

# **I. GENERAL INFORMATION**

## **INTRODUCTION**

The history of St. Paul's School began with a dedication of the building on the corner of 29<sup>th</sup> and Church Streets on June 30, 1916 by Archbishop Hanna. The school was staffed by fifteen Sisters of Charity of the Blessed Virgin Mary (BVMs), and at one time was the largest parochial school west of the Mississippi with over 1,000 students enrolled.

The school continues to be embraced by the people of St. Paul's Parish, alumni and parents. The faculty and staff profess their commitment to meeting the educational needs of students. The teachers work effortlessly to find innovative methods in facilitating the learning process, both academic and spiritual. Many children currently enrolled are second-generation students who continue the legacy of fine Catholic tradition and education.

Through the last 90 years, the parish and school have together experienced times of celebration, hardship, transformation and worship. As the Church and civic community have changed, St. Paul's has become a multicultural school, maintaining a respected reputation and welcoming all students of varied ethnic backgrounds.

In January of 1999 a new school building built over the old site was ready for inhabiting. The school continues to stand proud and thrive as a symbol for all. St. Paul's School contains within it a sincere love of educating the mind, body and soul in the time-honored Catholic tradition which has been lovingly formed throughout the school's many years of service.

## **MISSION STATEMENT**

The mission of St. Paul's School is to educate our students in the Catholic Christian tradition. We are called to teach as Jesus taught, emphasizing the gospel message of love and service. We encourage and support the role of parents as the primary educators of their children. It is our purpose to provide a safe and caring environment with quality instruction designed for academic achievement and formation of faith. We help our students to be responsible to our parish, our school and the larger community. We encourage our students to become fully integrated individuals who will continue to grow in their Catholic Christian faith.

## **SCHOOL PHILOSOPHY**

St. Paul's School is a Catholic school dedicated to the education of its students and their development as active, faith-filled Catholic Christians.

It is the goal of St. Paul's School to provide for the development of each child to his or her fullest potential as an integrated individual: spiritually, intellectually, socially, emotionally and physically. We offer a solid curriculum in Religion, Reading/Literature, English, Mathematics, Science and Social Studies. We supplement the core curriculum with Art, Music, Physical Education and Computer classes. It is through the learning environment and the relationships established between staff and students that Christian values and morals are taught.

St. Paul's School maintains an environment where all students are taught to appreciate and respect cultural differences.

St. Paul's School recognizes that parents are the primary educators of their children. Our teachers, as facilitators in the learning process, value working in partnership with parents to ensure each child has the opportunity to maximize his or her own learning potential.

St. Paul's School believes that the purpose of Catholic education is to assist each student in becoming a well-educated, balanced, faith-filled individual who has developed a sense of respect and responsibility toward him/herself, others and the environment.

## **STUDENT LEARNING EXPECTATIONS**

### **I. Active, Catholic Christians who:**

- a. are developing a sound conscience by making moral choices.
- b. understand Catholic teachings and practices.
- c. worship and pray as a Catholic community.
- d. participate in service to the Church, to family and community.

### **II. Life-long learners who:**

- a. demonstrate a solid foundation in all subjects.
- b. use current technology intelligently and responsibly.
- c. utilize organization skills.
- d. take responsibility for their own learning.
- e. observe, experiment, discover and reach solutions critically and creatively.

### **III. Responsible community members who:**

- a. demonstrate respect for cultural differences.
- b. work and play cooperatively, demonstrating tolerance, courtesy and respect.
- c. show an interest in and an awareness of global issues.
- d. respect the environment and act as stewards of the earth.

### **IV. Effective communicators who:**

- a. express written thoughts clearly, using correct grammar and mechanics.
- b. speak clearly.
- c. exhibit listening skills.
- d. express personal opinions respectfully.
- e. can resolve conflicts peacefully.

## **ADMINISTRATION AND STAFF LIST**

### **Administration:**

Pastor --	Rev. Mario Farana
Principal --	Ms. Arleen Guaraglia
Vice Principal--	Mrs. Patricia Esling
Administrative Assistant --	Mrs. Vera Cueba

**Teaching Staff:**

Kindergarten --	Mrs. Katie Kiss
First Grade --	Ms. Jacqueline Curran
Second Grade --	Mrs. Carol Moro
Third Grade --	Ms. Elizabeth Conti
Fourth Grade --	Mrs. Nancy Mannion
Fifth Grade --	Ms. Stacey Padilla
Sixth Grade --	Ms. Jennifer Woodall
Seventh Grade --	Mrs. Patricia Esling
Eighth Grade --	Ms. Cindy Mallet

Science (Kindergarten, First, Fourth) --	Ms. Lorri Ferguson
Science (Sixth—Eighth) and Computer (Kindergarten to Eighth) --	Mr. Eric Roof
Music – Rhythm and Moves Program	Ms. Heather Viscia-King
P.E.-Rhythm and Moves Program	Ms. Molly Meyer
Spanish (Grades K – 5)	

**Specialists:**

Resource Teacher --	Mrs. Jan Spillane
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**Paraprofessional Staff:**

Kindergarten --	Mrs. Espi Ramos
First Grade --	Mrs. Gina Siu
Second Grade --	Mrs. Tess Manoos

**Librarian, Extended Care and Office Assistant:** Mrs. Cynthia Olivo

**Extended Care:**

Director --	Ms. Mary Wurm
Staff --	Mrs. Tess Manoos
Staff --	Mr. Robert Olivo
Staff --	Mrs. Cynthia Olivo
Staff --	Mrs. Espi Ramos
Staff--	Ms. Elissa Yakas
Staff--	Mrs. Deborah Fitzpatrick

**Student Supervision and Crossing Guard Duties:**

Ms. Mima Bonilla  
Mr. Marvin Cortes  
Mrs. Deborah Fitzpatrick  
Mr. Robert Olivo

**Parish Staff:**

Rev. Mario Farana  
Deacon Jim Myers  
Mrs. Ruth Tortorelli

## **II. ADMISSION POLICIES**

### **Preference for Catholic Students**

Basis on which children will be admitted to St. Paul's School:

- Preference will be given to Catholic students registered in St. Paul's Parish.
- Preference will be given to children entering Kindergarten who will be 5 years old by September 1<sup>st</sup>.
- All new students will be screened and all new families will be interviewed before acceptance into St. Paul's School is final.

As openings occur, qualified students are admitted in the following order:

- Siblings of already admitted children of active parishioners.
- Children of other active parishioners.
- Children of newly registered St. Paul's parishioners with a history of active involvement in their former parishes.
- Children of families active in neighboring parishes.
- Others.

### **Acceptance to St. Paul's School**

By registering your children for the coming year, you will be contracting with St. Paul's School for a year's education of your children. St. Paul's School will be keeping its part of the contract by educating your children in the grades in which they are registered and by communicating with you. St. Paul's School believes that parents are the primary educators of their children, and as such, parents must work to assist the school in the education of their children. Children are educationally successful when parents and educators work together. St. Paul's School cannot fulfill its part of the agreement without parental cooperation.

We ask that parents study the following expectations of St. Paul's School and work to fulfill each:

1. St. Paul's School provides all its students with a program of religious training. We expect the cooperation of parents in this program, including faithful participation in celebrating the Eucharist each Sunday.
2. Parents are expected to cooperate with St. Paul's School in an effort to foster a healthy respect for school authority and rules of behavior.
3. Parents are expected to provide a time and place each evening for homework. During homework time, there should be a minimum of distractions and parents should check to see that work is complete, neat and presentable for class.
4. Parents will devote service hours to the parish and/or school in accordance with the Parent Obligation.
5. Parents will pay tuition and fees on time, cooperate with school fundraisers and adhere to the school's financial policies.

6. Parents are members of the St. Paul's Parent Group. The purposes of this group are to coordinate fundraisers for the school, provide a support system for St. Paul's parents and distribute information on educational and enrichment activities for both parents and students. Parent Group meetings take place in the Parish Center at 7:00 p.m. on the third Thursday of each month.

### **Probationary Period**

All new students are accepted for a probationary period of one semester. If at the end of either quarter, a student's conduct, effort and/or grades are found to be unsatisfactory, or if parents have failed to meet all conditions outlined in the acceptance statement, the student's enrollment can be cancelled.

### **Non-Discriminatory Policy**

St. Paul's School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students in this school. St. Paul's School does not unlawfully discriminate on the basis of race, color and/or ethnic origin, age, sex or disability in the administration of educational policies, admission policies, scholarship and loan programs, athletics and other school-administered programs.

Likewise, St. Paul's School does not unlawfully discriminate against any applicant for employment on the basis of age, disability, race, color and national and/or ethnic origin.

### **Tuition, Financial Policies and Fee Management:**

**Tuition:** Tuition billing is based on an eleven month appropriation of the year's tuition and fees. The first payment is due in July and the last payment is due in May.

There are three different ways to pay yearly tuition:

1. Full payment due in June at 5% discount.
2. Half-yearly payments due in June and December.
3. Eleven or twelve monthly payments paid either on the 5<sup>th</sup> or on the 20<sup>th</sup> of each month, and automatically withdrawn from your checking or savings account.

If payment is not received due to insufficient funds, the following will occur:

1. The individual is charged an insufficient funds penalty by his or her bank.
2. The individual's bank notifies him or her of the NSF.
3. FACTS will automatically assess a \$20.00 missed payment fee.
4. FACTS will contact the individual immediately by mail.
5. Payment for insufficient funds must be made in cash or money order directly to the school within 10 days of notice. A check will not be accepted. If the amount is not paid by the due date, a \$25.00 fee will be assessed.

### **Tuition Policy:**

- Tuition and Extended Care payments must be paid by the due date.
- Direct Debit is mandated if families select the monthly payment plan. Payments are automatically debited on the 5<sup>th</sup> or the 20<sup>th</sup> of each month.

- Students will not be permitted to attend school if financial obligations are not met by specific due dates.
- Students may be prohibited from attending school if tuition accounts are not current.
- Delinquent accounts may be referred to an outside collection agency.

**Financial Assistance:** There are funds available for members of the Archdiocese of San Francisco who can show financial need. Parents must apply for these funds by April 15 from the Private School Aid Service. Parents who wish to apply for financial aid through the Archdiocese should obtain a “Private School Aid Service” form at the school office. This form is to be completed and mailed with the required fee to Private School Aid Service in April. The school is granted a very limited number of forms.

**Financial Emergencies:** In the event of a financial emergency where you foresee a lack of available funds in your account, **CONTACT THE SCHOOL OFFICE, NOT FACTS.** To avoid NSF penalties, you must notify the school at least **TWO WEEKS PRIOR TO THE PAYMENT DATE.** FACTS will only stop withdrawals, if it has been notified by the school to do so. In an emergency, please make an appointment to speak with the principal. The school community understands that crises may arise on occasion. If families do not communicate financial problems, the school can do nothing to remedy the situation.

**Late Fees and Return Checks:** If tuition payments and payments for returned checks are not received by the date they are due, there will be an additional \$25.00 late payment fee. The school will charge a \$20.00 penalty for any check returned to St. Paul’s School from the bank due to insufficient funds. Checks will not be accepted for this payment. All returned checks must be paid for in cash or money order, and the responsible family may no longer pay for tuition using checks.

### **Parental Obligation to the School**

Each dual-parent family will be required to contribute 40 hours of volunteer service, and each single-parent family will be required to volunteer 20 hours of service to the school, from June 1 to May 31.

- The school encourages that service hours be performed at Friday Night Bingo in the Parish Center, and offers two-for-one service hours earned at Bingo.
- Any hours worked during the summer are to be recorded by the parents and reported to the school office in September.
- Eighth grade parents must have their service hours completed by May 1<sup>st</sup>. All other families must have service hours completed by June 1<sup>st</sup>. Any hours completed after June 1<sup>st</sup> are credited to the next school year.
- Service hours beyond the required amount may not be carried over from one year to the next. Each family is required to complete their own service hours. Families are not permitted to transfer service hours to other families.
- It is the responsibility of the parents to notify the service hour coordinator of the hours completed.. The service hour coordinator is Mrs. Cynthia Olivo. Parents will receive a quarterly record to help them keep track of hours.

## **Parent's Role in Education**

We, at St. Paul's School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally and psychologically. Your choice of St. Paul's School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

## **Parents As Partners**

As partners in the educational process at St. Paul's School, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights.
- Arrives at school on time and is picked up on time at the end of the day.
- Is dressed according to the school dress code.
- Completes assignments on time.
- Has a nutritional lunch and snack every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety and health;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To treat teachers with respect and courtesy in discussing student problems.

### **III. POLICIES, PROCEDURES AND REGULATIONS**

#### **Absence and Tardiness**

**Absences:** If a child will be absent from school, the parent or guardian must telephone the school office by 9:00 a.m. on the day of the absence and explain the nature of the absence. It is acceptable to leave a message if the office is not open. If parents wish to have schoolwork sent home during an absence, it must be requested by 10:00 a.m. It will be prepared for pick-up in the Extended Care room beginning at 3:30 p.m.

#### **A written excuse dated and signed by the parent or guardian is required on the day of the student's return.**

The school has a responsibility to notify other parents regarding the possibility of exposure to contagious illnesses. It is extremely important to notify the office whenever a student has a contagious illness such as strep throat, chicken pox, measles, etc.

Early dismissal for medical/dental appointments will be granted when parents send a note ahead of time. Students must be picked up in the school office. They may not be picked up outside the building. **The school urges families to keep these requests to a minimum and make arrangements for medical/dental appointments to take place after school, on minimum days or during vacations.** Absences for medical purposes do not count against perfect attendance if an appointment slip is returned to the teacher signed and dated by the doctor/dentist. Check the school calendar before you make appointments on testing days, picture days, etc.

The school discourages families' taking trips when school is in session. If you must schedule a trip when school is in session, it is necessary to seek the approval of the principal and consult your child's teacher. Parents are advised there is no substitute for classroom instruction and should evaluate the loss of instruction for their child against the potential educational value of the planned trip. **Teachers are not required to provide assignments prepared in advance or extra tutorial time for any student because of these absences. It will be the responsibility of**

**the parents to see that their child masters the skills and assignments missed due to such absences.**

If a child is absent for more than 15 days in a quarter, he/she will receive an incomplete grade on his/her progress report or report card. When missed work has been made up, the incomplete grade will be changed to a letter grade.

**Written Excuses:** Written excuses should include the current date, name of student, nature of illness or other reason for absence or tardiness, date the child was absent or tardy and parent signature. Written excuses go to the teacher for the following:

- Absence due to illness
- Tardiness
- Incomplete assignments due to an emergency
- Doctor or dental appointments
- Requests to leave school before dismissal
- Absence from school other than from illness
- Doctor's request to be excused from P.E. class

Written excuses, dated and signed by a parent or doctor who verifies a student's absence, are kept on file until the end of the school year.

**Tardiness:** In order to promote your child's success in learning, it is vital that your child be ready for the start of the school day. Please help your child to develop the responsible habit of being on time. **Tardiness is a detriment to the entire class, not just the student who is late.**

Late students must report to the school's main office to receive a late pass from the office assistant on duty.

**Families of students with repeated tardiness will be contacted by the principal.**

### **Child Abuse**

Each teacher or principal is required by state law to report to the juvenile authorities any case of suspected child abuse. Children coming to school regularly without adequate snacks/lunches fall into the category of suspected abuse. A complete description of Child Abuse and Procedures can be found in the 2001 Archdiocesan *Policies and Procedures Regarding Child Abuse and Harassment*. A copy is in the principal's office.

### **Field Trip Policies**

St. Paul's School believes in the educational value in visiting places of interest in the Bay Area. Field trips offer children the opportunity to learn from first-hand experiences. Parents, students, and the teacher share the responsibility for these trips. The teacher plans the field trips with the class, and helps the class summarize and assess the field trip experience. When on field trips, students are to remember they are representing St. Paul's School. Inappropriate behavior could result in a student's not participating in future class field trips.

Individual teachers, in consultation with the School Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written permission slip must be on file with the teacher in order for the child to go on the field trip. Students who do not have a parent's permission to participate in the field trip are expected to attend school that day. All monies collected for a field trip are **non-refundable**.

If a student has misplaced the field trip permission slip that was sent home, please copy the permission slip in the appendix section of this handbook and turn it in. **THE SCHOOL WILL NOT ACCEPT VERBAL PERMISSION (OVER THE PHONE) IN PLACE OF THE PERMISSION SLIP.**

If parents volunteer to help on field trips, they should abide by the following procedures and the teacher's guidelines:

1. Parents are to stay with the class through the **entire trip**, beginning at the school and returning back to the school.
2. Parents must keep their other children at home or in school; they may not bring them along on field trips.
3. In the case of most field trips, parents will be given a group of children to supervise. Parents must stay focused on overseeing this group of children, not just their own child.

#### **Yard Procedures Recess and Lunch:**

For the health and safety of all students, the following procedures must be adhered to during recess and lunch: **LUNCHES MUST BE SENT TO SCHOOL WITH STUDENTS.**

1. Children may not remain inside during recess or lunch, as there is no supervision inside the school building during these times.
2. No equipment from home is allowed at school recess and/or lunch. The school provides sufficient athletic equipment for students to use during these times.
3. Every student is expected to bring a nutritious snack and lunch to school. **No glass containers are allowed on the school grounds.**
4. **If a lunch must be brought to school late, please label it with the student's name and grade and bring it up to the office. Do not deliver it to the classroom; it will be forwarded for you.**
5. Commercial lunches, i.e., Burger King, McDonald's, etc., **ARE NOT ALLOWED.**
6. Students **may not** have sunflower seeds, pomegranate seeds, gum or nuts in shells in their lunches.

#### **Arrival Procedures:**

1. All students will arrive no earlier than 7:45 a.m. and go directly to the schoolyard. Any child arriving before 7:45 a.m. will be considered part of Extended Care and will be charged accordingly (\$10.00 minimum charge).

2. Once students arrive, they are to remain on the school premises. They may not leave the schoolyard for any reason after they have arrived.
3. Family members are to remain outside the schoolyard once they have dropped off students. Only St. Paul's students are allowed in the yard. Parents, younger siblings, strollers, etc. crowd the area, and make yard duty more difficult for faculty members.
4. During the Morning Prayer, **NO PARENTS** are allowed to stand inside the yard. Morning Prayer is considered part of the school day, and it is distracting to students to have parents close by.
5. Parents waiting outside the 29<sup>th</sup> Street gate during the Morning Prayer are to wait only above the white zone, as classes need the sidewalk space to pass into the school building. In addition, parents are not to approach teachers for quick conferences on their way inside the school building. Past 8:00 a.m., a teacher is with his/her class and cannot be interrupted to handle individual questions from parents.
6. **ON RAINY DAYS:** Before 7:45 a.m. all students are to enter the school building through the 29<sup>th</sup> Street door and report directly to the Extended Care room. After 7:45 a.m. all students are to enter the school building, and report directly to their classrooms.

#### **Dismissal Procedures:**

1. Please be prompt at dismissal time. **Any child not picked up ten minutes after their dismissal will be brought to Extended Care, and the parents will be charged accordingly (\$10.00 minimum charge).**
2. Students **MAY NOT** wander the neighborhood while waiting for a ride. They will be returned to Extended Care immediately.
3. It is recommended that parents not allow their children to stay unsupervised at Day Street Park. There is no supervision at the park, and students should not be left unattended at any time. Safety is of utmost importance.
4. Students who walk home or ride public transportation must leave campus immediately after dismissal. They are not permitted to hang out inside or around the school building.
5. After dismissal, students are not permitted to wait unsupervised for coaches or practice. At no time should students be in the school building or gym without adult supervision.
6. Once students have been dismissed from school, they will not be permitted to re-enter the school building unless a faculty member and/or a parent accompanies them.

#### **Traffic Safety:**

An adult safety patrol guard is on duty before and after school for your protection. We ask that parents and students respect and obey the directions of the safety patrol guard by following traffic safety rules:

1. All students should cross with the safety patrol guard. **NO ONE SHOULD DROP CHILDREN OFF IN THE MIDDLE OF THE BLOCK TO HAVE THEM JAYWALK ACROSS THE STREET.**
2. Children are to be brought to school and picked up after school at the 29<sup>th</sup> Street upper schoolyard. Cars are to pull into the white zone, drop children off, and move on so the next car can do the same. The same procedure is followed for arrival on rainy days.
3. At dismissal time, Kindergarten students are dismissed at the 29<sup>th</sup> Street door. Grades 1 through 5 are dismissed into the Fire Lane where some students will meet parents and then proceed with their teacher to the school yard where they will meet parents. Grades 6 through 8 are allowed to walk home alone or take Muni Transit alone. Any child not picked up after 10 minutes will be sent to Extended Care.
4. Do not double-park anywhere around the school. If you choose not to drop your children off using the white zone, allow enough time to find a parking space and walk to the school.
5. Please respect the school's neighbors. Do not block driveways at any time.

### **Transferral/Registration of New Students:**

Registration of new students begins the second week of January and continues as needed. New students are required to take an entrance test, and to have an interview with the principal and, when possible, consult with the teacher whose class the student will be enrolling in.

It is in the school's interest to know why a student leaves another school and wishes to enroll in St. Paul's. St. Paul's reserves the right to contact a student's previous school and ask relevant questions related to the academic and behavioral conduct of the transferring student.

New students will not be enrolled if there exists outstanding financial obligation at a previous school.

The following items are required to complete **Kindergarten registration:**

- Sacramental Records
- Birth Certificate
- Immunization Records
- Registration Fee- non-refundable
- Application Fee- non-refundable
- Registration Tests
- Questionnaire completed by current preschool and forwarded to St. Paul's for review.

The following items are required to complete **Grades 1-8 registration:**

- Report Cards from previous years
- Sacramental Records
- Immunization Records
- Registration Fee- non-refundable
- Application Fee- non-refundable

- Registration Tests
- Questionnaire completed by current school and forwarded to St. Paul's for review
- Educational Diagnostic Tests or IEP Report (Individualized Education Plan).

### **Registration of Continuing Students:**

Registration of continuing students begins in the spring semester. The following items are required to complete registration:

- Acceptable academic and behavioral reports for continued admittance to St. Paul's School.
- Re-registration fee- which is non-refundable.

### **Emergency Card:**

An emergency card is given on the first day of school. Please fill out the card and return it to school within the first week.

**THE SCHOOL SHOULD BE NOTIFIED OF ANY CHANGES IN INFORMATION THAT OCCUR DURING THE YEAR.** (This is our only way to protect your child in case of an accident.)

Check the following items before returning your emergency card to school:

1. Give the phone number, address, zip code, and the date of birth of the student.
2. Be sure that you list at least two responsible persons to be reached if you are not available. It is absolutely essential that we know whom to contact about your child when you cannot be reached. These persons should be able to act on your behalf in case of emergency.
3. Sign the card.
4. On the emergency card, note any essential medical information concerning your child.

### **Parental Access to Records**

The Family Educational Rights and Privacy Act gives parents the right to access school academic records. Parents who wish to avail themselves of this right to view their child's school records must give the school twenty-four hours notice and must make the request in writing.

## **UNIFORM REQUIREMENTS**

### **Dress Code:**

All students are required to wear the school uniform each day unless otherwise informed. Unavoidable circumstances for a lack of uniform will require a note from the parent to the classroom teacher. Students are expected to be clean, neatly groomed and properly attired during the school day.

### **Styles not allowed in school:**

- No make-up, nail polish, hair coloring, perfume, cologne, or aftershave lotion.
- Costume jewelry is not allowed; the exception is **one** pair of stud-size earrings for girls only a, wristwatch and a cross or saint medal worn inside the shirt, for either boys or girls.
- Hair should be kept combed and neat. No extreme hair styles, i.e., too high, tails, sculptured, unnatural colors; no shaved heads for boys or hair below the collar of their shirts.
- No imprinted, colored t-shirts, or turtlenecks under the uniform.
- No jackets worn inside the school building.
- No tattoos.
- No facial hair-mustache, beard or sideburns. Students need to be clean-shaven, or a parent will be notified and the student sent home.
- No flip-flop sandals; no open back shoes.
- No pajama pants
- No hats.
- No clothing that is extremely tight.

### **Good Rule: If you think you should not wear an item, you should not.**

If a student or parent has questions about the appropriateness or acceptability of any style, please contact the school office, where final decisions are made.

### **Addresses of Uniform Supplier:**

**Simply Uniforms**  
**7801 El Camino Real**  
**Colma, CA 94014**  
**Phone: (650) 757-5722**  
**Fax: (650) 757-1887**

### **Girls Uniform:**

#### **Regular Days**

1. Plaid jumper-worn at knee length (Kindergarten through 4<sup>th</sup>). Plaid skirt-worn at knee length (5<sup>th</sup> through 8<sup>th</sup>)  
**-or-**  
Navy blue uniform slacks-may not be snug or form-fitting (all grades)  
**-or-**  
Navy blue uniform shorts (all grades)
2. White St. Paul's logo polo shirt-worn tucked in (5<sup>th</sup> through 8<sup>th</sup>)
3. Navy blue St. Paul's logo sweatshirt (all grades)
4. White, blue, or red solid crew socks, knee highs, or tights (all grades)

#### **Mass Days**

1. Plaid jumper-worn at knee length (Kindergarten through 4<sup>th</sup>). Plaid skirt-worn at knee length (5<sup>th</sup> through 8<sup>th</sup>)
2. White classic collar short-sleeve blouse **or** white Peter Pan collar blouse-worn tucked in (all grades)
3. Red v-neck pullover sweater with embroidered emblem (all grades)

### **P.E. Days**

1. White St. Paul's logo t-shirt-worn tucked in (all grades)
2. Navy blue St. Paul's logo sweatpants (all grades)
3. Navy blue St. Paul's logo sweatshirt (all grades)
4. Blue or white solid socks-worn at least 2 inches above the ankle (all grades).

### **Boys Uniform:**

#### **Regular Days**

1. Navy blue uniform slacks-no baggy pants (all grades)  
**-or-**  
Navy blue uniform shorts (all grades)
2. White St. Paul's logo polo shirt-worn tucked in (all grades)
3. Navy blue St. Paul's logo sweatshirt (all grades)
4. A solid dark-colored belt worn with the slacks at all times (all grades)
5. Solid blue or white crew socks-(all grades)

#### **Mass Days**

1. Navy blue uniform slacks- no baggy pants (all grades)
2. White collar poplin short sleeve shirt-worn tucked in (all grades)
3. A solid navy blue tie (all grades)
4. Navy Blue V-Neck pullover sweater with embroidered emblem (all grades)
5. A solid dark-colored belt worn with the slacks at all times (all grades)
6. Solid blue or white crew socks-(all grades)

### **P.E. Days**

1. White St. Paul's logo t-shirt-worn tucked in (all grades)
2. Navy blue St. Paul's logo sweatpants (all grades)
3. Navy blue St. Paul's logo sweatshirt (all grades)
4. Solid blue or white crew socks-(all grades)

### **Girls and Boys Shoes and Socks:**

1. Sturdy tie oxford or ked style shoes.
2. SOLID black or white.
3. **No sandals, platforms, mary-jane style shoes.**
4. All shoes must be cut below the ankle bone—no high tops or mid-cut shoes (Converse shoes are not uniform).
5. All shoes must be tied snugly and properly.
6. Socks are to be solid white or blue (girls may also wear red).
7. Socks must be **CREW LENGTH** (above the ankle).

### **Alternate Dress Days:**

Alternate dress days include: the day before Thanksgiving, Christmas, and Easter vacations, the last day of school, and special reward days given by the principal. Alternate dress means appropriate school clothes and shoes. In the event that the students abuse this privilege, the principal reserves the right to cancel alternate dress days.

## IV. ACADEMIC POLICIES

### Grading Policy

**Progress Reports and Report Cards:** Progress reports are sent home mid-quarter for students in grades 3 through 8. Parents are to review and sign the progress reports and return them to the classroom teacher promptly.

Parents will be given formal notification of their child's progress at the end of each quarter in the form of a report card. At the end of the first, second and third quarters, the report card is to be reviewed, signed and returned to the classroom teacher promptly. At the end of the fourth quarter, the report card is sent home on the last day of school and may be kept.

**Parent-Teacher Conferences:** Mandatory parent-teacher conferences are scheduled for November when the first quarter report card is given. The teacher may schedule future conferences as needed throughout the year. If parents wish to schedule an additional conference, they may contact the teacher directly.

**Textbooks:** Textbooks are very expensive; therefore, all books should be covered. Any student who writes or draws in a book, defaces a book in any way or loses a book will be required to pay replacement costs. The school office has a large supply of book covers available to students free of charge.

**Testing Programs:** Each fall the schools of the Archdiocese participate in the Iowa Test of Basic Skills Testing Program that provides continuous evaluation of basic educational development in grades 2 through 8. The survey score consists of tests in mathematics, reading comprehension, grammar, spelling, vocabulary, science and social studies. The test is administered in the mornings for two weeks in September. Results are shared with parents during the November conferences.

### Marking Code:

**Kindergarten: OBJECTIVE**—Development and academic readiness

Academic Marking Code: S = successful N = Needs growth in the area

**First and Second Grades: OBJECTIVE**—Mastery of primary skills

Academic Marking Code: O = Outstanding S = Successful N = needs growth in this area

**Third, Fourth and Fifth Grades: OBJECTIVE**—Application of primary skills to content materials; introduction to resource materials

Academic Marking Code:

A	=	100-96	A = Outstanding
A-	=	95-93	
B+	=	92-91	
B	=	90-87	B = Above Average
B-	=	86-84	
C+	=	83-81	
C	=	80-74	C = Average
C-	=	73-70	
D+	=	69-67	
D	=	66-63	D = Below Average
D-	=	62-60	
F	=	59 or below	F = Failing

**Sixth, Seventh and Eighth Grades: OBJECTIVE**—Application of primary skills to content materials; creative use of resources; expression of own originality in completing assignments  
Academic Marking Code:

A	=	100-96	A = Outstanding
A-	=	95-93	
B+	=	92-91	
B	=	90-87	B = Above Average
B-	=	86-84	
C+	=	83-81	
C	=	80-74	C = Average
C-	=	73-70	
D+	=	69-67	
D	=	66-63	D = Below Average
D-	=	62-60	
F	=	59 or below	F = Failing

**Conduct Effort Code: Kindergarten through Eighth Grade:**

1 = Outstanding	3 = Improvement Needed
2 = Meets Expectations	4 = Unsatisfactory

**Homework Policy:** Homework is assigned to students in an effort to facilitate the following:

- Reinforce daily learning
- Foster self-discipline and responsibility in students
- Provide enrichment
- Help students learn time management and organizational skills
- Promote habits of independent study
- Provide an opportunity for assessment
- Keep parents informed of school work

Homework is given daily in recognition of the students' needs, family life and diverse schedules. However, at various times it is expected that weekend assignments will occur.

Often teachers will assign nightly reading in addition to specific homework assignments. In the event that your child has no written homework, the time should be spent reading or studying.

If your child, without distraction, takes a much longer or shorter period of time to do his/her homework, the parent should contact the homeroom teacher to discuss a resolution.

Children in grades 3 through 8 are required to purchase a St. Paul's School homework planner which is to be used to write down nightly assignments, as well as track long-term tests and projects. In the event that a student loses his/her planner, a replacement must be purchased through the teacher immediately.

Parent responsibility for homework includes:

- Providing an orderly, quiet place without radio or T.V.
- Checking work for completion and neatness.

- Communicating unusual difficulties to the teacher.
- Not completing homework for your child.

Homework time allotments:

1 <sup>st</sup> Grade	20-30 minutes	5 <sup>th</sup> Grade	45-60 minutes
2 <sup>nd</sup> Grade	20-40 minutes	6 <sup>th</sup> Grade	60-90 minutes
3 <sup>rd</sup> Grade	20-40 minutes	7 <sup>th</sup> Grade	60-110 minutes
4 <sup>th</sup> Grade	35-55 minutes	8 <sup>th</sup> Grade	60-110 minutes

### **Honor Roll and Awards:**

At the end of each quarter, an awards assembly will be held for all students in grades 3 through 8. Students in these grades will receive awards for first honors, second honors, perfect attendance, special honors and most improved. A description of each award and criteria for receipt is listed below:

**First Honors**—are awarded to those students who have achieved a report card grade of no less than B+ in all core subject areas and have conduct/effort grades no less than 2.

**Second Honors**—are awarded to those students who have achieved a report card grade of no less than B- in all core subject areas and have conduct/effort grades no less than 2.

**Perfect Attendance**—is awarded to those students who have been neither absent nor tardy during the quarter.

**Special Honors**—are awarded to those students who have been recognized by their teachers as having gone out of the way to be helpful, respectful, hardworking and conscientious throughout the quarter.

**Most Improved**—is awarded to those students who have been recognized by their teachers as having made an extra effort towards improving academic and/or behavioral performance.

### **Promotion/Retention**

To successfully implement the educational program of St. Paul's School, minimum standards of achievement are established at each grade level. To illustrate successful completion of one grade level and to ensure promotion to the next grade level, it is necessary that these standards be met. Parents shall be made aware of the minimum standards of achievement at Back-to-School Night. Copies of the standards are also available in the school office. Additionally, excessive absences over 45 days in a school year may result in a student being retained. The final responsibility for a student's promotion or retention rests with the teacher and the principal.

### **Withdrawal/Transfer/Termination**

The Administration may ask that a student be withdrawn from St. Paul's School if, in the opinion of the Administration, the student is not benefiting from the school program. As a last resort, a student's enrollment at St. Paul's School may be terminated for failure of the parents to pay tuition, poor academic performance, unacceptable conduct or lack of effort. Acceptance of all new incoming students is considered probationary for the first semester, based on the above criteria. Any questions or concerns relating to a student's work, progress, grades or conduct should be discussed with the classroom teacher.

## V. DISCIPLINARY CODE

### Student Conduct:

#### Care of School Property

The appearance of the new school and the care with which it is kept shape the reputation of the school. Care shown for school property portrays pride and good spirit. For these reasons, all children are expected to regard with great care the school property provided for their use (desks and other furniture, books, computers and software, audio-visual aids, physical education equipment, the restrooms, and all parts of the building, including the school yard and gym).

Any student damaging or destroying school or parish property is liable for the cost of repairing or replacing the damaged property. This financial obligation must be paid in full before any grades, credits, or transcripts will be released.

#### Respect for Ourselves and Others

Our main purpose at St. Paul's School is to learn and grow both individually and as a Catholic Christian community. At St. Paul's School the expectation is that relationships are based on mutual respect, patience, and kindness.

1. We show respect for everyone. We treat teachers, paraprofessionals, parents who volunteer, parents who perform yard duty, and students whether older or younger, with respect and care.
2. We come to school on time and leave the school grounds immediately after classes are dismissed. Exceptions include school-related activities such as: athletic practice, tutoring, student council meetings, and detention.
3. We come to school with completed homework and assignments.
4. We wear the school uniform every day unless otherwise notified.
5. We respect the safety of others by **walking** throughout the school building (including the stairs). We are also quiet in the school building so everyone can work.
6. We **NEVER** play in the bathroom or hallways.
7. We leave the building during recess periods; no one is to come back into the building at these times without permission.
8. We play in our assigned areas.
9. In the classroom, we stay in our seats unless otherwise directed, and follow established classroom rules.
10. In the classroom we raise our hand to speak and we show courtesy to others by not interrupting.
11. We use good table manners; avoid yelling or very loud talking, playing with food, etc.

12. We respect school property and the property of others.
13. We respect the environment in which we live and work.
14. We do not bring things from home in the categories of make-up, toys, electronic games, trading cards, extra spending money, permanent markers, or playground equipment.
15. We remember that in the neighborhood we represent St. Paul's School. People living and working in the area around the school are especially deserving of our courtesy and respect. This courtesy is demonstrated by not littering the streets and sidewalks around their homes, not sitting on their steps or cars, and not loitering in front of their homes. Respect is demonstrated by the manner in which we speak to neighbors and by the consideration we show at all times by not creating noise and other disturbances for them.
16. We act with consideration and courtesy on public transportation at all times.

### **Cellular Phones and Pagers**

St. Paul's School discourages cell phones being brought to school. However, due to concerns of parents, especially in the middle school grades where some children are permitted to walk home after school, cell phones are allowed if they are not seen or heard. They must be kept in their backpacks in the off position. Students are not permitted to carry their cell phones in the pockets of their pants. If they are seen or heard during school hours on campus, they may be confiscated. In some cases, students are allowed to retrieve phones at the end of the school day. In other cases, the parents/guardians need to retrieve the phones from the school office. In extreme cases, the phones may not be returned to students until the end of the school year.

### **Discipline Procedures**

Discipline within St. Paul's School is considered an aspect of moral guidance and not a form of punishment. It is a means of training the student to assume control for his/her own choices, conduct, and responsibility of actions.

In situations where the learning environment is disrupted or the safety of the student or others is in jeopardy, any one or more of the following disciplinary measures will be taken:

- Warning notice
- Demerit
- Conference with the student
- Detention
- Denial of privileges
- Assignment of special tasks
- Conference with parents
- Suspension
- Expulsion

## **Warning Notices (Disciplinary Referrals)**

A student may be given a warning notice for any of the following reasons:

- Disruptive behavior on the school premises which impedes the educational process of the student and his or her classmates
- Use of inappropriate/vulgar language
- Disrespectful behavior
- Defacing school property
- Any other conduct that is considered detrimental to others

Notices issued to students must be signed by parents and returned to the teacher the following school day, or the student will not be allowed to go to school. The school office is given a copy of each warning notice that is sent home.

## **Suspension**

A student may be placed on suspension for serious misconduct on campus or off campus during school-related activities, or for continued misconduct that endangers others or seriously impedes the learning process for him/her or for others. Certain types of behavior may result in a student's immediate suspension, subject to the decision of the teacher, principal, and pastor.

## **Off-Campus Conduct**

The administration of St. Paul's School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

## **Expulsion**

The following offenses committed by students while under the jurisdiction of the school are reasons for immediate expulsion:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Assault, battery, or any threat of force or violence directed toward any school personnel, students, or others on school property or during school-related activities.
- Habitual or persistent violations of school regulations.
- Possessing, selling, giving away, using, or being under the influence of drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school.
- Possessing any weapon at school.
- Malicious damage or destruction of personal or school property.
- Theft, extortion, or arson.
- Student-to-student harassment. (See harassment section).

The principal and the pastor are the final arbiters in all disciplinary situations.

## **School Safety:**

St. Paul's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very

seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion.

Engagement in on line blogs such as, but not limited to: MySpace.com, Xing, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Harassment:**

In 1992 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility that are owed by adults to children. In 1996 a supplement to that policy was added, specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

### **Student Harassment Policy**

This document is designed to serve as a policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

Student-to-student harassment can take many forms to the extent it involves child abuse, as defined by law, Civil and the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities.

### **Harassment in General**

The Archdiocese of San Francisco affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, ancestry, physical or mental disability, medical condition or sex. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

### **Sexual Harassment**

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual Harassment can be directed toward a student under conditions such as the following:

*Verbal Harassment:* Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets

*Written Harassment:* Suggestive or obscene letters, notes or invitations including e-mail, text messaging and chat room

*Physical Harassment:* Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal study or movement.

*Visual Harassment:* Leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters.

## **VI. OFFICE PROCEDURES**

### **Office Hours:**

Monday through Friday from 7:45 a.m. to 3:30 p.m.

### **Office Telephone:**

The school office telephone number is (415) 648-2055.

### **Office Fax Number:**

The school office fax number is (415) 648-1920.

### **Regular School Hours:**

Kindergarten - 8:00 a.m. to 2:30 p.m.

Grades 1 to 5 - 8:00 a.m. to 3:00 p.m.

Grades 6 to 8 - 8:00 a.m. to 3:15 p.m.

Siblings of 6<sup>th</sup> through 8<sup>th</sup> grade students may attend Extended Care until 3:15 p.m. (free of charge) while waiting for older brothers and sisters.

### **Early Dismissal:**

Students are dismissed at 2:00 p.m. on Mondays due to faculty meetings (except for the 4<sup>th</sup> Monday of each month).

### **All Financial Matters:**

Questions regarding **all** tuition and financial matters can only be answered by Vera Cueba.

### **Minimum Days:**

The 4<sup>th</sup> Monday of each month is a 12:35 p.m. dismissal for faculty inservice and professional development. There is a 12:00 noon dismissal on the days before the Thanksgiving, Christmas and Easter vacations.

### **Deliveries and Messages:**

Please do not attempt to personally confer with teachers or children during school hours. All deliveries and necessary messages must be made to the school office only, not to the classrooms.

This includes lunches, clothing, messages for students, etc. All items must be marked with the student's name and grade. All information and items will be forwarded to the classroom for you.

If you need to personally speak with your child during the school day, the office will relay the message, and your child may call you from the office phone as soon as possible.

## **VII. HOME AND SCHOOL COMMUNICATIONS**

### **Wednesday Envelope**

In an effort to improve communications between the school and home, there will be a student envelope sent home **EACH WEDNESDAY. This envelope will be sent home with the oldest or only child of each family.** The envelope will hold any communication items from the school for that week. Parents are to review the envelope's contents, sign the envelope on the dated line and return it to school the next day. If your child does not bring the envelope home on Wednesday, please question him/her about it.

### **Contacting the Principal**

The principal would like to be available to parents and students. However, due to her demanding schedule and many responsibilities, it is absolutely necessary to make an appointment. Ms. Vera Cueba will keep Ms. Guaraglia's appointment calendar. Please call in advance for an appointment, as unscheduled or chance conferences do not allow the principal adequate time to prepare a report regarding a student. The principal has a voicemail system and a personal message may be left for her. In addition, the principal may be reached via e-mail at the following address: [aguaraglia@stpaulsf.net](mailto:aguaraglia@stpaulsf.net).

### **Contacting Teachers**

Arrangements for an appointment should be made prior to the parents' arrival, either by note or telephone message to the school office at least ONE day prior to the day you wish to see the teacher. If the matter requires immediate attention, the teachers can also be reached at the school via voicemail system. Call the school and ask to be connected to voicemail to leave a message for your child's teacher. The teacher will call you when he/she is available (do not call teachers at home). Teachers are available via e-mail through our stpaulsf.net website.

**The morning time before school is NOT an appropriate time for a conference unless arrangements have been made with the teacher. Unscheduled or chance conferences do not allow the teacher adequate time to prepare a report regarding student performance.**

### **Parent-Teacher Cooperation:**

Parent and teachers must work in close partnership to successfully educate a child. The child will feel conflicted among authority figures unless there is a genuine unity of purpose and practice among parents, students and faculty. Communication is essential. Please make an appointment with your child's teacher if you feel that a problem exists. The problem should be discussed objectively and calmly. An appointment can be made with the principal if, after talking with the teacher, the problem has not been resolved. Lines of communication are as follows:

- Teacher and student
- Teacher, parent and student
- When necessary, the Pastor, principal, teacher, parent and student

If there is a major change going on in your child's life, please make the appropriate school personnel aware of it. In order for us to be sensitive to the whole child, it is necessary to understand his/her fears and concerns. Examples of change can be: the death of a significant person in the child's life, a divorce or separation, a move, a parent's loss of job or the long absence of a significant adult. Please feel free to request confidentiality wherever necessary.

### **Parent-Teacher Communications:**

In order to promote good communications and to meet the needs of the parents, the following procedures have been developed when parents wish to deal with a specific concern:

- First, you should set up an appointment with the teacher. There are several ways to communicate with the teacher: leave a voice mail message, write a note or e-mail the teacher. The teacher will get back to you within 48 hours or two (2) work days.

If the parent does not feel the matter has been resolved after the first meeting, request a second appointment with the teacher. A second meeting may be necessary to further define the problem, check for progress or discuss other solutions.

- Secondly, after two meetings with the teacher, if the parent is not satisfied that the concern has been sufficiently heard, or if the problem has not been resolved, your next recourse is to contact the principal. Outline your concerns and the steps you have already taken to resolve them. The principal will set up an appointment with you. After speaking with the principal, a conference will be arranged between the principal, teacher and the parent to further discuss the issues and reach a resolution.

### **Calendars**

Each month an activity calendar will be sent home in the Wednesday envelope in order to keep you informed of all school and parish activities. Most current information is found in the weekly newsletter.

## **VIII. HEALTH AND SAFETY PROCEDURES**

### **Health Records**

California Law SB 942 requires all children less than 18 years of age meet the following immunization requirements at the time of their first admission to any school in California.

1. Students must have been immunized against polio by means of three inoculations of Salk-type vaccine, or by means of oral vaccine Types I, II, and III.
2. Students must have received at least one inoculation of Salk-type vaccine, or at least one type of oral vaccine, for measles, tetanus, diphtheria, and pertussis.
3. Two doses of measles, a rubella and a mumps vaccine are required for all students as of September 1981.
4. Children entering kindergarten must have a complete physical examination.

5. A Tuberculin Skin Test must be done in the United States within one year before first admission to a school in San Francisco.
6. All new students must have Hepatitis B and chicken pox immunizations, or must provide the date the student had the chicken pox disease.

Immunization is not required for admission if such immunization is contrary to the beliefs of the child's parents, guardians, or other responsible adults who have assumed responsibility for his/her care and custody; or if a licensed physician certifies that the physical condition of the child makes it unsafe for immunization.

### **Medication**

If it is absolutely necessary to administer medication during school hours (both prescription and non-prescription), the school must have the following in the office:

1. A signed statement from the parent.
2. The name of the medication, the name of the person who is to administer the medication, and the amount of medication to be taken.

No medication, including aspirin, may be brought to school and ingested by any student unless it is cleared by the office with written permission from the parent. Permission may not be granted over the telephone. Medication brought in with no note attached will be confiscated immediately.

### **Illness**

Do not send your child to school showing signs of illness. The school has limited health facilities, and other children and the faculty should not be unduly exposed to infection.

The school office will notify parents should their child need to leave school due to illness. Children who become ill at school may be released to their parent or to someone who is listed as an authorized adult on the school emergency card.

Requests for children to remain inside at recess are not permitted. If a child is not well enough to go outside, he/she should not be in school. There is no supervision inside the school during recess and lunchtime.

### **Lice Policy**

The school will conduct lice checks three times a year—the first Wednesday of the new school year, after Christmas vacation and after Easter vacation.

On these days, students should not use any hair products (gel, mousse, spray, etc.)

If a child in the classroom is found to have lice or nits, his/her parents will be notified and the child will be sent home for treatment. Students will be permitted to return to school when their heads are free of lice and nits. Also required is a written note from a doctor or a qualified medical person indicating permission is granted for the student to return. A parent notification letter will be sent home to all parents of students in the infected classroom.

If a parent discovers that his/her child does have lice or nits, the parent must notify the school office immediately. This notification will help prevent the spread of lice, as the school will then examine the other students in the child's classroom.

### **Counseling Services and Counseling Policy**

A guidance counselor from Catholic Charities is available to all students. We consider counseling a positive aspect of education. It is intended to help students, not punish them. Parents may request a form from the school if they wish their child to see the counselor. Teachers may also recommend students for counseling for academic or personal difficulties or for conflict resolution. The counselor also conducts conflict resolution sessions with classes as part of the school program.

### **Emergency, Fire and Earthquake Procedures:**

Monthly fire and earthquake drills are held during school time. It is important that students remain silent and move to the appropriate safe places during each drill. For the safety of each student during a real emergency, the following procedures will be adhered to:

1. The safety of all is of paramount importance. All actions will be for the well-being of the students, faculty and staff.
2. All school gates will be locked and the authorized student pickup spot will be at the 29<sup>th</sup> Street gate. The adult to whom the student has been released must sign out the student. Under no circumstances will a child be released from the custody of school personnel until it can be done safely.
3. In the case of widespread destruction, such as downed power lines and damaged buildings, children will be retained in school until a parent or authorized adult comes for them.
4. All students will be retained at school until dismissed to the care of an adult who has been authorized by the parent to pick up the student. Parents will have indicated those adults on the emergency card. **NO CHILD WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL ONLY BE RELEASED TO A PARENT OR AUTHORIZED ADULT.**
5. If evacuation of the school grounds is necessary, the appropriate civil authority will conduct it. Current information indicates that in case of an evacuation, the students and faculty will be taken to the Mass Care Facility at James Lick Middle School at 25<sup>th</sup> and Noe Streets. The casualty care center is St. Luke's Hospital on Caesar Chavez Street. If additional information is required, contact the Emergency Operations Center at City Hall.
6. If the school has been closed due to an emergency, the answering machine will be updated to inform parents about the re-opening of the school.
7. Each spring the emergency supply bins will be updated.

## **IX. EXTENDED CARE PROGRAM**

The St. Paul's School Extended Care Program is an extended care service for St. Paul's school parents. Extended Care is a privilege, not a right. Parents must understand that their children have to obey the regulations in order to continue at Extended Care. Children who are not cooperative with and respectful to the Extended Care Staff will not be allowed to remain in the Extended Care Program.

### **Philosophy**

St. Paul's School Extended Care strives to construct an enjoyable atmosphere with varying activities, including art, homework time and indoor games. The children are served a nutritious snack each day at 4:00 p.m.

### **Hours**

Before School	7:00 a.m. to 7:45 a.m.
After School	Dismissal to 6:00 p.m.
Early Dismissal	2:00 p.m. to 6:00 p.m.
Minimum Days	12:35 p.m. to 6:00 p.m.

### **Afternoon Schedule**

1. Roll is taken at the dismissal bell as students enter the Extended Care room.
2. Kindergarten—3<sup>rd</sup> graders have playtime from 3:00—4:00 p.m. after snack. Homework is done until completed.
3. Grades 4<sup>th</sup> – 8<sup>th</sup> begin homework after roll is taken, break for snack and continue to work on homework until it is completed. Please make sure your child carries a book with them at all times.
4. A break for a snack occurs at 4:00 p.m.

<b><u>Fees (monthly)</u></b>	<b><u>Single Child</u></b>	<b><u>Each Additional Child</u></b>
Mornings	\$150.00	\$25.00
Afternoons	\$190.00	\$35.00
Full Service	\$240.00	\$60.00
<b><u>Fees (hourly) Drop In</u></b>	\$10.00	\$4.00

This service is not offered on Holidays or during vacations. Parents will not be charged during vacation times.

Each month all participating families will be given a bill; however, parents may pay the Extended Care fee up front for an entire year of service or include it into their FACTS. (See Enrollment Form)

Please note that the closing time for Extended Care is 6:00 p.m. If you do not pick up your child by 6:00 p.m., you will be billed \$10.00 for every five minutes or \$2.00 per minute thereafter until your child is picked up.

**Change of Fee** Unless you notify the Extended Care Director in writing about a change in service before the change is to take place, you will be billed for the original service for which you signed up. Also, we request that you limit Service Changes to once per school year.

### **Communication**

If you as a parent wish to communicate with the Extended Care Staff, please send a note to school with your child and it will be forwarded for you.

It is not necessary to call the school to be sure your child will be sent to Extended Care. All students who are not picked up after school will be taken to Extended Care.

If a child is allergic to certain foods, is diabetic, etc., please communicate this in writing to the Extended Care Director.

### **Daily Release**

When the child is leaving Extended Care, follow the checkout procedure below:

- Sign the child out with the correct time.
- All coaches and assistant coaches are required to sign students out for practice.

A child will be released only to the parents or to an individual who has been authorized by the parents to pick up the child. Exceptions will not be made. Please indicate the names of the persons authorized to pick up your child on the emergency card.

Any student participating in after school programs under the supervision of the Extended Care Staff will be billed accordingly.

### **Extended Care Rules:**

1. No foul language or profanity will be tolerated.
2. Biting, pinching, hitting, kicking or bodily harm of another individual will not be tolerated.
3. Each child is expected to participate in all activities to the best of his/her ability.
4. No child is to leave the supervision of an Extended Care staff person without express permission.
5. Any child who consistently misbehaves, is non-cooperative or fails to comply with stated rules will be denied certain privileges.
6. No running inside the building or on the stairs.
7. Please do not bring toys or other articles from home without the permission of the Extended Care Director.
8. Each child will be expected to clean up his/her toys, crafts and supplies. They should also generally help straighten the room.
9. A student's cell phone may be used only when the Extended Care Director is in the student's presence during use. If a cell phone is used at any other time without permission, the cell phone will be confiscated and the child will lose this privilege until further notice.
10. Each child is unique and valuable; therefore, every child is to treat others with respect, love and concern.

## Discipline Procedures

Every child is expected to abide by the Extended Care rules and respect staff members, other students and all property. If a child violates these rules, the Extended Care Director and/or staff members will make the following changes:

1. The child will be removed from the group and seated alone for a period of 5 to 30 minutes or given lines to write; this is to be signed by you and returned the next day.
2. If the child does not respond to the time-out period and the inappropriate behavior persists, the parents will be called for a conference.
3. In an effort to support the growth of a child as a member of the Catholic, Christian community, it is expected that a student conduct himself/herself in a respectful manner at all times. Therefore, if a student repeatedly displays inappropriate behavior in Extended Care, the homeroom teacher will be notified and a student's conduct grade will be affected.
4. Should there continue to be behavioral issues, a second conference will be arranged. At that point the child is subject to removal from the Extended Care Program.

An appointment can be made with the principal, if after talking with the Extended Care Director, a problem has not been resolved. Lines of communication are as follows:

- Extended Care staff and student
- Extended Care Director, Extended Care staff and student
- When necessary, the Pastor, principal, Extended Care Director, Extended Care staff and student

## Emergency Procedures

In the event of an emergency, parents will be contacted at home and/or work. If a parent cannot be reached, the emergency card persons indicated will be contacted. **EVERY EMERGENCY CARD MUST HAVE AT LEAST TWO PERSONS THAT CAN BE CONTACTED.** For the safety of the child it is helpful if the persons' names on the card speak English and are located not too far away from the school.

## X. OTHER PROGRAMS AND ACTIVITIES

### Religious Programs and Celebrations

Since the Mass is the principal act of Catholic worship, all Catholic families enrolled in St. Paul's School are expected to share faithfully in the Saturday/Sunday celebration of the Eucharist. All non-Catholic families are most welcome to attend Mass.

On all Holy Days and special seasonal occasions, Liturgies for the entire student body are held in St. Paul's Church. A schedule of religious celebrations is printed in the school calendar. Parents are always invited to attend.

The school sponsors sacramental preparations as well as religious celebrations and activities. The following are included:

- Reconciliation
- First Holy Communion

- May Celebration in Honor of Mary
- Baccalaureate Mass

### **The Parent Group**

Parents are members of the St. Paul's School Parent Group. The purposes of this group are: to coordinate fundraisers for the school, provide a support system for St. Paul's parents, and distribute information on educational and enrichment activities for both parents and students. Parents Group meetings take place in the Parish Center at 7:00 p.m. on the third Thursday of each month. Additional information is provided at Back to School Night.

### **Fundraisers**

St. Paul's School and the Parent Group sponsor fundraisers. Parental support and cooperation are necessary for success in this area. The purpose of these fundraisers is to provide the following for the school and the students:

- Help meet budget needs not met by tuition money
- Finance the purchase and maintenance of computers and other equipment
- Finance the purchase of classroom furniture and playground equipment (desks, chairs, etc.)
- Provide entertaining and culturally enriching activities for students

### **Examples of fundraisers are as follows:**

- Walk-a-thon
- Gift Wrap and Christmas Gifts
- Retrofit Dinner Dance
- World's Finest Chocolate Sales
- Purchase of Scrip & Use of Safeway E-Scrip Program

### **Parish Athletic Board**

The faculty of St. Paul's School supports the Athletic Board of the Parish and the sports program that has been developed for the young people of St. Paul's Parish. Students of St. Paul's School are eligible for participation in the sports program (even if they are not members of the Parish). The Athletic Board meets at 7:00 p.m. on the 2<sup>nd</sup> Wednesday of each month in the rectory.

The faculty believes that participation in team sports helps develop skills in working together and encourages students to take pride in themselves and in their school. The faculty is aware that young people need physical exercise to remain healthy and urges participation in a team sport during the year.

The school recognizes the value of school sports, but expects that the student athletes will maintain acceptable grades and good behavior. Failure to do so could be grounds for removal from the team.

The school will cooperate with the Athletic Board by announcing sign-ups for teams and game times, and by participating in fundraising activities.

St. Paul's School invites parents to cooperate with the sports programs by acting as coaches, attending games, and encouraging children to act with dignity and respect both on and off the field.

**Athletic practice/events will NEVER be accepted as an excuse for incomplete or poorly done schoolwork. Parents are responsible for monitoring their child's extra-curricular activities so that such activities do not interfere with the child's advancement in academic endeavors.**

For further information on athletics and policies, please refer to the athletic handbook, which is distributed at the mandatory sports orientation meetings.

### **Classroom Birthday Recognition**

**In an effort to treat all students, equally, our Birthday Recognition policy is in place. Recognition of a student's birthday will be done by the homeroom teacher. Food should not be sent from home.**

### **Party Invitation Policy**

Please be aware that children's feelings can be needlessly hurt when they have been excluded from a birthday party. Invitations distributed at school should include every child in the class. Otherwise, distribution of invitations should take place outside of school, i.e., by mailing them to a student's home address.

### **Dances and Coed Parties—Middle School Students**

Schools of the Archdiocese may not sponsor dances for elementary school pupils, or permit, either directly or indirectly, school dances under their auspices. Neither shall they permit dances for their students sponsored by others to take place on their premises.

St. Paul's School administration strongly recommends that parents neither allow nor encourage 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade students to attend boy/girl parties. Experience confirms the wisdom behind this recommendation. Among other effects that could be harmful to students, this type of party anticipates a social situation that makes no allowance for the different rates of maturity among boys and girls.

**THE PRINCIPAL RESERVES THE RIGHT TO AMEND THIS HANDBOOK  
AT ANY TIME FOR JUST CAUSE.  
ANY CHANGES IN POLICY THAT OCCUR  
WILL BE COMMUNICATED TO THE PARENTS IN WRITNG.**

The students' interest in receiving a quality, morally based education can be served if students, parents and the school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of the enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian 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 student/parent handbook in the school.

These Christian 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 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. These expectations for students and parents/guardians include, but are not limited to all school sponsored programs and events (e.g., - extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will first result in a verbal or written warning to the student and/ or parent/guardian and may then result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an immediate step short of withdrawal.

# PARENTAL AGREEMENT

I(we) have read the Parent/Student Handbook, have discussed its contents with my child/children and agree to be governed by:

- **the policies and procedures of St. Paul's School 2009-2010 Parent Student Handbook**
- **the policies and procedures of the Extended Care Program section of the Parent/Student Handbook**
- **the Code of Christian Conduct.**

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

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

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

Student(s) Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

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

Please sign and return this form to the classroom teacher no later than Friday, September 18, 2009.

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