTHER TERMS and CONDITIONS of this AGREEMENT:

- The Director of St. Anthony's Preschool, or his/her designee, and the child's authorized representative shall sign and date the child's admission agreement no later than seven calendar days following admission.
- Modifications to the original admission agreement shall be made whenever circumstances covered in the agreement change, and shall be dated and signed by the persons specified above.
- St. Anthony's Preschool shall keep the original copy of the admission agreement and give a photocopy to the child's authorized representative.
- St. Anthony's Preschool shall comply with all terms and conditions set forth in the admission agreement.
- The admission agreement shall be automatically terminated by the death of the child. No liability or debt shall accrue after the date of death.

FINANCIAL AID

FACTS Management Company manages all applications for financial aid. In order to be considered for Financial Aid, applications and supporting financial documentation must be submitted by April 1st of the preceding year. IF A FAMILY RECEIVES TUITION ASSISTANCE/SCHOLARSHIPS, TUITION MUST BE PAID ON TIME OR THE ASSISTANCE WILL BE REVOKED. TUITION ASSISTANCE GIVEN IN ONE SCHOOL YEAR DOES NOT GUARANTEE TUITION ASSISTANCE WILL BE GRANTED ANNUALLY.

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at St. Anthony's Preschool. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to St. Anthony's Preschool.

DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the Director in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration.

- A. DELINQUENT ACCOUNTS FOR MORE THAN 30 DAYS
 - A late fee of \$25 will be added to the tuition owed.
 - Any scholarship/tuition assistance provided by St. Anthony's Catholic School will be revoked.
 - An email will be sent by the end of the month after the payment is delinquent, which will indicate amount past due and requesting payment of past due amount, including late fees
 - The family must contact school administration within five business days of the receipt of the past due notice to remedy the situation.

B. DELINQUENT ACCOUNTS FOR 60 DAYS

- A second \$25 late fee will be applied to all subsequent delinquent payments.
- A second reminder email and a certified letter will be sent requesting tuition.
- The delinquent family must then make arrangements with the Director to pay the tuition balance.
- At a minimum, students will not be permitted to participate in extra-curricular activities, e.g., field trips, until payments are current or an alternate payment plan is submitted by the family and approved by the Director.
- At the Director's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the Director.

C. SEVERELY DELINQUENT ACCOUNTS

- Students will be dismissed from the school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current. Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.
- St. Anthony's Preschool will take all legal actions to collect the balance due on the account to include but not limited to: tuition, registration fees, or other charges incurred as a student at St. Anthony's Preschool.

LICENSING REGULATIONS

Regulation #101200 (Inspection Authority of the Department) of the Manual of Policies and Procedures, Community Care Licensing Division, Child Care Center, Title 22, Division 12, Chapter 1 states the following:

"The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."

Communication

SCHOOL CONTACT

School Office: (209) 823-4513
Office Fax Number: (209) 284-3707
Preschool: (209) 823-3959
Website Address: www.sasmanteca.org

A listing of staff emails is available on the school website. Please ensure that when contacting staff you are using the staff emails as published on the website and not using personal emails, phone calls or text messaging to a personal phone. All St. Anthony's Catholic School emails end with @sasmanteca.org.

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times in the FACTS Parent Online account. The School Directory may be found within the FACTS Parent Online portal. During the enrollment process, parents have the ability to set the contact information that they would like to share with other families. This information is automatically updated when parents update their contact information within the portal. Permission to use any part of the directory for mailing list purposes must be granted by the principal. Directory information must not be released to anyone without permission from the principal or pastor. Parents must NOT use the directory information for personal or business solicitation.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear "need to know." In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

COMMUNICATION from the SCHOOL

- The FACTS Parent Online portal is the school's primary mode of communication. This login-protected site is for parents to have access to announcements and week-at-a-glance calendars. Please check FACTS Parent Online portal on a daily basis to receive the most up-to-date information and announcements.
- Brightwheel App is also used in the classroom to provide real time updates on your phone or tablets of your child with photos and daily activities and will be our centralized, private direct messaging for daily communication in Preschool. Most importantly, it is used for contactless check-in and out of your child from our facility,

SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.

- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents.
- School employees will not provide narratives in support of a parent in a marital dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voicemail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his/her cell phone. Parents should always communicate with the teacher and director through the FACTS Parent Online portal, the school issued email account or through the Brightwheel App.

E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, backpacks, bedding, jackets, etc... must be made in the office and not the classroom. Items should be clearly labeled with the student's first and last name.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school for any student; such items will not be given to the child and may be picked up by a parent.

BACK to SCHOOL NIGHT - ROADRUNNER ROUNDUP

Roadrunner Roundup is St. Anthony's Catholic School's Back to School Night. St. Anthony's Preschool participates in this event. This is a time to meet new teachers, see the classroom, learn about the curriculum, drop off school supplies, purchase SCRIP and spend time with new and "old" friends. Information is given out in each classroom regarding expectations, fundraisers, etc. and it is important to attend. All faculty and office staff are available that evening to answer questions and/or provide assistance.

PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- A conference to resolve a conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict; conference will not take place if other visitors or legal counsel are present.
- If a conflict arises between a teacher and a family, a conference will be arranged with the teacher and parent(s). Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve the Director. A conference may be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the Pastor to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school's procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local advisory commissions and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the preschool and/or the implementation of its philosophy and policies, the Director will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral.
- If the parents permit the dispute to affect the school environment, other parents, students or staff, the Director, at his or her sole discretion, may recommend/require that the parent transfer his child/children to another school.
- Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or

her dispute with the other parent. Staff members may not write letters on behalf of a parent in a custody dispute.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of St. Anthony's Preschool are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children at any time.
- Other children visiting classrooms must be cleared in advance with the Director and teacher.
- The Director reserves the right to refuse a request, in his or her discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

Volunteering is a privilege granted at the discretion of the Director.

Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc .

The Safe Environment Protocol requires volunteers to:

- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of LiveScan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to the school office. The Virtus Protecting God's Children online course must be taken every three years.

In addition, each volunteer must sign a statement stating that he/she is in good health as well as have the required immunizations and a current TB clearance.

The Live-Scan form and the Virtus instructions and link for the online training are available in the preschool office.

In addition, all volunteers at the St. Anthony's Preschool are required to have a TB clearance and proof of current immunizations, as required by Community Care Licensing.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

TRANSPORTATION:

St. Anthony's Preschool does not provide transportation. When driving is required for off campus activities, only parents /legal guardians may drive their own child to and from the event. Public transportation may be used with parent/legal guardian permission.

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Stockton must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth **will not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Director; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus

grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- When driving is required for off campus activities, only parents /legal guardians may drive their own child to and from the event. Public transportation may be used with parent/legal guardian permission.
- As students are representing St. Anthony's Preschool, they are required to wear the school uniform on all trips away from school unless the Director decides otherwise.
- The school may deny students permission to go on a field trip. Reasons for denial may include, but are not limited to, disciplinary action, lack of signed permission forms.

Curriculum

St. Anthony's Preschool embraces the vision of a Catholic educational philosophy. Catholic values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at St. Anthony's Preschool are developed and implemented in cooperation with the Catholic School Office of the Diocese of Stockton. Teachers and Directors review and evaluate curriculum resources according to specified curriculum areas to insure that standards are met.

St. Anthony's Preschool provides academic instruction in essential curricular subjects: language arts, mathematics, science, religion, handwriting, music, and art.

ACCOMMODATIONS for STUDENTS with DISABILITIES

Families with students coming from another school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

RELIGION CLASSES and WORSHIP

- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

In *Gravissimum Educationis* Pope Paul VI proclaimed: "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators..."(GE #3) As the primary educators of their children, parents are expected to share concerns proactively with the teachers and administrator, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an "atmosphere animated by love and respect for God and man,"(GE #3) and monitor student progress through tools made available, e.g., written publications, student work, etc...

HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits.

CONDUCT/EFFORT CODE

Students are expected to come to school ready to participate, listen, and follow directions to contribute to a positive learning environment within class.

ASSESSMENTS

Assessments to evaluate key areas in a child's development are conducted twice a year. Results are shared with parents after each assessment period.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held as requested and/or as necessary. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. (Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.)

PROMOTION

Students demonstrating kindergarten readiness and maturity shall be promoted.

R.O.C.K. Awards (Student Learning Expectations)

Student Learning Expectation awards are presented to students who are striving to achieve the St. Anthony's Catholic School goals. Students are acknowledged for: Religion/Service, Organization, Communication and Knowledge. R.O.C.K. Awards will be presented on the first Monday of specified months following Morning School Prayer in the gym.

The School Day and Attendance

SCHOOL and OFFICE HOURS

St. Anthony's Catholic School office opens each school day morning at 7:30 am until 4:00 pm.

St. Anthony's Preschool classrooms open each school day morning at 7:30 until 5:30 pm.

ARRIVAL

Students may be on campus at 8:15 AM. Students requiring additional supervision should be enrolled in the Full Day Program.

DISMISSAL

- All students must be picked up promptly after school. After 15 minutes, parents will be billed accordingly.
- Written permission is required for all students leaving school with another adult who is not the parent or on the contact form. Electronic email can serve as written permission. Permission via text is not permissible.
- Pre-K children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice or a phone call indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

Students should be walked to their classroom by their parents. Parking is not allowed in the small Teacher Parking lot between the hours of 7:45 am and 8:15 am. All students are to be picked up from their classrooms within 15 minutes of the end of the school day by an adult. St. Anthony's Preschool students are not to be picked up by older siblings under 18 years of age. If students are being picked up by someone other than a parent or authorized adult, written permission must be provided to the teacher and/or preschool director.

MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 11:30 am. These days are noted on the calendar.

ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:00 am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.

- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- For medical/dental appointments, parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-out /in the student

Appearance and Student Uniform Requirements

INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of St. Anthony's Preschool. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Anthony's Preschool uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

GENERAL DRESS CODE and UNIFORM REGULATIONS

Preschool children (in the 3 / 4 year old class) should wear play clothes to school. Keep in mind, when children use the restroom at school, clothing should be easy for them to manage. Belts, bodysuits, snaps, etc. are too difficult for young children. A closed shoe is best for protection on the playground. A Velcro athletic shoe is great, since children can do their shoes by themselves.

Pre-K children (in the 4 / 5 year old class) ARE REQUIRED TO WEAR A SCHOOL UNIFORM. See *Basic Uniform* for more information.

An extra set of clothes may be sent in a plastic bag, labeled with the child's name, to be kept at school in case of an accident. Extra clothes may also be brought to school each day in a backpack. Please make sure that all outerwear (sweaters, jackets, etc.) and backpacks are labeled with the child's name.

BASIC UNIFORM (FOR PRE-K STUDENTS)

Girls Regulation Uniform

- **Pre-K may only wear red polo shirts.** Undershirts must be white or the same color of shirt. Shirts are not to be too tight, baggy, or long. It is required to have either the St. Anthony School or St. Anthony's Preschool logo in Pre-K. Logos may be done through a local embroidery company (see school office for more information).
- Navy blue skirts/skorts without embellishments of any type. These items can be purchased from Target, JCPenney, or French Toast.com. Old Navy uniforms are highly discouraged. ONLY PRE-K students are allowed to wear the navy blue skirts/skorts at St. Anthony School. Lloyd plaid knife pleated skirt, center box pleat skirt, skort, or jumper from Dennis Uniform or TH is optional but is preferred on church days. Shorts are to be worn under skirts (i.e. biking shorts, spandex, etc.)
- Shorts: Pre-K may wear solid navy blue shorts. There will be no cargo shorts, drawstring waist, no contrasting stitching. ● Pants: Pre-K may wear solid navy blue pants. No cargo or contrasting stitching. NO tapered or SKINNY PANTS. 12 Optional for Pre-K:

- Evergreen White/Red Plaid jumper (also in Dennis): (length must reach knee; touch floor when kneeling)
- Red Polo Dress: (length must reach knee; touch floor when kneeling) All Polo Dresses must have Layering Shorts in black or navy worn underneath. Available through Tommy Hilfiger

Boys Regulation Uniform

- Shorts: Pre-K may wear solid navy blue shorts. No cargo shorts, drawstring waist, or contrasting stitching.
- Pants: Pre-K may wear solid navy blue pants. No zip away, no cargo, no drawstring waist, no contrasting stitching. Pants are not to be worn too tightly or too loosely. No tapered or skinny pants.
- Shirts: Pre-K may only wear a red polo shirt. Undershirts must be plain white or the same color of the shirt. Shirts are not to be too tight, baggy, or long. It is required to have either the St. Anthony School or St. Anthony's Preschool logo in Pre-K. Logos may be done through a local embroidery company (see school office for more information).

Regulation Sweatshirts

- Pre-K may wear a logoed St. Anthony School red sweatshirt, red hooded zippered sweatshirt, red sweater, or red sweater vest. No non-uniform sweatshirts. St. Anthony's Preschool sweatshirt may be worn at all times in class, but not when in church.
- Red Sweaters: V-neck sweater (also in Dennis). Round neck button-down cardigan, full zip sweater
- Red Polar Fleece Jacket: Full Zip styles: feminine cut & regular and in Co-Ed Half Zip
- Red Sweatshirt: Co-Ed Hooded
- Knit caps and St. Anthony sun hats are fine, except in the classroom and at church.
- The last Friday of every month will be SPIRIT DAY. The Preschool's shirt and sweatshirt are considered spirit wear. On these days, students are permitted to wear spirit wear which also includes any St. Anthony logoed shirts including CYO shirts and sweatshirts.

Belts

Preschool children clothes should be free of complicated fastening for easy manageability. Belt is discouraged.

Socks

- Socks must be solid white, red, black, or navy blue.
- Socks must be visible above the shoe. Students are NOT allowed to wear no-show ankle socks. White, red, black, or navy blue tights are allowed (tights must be footed, no leggings).
- No logos, pictures, stripes, or designs.

Shoes

- STUDENTS MUST WEAR ATHLETIC/TENNIS SHOES TO SCHOOL.
- Shoes may be brown, black, gray, white, navy, or red. They MUST BE PREDOMINANTLY ONE COLOR. For safety reasons, Pre-K children are requested to wear athletic/tennis shoes with VELCRO only; no shoelaces.
- NOT ACCEPTABLE: Neon colors, lighted shoes, "heelies", charms, rhinestones, cartoon characters, boots, heels, waffle bottoms, platform soles, slip-ons, buckles, sandals, slippers, flip flops, or Mary Jane type shoes.

- Velcro shoes are highly recommended. Otherwise, all shoes must be tied and/or fastened as designed at all times. Shoes must be worn so they fit appropriately. PLEASE USE GOOD JUDGEMENT.
- Hair
- Hair must be clean, natural in color, and not extreme. Hairstyles must be neat and clear of the face.
- Boys' hair will be no longer than collar length and not touching the eyebrows.
- No hair pieces or extensions are allowed.
- Hair ribbons must match the uniform colors. Hair accessories must be uniform colors. Nails
- Nails must be neatly manicured and trimmed.
- NO ARTIFICIAL NAILS. ● Clear nail polish is permitted. Make-up
- No make-up is permitted. School Mass Regulation
- NO shorts will be worn at Mass. Mass days are usually every Thursday at 9:00 a.m.
- No spirit wear in the church

Non-Uniform Dress

On occasion, students are allowed to wear a non uniform dress to school. NON-UNIFORM DOES NOT MEAN FREE DRESS. The Preschool Director will determine if a student is dressed inappropriately. PARENTS WILL BE CALLED TO BRING APPROPRIATE CLOTHING IF THEIR CHILD DOES NOT COME TO SCHOOL PROPERLY DRESSED.

STUDENT BELONGINGS:

Please send a sports type water bottle (filled with water only, please) to school with your child each day marked with his/her name. Safety requires the Preschool staff be allowed to search students' belongings (such as sackpacks) when needed.

For a child attending the FULL day program: Your child will need to bring a crib sheet for his/her mat. You may send items that will help your child feel relaxed such as a small blanket, small pillow, and/or ONE stuffed animal in a tote bag labeled with your child's name. These items will be kept at school through the week and sent home weekly for washing.

Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

EMERGENCY CARDS

Each child must have a completed emergency form (LIC 700) on file. These forms must be kept up to date. Any change in address or phone number must be reported to the Director as soon as possible to ensure timely contact should a student become ill or hurt.

SCHOOL INSURANCE COVERAGE

All St. Anthony's Preschool students are covered by insurance for injuries incurred while: attending regular classes; participating in school sponsored and directly supervised activities, field trips and summer activities; and traveling directly to and from: home and school for regular attendance, school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School, or in School Vehicles anytime. Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage, but will assist with any out of pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

MEDICATIONS

- The school does not provide medications of any kind.
- Consent for Medical Treatment (LIC 527) must be completed for each child as part of the Admission process.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds. Centrally stored medications shall be kept in a safe and locked place that is not accessible to any person(s) except authorized individuals.
- If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications. Completion of appropriate licensing form(s) may be required.
- Prescribed medications must be brought to the Director by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication

outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.

- If it is essential that medications be administered at school, these medications must be administered by authorized office staff.
- Where reasonable and feasible, the student's medication should be self-administered.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child
 2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
 3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the-counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
 4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.
 5. Parents may request special arrangements with the Director to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the child is sufficiently capable, mature, and responsible

MEDICATION FORMS

Consent for Medical Treatment (LIC 527) must be completed for each child as part of the Admission process. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the Director or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Update Consent for Medical Treatment LC 527
- Provide written notification by family physician to the school of an at-risk student's allergies that pose a serious threat to the student.

- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student’s needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child’s physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
 - safe and unsafe foods and exposures
 - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
 - symptoms of allergic reactions
 - how and when to tell an adult he/she may be having an allergy-related problem
 - how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) is a common occurrence in preschools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

St. Anthony's Preschool is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

St. Anthony's Preschool will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the Director or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.

- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the Director will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the Director after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the Director will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the Director may request withdrawal of the student, or expel the student, without possibility of returning to the school.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on/near campus.
- Children are to exit/enter vehicles from the passenger side **ONLY** during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Classes may be combined.

In rare cases when it is deemed necessary to close the school campus, a remote learning environment may be utilized.

Concussion Policy

CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When a child suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY

The following steps must be followed (parents, whenever a student has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the child from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the child's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the child is evaluated by a physician.**
5. Keep the child out of play the day of the injury and until a physician, experienced in evaluating for concussion, states in writing that the child can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Child should limit all forms of physical activity.
7. Child should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Physician" means a California licensed physician of medicine or physician of osteopathic medicine; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by a physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork and homework
- Reduction of workload
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, FACTS Parent Alert system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, St. Anthony's Preschool has arranged a safe haven at Manteca Unified School District Corporate Maintenance Yard at 311 E. North Street.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through FACTS Parent Alert system emergency features and/or school emergency phone contacts.
- No student will be released until all St. Anthony's Preschool students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- FIRE: Fire drills take place regularly. The school will follow instructions of the Fire Department.
- EARTHQUAKE: An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER: Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via FACTS Parent Alert system as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via FACTS Parent Alert system .

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

SCHOOL CAMPUS CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety.

Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, the following process and procedures will be used to make that determination.

- Careful consideration of the safety and wellbeing of students and staff will be key a determining factor along with the school's ability to function based on the above listed essentials.
- Besides the Bishop, the Director, Principal and Pastor/President are the only persons authorized to temporarily close school for emergency purposes. Extended closures will be in consultation with the Bishop.
- Decisions regarding closure will be made as soon as possible, but are often made in the early morning when the current AQI and other factors may be assessed for that day.
- St. Anthony's Preschool will consider the closure of neighboring Catholic schools; however, there may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When St. Anthony's Preschool is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, etc.) unless otherwise noted by the Director.
- In the event of epidemic or pandemic, school may be closed for an extended period at which time distance learning may be implemented.
- Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures provided distance learning is provided.

The Principal/Director will notify all stakeholders (staff, parents, pastor, boards, CSO etc.) through the FACTS Parent Alert system, or through an alternative viable means, as early as possible, generally the evening before a closure and no later than 6:00am on the day of a closure.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

Student Discipline

GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at St. Anthony's Preschool. A student is considered at all times as a member of the St. Anthony's Preschool student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct.

St. Anthony's Preschool reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students at St. Anthony's Preschool are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

BEHAVIOR GUIDELINES

1. To be honest in all dealings with fellow students, teachers, and school personnel
2. To cooperate positively with fellow students, teachers, and school personnel
3. To respect always the person and the rights of all
4. To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
5. To be responsible for the care of all materials loaned to the student for the course of studies during the year
6. To respect parish and school property at all times.
7. To refrain from chewing gum in the classroom.

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

LICENSING REGULATIONS

Regulation #101200 (Inspection Authority of the Department) of the Manual of Policies and Procedures, Community Care Licensing Division, Child Care Center, Title 22, Division 12, Chapter 1 states the following:

"The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement."

INTERVIEWS by OFFICIALS (outside of licensing agents)

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- An adult, school staff member will be present for any interview with a student unless being interviewed by Licensing staff. Licensing can have private interviews with children, no staff present and no parental consent/notification is required.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians.

DISCIPLINARY ACTIONS and SANCTIONS

The Director and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges

- Probation: The Director may place a student on behavioral probation as stated above. The student and parent will be notified in writing of the reason for probation, the period of the probation, and how the probation may be ended. This period of probation is separate from the Initial Probation Period described above.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the Director. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the Director. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the Director, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 - refusal to obey school rules;
 - refusal to follow directions;
 - refusal to answer when spoken to directly;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Injury or harm to persons or property, vandalism, or serious threat to same;
4. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
5. Hazing;
6. Assault with, or possession of, a lethal instrument or weapon;
7. Serious theft or dishonesty;
8. Outrageous, scandalous, or seriously disruptive behavior;
9. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church.

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the Director, in consultation with the Principal and/or Pastor. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the Director, Principal, parents, appropriate staff, and the Pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled.

DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at St. Anthony's Preschool as appropriate.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

St. Anthony's Preschool recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

When a Catholic school parent or student is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as SAC, PTG, Clubs, school events, may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.

- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonably prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Anthony's Preschool, or Parish, or the Diocese of Stockton."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

St. Anthony's Preschool has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

Harassment and Bullying

St. Anthony's Preschool affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the Director, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
 - B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
 - C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
 - D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
 - E. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the Director, the person being harassed/bullied is to contact the Principal/ Pastor.

3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
 - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the Director or to a member of the school staff, who will then report it directly to the Director. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
 - C. Students will be asked to verbally explain their complaint. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
 - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
 - E. Once the facts of the case have been gathered, the Director in consultation with the Principal, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
 - F. If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal. Refer to Process For Conflict Resolution.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

Extra-Curricular Activities

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor parties outside of school time are notified that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are to be inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the Director, in consultation with the Principal, teacher(s), and parent(s)/guardian(s).

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the Director and/or Principal/ Pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward the Director, Principal/Pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. The school may respond to reasonable inquiries from potential new schools regarding parental behavior. Parents acknowledge that they have no expectation of privacy regarding their conduct with school representatives, staff, or teachers.

TRANSFER OF STUDENTS BETWEEN CATHOLIC PRESCHOOLS

Prior to accepting a student transferring from one Catholic preschool to another Catholic preschool, the receiving Director will contact the Director of the originating school to discuss and review student behavioral performance, parental behavior, parent financial obligations, family involvement, etc. and to provide records as appropriate. Students may not transfer from another Catholic (or private school) until all outstanding balances at the previous school are paid.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, Directors should ask one other adult (e.g. Principal teacher, secretary) to witness the presentation of the authorization unless the Director is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either

parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's consent in writing or a court order.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The Director or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

The Preschool will celebrate each child's birthday. This special recognition builds self-esteem. If you wish to celebrate your child's birthday, please check with the Preschool Director at least one week in advance with what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. Summer birthdays will be celebrated before the end of the school year. Invitations for birthday parties will not be passed out at school, unless the whole class is invited and there is prior approval from the teachers.

CUBBIES

Each child has a cubby at school, where all of their loose items and "STAR" (Stuff To Always Review/Return) folder will be kept. Parents should check it at the end of the day for notes, papers, and things to take home. Each cubby has a plastic container with the child's name on it. Children will easily identify their own cubby, by placement of a picture attached to the cubby. Please send a small picture of your child to school.

SNACK/LUNCH

Morning Snack, Afternoon Snack and/or Lunches for all students will be provided by families. Lunch is between 11:30 am and 12noon. Parents are responsible for placing an ice pack into student's lunch boxes to keep items cool. **We ask that you do not bring in lunches that need to be heated.**

*Nutrition Guidelines provided by CA. Child Care Licensing is available for your reference

HALLOWEEN COSTUMES

Costumes are not to be scary, violent, or bloody. They should be appropriate in nature and non-revealing. Masks may be brought to school, but are only allowed to be worn during the school parade and not in the classrooms or at recess time. Non-Uniform dress code still applies.

SCHOOL PICTURES

Each year an approved studio takes pictures of all the children in the school for school records. Parents are given the opportunity to purchase these pictures, but there is no obligation to do so. The fall pictures will be taken in complete uniform. Spring pictures will be taken in appropriate non-uniform dress. Our photographer will also take First Holy Communion, Confirmation and Graduation photos and will have available for purchase. In addition, student photos are taken randomly of students on special days such as First Day of School, Halloween, plays or during classroom activities and are posted on the school Facebook page and website. During online enrollment/reenrollment, you have the opportunity to select to NOT have your child's photo taken and posted on the internet. If you believe you failed to check that box, please come to the office and make your request in writing

SCHOOL SUPPLIES

Students are responsible for obtaining and maintaining their own basic school supplies, such as crayons, glue, etc. Student Supply Lists are included on the school website, www.sasmanteca.org and will be sent home prior to the end of the current school year. Some supplies may need to be replenished throughout the year.

2020/21 Parent/Student Handbook Agreement

[Please detach, sign, and return by the [August 10, 2020](#)]

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in St. Anthony's Preschool, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Volunteer Agreement Form

Volunteer name (please print): _____

Parish / School location name: _____

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.

2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School).

3. I, hereby, attest that I am in good health.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____
_____ Volunteer signature

Date: _____
_____ Volunteer signature

Date: _____
_____ Authorized Parish/School Representative

Pastoral Code Of Conduct

STANDARDS OF CONDUCT FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE

INTRODUCTION

The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions in the Diocese of Stockton. So that it is clear who must be aware of the contents of this document, the addressees include, but are not limited to, priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, parish volunteers, seminarians serving internships, and lay theology students. This Policy has been developed to help create a safe, appropriate and Christian environment for minors and their relationship with adults involved in Church ministry. These child-specific standards are designed to serve as a supplement to the sexual boundary guidelines/code of ethics applicable to all those involved in the ministry of the Catholic Church (whether with minors or adults) that are set forth in the Diocese of Stockton's Code of Pastoral Conduct for Priests, Deacons, Seminarians, Lay Employees and Volunteers.

GUIDELINES WITH REGARD TO MINISTRY WITH MINORS

1. Any and all involvement with minors (i.e., individuals under the age of 18) is to be approached from the premise that minors should always be viewed -- whether in a social or ministerial situation -- as restricted individuals; that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents and guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.
2. Whenever possible (see Nos. 3, 4, 5 and 6 below) adults must avoid situations which will place them in a position to be alone with a minor in the rectory, school, or in a closed room.
3. In meeting and/or pastoral counseling situations involving a minor, excluding Sacrament of Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g., piano lessons, disciplinary meeting with an administrator, etc.), another adult should be informed that the meeting is taking place. The meeting place should be accessible and visible, with the door where the meeting is taking place left ajar, unless there is a clear window built into the door.
4. An unaccompanied minor is allowed only in the professional section of the rectory or parish center, not in the living quarters. Minors age 16 and over are permitted to work in the rectory when there would normally be at least two adults present, i.e., over 21 years of age.
5. At least two adults should be present when a group of minors engage in organized events or sports activities.
6. Adults are to avoid being the only adult in a bathroom, shower room, locker room, or other dressing areas whenever minors are using such facilities.
7. Youth trips of any kind should have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.
8. While on youth trips or program activities with minors, adult chaperones, as well as the minors, are not to use alcohol or controlled substances.

9. While on youth trips, clergy or lay leaders are never to stay alone overnight in the same motel/hotel room with a minor or minors, with the exception of a lay leader staying in the same room with his/her own child.
10. Sacristy doors should remain open whenever minors are present within the sacristy. 71/74
11. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.
12. Adults are prohibited from serving or supplying alcohol, tobacco products, controlled substances, or inappropriate reading materials to minors
13. Audiovisual, Internet, music, and printed resources used in programs should be screened prior to use to ensure their appropriateness for the participants.

If child pornography images are discovered on church, school, or agency property or in the possession of church personnel, whether on a computer or in the form of a video, printed pictures, or some other form, it must be promptly reported to law enforcement and also must be promptly reported to our Human Resources Office (209)466-0636.

The discovery of child pornography in the hands of church personnel or on church property, including school sites, should be treated as promptly and carefully as child abuse is treated.

14. Careful boundaries concerning physical contact with minors must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way. An adult should not assume that a child is comfortable with an adult-initiated hug or embrace, and, in any event, special care should be taken to avoid incidental contact, unintended or otherwise, with or in the vicinity of a child's genital areas. If the child initiates physical contact, such as a hug, an appropriate limited response is proper.
15. Adults should refrain from giving regular and/or expensive gifts to children and young people without prior approval from the parents or guardian and the pastor or administrator.
16. Clear violations of these standards, as well as any sexual misconduct, must be reported immediately to the appropriate parish, diocesan and/or civil authorities in accordance with civil law and diocesan policy.

GUIDELINES WITH REGARD TO PASTORAL COUNSELING

1. Pastoral counseling must take place only in the professional portion of a rectory or parish facility, not in the living quarters.
2. Offices or classrooms used for pastoral counseling should have a window in the door, or the door is to be left ajar during the counseling session.
3. Another adult should be in close proximity during any counseling session.
4. Unless the subject matter precludes their presence and/or knowledge, parents or guardians of minors should be made aware of the counseling session.
5. A referral for professional assistance is encouraged if counseling is expected to extend beyond two or three sessions with a minor. Evaluation of the situation should be made with the parents or guardians.
6. The counselor should remain alert to recognize any personal/physical attraction to or from a client. In such a situation, the client should be referred to another qualified adult or licensed professional.

Approved: May 10, 2018

Most Reverend Myron Cotta
Bishop of Stockton Diocese