

TABLE OF CONTENTS

School-Wide Student Learning Expectations	4
Philosophy and Mission	5
School/Parent Partnership	6
Code of Christian Conduct	7
ACADEMICS	8
Curriculum	8
Grading Policy	8
Homework	9
Academic Progress	9
Academic Probation	10
Honor Roll	10
Placement Tests	11
<i>PowerSchool</i>	11
Standardized Tests	11
Special Testing	11
ADMISSION	12
ATTENDANCE AND ABSENCES	13
Illness Policy	13
Tardy Policy	13
Appointments	13
Parental Absence	13
Vacations or Family Trips	14

PARENT PARTICIPATION	15
St. Gregory Parent’s Association	15
St. Gregory School Board	15
St. Gregory Sports Program	15
Volunteer Hours Commitment	15
SCHOOL LIFE	17
Athletics	17
Backpacks	17
Campus Visitors	17
Cell phones	17
Change of Contact Information	17
Communications Between Home and School	18
Disaster/Emergency Plan	18
Discipline	19
Drop-Off and Pick-Up Procedures	21
eScrip	21
Extended Care	22
Field Trips	22
Free Dress	23
Health Immunization, Screening, and Reporting	23
Hot Lunch and Lunch Program	24
Insurance	24
Library	25
Lost and Found	25
Medication	25
Money	25
Parties (School, Class and Individual)	25

Right of Access to Records	26
School Day Schedule	26
School Pictures	26
School Store	26
Student Council	26
Transportation	27
UNIFORM REQUIREMENTS	28
General Appearance	28
Girls' Uniform	28
Boys' Uniform	28
Other Dress Code Requirements	29
Uniform Exchange	29
Uniform Infractions	29
APPENDIX	30
Archdiocese of San Francisco Harassment Policy	30
Child Abuse Reporting Obligation	32
Conduct Assessment Criteria	32
Effort Assessment Criteria	32
School Calendar	34
School Map	35
Drop off and Pick Up Map	36
SIGNATURE PAGE	37
Parent/Student Acknowledgement	37
Permission To Have A Cell Phone	37
Permission To Walk Home	37

Schoolwide Student Learning Expectations

Our St. Gregory School graduates will be:

Active Christians who...

- know basic Catholic teachings
- read and understand scriptures
- know the importance of prayer
- actively participate in liturgical celebrations
- have a sense of responsibility and contribute to the community
- demonstrate tolerance, respect and compassion for others

Lifelong learners who...

- are committed to academic growth
- read for knowledge and enjoyment
- are effective communicators who continue to develop speaking, writing and listening skills
- demonstrate a basic understanding of mathematical process and scientific method
- demonstrate effective study and research skills
- integrate technology
- cultivate their creative spirit through the arts
- are aware of their unique gifts and talents

Problem solvers who...

- think independently and critically
- can adapt to changing circumstances
- resolve conflicts effectively
- respect different points of view

Responsible citizens who...

- have self respect
- are responsible and accountable for choices and actions
- are involved in the preservation of the environment
- are aware and responsive to the needs of the global community

Philosophy

St. Gregory is a Catholic elementary school that offers a comprehensive, integrated curriculum in accordance with Archdiocesan guidelines. We value the partnership of the family, school, and parish, and we offer our students a quality education within a faith community committed to carrying out the ministry of Jesus Christ.

Our educational program emphasizes the development of the whole person. We challenge the spiritual, intellectual, social, physical, emotional, moral, and artistic growth of our students. Vital to this development is the belief that parents are the primary educators of their children and teachers the facilitators of learning. Together we work to prepare our students for their future roles as contributing members of the global community. Moreover, we endeavor to send forth students who, as active Christians, demonstrate tolerance, respect, and compassion for others and work to enhance the quality of life for all.

Mission Statement

St. Gregory School is committed to carrying out the ministry of Jesus Christ in the education of youth. In partnership with families and the parish community, we educate students to become active Christians, lifelong learners, capable problem solvers, and responsible world citizens.

School/Parent Partnership

We at St. Gregory School consider it a privilege to work with parents in the education of children because we believe that parents are the primary educators of their children. As parents, it is your right and duty to become the primary role model in your child's life—in their spiritual, intellectual, social, physical, emotional, moral, and artistic development. Your decision to enroll your child at St. Gregory School indicates your trust in our partnership, and it involves a commitment to working as partners.

Good example is the strongest teacher. Ideals taught in school are not well rooted in a child unless nurtured by the example of good Catholic/Christian morality. During these elementary school formative years, your child needs constant support from both parents and faculty in order to develop his/her personal code of ethics. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in our mutual quest to challenge and nourish a child to reach his/her full potential. To divide authority between school and home will only teach disrespect for all authority. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

As partners in the educational process, we ask parents to:

- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policies of the school.
- Set rules, times, and limits so that your child:
 - Gets to bed at a reasonable time 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
 - Is prepared for school with appropriate materials and completed assignments.
- Participate in school activities to the greatest extent possible.
- Communicate openly and respectfully with teachers, staff, students, and other members of the St. Gregory School community.
- Read all parent communications from school to show interest in your child's total education.
- Complete and return to school any requested information promptly.
- Support and monitor your child's compliance with the uniform code and free dress day requirements.
- Inform the school of any special situation regarding your child's well being, health, and safety.
- Teach your child to become a self-advocate.

Code of Christian Conduct for Students and Parents/Guardians

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

It shall be an express condition of enrollment that a 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 using its discretion. These principles/procedures include, but are not limited to, those set forth in this Handbook.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, the policies, principles, and procedures set forth in this Handbook.

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist a student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express 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.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (i.e., extended care, athletics, field trips, fund raisers, etc.)

The school reserves the right to determine, using its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or to the parents/guardians. Normally, this will first result in disciplinary actions short of a requirement to withdraw from the school (i.e., suspension of the student or suspension of parent/guardian privilege to come on campus and or participate in school activities, volunteer work). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an immediate step short of withdrawal.

ACADEMICS

Although parents and teachers may guide and direct the learning process, real achievement comes when students are fully prepared to participate in all aspects of the learning experience.

Curriculum

Guidelines for St. Gregory School's curriculum are implemented according to the *Archdiocese of San Francisco Administrative Handbook* and *Content Standards for California Schools*. The guidelines follow the California State Standards and are infused with Catholic teachings, doctrine, and tradition. Parents may request to review the guidelines; please inquire at the school office.

The curriculum includes religion and family life, mathematics, language arts (including spelling, grammar, writing, handwriting), literature, science (including health and drug education), social studies, computer education, art, music, and physical education.

At Back-to-School Night in August, teachers will discuss the specific curriculum that will be covered during the school year.

Grading Policy

The Archdiocese of San Francisco mandates the grading policy used at St. Gregory School.

Grades 3 – 8:

A	96 - 100	A-	93 - 95
B+	91 - 92	B	87 - 90
B-	86 - 84	C+	81 - 83
C	74 - 80	C-	70 - 73
D+	67 - 69	D	63 - 66
D-	60 - 62	F	59 and below

Grades 1 and 2:

- O = Outstanding
- S = Successful
- N = Needs Growth in This Area

Kindergarten:

- S = Successful
- N = Needs Growth in This Area

Conduct/Effort

- 1 = Outstanding
- 2 = Meets Expectations
- 3 = Needs Improvement
- 4 = Unsatisfactory

Criteria for conduct and effort assessments are included in the Appendix of this handbook.

Homework

Formal home study is assigned to help students become self-reliant and self-directed. Homework assignments are intended to reinforce daily lessons, supplement and enrich class work, and to help students prepare for certain lessons. It may consist of written work, reading assignments, Internet or library research, studying, interviews, projects, or experiments. Students are expected to complete assignments on time. Good study habits are emphasized at St. Gregory School, and this includes a regular time set aside for home study.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on homework assignments. If a problem arises, please contact the classroom teacher. The Archdiocese provides a *guideline* for the amount of time an elementary student *should* spend on homework each day:

Kindergarten and Grade 1:	20 – 30 min.
Grades 2 and 3	30 – 60 min.
Grades 4 and 5	45 – 60 min.
Grades 6, 7, and 8	60 –120 min.

Weekend Homework Policy. Homework is not assigned on weekends or during vacations with the exception of make-up work, long-term assignments, and class work not completed on Friday.

Homework Table. Students who repeatedly fail to turn in quality homework assignments miss the opportunity to demonstrate their learning and to be fully evaluated by their teachers. Students in the eighth grade, and seventh grade students during the third and fourth quarters of the school year, who fail to hand in completed homework assignments for any class will be assigned to Homework Table that day after school. Homework Table is supervised by a teacher and operates Tuesday through Friday from 3:15 - 4:00.

Students in seventh and eighth grade will be expected to manage their time and materials appropriately. They may not call home to have a parent deliver books or assignments to school.

Students in grades four through seven who chronically miss homework assignments may be assigned to homework table if it is determined to be an appropriate support strategy for the student; this decision is made by agreement among parents, teacher(s), and the principal.

Academic Progress

Parents are encouraged to meet with their child's teachers any time there are questions or concerns about academic progress. A phone call to the school office or a note to the teacher to arrange a meeting is requested. *Please **do not** interrupt teachers during school hours or at a time when children need to be supervised entering or leaving the classroom or the campus.*

Parent-Teacher Conferences. In early November, following completion of the first quarter of school, Parent-Teacher Conferences are scheduled. These conferences are mandatory for all parents. A schedule is sent home with an assigned day and time given, based on the parent's first and second choices. The purpose of this conference is to go

over your child's report card and discuss your child's progress for the first quarter. At this time your child's teacher reviews results of the Iowa Test of Basic Skills.

Progress Reports. Academic progress is reported at mid-quarter in the following ways:

- Kindergarten and Grades 1 - 3: Hard-copy progress reports are given out to all students.
- Grades 4 through 8: Students and parents have 24/7 access to current grades through *PowerSchool*, (see "*PowerSchool*" below). For purposes of establishing a progress report grade to determine whether students will be placed on Academic Probation, parents will be advised to review student grades on *PowerSchool* on a specific mid-quarter date. These progress reports are an opportunity for you and your child to discuss current progress and any areas needing improvement.

Report Cards. Hard-copy report cards are given out four times a year. They are a measure of the student's achievement during the entire quarter of school. Report cards must be signed and returned to school as soon as possible.

Academic Probation

Students in grades 4-8 who receive a D+ or lower in an academic subject, or a 3 or 4 in conduct or effort, will be placed on Academic Probation. All students on Academic Probation must attend study hall on Tuesdays and Thursdays from 3:15 P.M. – 4:00 P.M. While in study hall, students will receive help from the teacher monitoring the session or may be given permission by the teacher in charge to seek help from other teachers as needed. Missing an Academic Probation study hall without parent/teacher consent will result in detention for the student, and the missed study hall must be made up as well.

After attending at least four sessions of Academic Probation study hall, the student's progress will be evaluated. Parents will be notified in writing when their child makes sufficient progress and can be released from Academic Probation. Students will continue to be evaluated every two weeks until their grades improve or the next marking period arrives.

If the student does not show progress by the next marking period, a conference with teacher(s), principal, and parents will be called to determine a plan of action to facilitate the student's success.

Honor Roll

At the end of each academic quarter the names of students in grades 6,7 and 8 who qualify for the honor roll will be posted. There are two categories:

First Honors. First honors is attained by students who earn:

- An average GPA of 3.60 – 4.0 in core academic classes, with no C's in any subject.
- 1 or 2 in conduct and effort for **all** subject areas

Second Honors. Second honors is attained by students who earn:

- An average GPA of 3.0 – 3.59 in core academic classes, with no grade lower than a C in any subject.
- 1 or 2 in conduct and effort for **all** subject areas

Placement Tests

A Readiness Survey is given to incoming kindergarten children prior to final enrollment. Results are used as an indicator to determine learning readiness and student admission.

Students applying to St. Gregory School for the first time in grades 1-6 are given placement tests to indicate whether they are currently performing at grade level. These tests are required before the student is considered for admission into St. Gregory School.

PowerSchool

St. Gregory School has adopted a student data service called *PowerSchool*. This is an Internet-based, cross-platform, student information system (SIS). Only authorized users (teachers, parents, and students) with the correct ID and password can access student records on *PowerSchool*. The goal of providing online access to students and parents is to improve school-to-home communication.

Standardized Tests

St. Gregory School administers an annual standardized test to students in grades 2 –8 called the Iowa Test of Basic Skills. Tests are administered in the fall and results are reviewed with parents during the annual fall parent-teacher conference. In addition, students in grades 5 and 8 take the Assessment of Catechesis of Religious Education (ACRE) in winter.

Special Testing

San Mateo/Foster City School District provides educational testing services for students with possible learning or speech problems. Generally, the decision to apply for testing is made jointly by the school and parents, working together for the betterment of the child. Parents are requested to notify the principal and teacher when seeking educational testing through the public school district.

ADMISSION

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

However, it is noted that this school gives preference in admission to students in the following order:

1. Siblings whose families are active members of St. Gregory Parish.
2. Current active parishioners of St. Gregory Parish.
3. Transferring Catholic school students whose families register in the parish and become active.
4. Catholics who are out of parish.
5. Non-Catholics, if the school has capacity for additional students.

These priorities are guidelines only. The pastor and principal shall have broad discretionary authority in the application of these guidelines to specific situations.

Age of Admission

- **Kindergarten:** Student must be five years old on or before September first of that year.
- **First Grade.** Student must be six years old on or before September first of that year.

ATTENDANCE AND ABSENCES

Regular attendance is important for student success. It is inevitable that students will miss school on occasion for illness, but parents are strongly encouraged to schedule trips, vacations, medical appointments, and similar obligations after the school day or during weekends or holidays. In the event that a student must be absent, the following actions should be taken.

- 1. Call the school**

A parent or guardian must call the school office before 8:30 A.M. on the first day of absence.

- 2. Bring in a note or send an email**

A note signed by a parent must be sent with the student the day the student returns to school with the date(s) and reason for absence.

A student may not participate in any school activities, day or evening, on a day he or she is absent from school due to illness without consent from the school principal.

Illness Policy

Before returning to school after an illness, students *must* be symptom-free for 24 hours.

Missed schoolwork. If a student is absent, it is his/her responsibility to inquire about missed work and make arrangements to make up the work in a timely manner, according to the policy set by the classroom teacher. If a student is absent due to illness, parents may request homework for the evening by contacting the school office by 10:30 A.M. that day. Parents are urged to discuss missed work concerns with teachers.

Tardy Policy

Students are considered tardy if they are not in line for flagpole assembly when the 8:00 A.M. bell rings on Mondays and Fridays or they are not in the classroom when the 8:00 A.M. bell rings on Tuesdays, Wednesdays, and Thursdays. If tardy, the student must check in at the office before attending classes if he or she did not receive a tardy slip from the playground supervisor.

Students in grades five through eight who are tardy more than three times in any quarter will be assigned a detention for the fourth and each subsequent tardy. If a student is tardy more than five times in a quarter, parents will be required to meet with the principal to help find a solution to the problem. The parents of students with excessive tardy records in kindergarten through grade four will be asked to meet with the principal to find a resolution.

Appointments

If a student must visit a doctor, dentist, or other health professional during school time, a note should be sent to the school prior to the appointment informing the teacher and school office that the student will be leaving school or arriving late. Before leaving, and upon returning, the student must check in with the school office. Students leaving school for illness or appointments *must be picked up at the office by a parent or designated adult.* Whenever possible, appointments should be scheduled after school hours.

Parental Absence

If parents are planning to be away from home for an extended period of time, please notify the school with the name(s) and phone number of the adult(s) responsible for your child. The notification should be in writing, letting the school know who will be picking your child up each day after school and who to contact about school-related issues in your absence.

Vacations or Family Trips

The school *strongly discourages* families from removing students during regular session days for vacations or family trips unless it is an emergency or special circumstances warrant such a trip.

- If a student must be taken out of school for an extended period of time, *a request must be made in writing to the principal* giving the dates of departure and return.
- Students will be accountable for all schoolwork missed during their absence.
- *Teachers are not obligated to furnish work missed until the student returns to class.*

PARENT PARTICIPATION

Parents have numerous opportunities to participate in the St. Gregory School community, and they are encouraged to do so.

St. Gregory Parent's Association

The objectives of the Parent's Association include increasing the level of parent participation, supporting the administration of the school, promoting Christian social opportunities and a spirit of community among school parents, and promoting the enrichment of parent education. Throughout the year the Parent's Association is committed to many other scholastic and social activities that fall outside the general budget. Membership in the St. Gregory School Parent's Association is open to all parents of St. Gregory School students.

The Parent's Association does not address concerns regarding school staff, finance, curriculum, discipline, extra-curricular activities, or school policies. Those concerns are best addressed through the principal's office.

St. Gregory School Board

Parents are encouraged to attend School Board meetings; meetings take place on the first Thursday of the month at 6:30 P.M. in the faculty room. The purpose of the board is to advise the pastor and principal in the governance of, and definition of goals for, St. Gregory School.

The function of the board is to recommend policies, to foster a better understanding of Catholic education in the community, to review the school budget, to discuss and evaluate reports, to recommend resources, to evaluate school programs presented to the board by the faculty and staff, and to provide counsel to the pastor in hiring the administrator.

St. Gregory Sports Program

Parents are encouraged to participate in the sports program, which operates solely through the efforts of volunteers. To find out how you can help, contact the athletic director. For more information, see "Athletics" below.

Volunteer Hours Commitment

The administration, the School Board, and the Parent Association are grateful for each and every hour that you invest in our school and parish. Each family is required to give 40 hours of service including re-married families. Single parent households are required to work 20 hours. These hours are mandatory and are considered part of your commitment to St. Gregory School. Any hours that you are unable to serve will be billed to you at a rate of \$22 per hour. Registration for the following school year will be withheld until hours and/or payment is current. It is requested that each family put five hours towards the Parish Festival, which is held in May.

Commitment hours are calculated from June 1 through May 31 and posted in a monthly report on the school website on approximately the fifth of each month. Please submit your hours worked via the school website. Instructions to use the computer link are available on the school's website. You may report your hours as soon as they are worked. The website will keep the tally, and once you have reached your full commitment of hours, you will no longer be required to submit hours worked for that school year.

Verification of Hours. Parents can verify the hours they have submitted by reviewing the monthly volunteer hours report posted on the school website.

Ways to Earn Volunteer Hours. Many ways exist to fulfill your commitment to volunteer hours: yard duty at lunchtime, coaching a team, helping in the library/classroom, or working at a school event. You also can commit time to the Parish Festival, a 9 Alive Mass, soup nights, baking for an event (on hour maximum), scouts (five hours maximum), or the Parents Association—the list is endless! Monetary donations may be considered as hours fulfilled. If you have any questions about ways to earn or report your hours, please contact the St. Gregory Parents Association.

SCHOOL LIFE

Athletics

All students are encouraged to participate in sports. The sports program is open to students in grades 4 through 8 and seeks to supplement our academic program by encouraging the improvement of physical skills, school spirit, teamwork, and sportsmanship. We also encourage parent participation in the sports program, which operates solely through the efforts of volunteers. The girls program includes volleyball, basketball, and track. The boys program includes baseball, basketball, and track.

Student participants must place academics first, before sports activities. If grades fall below average, the student will be placed on Academic Probation. This may, at the discretion of the principal in conjunction with parents, coaches, and teachers, impact his or her ability to participate in the sports program.

Backpacks

Students in grades 4 – 8 may use rolling backpacks; younger students must use standard backpacks. Rolling backpacks must be the type and size designed for use at school to carry books and supplies; rolling suitcases and duffle bags are not allowed.

Campus Visitors

Parents and other visitors to the school campus need to check in with the school office where they will be issued a visitor pass to wear for security purposes.

Cell Phones

Students *may not* have a cell phone on campus. If it is necessary for children to make a phone call during the school day, they may call from the school office.

If parents believe it is *absolutely essential* for a student to have a phone to use before and after school, they must write a note to the principal. Upon approval, classroom or homeroom teachers will be provided a list of students with phones, and the phones will be collected by the teacher each morning and returned at the end of the day. Phones also will be collected from students attending Academic Probation or working in the Computer Lab after school hours.

In the event that a student has/uses a cell phone at school during school hours, or during Academic Probation or in the Computer Lab after school hours, it will be taken away and returned to the parent the next day. If it is taken away a second time, it will be kept in the office and returned at the end of the school year.

Students attending the Extended Care Program must comply with the rules established and communicated by the extended care director.

Change of Contact Information

The school should be notified immediately of a change of home address, home or work telephone numbers, or email addresses. Please direct changes in information to the school office.

Communications Between Home and School

In any school setting it is extremely important to keep lines of communication open, not only to avoid misunderstandings, but to make sure we work together to ensure the best educational environment for your child. The faculty and staff generally use the following means of communication with parents:

1. Parent-Teacher Conferences
2. Telephone Calls
3. E-Mail
4. Special Purpose Letter/Teacher Memos
5. *PowerSchool*
6. Progress Reports (mid-quarter)
7. Report Cards (quarterly)
8. Parent Newsletters (weekly)
9. Packets of Student Work
10. Incident Reports
11. Parent/Student Handbook
12. Conferences with the Principal
13. St. Gregory Web Site (www.stgregs-sanmateo.org)

The principal is always kept informed of parent-teacher-student conferences.

Immediate and effective communication fosters a partnership between home and school and is one way of modeling consistent home/school values for students. Should there be a difficulty or problem, parents are expected to request a telephone or personal conference with the teacher. If resolution of the problem or concern is not reached at this conference, the principal is advised of the situation and is called in to facilitate.

Parents may request a conference with any teacher by sending a written note, email, or by leaving a telephone message indicating the nature of the concern and giving several available times and dates for the conference to take place.

Principal's Newsletter and Wednesday Envelope. A principal's newsletter is posted on the school web site every Wednesday; an email reminder is sent to parents with a link to the web site. The Principal's Newsletter is the main source of communication between the school and home. The newsletter will carry details of school activities, announcements, and other important news.

Kindergarten Newsletter. Every Monday the kindergarten class receives a special newsletter giving a rundown of important information for kindergarten families.

School Directory. Every family receives a copy of the *St. Gregory School Family Directory*. The directory is designed to facilitate communications between home and school and among school families for school-related activities. *The directory is not to be used for any non-school communications, including solicitation purposes.*

Disaster/Emergency Plan

The students, faculty, and staff have been instructed and have practiced appropriate safety procedures in the event of a natural disaster or emergency situation (e.g. earthquake, fire, or bomb threat). If evacuation of the building is necessary and students must be relocated to a safer place (outside or other designated area), faculty members will be assigned to

insure the health and safety of all. *Children will be dismissed only to parents or a designated adult/guardian who has been listed on the child's emergency card.*

For the smooth operation of a Disaster Plan, parents are asked to comply with all directives, signing of forms, and emergency procedures requested by the school. *Absolutely no cars will be permitted in the schoolyard when the Disaster Plan is in effect.* The school will be in constant communication with city agencies and authorities. There will be a designated "pick-up" area where students will be released to a parent or adult designated on their emergency card.

Role of Parents. In case of an earthquake, students who walk or bike to school will be sent home at the dismissal time only if the surrounding area is safe. If the earthquake is severe, children will be retained at school until a parent or designated person comes for the child. All children and faculty will be gathered in the open space on the school playground. Parents will be requested to sign out their child with the principal or person in charge. If the earthquake occurs outside of school hours, we will follow the San Mateo/Foster City School District Plan as to whether we are open or closed. Television or radio stations will announce this.

Discipline

In accordance with the stated philosophy of the school, which emphasizes deep respect for human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibility. While students may sometimes perceive discipline as restrictive, it is boundaries and limits that provide young people with both guidance and security.

The principal reserves the right to determine the appropriateness of any disciplinary action if any doubt arises.

Items Not Allowed at School. Any items that detract from a learning situation are *not allowed at school at any time.* These items include, *but are not limited to,* the following:

- Knives
- Guns
- Drugs
- Questionable books and pictures
- Cigarettes
- Toys
- Trading cards
- Pagers
- Cell phones (see exception under "Cell Phones")
- Laser lights
- Palm pilots
- CD players
- Radios
- iPods (or other mp3 player)
- Electronic games (e.g. GameBoy)

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned only to their parents. Students attending the Extended Care Program must comply with the rules established and communicated by the extended care director with regard to toys, games, trading cards, cell phones, and iPods or other mp3 players.

Cheating. Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Incident Reports. A written notice of a behavior problem that requires disciplinary action will be sent home. This notice is used to alert parents/guardians that there has been an incident at school and to explain what action has been taken. The Incident Report must be signed by a parent and returned to school the next school day.

Detention. A student in grades 3-8 may be detained after the daily school session for violation of school or class regulations. Serious misbehavior or infraction of a school rule may warrant immediate detention. Parents will be notified in advance if their child is going to serve detention. Students *will not* be excused from detention for sports practices, music lessons, or other non-critical commitments. After a child receives three detentions in one quarter, a parent-teacher-principal conference is required. The student will usually be placed on probation.

Disciplinary Probation. The principal may place a student on disciplinary probation for a serious offense or for continued misconduct (if the misconduct does not require more serious action). Probation is an official warning that unless the student's behavior improves, he/she is in danger of more serious consequences. Probation may include the loss of rights to participate in school activities including athletics, field trips, dances, and Student Council.

Suspension. A student involved in very serious or chronic misbehavior is subject to suspension. Suspension may be immediate if determined by the principal and pastor to be the best course of action. While on suspension, the student will receive a zero on any worked missed and is prohibited from participating in all school-related activities.

Expulsion. Expulsion is the immediate forfeiture of a student's privilege to attend St. Gregory School. A student may be subject to expulsion after one very serious offense or in a rapidly deteriorating situation in which the safety and wellbeing of others is jeopardized or the order and good name of the school are impaired.

Problem-Solving Procedure. If you have any questions regarding a disciplinary incident:

1. Question your child to assure that he/she has upheld the rules of the classroom and of the school.
2. Have your child make an appointment with the teacher for a conference to discuss or clarify the problem.

If a problem is not solved:

1. The parent can then request an appointment with the teacher by calling the office or by sending an email or note.
2. If the problem is not settled, the teacher will schedule a meeting that involves the teacher, parent, student, and principal.

Harassment. St. Gregory School affirms the Christian dignity of every student. It is the policy of the Archdiocese and of the school to provide an educational environment in which all students are treated with respect. **Harassment is unacceptable conduct that is severe, pervasive, and deliberate.**

Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment by use of electronic communications such as texting, email and internet based social networks is also covered

under this policy. Harassment of any student by any other student is prohibited and will not be tolerated. See the "Archdiocese of San Francisco Harassment Policy" in the appendix of this handbook.

Drop-Off and Pick-Up Procedures

Drop-off. The entrance for both drop-off and pick-up is the gate on Garfield Street, *closest* to 28th Avenue (GATE A). Drive through in a loop designated by cones and exit the gate *closest* to 27th Avenue (GATE B), which is next to the pedestrian gate. Do not drop off students in the front of school; students may enter through the front school door *only* if accompanied by a parent or guardian.

Pick-up. For pick-up, cars enter the schoolyard at the gate *closest* to 28th Avenue (GATE A) and form four lines in the area designated by cones. Children being picked-up in the loop will line up with their teachers perpendicular to the cars and will be released by the teacher to the first car in each line. The traffic patrol staff will direct cars to exit through GATE B, then the next car in line will pull forward.

Parents walking into the schoolyard to pick up their children will meet them in the area by the Rectory garage wall (near the snack shack). Parents waiting to see their child's teacher are requested to wait in this area until 3:15 when teachers return to their classrooms.

Please do not speak to teachers as they are dismissing children; this distraction takes the teacher's focus away from the children's safety during dismissal.

Children with permission to walk will exit the schoolyard through the gate next to the Church or through the front door. They should leave campus as soon as they are dismissed. No children may wait to be picked up by car anywhere on the perimeter of the school, including in front of the church. The school's perimeter is an unsupervised area, and it is not a safe place for children to be waiting. See the map in the Appendix that illustrates the flow of cars for drop off and pick up.

Kindergarten Pick-up: Noon Dismissal. When kindergarten children are dismissed at noon, please pick them up in front of school. On all other days, they will be dismissed in accordance with the general school dismissal.

Extended Care. Teachers will dismiss students going to extended care at 3:00; they must proceed immediately to extended care to sign in. The sign-in station will be in the kindergarten classroom; students will enter through the kindergarten door in the main hallway next to the office.

eScrip Fundraising Program

eScrip is the easiest fundraising program you'll take part in at St. Gregory School. The program, which generates money for our general operating fund, is based on community participation...you simply shop at your local merchants, and they give a percentage back to our school! You earn credit in your eScrip account for many of the products and services you *already* use from merchants you *already* patronize such as grocery stores, department stores and other retailers, local and regional restaurants, and Internet stores.

Every family is asked to participate in eScrip with a spending goal of \$3500.00 each year. Single parent families are responsible for half of that amount.

We ask that you visit www.escrip.com to sign up your credit cards, ATM cards, and your Safeway rewards card. **Our account number is 138387513.** Review the list of

participating merchants and, whenever possible, *shop at these locations*. You can track your progress on the eScrip site at any time.

Remember, this is an easy commitment to fulfill, and it generates **free money** for St. Gregory School

Extended Care

The Extended Care program is available before school from 7:00 A.M.-8:00 A.M. and after school from 12:00 P.M.-6:00 P.M. in the kindergarten room.

For the safety of your child, any student not picked up within 15 minutes after dismissal on any school day will automatically be signed into Extended Care.

Fees. The cost of the program will be:

- \$20.00 per child **per month** for morning care.
- \$5.50 **per hour** for after-school care; time is rounded to the 1/2 hour.

*There is a late charge of \$1.00 **per minute** for parents who pick up their child/children after 6:00 P.M. This is due and payable upon pick-up*

Extended Care bills will be sent home monthly. Payment is due and payable upon receipt. If there is non-payment for two consecutive months, your child/children will lose the privilege of attending the Extended Care program.

Sign-out Procedure. Parents, or other authorized persons, must sign their child out of the program each day on designated sign-out sheets. Failure to do this will result in a \$25.00 penalty. Children will not be released to persons not listed on the emergency card, unless written authorization, signed and dated by the parent, is submitted. Phone calls are not acceptable as parental permission. People other than parents will be asked to show picture ID when picking up children.

Field Trips

Educational field trips are privileges afforded to students. Permission forms must be filled out and returned to school before a student is allowed to participate in planned educational field trips. Parents are expected to sign the permission form that releases the school from liability. Students who fail to submit the required official form will not be allowed to participate in the field trip. *Telephone calls and written notes will not be accepted in lieu of proper forms.*

No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. *All in-school rules apply on all field trips.*

Parent Chaperones. Parent chaperones are often needed on field trips to ensure students are adequately and effectively supervised. The teachers have a responsibility for determining how many drivers/chaperones are needed and who will fulfill those duties; they also will be responsible for assigning students to cars. To participate, parent chaperones must have completed the *Shield the Vulnerable* on-line training (which must be on file in the school office) and have a Volunteer Form on file in the school office. Chaperones are not allowed to bring siblings or other children on field trips.

In addition, if private vehicles are used for transportation, drivers must:

- Be parents or grandparents (others with permission of the administration)
- Be over 25 years of age.
- Have a California driver's license. A copy of the license must be on file in the school office before being allowed to drive.
- Ensure that each passenger is secured by his/her own seatbelt.
- Ensure that younger and smaller children are placed in car seats according to state law.
- Show proof of \$100,00 to \$300,000 of comprehensive insurance. A copy of the insurance benefits page must be on file in the office before being allowed to drive.
- Not talk on a cell phone while driving.
- Ensure that field trips begin and end at school. Drivers are to go directly to and from the field trip venue with no additional stops.
- Have a copy of the permission forms for students in his/her car.

Free Dress

Free dress is regarded as a privilege, and therefore students are expected to dress appropriately.

Students may wear:

- Blue jeans, tennis shoes.
- Shirts that are plain or have appropriate language on them.
- Skirts of an appropriate length (no shorter than mid-thigh).
- Cargo shorts or other shorts of an appropriate length (no shorter than mid-thigh)

Free dress **does not** include:

- Clothing or accessories that are extreme, sloppy, or intended for playtime.
- Halter tops, tank tops, tube tops, tops with spaghetti straps, tops with low necklines
- Short tops that expose the midriff or stomach
- "Flip flops" or open back sandals.
- Sweats or sagging pants.
- No blue jeans on special occasion (nice) free dress days

Eighth grade has a free-dress privilege on the first Friday of every month.

The decision of the principal as to what is acceptable dress for any student is final. Those in violation will be asked to call home to get their uniform to wear for the day and/or lose the privilege of free dress in the future.

Parent Cooperation. Parents are asked to make a concerted effort to monitor what their child wears to school. The school appreciates your support so that valuable teaching time is not wasted on checking for compliance with the dress code.

Health Immunization, Screening, and Reporting

Immunizations. California law states that each student must have verified evidence that he/she has been immunized against polio, diphtheria, pertussis, tetanus, measles, rubella, mumps, and hepatitis B. *Each new student should have a form signed by a physician giving evidence of a physical examination and verification that the child has all immunizations up to date.* This form is kept on file in the office. Parents will be notified if these health records are not up to date or if they are missing. In the event a parent does

not comply with this California state law, the child will not be permitted to attend St. Gregory School until the family is in compliance.

Screening. Hearing, vision, and scoliosis screenings are given to students on a grade-level rotation basis. Referrals will be sent to parents if any problems are detected. *All kindergarten children and students new to St. Gregory School are required to participate in the screening program.*

Reporting Requirements. Please report communicable diseases such as strep throat, mumps, chicken pox, lice, pink eye, and others immediately upon discovery. Also report serious injuries or illnesses to the school office.

If a child is allergic to bee stings, has frequent nosebleeds, or other health issues that school staff should be alerted to, please notify the school in writing and fill out the appropriate form available from the school office.

If a child is not able to participate in physical activities, please send a note notifying the teacher.

AIDS. The school complies with all federal, state, and local laws and regulations regarding acquired immune deficiency syndrome (AIDS). The school makes a concerted effort to provide ongoing AIDS education to its students and employees. The school provides information about the nature of the disease and how it is—and is not—transmitted.

Hot Lunch and Lunch Program

The hot lunch service provides a hot lunch each Tuesday, Wednesday, Thursday, and Friday to those children who wish to purchase one. The hot lunch menu will include the main entrée, fruit or vegetable, dessert, and milk or juice.

Students who bring lunch bags and pails to school must have their name on them. Please, no glass containers. If a student forgets his/her lunch, parents can bring lunch to the school office; *please do not bring lunches to the classroom or lunch tables.*

Insurance

The Student Accident Insurance Program is provided for all students of St. Gregory School. This program is to assist you with medical expenses incurred due to an accidental bodily injury sustained by your child while attending school-sponsored and supervised activities. This insurance is required by the Archdiocese of San Francisco and is part of your annual registration fee. Because the schoolyard is not supervised before 7:50 A.M. or after 3:15 P.M., students are not to be in the schoolyard before or after these times, unless they are in Extended Care.

To benefit from the Archdiocesan School Insurance Program you must:

1. Report to a teacher or yard duty supervisor, as soon as an accident occurs.
2. Give all details of the accident to the secretary in the school office.
3. Request an accident form from the school office within 24 hours of the accident.
4. Have the accident form completed by the child's doctor and then mail it to the address provided on the form. Parents own family health insurance is the primary coverage.

Library

The school library exists as a resource center for students. The children are brought to the library to work on projects, to do research on various topics, or to find books for pleasure reading. There are certain rules that are observed:

1. Quiet behavior must be observed while using the library.
2. Students must pay for lost or damaged books.
3. Visits to the library are scheduled through library volunteers and teachers.

Lost and Found

All articles of clothing, textbooks and school supplies, and other personal belongings should have the child's name (first and last) and grade written on the item in black indelible ink. *Please mark everything, especially sweaters, sweatshirts, and jackets.*

All lost and found items are brought to the office; they are returned to the student whenever possible. If there is no name on uniform clothing and the owner does not come forward to claim his/her article, the items are given to the Uniform Exchange.

Medication

If your child must take medication during the school day, please obtain a medication request form from the office. Requests must be presented from both the doctor and the parent. Written requests must include information about a particular health problem. The parent is responsible for seeing that the medication arrives safely at the school office and is in a properly and clearly labeled container.

Office personnel will supervise the dispensing of medication. If special instructions are needed to administer any medication, it is the responsibility of the parent to inform/instruct the office personnel. All medication is kept in a locked cabinet.

Money

Anytime it is necessary to send money (cash or check) to school with your child, please put it in an envelope and label it with:

- Your child's name
- Your child's grade
- The amount of money enclosed
- The intended purpose of the money

This will help us ensure proper credit and keep the money organized according to purpose. *Students are not permitted to have large sums of money on campus.*

Parties (School, Class, and Individual)

School Parties. The classroom teachers, in conjunction with the room parents, conduct all school parties. Traditional school parties are scheduled for Halloween, Christmas, Valentine's Day, and an end-of-year celebration. School parties are to be kept simple. Class parties other than the traditional ones are held only for special reasons and are handled by the classroom teacher.

Birthdays. Parents may provide treats for the class in recognition of a child's birthday; if you wish to do this, please make arrangements with the classroom teacher. You also may recognize a student's birthday by purchasing a book in the student's name for the school library (see library volunteer). Balloons and balloon bouquets *may not* be brought to school; these create a distraction and a safety hazard in the classrooms and endanger the environment if let go outside.

Home Parties. To protect the feelings of children, no party invitations may be given out in the classroom or schoolyard *unless* all the girls, or all the boys, or all the students in the class are being invited. Party invitations *may not* be sent home in the Wednesday Envelope.

Right of Access to Records

All custodial parents have the right of access to all records relating to their children. To see these records, please submit a written request to the principal 24 hours prior to viewing.

School Day Schedule

Regular Day:

8:00 A.M.	School begins (flagpole Mon. and Fri.)
10:10-10:30 A.M.	Grades 1-4 recess
10:40-10:55 A.M.	Grades 5-8 recess
12:00-12:40 P.M.	Grades 1-4 lunch
12:35-1:15 P.M.	Grades 5-8 lunch
3:00 P.M.	Grades K-8 dismissal

- On Monday, all students are dismissed at 1:05 P.M. This is a minimum-day schedule.
- On Friday, kindergarten students are dismissed at 12:00 P.M.
- On Early Dismissal days, all students are dismissed at 12:00 P.M. (see school calendar for Early Dismissal days).

School Pictures

Professional photographers take school pictures in the fall and again in the spring. For the fall picture, children are to be in complete uniform. Your child can wear free dress for the spring pictures. Purchase of these photographs is optional.

Eighth grade graduation pictures are taken in January. Girls and boys wear graduation gowns provided by the photographer for these pictures.

School Store

The school office staff operates the school store. Items for purchase include assignment books, control paper, Bibles, pens, and pencils. The store is open before and after school and at morning recess.

Student Council

The Student Council is an active and enthusiastic component of St. Gregory School's service activities. The council meets regularly with their faculty moderator. Council members are responsible for the morning assembly preparation, special assemblies, and activities planned to promote spirit and community among the students. Seventh and eighth grade students provide leadership in the council; the students in grades 3-8 choose them during school elections that take place in the spring of the prior school year.

Transportation

Parents are expected to arrange transportation for their children to and from school.

Bicycles may be ridden to and from school. However, once on school grounds, students must walk their bikes to the bicycle rack. Bicycle helmets must be worn if students ride a bike to school. Bicycles should be locked during the school day as the school cannot be responsible for stolen or damaged bicycles while on school property.

Skateboards, roller skates, roller blades, and razors (scooters) are not permitted at school.

UNIFORM REQUIREMENTS

General Appearance

All students are expected to conform to the uniform requirements and present a neat appearance, as this is a reflection on everyone at St. Gregory School. Parents' attention to and support of the uniform regulations are expected.

Students must be in full uniform every day unless it is a designated "free dress" day. All uniforms should be *clean, pressed, and in good repair* at all times. All school clothing should fit properly. *In an emergency situation, when your child cannot be in uniform, a note of explanation must be sent to the teacher.*

Girls' Uniform

- White uniform blouse, plain white short-sleeve or long-sleeve polo shirt, or white turtleneck (girls may wear a *plain white* tee shirt or camisole under their uniform blouse or shirt). Blouses/shirts must fit properly and not hang more than 2 inches below the sweatshirt when not tucked in.
- Uniform jumper of appropriate length (K-4), no shorter than 3" above the middle of the knee.
- Uniform skirt of appropriate length (5-8), no shorter than 3" above the middle of the knee. *Rolling* a skirt is unacceptable; even if it is the proper length, rolling the skirt indicates an improper fit.
- Dennis uniform pants or shorts (optional; must be worn with a belt)
- Dennis uniform skorts (optional; no shorter than 3" above the middle of the knee)
- Uniform sweatshirt
- Plain navy blue sweatpants may be worn under the uniform on cold-weather days during arrival time, recess, lunch, and dismissal. They also may be worn for P.E. *Pajama style pants may not be worn at any time.*
- White **crew** length socks (when pulled up, should reach mid-calf); no lace and no logos.
- White or navy tights
- White or navy knee high socks, not to be worn above knee
- Solid black or solid white shoes cut below the anklebone (no logo or trim will be accepted). Shoes should be tie, buckle or Velcro. High-top shoes, mid-cut shoes, and shoes with wheels are not acceptable. The heel of the shoe should measure no more than 1-1/2 inches.

Boys' Uniform

- Uniform plain white short-sleeve polo shirt or white turtleneck (boys may wear a *plain white* tee shirt under their uniform shirt). Shirts must fit properly and not hang more than 2 inches below the sweatshirt when the shirt is not tucked in.
- Dennis wide-wale or twill navy blue uniform cords or shorts; they must fit properly--**no sagging pants**
- Uniform sweatshirt
- White **crew** length socks (when pulled up, should reach mid-calf); no logos
- Solid black or solid white shoes cut below the anklebone (no logo or trim will be accepted). Shoes should be tie, buckle or Velcro. High-top shoes, mid-cut shoes, and shoes with wheels are not acceptable. The heel of the shoe should measure no more than 1-1/2 inches.

Other Dress Code Requirements

Hair. A student's hair must be clean, neat, and well groomed. Extreme or faddish hairstyles are inappropriate and are not acceptable. Hair must be its natural color and bangs must be appropriately trimmed. For boys, hair length must be cut above the collar line. Boys cannot have hair shaved too close to the scalp. No facial hair is allowed.

Jewelry. Girls may wear *one* pair of post earrings or small hoop earrings (no larger than a dime). Long dangling earrings or multiple earrings are not permitted. Boys *may not* wear earrings. Girls and boys may wear a single, simple necklace, bracelet, and/or ring, worn in good taste.

Make-up/Nails. Students may not wear make-up, false nails, or nail polish to school (clear nail polish is acceptable, French manicures are not).

Sweatshirts. All students must have the required burgundy sweatshirt; eighth graders may substitute the official eighth grade class sweatshirt. *No other type of sweatshirt may be worn.* Sweatshirts are considered part of the uniform and may be worn in the classroom during colder weather. When full uniform is required, the sweatshirt is necessary (for example, on Mass days).

Optional Items. Any student may wear a burgundy Dennis fleece jacket; this fleece outerwear may be worn in the classroom during cold weather. Other jackets worn during cold weather may not be worn in the classroom. On Thursdays, students may wear a burgundy St. Gregory T-shirt; order forms are available in the school office.

Uniform Exchange

A school uniform exchange is held throughout the year. Please recycle outgrown, usable school uniform clothing; other families would be happy to have them. You may telephone the parent who manages the Uniform Exchange any time during the school year for assistance in acquiring or donating items. New uniforms may be purchased directly from the Dennis Uniform store. You may also shop online at www.dennisuniform.com

Uniform Infractions

Students not in proper uniform will be given a verbal warning for the first few weeks of school. Thereafter, students who receive a Uniform Infraction will be required to serve detention the same day the infraction is issued, from 3:15 P.M. – 4:00 P.M. Students will be instructed to call home to inform their parents of the infraction and change in dismissal time. Students who are chronically out of compliance with the uniform code will be required, along with their parents, to meet with the principal to resolve the problem.

Parent Cooperation. Parents are expected to monitor what their child wears to school. The school appreciates your support so that valuable teaching time is not wasted on checking for compliance with the uniform code.

Anything not specifically mentioned but deemed inappropriate as St. Gregory School attire, will be dealt with on an individual basis by the principal.

APPENDIX

Archdiocese of San Francisco Harassment Policy

I. STUDENT-TO-STUDENT HARASSMENT

A. INTRODUCTION

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.

As indicated below, student-to-student harassment can take many forms. To the extent it involves child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

B. HARASSMENT IN GENERAL

Catholic teaching and practice affirm the Christian dignity of every person. 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, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a 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.

C. 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 to 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.

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

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

D. DISCIPLINARY ACTION

1. This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the lunch period whether on or off campus;
 - d. During, or while going to, or coming from, a school-sponsored activity.
2. Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note:

Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

E. STUDENT'S RESPONSIBILITY

It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

F. ADMINISTRATIVE RESPONSIBILITY

To promote an environment free of harassment, the principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

STUDENT HARASSMENT ADMINISTRATIVE PROCEDURES

COMPLAINT PROCEDURE

- Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances, it may be better to directly contact an adult, such as those listed below.
- If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or to a school counselor, principal, or assistant principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.
- The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Archdiocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

Child Abuse Reporting Obligation

In accordance with the San Francisco Archdiocesan Policy and California state law, school staff is obligated under penalty of a fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious legal matter, the school will not contact parents in advance of making a report to legal authorities (which is the procedure followed in most legal matters).

Conduct Assessment Criteria

Conduct is assessed on a scale of 1 to 4 and is based on the following criteria:

1 = Outstanding. The student consistently follows school, classroom, and playground rules without receiving any conduct reprimands. The student's behavior is courteous and helpful. The student's uniform is always in dress code and is neat in appearance. The student displays a cooperative attitude, demonstrates self-control, and/or takes responsibility for his/her actions. The student readily and consistently respects authority, others, and property. The student takes initiative to cooperatively resolve conflicts, and often acts as a peacemaker and models good behavior to others.

2 = Meets Expectations. The student follows school, classroom, and playground rules and receives infrequent conduct reprimands for minor incidents. The student's behavior is courteous. The student's uniform follows dress code. The student displays a cooperative attitude, demonstrates self-control, and/or takes responsibility for actions. The student respects authority, others, and property.

3 = Needs Improvement. The student follows school, classroom, and playground rules and receives occasional conduct reprimands and/or detentions. The student's behavior is not courteous all the time and inconsistently displays a cooperative attitude, has difficulty demonstrating self-control, and/or does not readily take responsibility for his/her actions. The student doesn't always follow the dress code. The student's respect for authority, others, and property is somewhat inconsistent.

4 = Unacceptable. The student often disregards school, classroom and playground rules and receives regular conduct reprimands and/or several detentions. The student exhibits discourteous behavior and/or disrespects authority, others, and property. The student inconsistently follows the dress code and receives multiple uniform infractions. The student lacks self-control and is reticent to assume responsibility for his/her actions. The student regularly contributes to classroom and schoolyard conflict.

Effort Assessment Criteria

Effort is assessed on a scale of 1 to 4 and is based on the following criteria:

1 = Outstanding. The student completes all of the assigned class work and homework in a timely manner. The quality of work consistently reflects the student's potential and it often goes beyond teacher expectations. The work demonstrates thoughtfulness, commitment to neatness, ability to follow assignment direction, and evidences student pride in his/her work. When needed, the student seeks help in an appropriate manner. The student demonstrates an ability to work collaboratively and participates productively in the whole group or in small groups. The student regularly demonstrates initiative and inquiry in academic areas. The student regularly has all his/her supplies, changes classes in a timely fashion, and is prepared and ready when the teacher is.

2 = Meets Expectations. The student completes class work and homework in a timely manner. The quality of work generally reflects the student's potential. The work regularly demonstrates thoughtfulness, a commitment to neatness, and evidences student pride in his/her work. When needed, the student seeks help in an appropriate manner. The student works collaboratively and participates productively in the whole group or in small group scenarios. The student maintains his/her supplies, changes classes in a timely fashion, and is prepared and ready when the teacher is.

3 = Needs Improvement. The student sometimes fails to complete class work and homework in a timely manner. The quality of work occasionally reflects the student's potential but can fall short of individual or teacher expectations. The work inconsistently demonstrates neatness and sometimes lacks effort and thoughtfulness. Even when needed, the student infrequently seeks help. The student occasionally works collaboratively in whole group or in small group scenarios. The student often doesn't have all the necessary supplies, and isn't always prepared and ready when the teacher is.

4 = Unacceptable. The student completes an insufficient amount of class work and homework in a timely manner. The student is consistently off task, even with regular teacher correction. The quality of the work rarely reflects individual potential or teacher expectation. The work does not demonstrate neatness or thoughtfulness. The student infrequently seeks help. The student has difficulty working collaboratively and/or detracts from group's work. The student usually doesn't have all the necessary supplies. The student is rarely ready when the teacher is.

