

SAINT PATRICK SCHOOL  
PARENT-STUDENT HANDBOOK  
2014 - 2015

*Sponsored by the Daughters of Charity  
A Saint Katharine Drexel Initiative School*

# Table of Contents

## General Information

- History of School
- Mission Statement
- School Philosophy Statement
- Saint Katharine Drexel Initiative
- Student Learning Expectations
- Family-School Cooperation - General Code of Conduct Covering Students and Parents/Guardians Administration

## Academic Information

- Academic Honesty
- Conferences
- Curriculum
- Service Hours for Students
- Daily Schedule
- Electronic Information and Communication- Technology and the Internet
  - “Wednesday” Envelope -- weekly School To Parent Communication
  - School Website
  - SchoolLoop

## Grading and Related Topics

- Grades and Grading
- Academic Expectations
- Academic Probation
- Homework
- Progress Reports
- Report Cards
- Supplies
- Textbooks
- Standardized Testing
- State and Federal Benefits

## Admissions

- Admissions Policies
- New Student Admission
- Process for Enrollment
- Transfer Student Process and Requirements
- Non-Discrimination Policy

## Attendance

- Absences
- Tardies
- Excused Absences
- Vacations
- Leaving School During Day
- Parents – out of town
- Homework for Students who are Sick
- Truancy Policy

## Discipline Policy

- Behaviorial Expectations
- Non-Violence Policy
- Anti-Bullying Policy
- Harassment Policy
- Theft, Vandalism, Trespassing, Computer Misuse and Pranks
- Right of Inspection
- School and Class Regulations

## Discipline Procedures

- Reserved Rights
- Behavioral Referral
- Class Exclusion
- Suspension
- Withdrawal

## Emergencies and Crisis Plans

- Emergency Cards
- Emergency Codes and Procedures
  - Fire
  - Earthquake
  - Lockdown

## Medical

- Accidents
- Health
- Immunizations
- Dispensing Medication
- Food Allergies

## Parents

- Role of Parent
- Fundraising
- Service Hour Requirements
- Parent Yard Duty Supervision

## Safety

- Asbestos Notification
- Earthquake Drills
- Fire Drills
- Visitors

## Student Activities

- Co-Curricular Activities
- Field Trip Policy
- Class Parties

## Student Services

- Breakfast and Lunch Program
- Counseling Services and Confidentiality Policy
- Playground Expectations
- Extended Care

## Technology

- Electronic Devices
- Acceptable Use on St. Patrick Wi-Fi and General Computer and iPad Use

## Tuition and Financial Information

- Tuition Assistance

## Uniform Guidelines

## Volunteers

## School's Right to Amend

## Student(s) AND Parent(s) Signed Agreement FOR Student-Parent Handbook

## Appendix

- Technology Agreement
- Photo Release Form
- Field Trip Form
- Faculty/Staff List

## **General Information**

### **History of Saint Patrick School**

St. Patrick School first opened its doors in 1925 and since that time has educated countless children. The Most Reverend Edward Joseph Hanna dedicated the building on May 24, 1925. The pastor of St. Patrick Parish at the time was Reverend Richard Collins. The dedication ceremony was unique in that it preceded the actual opening of the school, which did not take place until September 14, 1925.

The initial inspiration to build this parochial school had its source in Mr. Edward McLaughlin, a retired banker, resident of San Jose and a member of St. Patrick Parish. Two weeks before his death, Mr. McLaughlin sent for Archbishop Hanna, of San Francisco and requested that his benefaction to the Archdiocese, which was his last will and testament, should be used specifically to build a school for St. Patrick Parish.

The task of building the school and obtaining a congregation of sisters to staff it was delegated to the pastor, Father Richard Collins. Father Collins had observed and admired the work of the Presentation Sisters in San Francisco after the Fire and Earthquake of 1906, which had destroyed both their city convents. In 1924, he requested that the Sisters of the Presentation of the Blessed Virgin Mary administer and staff the school. Mother Mary Carthagh, the Superior General, sent six sisters to begin their work educating the students of St. Patrick Parish.

Sister Mary Attracta Birmingham served as the first principal of St. Patrick School and Sisters of the Presentation served as principal until 1983. In 1985, the last Sister of the Presentation left the staff ending the Sisters sixty years of service to the St. Patrick School community.

In 1983, Sr. Jolene Schmitz of the Community of the Holy Spirit was appointed principal of St. Patrick School. In 1988, Mrs. Yvonne Gomez became the first lay principal, followed by Dr. Beatriz Arias in 1994. Mr. John Bracco, was appointed in 1997 and Sister Rosemarie Carroll was appointed in 2003. In 2011 Ms. Olga Islas was appointed.

In 2004 the Daughters of Charity chose to sponsor St. Patrick as one of eleven elementary schools in the Western United States. This sponsorship was based on the Daughters mission to provide economically poor school children with the opportunity for a Catholic education. The Daughters of Charity sponsorship offers a Catholic education to many families who might otherwise not be able to afford it.

### **Mission Statement**

Inspired by the Vincentian spirit, Saint Patrick Catholic School provides a strong academic, spiritual and moral foundation in a safe and nurturing environment within a community that celebrates its diversity.

In partnership with our families, we are transforming students into life-long learners, inspiring service to others and forming compassionate and effective leaders.

## **School Philosophy**

United and supported by our bond with Jesus Christ, St. Patrick School is a faith community that recognizes parents as the primary educators of their children. Together, teachers, staff, students, and parents pursue the educational mission of the Catholic Church to proclaim the message, as well as to live in fellowship and service.

The Gospel values of human dignity, justice, peace, and love are essential to our Catholic school education. We recognize that each child is unique, and we strive to accommodate learning experiences that foster positive growth of the individual. We acknowledge that parents, teachers, staff and students share responsibility for creating and maintaining a positive Christian atmosphere in the school through the use of self-discipline and social skills. We understand our responsibility to educate the whole child by creating an academic environment that maximizes each child's potential, teaches children to be morally responsible individuals, and nurtures a sense of community.

## **Saint Katharine Drexel Initiative**

The St. Katharine Drexel School Initiative is the Diocese of San Jose's response to the need to recommit to and bolster the levels of student academic success and to harness technology to improve student learning. The goal is to make our schools more effective, efficient, and sustainable. It builds on what we do well educationally and helps us use the power of available technology in ways that increase student engagement, academic learning, and higher level thinking skills. The Initiative will meet the challenges of maintaining a vigorous Catholic identity, improve academic performance and position us for a financially secure future.

The Initiative includes specific programs that will engage the parent community. A key component of the Initiative is the blended learning model, which will be implemented in every K-8 classroom. Blended learning is an approach that blends individualized, online learning with face-to-face classroom instruction.

## **Student Learning Expectations**

**St. Patrick Students are:**

### **ACTIVE PERSONS OF FAITH WHO:**

- Participate daily in prayer and lead school-wide and class prayer
- Reach out to serve the community with respect
- Demonstrate understanding of Scripture and Catholic tradition
- Make moral decisions based on Christian values

### **LIFE-LONG LEARNERS AND COMMUNICATORS WHO:**

- Demonstrate a strong foundation in all curricular areas
- Read with comprehension; write and speak clearly
- Think critically and apply problem solving skills
- Participate in creative arts, technology, and athletics for learning and expression

### **RESPONSIBLE CITIZENS WHO:**

- Show self-discipline and take responsibility for their actions
- Work well with others by using social skills
- Identify local and global issues and contribute to their actions
- Respect self and others with acceptance of diversity.

## **Saint Patrick School General Code of Conduct Covering Students and Parents/Guardians**

In order to create a quality, value-based education and maintain a positive learning environment for our students, all members of the Saint Patrick school community must work together to support the Vincentian mission and philosophy of the school. Therefore, it is a condition of enrollment that a student behave in a manner, both on and off campus, that is consistent with the principles and philosophy of Saint Patrick 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 our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of a student shall also conform themselves to these standards of conduct when interacting with the Saint Patrick School community.

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

- 1) Parents/guardians are expected to work courteously and cooperatively with Saint Patrick School to assist the student in meeting the academic, moral and behavioral expectations of the school;
- 2) Parents/guardians may respectfully pursue concerns about a student's progress or behavior in a class or activity by contacting the student's teacher, coach/moderator or counselor. If matters are not resolved with school personnel at that level, procedure is to then contact the administrator in charge of the area;
- 3) Students and parents/guardians may respectfully express their concerns about the school operation and its personnel to the proper authorities. However, they must do so in a courteous manner that is not disrespectful, disruptive, threatening, hostile or divisive;
- 4) These expectations of the general code of conduct for students and parents/ guardians include, but are not limited to, all school- sponsored programs and events. Saint Patrick School reserves the right to determine, in its discretion, which actions fall short of meeting the principles and philosophy of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and, for students, the appropriate disciplinary action as articulated in the Student-Parent Handbook. Saint Patrick School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action (suspension of student or suspension of parent/guardian's privilege to come on campus and/or participate in school activities) or require parents/guardians to withdraw their child with or without a previous warning.

### **Administration**

St. Patrick School is administered by the principal, Ms. Olga C. Islas and two assistants, Sr. Mary Haupt, the Assistant Principal and Ms. Patricia Korman, the Curriculum Coordinator. The principal is directly responsible to the Daughters of Charity who sponsor St. Patrick School. In the absence of the principal the assistants are fully empowered to administer the school.

### **Academic Information**

#### **Academic Honesty**

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

## Parent-Teacher Conferences

A parent-teacher conference may be held at anytime during the school year at either the parent or teacher request. A **mandatory conference for all parents is held in October**. Students in grades 4-8 must attend the conference with their parent(s).

## Curriculum

*The total curriculum includes those subject areas common to all programs that contribute to the formation of a "human person with respect to his/her unlimited goal and simultaneously with respect to the good of those societies of which he/she is a member, and in whose responsibilities as an adult will show." (Vatican II)*

Saint Patrick Catholic School teaches a varied and appropriate curriculum in all subject areas and at all levels: Religion, Language Arts, Math, Reading, Science, Social Studies, Music, Art, Physical Education, Texts and materials used in each area are updated on an on-going basis under the direction of the Diocesan Department of Catholic Schools.

## Service Hours for Students

We are calling our Saint Patrick School students to serve. This call to service also is being asked of us as part of the Saint Katharine Drexel Initiative. Service is defined as any activity rendered in the service of others, without pay or personal recompense, and for the greater good of the school or local community. Our goal is to engage all our students in "grade level number times 2" of non-liturgical service hours to be performed annually.

TK – 2 hours of service	4th Grade – 8 hours of service
Kindergarten – 2 hours of service	5th Grade – 10 hours of service
1st Grade – 2 hours of service	6th Grade – 12 hours of service
2nd Grade – 4 hours of service	7th Grade – 14 hours of service, 10 must be outside of the school
3rd Grade – 6 hours of service	8th grade – 16 hours of service, 10 must be outside of the school

Students will be given a log to record their hours of service. The log will need to be signed by whoever is supervising the service.

Each student will be asked to reflect in some way (grade appropriate) on the service given. This may take the form of a reflection paper, student prepared and presented prayer service, PowerPoint presentation, video presentation, or some other creative manner as directed by the teacher. The service is one of the requirements for each grade. A student's RELIGION grade will be affected if the required hours are not completed.

## Daily Schedule

Schedule for All Students (Transitional Kindergarten – Eighth Grade)

Regular Day -- 8:00 a.m. – 3:00 p.m.

Minimum Day – 8:00 a.m. – 12:30 p.m.

Recess each day -- 9:30 a.m. – 9:50 a.m.

Lunch Schedule on Regular Days

12:00 – 12:40 p.m. – (TK – Kindergarten)

12:20 – 1:00 p.m. – (5<sup>th</sup> – 8<sup>th</sup> Grades)

## Electronic Information and Communication

### “Wednesday” Envelope – weekly School To Parent Communication

The family envelope is sent home each Wednesday. All contents of the envelope are also on the school’s website. The envelope is to be **returned by Friday. All monies or checks for the school are to be returned in the Wednesday Envelope.** If the envelope is not returned **you will be charged \$5 for a new Wednesday Envelope.**

### School Website

All current information, as well as general information about the school, is posted weekly on the school website. Many forms are located on the website as well.

### SchoolLoop

We request that all parents get an account with SchoolLoop to be able to access critical information (ie. 6<sup>th</sup>-8<sup>th</sup> Grade progress reports and grades, emergency messages during school hours, parent meeting reminders, etc.), The link for SchoolLoop is <https://stp-dsj-ca.schoolloop.com>

## Grading and Related Topics

### Grades and Grading

#### Transitional Kindergarten to Grade 5

(see rubric for new standards based report card

#### Grades 6-8

Grade Letter	Percentage	Transcript Value
A	93 - 100	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D+	67 - 69	1.3
D	63 - 66	1.0
D-	60 - 62	0.7
F	59 & below	0.0

## **Academic Expectations**

The administration and faculty expect each student to perform to the best of their ability. Students must have passing grades (C or above) in the major subjects in order to be promoted to the next grade. Students, who receive a D or F, will be placed on academic probation, and those students who have been tested and have a learning disability will be given extra time on all tests, and assignments adjusted to meet their needs. Major subjects are: Religion, Language Arts, Mathematics, Social Studies and Science.

## **Academic Probation**

Students who receive a D or F will be placed on academic probation. The student will not be allowed to play on a sport team. Students remain on probation until the grade is improved to a C- or better.

## **Homework**

Homework is assigned each day except Friday. Long range assignments are also assigned as homework. RAH (reading at home) is also assigned as part of homework. Students need to enter their homework assignments in their student-planners or for students in Grades 6-8 record it on their iPads.

K-2	15-20 minutes	Gr. 3-4	30-45 minutes
Gr. 5-6	45-60 minutes	Gr. 7-8	60-90 minutes

## **Progress Reports**

Progress reports may be given at any time during a report card trimester. Parents may follow their children's progress in School One. A printed Progress report may indicate that the student has done outstanding work or is not working to his/ her potential. A parent should not be surprised by the report card. A parent has the right at any time to ask a teacher about their child.

## **Report Card**

Students will receive their report cards on the following dates:

Friday, November 14, 2014      Friday, March 13, 2015      Friday, June 12, 2015

Eighth graders will receive their final report cards on Friday, June 5, 2015

## **Supplies**

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. School supply lists are available in the office and posted on our website. Some supplies may need to be replenished throughout the year.

## **Textbooks**

The Department of Education for the Diocese of San Jose and the California State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum.

Lost or damaged books will be replaced at the parent's expense. There will be no refund if a lost book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

## **Standardized Testing**

*MAP Testing* will be administered in the core curriculum areas (Reading, Language Arts and Math) to observe the progress made due the implementation of blended learning.

The *Iowa Test of Basic Skills* is administered at the beginning of the school year to students in Grades 1-8. The results are sent home with the first report card. Iowa tests are also administered in the spring to Grades 1-4.

The *Acre Religion Test* is administered in January to Grades 5 & 8. These tests are not part of the students' report card grades.

## **State and Federal Benefits**

Saint Patrick School participates in the (NCLB) No Child Left Behind Act which provides our students with federal funds for reading and math assistance (Title 1), and for professional development for our teachers (Title IIA.) Each year the principal submits a grant proposal for the use of these funds.

## **Admissions**

### **Admission Policy - Transitional Kindergarten**

A student entering transitional kindergarten must be four years on or before September 1<sup>st</sup>. The date of birth is verified by a birth certificate.

### **Admission Policy - Kindergarten**

A student entering kindergarten must be five years on or before September 1<sup>st</sup>. The date of birth is verified by a birth certificate.

### **Admission Policy – First Grade**

A student entering first grade must be six years on or before September 1<sup>st</sup>. This date of birth is verified by a birth certificate.

## **New Student Admission**

Any student new to St. Patrick School, must present the following:

- Baptism certificate (if he or she is Catholic)
- Immunization document for the State of California
- First Grade students are required by law to present the school within 90 days of entrance a signed "Report of Health Examination for School Entry" form either that the child has received mandated health assessment within the prior eighteen months or that they claim exemption for religious or personal reasons.
- Students in First through Eighth Grade must present the latest report card.

Students are accepted in the following order:

- Children of families registered at St. Patrick School that have siblings currently enrolled in St. Patrick School.

- Children of families who are members of a Catholic parish other than St. Patrick's and who have children currently enrolled in St. Patrick School.
- Children of families who registered at St. Patrick Church.
- Children of families who are not members of any other Catholic Parish and who currently have children enrolled in St. Patrick School.
- Children of families who are members of another Catholic Parish.
- All others not in categories previously listed.

## **PROCESS FOR ENROLLMENT** (*New Families*)

All interested families are encouraged to call for an appointment for a school tour at any time throughout the year. This process is in addition to scheduled open houses in November and January.

Kindergarten: Kindergarten student assessment is part of the beginning of the school year process of getting to know our students. If a parent has specific concerns about kindergarten readiness the school is open to exploring assessment practices to better understand a child's readiness. This is on a case by case basis.

Grades 1-8: Potential students entering grades 1-8 will visit the school and be given an assessment in the areas of reading, vocabulary, writing and math. Recommendation forms, current report cards, and birth and/or baptismal records are required. The student's final acceptance at the school will be contingent upon the student's visit, testing, academic data, space availability, the category their family fits into from the order listed previously, and the return of the completed registration materials and fees. After a child's test has been reviewed, the parent/guardian will receive formal notice as to their child's enrollment status. Acceptance at the school is not final until all of these steps have been completed.

Each new incoming student is placed on probationary status for the first trimester in attendance. In some cases the probationary period is extended beyond the end of the first trimester.

## **Transfer Student Process and Requirements**

Any student transferring to Saint Patrick Catholic School from another school is expected to be scheduled for an orientation/assessment. He/she will spend a full day at Saint Patrick Catholic School for an informal assessment before acceptance is determined. Admission of the student is at the discretion of the principal after conferring with teachers, careful examination of school records, and teacher recommendations.

Admission will be on a probationary period for the first trimester a student attends Saint Patrick. Moving from probationary status to regular enrolled status will be based on academic and behavioral performance as determined by teacher observation.

## **Non-Discrimination Policy**

St. Patrick School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, disability, sex, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school.

This school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

## **Attendance**

### **Absences**

#### **Attendance Procedures**

##### **School Day Absence**

In the event of an absence:

1. Call the School

A parent or guardian must call the school before 9:00 a.m. on the first morning of the absence.

**AND**

2. Bring in a Note

In addition to calling the school on the morning of the absence, the parent must send a note including the reason and date of absence with the student upon his/her return to school. Failure to do so may result in the absence declared "unexcused."

### **Tardies**

A student arriving after the morning prayer and assembly has begun must go to the Office after prayer to obtain a tardy slip. Any student arriving from a medical or dental appointment is asked to provide an appointment verification slip.

### **Extended Absences**

In the event of a need for an extended absence from school, parents must contact the Principal to discuss this need before the absence is to begin or as soon as possible.

### **Vacations**

Vacations or trips need to be taken during school vacation times. If a vacation is taken during the school year, work that is missed will be reflected on the student's grades.

### **Leaving School During the Day**

**Procedures:** Saint Patrick does not expect parents to make medical or dental appointments during the school day. Any student needing to leave campus for any reason will be cleared through the Office. Parents are required to sign the student out in the binder in the Office.

### **Parents who are Out of Town**

Parents who plan to be away from home while school is in session should notify the school in writing as to who will be legally responsible for their son or daughter during this time.

### **Homework for Students Who are Sick**

A student and his/her parent always has the option to call the school office, email teachers and check class websites or SchoolLoop for homework.

### **Truancy**

The regular and punctual attendance of students is expected. The California EC and the Welfare and Institution Code provide that legal action may be taken against a parent when a student is truant. California EC 48200 requires compulsory, full-time education for all children ages 6-18. California EC 48260 articulates that: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than 30 minute period during the school day without valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district." As a result of the violation of EC 48260, St. Patrick School may inform the Diocese of San Jose of the need to declare a student legally truant. California EC 48293 outlines possible punishment for student truancy. Parents consequences may include fines and court fees of up to \$1000 per student, required enrollment in parenting classes/counseling, decrease in government supplements and possible jail time.

## **Discipline Policy**

### **St. Patrick Student Behavior Expectations**

Students show respect to all who work at or visit St. Patrick School. They offer to help, open doors when necessary, are polite when asking questions, and doing their work. Students speak respectfully and use appropriate language. Students are expected to conform to the uniform dress code on all days including PE days and Formal Dress Days. School property, including textbooks, instructional materials, desks, classrooms, bathrooms, etc. are to be respected.

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is the students' ability to manage oneself within the limits set by school policies and procedures. Parents, as the primary educators for their children, realize that there will be times when a student steps from the area of students rights into an area of student responsibility. Situations may occur that require action by the teacher and or the administration that will need parent support and follow-up.

Our school is following the program entitled "Discipline with Purpose" (DWP). This program strives to teach the students specific self-discipline skills that will help them throughout their lives. All teachers need to display the DWP skills and refer to them daily.

All disciplinary consequences need to be centered in the knowledge that we respect each child. The following disciplinary measures are prohibited:

- All corporal punishment, including shaking, slapping, and physically redirecting a student
- Undue regimentation
- Language that is sarcastic or calculated to bring ridicule on the student, his/her parents, or background
- Sending a student outside the classroom where he/she is deprived of instruction and supervision
- Using religious exercises or academic assignments as a punitive measure
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Fines, when the offense did not cause destruction of property

Lunch detention may be used as needed by students. All disciplinary actions must be carefully documented. The school-designated form must be used when sending a student to the principal's office or another classroom. Time in another classroom should not exceed 15 minutes unless otherwise designated by the principal.

Behavior problems and consequences must be documented carefully. Parent conferences regarding these issues should also be documented.

### **Non-Violence Policy**

Students have a right to attend school in a safe environment free of harassment, intimidation, or any threat to personal safety. Saint Patrick School has no tolerance for violent actions and/or speech.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward any living thing or object. Students are not allowed to possess at school any tool that can be used to commit a violent act: this includes but is not limited to pocket knives, guns, cigarette lighters and matches. Students are also not allowed to possess any instructions on how to commit an act of violence.

A student who breaks any of these rules will be suspended until a meeting can be held with the student, parents(s) and principal. Any further disciplinary action, which could include expulsion, is at the discretion of the principal.

Students are not allowed to draw pictures of, or write stories about, situations that are violent, sexually suggestive, or that depict violence either real or fictitious. A student who does this will have a conference with the principal, who will decide if a conference with the parent(s) is necessary. Any disciplinary action is at the discretion of the principal.

### **Anti-Bullying Policy**

Everyone at Saint Patrick School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school. Our school defines bullying as follows:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

**Examples of bullying could include, but are not limited to:**

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another's personal things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race, culture, gender, size or appearance
- Inappropriate touching.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.

**Staff at our school will do the following things to prevent bullying and help children feel safe at school:**

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach and re-teach the *Discipline with Purpose Skills*
- Remind our students to self-correct by identifying the Vincentian values violated and create a plan to self-correct and deal with consequences
- Look into all reported bullying incidents.
- Implement consequences for bullying
- Provide immediate consequences for retaliation against students who report bullying.

**Students at our school will be taught to do the following things to prevent bullying:**

- Be respectful, safe and responsible
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to an adult.

**Theft**

Any theft that occurs violates the mission and philosophy of St. Patrick School. Being a witness to theft and not reporting it is against the mission and philosophy of St. Patrick School. Any student who takes anything, without permission, from another student, staff member, visitor, or from the school itself is guilty of theft. Intentionally keeping lost or stolen property is also considered theft. Theft is a disciplinary violation and any student found guilty of theft will usually be suspended and subject to disciplinary action up to and including immediate dismissal. The student will be held responsible for replacing stolen property or making restitution.

**Vandalism, Trespassing, Computer Misuse and Pranks**

Deliberate damaging of the property on campus of other students, staff members, or the school is considered vandalism. This includes desks, computing devices, printers, buildings, structures, fences, etc. Students who enter the school grounds at unauthorized times for the purpose of vandalism, pranks or attempted vandalism will be treated as trespassers. Any student involved in trespassing on campus, technology misuse either on or off campus, or involved in vandalism or a prank will receive disciplinary

action. Students must make financial restitution and are liable for further action including suspension, immediate dismissal or legal action.

## **Harassment Policy**

Students have the right to be free of harassment. 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 gender. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Diocese to provide an educational environment in which all students are treated with respect and dignity.

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: Sexual 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 interference with normal study or movement;
- Visual Harassment: Leering, gesture, display of sexual suggestive objects or pictures, cartoons or posters.

## **Right of Inspection**

St. Patrick School administration reserves the right to search desks, backpacks, lunch bags or any other student possession on suspicion of a threat to the health, welfare and safety of any student, including, but not limited to situations involving alcohol and drugs, weapons, stolen property, contraband materials, etc.

## **School and Class Regulations**

### **Student Responsibilities**

- To comply with the rules of the school
- To respect and respond to the authority of the teachers and staff
- To arrive at school on time
- To show respect to all at St. Patrick School
- To respect school property
- To respect the rights and property of others

### **Teacher Responsibilities**

- To enforce the policies of the school in maintaining control
- To set up classroom routine and behavior and to make it known to students and parents
- To provide and maintain the best possible school environment for learning
- To deal with class disciplinary problems
- To work closely with parents and the principal on individual student problems
- To correct students whose acts and behavior are not suitable

### **Administrative Responsibilities**

- To lead in developing and establishing school rules within the limits of established policy and to make such rules known to students, parents and staff members
- To support staff members in establishing and maintaining adequate student control
- To deal with unusual cases of misconduct
- To notify parents when referrals of a serious nature are made

### **Disciplinary Procedures**

When a student is repeatedly disruptive of others, school staff must consider:

- a students' physical and emotional well-being
- student's learning style and needs
- his/her home environment
- classroom environment including the relationship between the teacher and the student, between the student and other class members and the teacher presentation including attention to student learning modalities.

### **Approved disciplinary measures and sanctions:**

- conference with student
- conference with parents
- assignment of special tasks
  - denial of privileges
  - probation, suspension, expulsion

### **Disapproved disciplinary measures:**

- corporal punishment
- personal indignities and/or public humiliation such as sarcasm, ridicule, pulling hair
- sending a student outside the classroom where he/she will not be supervised
- indiscriminate punishment for all students in a class for the disruptive conduct of one or a few
- lowering academic grades because of conduct

### **Class Exclusion:**

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of a class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

### **Probation**

- A formal probation must be approved by the principal
- A conference with parents, student and teacher shall be held
- When a student has been placed on probation, the parents shall be informed in writing of the reason for the probation

## **Suspension**

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation.

Suspensions may take place in several ways.

- The student may attend class but lose the right to participate in any school activity on or off campus.
  - The student may be suspended from a particular class and required to report to a specific place on campus during that time.
  - In unusual cases, a student may be sent home for the entire period of suspension provided that he/she be assigned academic work to make up the loss of class time.
- In all cases the principal makes the appropriate decision.

### **Procedures for suspension:**

- The student shall be given oral or written notice of charges against him/her, and a fair opportunity to present his/her side of the story. In exceptional cases the principal may suspend a student affording the student an opportunity for a conference if an emergency situation exists. An emergency situation is defined as a situation determined by the principal to constitute a clear and present danger to the lives, safety or health of students or school personnel. A written record must be followed as soon as possible after the emergency situation dissipates.
- The gravity of a suspension requires that notice shall be given to the parents by telephone, or other appropriate method with a reasonable time, followed by written notice signed by the principal.
- A conference with the parents, student, and appropriate school staff shall be arranged.
- A written form of suspension must be signed by the parents and student. The exact length of the suspension period shall be specified and the reason for the suspension clearly noted as well as the behavior modification necessary for reinstatement.
- The principal is required to maintain documentation of the facts, procedures and parent conference.

### **Reasons for suspension are, but not limited to:**

- Habitual profanity or vulgarity
- Open or persistent defiance of the authority of the teacher or adult supervisors
- Stealing
- Continued willful disobedience
- Excessive or habitual teasing, threats, or bullying, including on internet (**including, but not limited to the provisions of the policy cited below**).
- Leaving school grounds without permission (before, during or after school)
- Serious fighting (determined by the administration and teacher)
- Serious lying (determined by the administration and teacher)
- Deliberately deceitful behavior
- Failure to improve behavior after previous disciplinary actions have been enforced

## **Expulsion:**

A student will be expelled for the following reasons: (**ED.CODE** 10602, 25608, 13401):

- Actions gravely detrimental to the moral, physical, or spiritual welfare of other pupils
- Incurable or disruptive behavior, which impedes the progress of the rest of the class
- Serious fighting (as determined by administration)
- Assault, battery, or any threat of force or violence directed toward any school personnel, pupils, or other persons on school property or during school related activities
- Any form of harassment of another student or school personnel (**including but not limited to the provisions of the policy cited below**)
- Habitual or persistent violation of school regulations
- The use, sale distribution or possession of narcotics, controlled substances or alcoholic beverages
- Theft, extortion, or arson
- The use or possession of firearms or other potentially harmful objects or weapons
- Gang-related conduct/activity. Gang-related conduct/activity includes, but is not limited to symbols, graffiti, apparel, color, hazing/initiations, and hand signals commonly associated with gangs
- Habitual truancy
- Malicious damage or destruction of real or personal property at school
- Hazing
- Public scandal while under school jurisdiction (sports and/or field trips)
- Failure to improve behavior after previous disciplinary actions have been enforced

## **Reserved Rights**

The disciplinary regulations, procedures and penalties articulated in the **Student-Parent Handbook** are to be considered guidelines only. The school reserves the exclusive right to modify or otherwise depart from these guidelines when necessary to further or protect the underlying philosophy or mission of the school. The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school.

## **Disciplinary Procedures**

The administration has the authority to make all final disciplinary decisions and interpret these rules.

## **Emergencies and Crisis Plans**

### **Emergency Cards**

**THE EMERGENCY CARD IS OUR ONLY SOURCE FOR REACHING YOU IN AN EMERGENCY.** When an emergency or crisis occurs this card is immediately used for contacting you. **IT IS IMPORTANT THAT HOME PHONE, CELL PHONE, OFFICE PHONE, ADDRESS, ARE KEPT UP-TO-DATE AT ALL TIMES.**

### **Code Yellow = Evacuate the Building**

**FIRE:** Electric Alarm Bell sounds

- Children should keep their arms at their sides and should not carry anything in their hands.

- Children should walk silently to their assigned places in the yard.
- In the event that a child is not in her/his classroom, she/he should be instructed to leave the building by the nearest Exit Door and report to her/his class outside.
- All doors should be closed, but not locked after the children have left the room.
- Children should return quietly to the building after they have been instructed to do so.

Teachers should bring their Emergency Red Backpacks containing the emergency attendance list and a pen. When the class has lined up outside, teachers should make certain that all students are accounted for by documenting the student status on emergency attendance list in the emergency bag.

Refer to the Emergency Exit Map **posted near the door** in all rooms.

## **EARTHQUAKE: Ground Shakes**

### **Inside School Buildings**

- a) Command “DROP” is given.
- b) Civil Defense Protective Position means drop to knees, bend forward with face near floor, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes, cover ears with forearms. (Students should be instructed to act in this manner when they are on their own also.) If students can get under a desk, they should hold on to the legs of the desk.
- c) Staff immediately take protective positions in doorways or under desks or tables, with backs to windows.
- d) All persons should remain inside the building until the all clear signal is given (hand bell rings). Then everyone walks quietly to their assigned places outside. Teachers take attendance and record status on emergency attendance list in the emergency bag.
- e) All doors should be left open as people exit the building.

### **Outside School Building**

#### Earthquake

- a) Command “DROP” is given
- b) Move away from buildings
- i) Take protective position

### **Lock Down = “Code Blue”**

When the command “Code Blue” is given, all get inside building and classrooms as quickly as possible

- Lock doors of the building.
- Contain all students and staff in the classrooms and office.
- Close blinds, lock classroom doors and windows. Keep everyone away from the windows.
- Use jackets, sweatshirts or towels to cover bottom of doors (especially if event involves toxic spill/fumes.)
- Take attendance and document student status report on Emergency Attendance List in the emergency bag. Notify the office of any missing students.
- If students are passing to a class or at recess/lunch, they should go into the nearest building/room.

Teachers must notify the office where these students are located.

- Ignore all bells.
- Use telephones for emergencies only and to report injuries and any missing persons to School Office and/or school administrators.
- Wait for further information and stay inside until it is announced that all is clear.

When the command “Blue Rain” is given, it is indicated that all is safe and clear and all return to their place and activity.

## Medical

### Accidents

When a student is injured the office personnel is notified. When a student has a head injury of any kind the parents are notified. When a serious injury occurs the parents are also notified. It is important to tell your son/daughter to let the office personnel and homeroom teacher know about the injury.

### Health

- If a student has **allergy, asthma or any illness** the school must be made aware of this. It should be written on the emergency card, or a letter written and sent to the principal to be communicated to the kitchen
- Student medical and dental appointments need to be made outside school hours.
- If a student has a **temperature of 99 or above, the child needs to be kept at home. A temperature is a sign that the child is ill and contagious to other classmates.**

### Immunizations

STATE LAW requires immunizations for all students. As of July 1, 1999 new, stricter immunization regulations have taken effect. In essence, it states: No Records - No Shots - No School. All incoming students must have records of immunizations or they are not to be admitted to class.

### Medication

**ALL MEDICATION, including “over the counter medications need to have a signed medical release form with both the parent and physicians signatures for any school personnel to administer. All medications must be sent to the school in a prescription bottle or in the original labeled container with the signed Physician’s Statement. Medications will not be accepted without the Physician’s Statement Form signed by the physician, parent and in appropriately labeled containers. x**

### Food Allergies

St. Patrick School recognizes that students have allergies with varying degrees of severity. The school’s primary goal is to provide a safe environment for all children, and, as such, parents have a responsibility to fully disclose the severity of such conditions so that we may access the school’s ability to reasonably manage such conditions. The policy outlined below has been designed to reduce the risk to students by implementing procedures that will prevent symptoms from occurring.

### **Student Responsibility**

1. Eat only food/snacks brought from home.
2. Avoid food items with unknown ingredients or unknown allergens.
3. Notify school staff immediately if symptoms of a reaction occur.
4. Be pro-active in the care and management of their food allergy and reaction based on their developmental level.

### **Parent Responsibility**

1. Notify the school of the child's allergies and proactively work with the school staff to develop a plan that accommodates the child's needs throughout the school day.
2. Proactively provide school staff with updated and complete written medical documentation, instructions and medication, as needed to effectively manage the condition.
3. Provide complete and updated emergency contact information.
4. Provide any necessary and properly labeled medication and replace medication after use or upon expiration—to the school office as necessary. If a parent indicates that their child has a food allergy and is not willing to provide medication, it must be put in writing.
5. Educate their son or daughter in the self-management of his or her food allergy, including: safe and unsafe foods, strategies for avoiding unsafe food, identifying allergic symptoms, how to communicate a need for help, and how to politely refuse unsafe food when they are offered.

### **School Responsibility**

1. Be reasonably informed of and follow all applicable federal laws. (as well as Diocesan policies regarding health and safety).
2. Create an allergen-minimized classroom, as is reasonably possible under the circumstances.

## **Parents**

### **Role of Parents**

PARENT PARTICIPATION as found in the Tuition Contract parents are asked to sign each year.

*I am aware that the tuition and fees I agreed to pay do not cover the total cost of educating my child(ren) at St. Patrick School. In addition to meeting my financial obligations, I acknowledge my responsibility as a parent to contribute to the school community by my participation in various activities, by volunteer services to the school, and by financial support of the school's fundraising and development efforts. During the 2014-2015 school year, the following is requested of each family:*

*\$350 family fundraising requirement (via Scrip or any of the major fundraisers)*

*\* 40 hours of volunteer service per two-parent family per year and 20 hours per one-parent family per year. (\$12/hour buy-out)*

*\* Participation in the major fundraising efforts*

*I recognize that the school is a faith-based community. I agree to be actively engaged in my child's faith formation and to participate with him/her faith journey. Further, I will participate fully in all sacramental preparation parent and family activities.*

*I recognize that the success of my son/daughter's education at school requires a high degree of home-school communication and cooperation. Therefore, I agree:*

- a. To read the school handbook and be knowledgeable of and agreed to follow school policies.*
- b. To attend to any academic or disciplinary notices sent home (class expectations, progress reports, report cards, disciplinary referrals, etc.) and to communicate with school personnel over concerns arising from these.*
- c. To support the administration, faculty, and staff as they deal with situations involving education, study habits, discipline, and other areas of student responsibility and to abide by their decisions.*
- d. To attend school initiated conferences with school administrators, teachers, or counselors.*
- e. To keep abreast of school happenings by reading and acknowledging school emails and other bulletins or publications sent home.*
- f. To be aware of parent meetings scheduled throughout the year and to make every effort to attend them.*
- g. To attend mandatory parent meetings, such as “Back to School Night,” “State of the School Night,” etc.*

## **Fundraising**

Fundraising is a vital and essential part of St. Patrick School. Tuition does not cover the cost of educating each student. The cost is over \$10,800 per year per student. The difference is made through donations, subsidies and fundraising. The fundraising required per family is \$350.00 (via Scrip or any of the major fundraisers).

## **Service Hours**

Parent service hours are 40 hours of volunteer service per two-parent family per year and 20 hours per one-parent family. Parents are responsible for recording their service hours on the Wednesday Communication Envelope—Service Hours Log. This includes parent meetings, fundraising events, helping on field trips, assisting during school sports events and other meetings that are school related. In order for parents to complete their service hours on campus, they first must be fingerprinted and be cleared by the Diocese of San Jose AND take the the Safe Environment Training on-line at <http://www.shieldthevulnerable.org/>. At the conclusion of the training, print out the certificate and provide a copy for the school.

## **Parent Yard Duty Supervision Guidelines and Directions**

The teacher or a yard duty parent should carefully supervise his/her section of the yard.

1. Yard duty personnel should be attentive to the students and avoid activities that would distract them such as visiting with other parents and students.
2. Cell phones may not be used while on yard duty.
3. Yard duty parents are asked to move from group to group as the children play, and see that the children play organized games in their assigned areas.
4. Yard duty persons should check the bathrooms regularly.
5. The yard supervisors dismiss the students from the lunch benches after checking that the students have left the area in order. If tables are littered, students will be told by the yard supervisor to clean them before dismissal.
6. If there is a student accident in the yard, it is the responsibility of the person on yard duty to notify office immediately.
7. When the bell rings at the end of recess, students line up on the blacktop and WALK to their classroom with their teacher.

8. Yard duty supervisors should take care of any discipline problem when possible. A teacher should be notified of any problem that arises.

**CHILDREN SHOULD NOT BE IN UNSUPERVISED AREAS AT ANY TIME.**

## **Safety**

### **Asbestos Notification**

Asbestos containing materials at Saint Patrick School have been identified and are monitored on a regular basis. We have a state approved management plan which is available in the school office. All asbestos containing materials have warning signs and labels that are used to warn personnel of the hazards. The Asbestos Program Manager, Ian Abell, Director of Facilities for the Diocese of San Jose, is available to answer any questions you may have about asbestos in our buildings at (408) 983-0223.

### **Earthquake Drills**

The school practices earthquake drills with the students. When the earth begins to shake, students will duck, cover, and hold on. Students will stay under their desk area until the shaking has stopped and the teacher takes the roll and checks for injuries. Teachers will follow the school building evacuation plan. Students will remain outside of the building until they are picked up in the event of a real earthquake.

### **Fire Drills**

At the sound of the alarm, students will leave the building in silence while going out the nearest unblocked exit. Students will walk to assigned places and answer when the teacher calls the roll. When the bell rings, students will walk back to the building quietly. Fire drills are held once a month during the remainder of the school year. Different times of the day and different circumstances will be used. We acquaint children with the closest exit to library, lavatories, , etc. so that all children may leave the building quickly and then join their class.

### **Visitors**

For the safety and well being of our students, St. Patrick School is a closed campus. Any visitor on campus, including parents, siblings and alumni, must report first to the Main Office to receive permission to be on campus during the school day. They will then be given a visitor's badge to be worn during the duration of their visit. This is to insure the safety of the children and the smooth running of classes. Students may not invite anyone to campus unless specific permission is obtained from the Principal in advance. During school hours, all messages, lunches, etc. are to be taken to the office. Unless it is an emergency or arranged with a teacher, visiting parents may not disturb classrooms, as it proves very disruptive to classes. If a message needs to be delivered, someone in the office will do it at a time so as not to disturb the classroom.

## **Student Activities**

### **Co-Curricular Activities**

#### **Altar Servers**

Students in Grades 6-8 are eligible to be altar servers. The training and scheduling is arranged through the school and parish office.

## **Sacramental Programs**

Parents of second grade students, who wish their child to receive the Sacraments of Reconciliation and First Communion, are required to attend classes. Parents with children in other grades who wish to have their child prepared for Baptism, Reconciliation or Eucharist must enroll their child in the parish program.

## **Sports Programs**

Students in 4th through 8th Grade are invited to participate in intramural sports clinics and programs. A parental permission form must be completed for each student. The hourly extended care fee is charged for each hour the student is in the intramural sports program.

## **Student Council**

The Student Council sponsors activities and promotes spirit for the student body of St. Patrick's. Getting involved with the student council or school government allows students to have a say in what activities and events are planned during the school year. Council members are elected yearly by their classmates and become respected leaders in their communities. Through these activities and more, members of the council gain valuable experience in student government and become more responsible, active members of the school and local community. Student Council elections are held in late May for the next school year.

## **Robotics/The Tech Challenge**

The Robotics Competition takes place within the first semester of the school year and students in Gr. 5-8 are invited to participate pending on the number of volunteer parents available. The Tech Challenge takes place in the Spring and students in Gr. 4-8 are invited to participate pending on the number of volunteer parents available. The hourly extended care fee is charged for each hour the student is in these activities.

## **Field Trip Information and Policy**

Field trips are educational experiences to enhance student learning and enrich the curriculum being taught. A school permission slip must be signed by the parent in order for the student to attend the outing. **Verbal consent (a phone call) is not allowed.** Some field trips require drivers. Each driver must:

- **Have a valid driver's license**
- **Be over 25 years of age**
- **Have proof of adequate insurance**
- **Have one seatbelt per passenger**
- The driver on a field trip is only to **take students to and from the field trip and NO OTHER PLACE that is not indicated on the permission slip.**

Due to insurance regulations, everyone driving for a school activity must have a completed Driver Information Sheet filled out in the school office. Because chaperones/drivers are responsible for the children in their care, younger children may not be taken on field trips. No more than eight (8) passengers are permitted in any vehicle. Each passenger must wear a seat belt. A child under the age of 8 MAY NOT be seated in the front seat of a car with a passenger side air bag. Children younger than 8 years of age or less than 4'9" tall must be seated in a federally approved child passenger restraint system. All chaperones and/or drivers are considered volunteers and must have cleared fingerprints and completed Shield the Vulnerable training. Not all parents can attend every field trip due to space requirements. Parents are asked to please respect the teacher's decision.

## **Class Parties**

Classroom parties must be approved by the classroom teacher. All parties may not take place before 2:00 p.m. due to Federal Meal regulations.

## **Student Services**

### **Counseling**

**The school provides the availability of counselors to the school community (students and their families).**

#### **The referral process and confidentiality policy**

##### **Confidentiality Policy**

Information students share or reveal in meetings with school counselors is considered confidential. The school counselor protects the confidentiality of information with the following exceptions specified by California State Law and school policies:

A school counselor must:

1. report suspected child abuse to Child Protective Services.
2. report information to persons outside the school when the school counselor deems a student to be a threat to harm him/herself, threat to harm another person, or a threat to destroy property.
3. consult with the appropriate school administrator regarding such situations that may be potentially disruptive or damaging to the school's mission, personnel and property.
4. disclose information deemed to be confidential when ordered to do so by a court of law.

### **Federal Breakfast/Lunch**

Each school day breakfast/lunch is served. **The Federal lunch/breakfast menu is enclosed in the Wednesday Envelope and posted on the school website. The MENU needs to be filled out monthly and it is due the FRIDAY of the week in which it is sent home.**

### **Extended Care**

No *Before-School* care is offered. Students may arrive to school in the morning beginning at 7:30 a.m, and they are to enter the school by the door in the school yard. At 7:45 a.m. students are guided to the school yard to await morning prayer.

All school rules apply when a student is in After-School Care. After-School Care is available immediately after school is dismissed.

When students are dismissed they are to sign in at After-School Care before going to any activity. After-School Care opens at 3:00pm for students. After-School Care opens at 12:30pm on Minimum Days.

## Technology

### Electronic Devices

The privacy of all students and employees is protected during the school day. All electronic devices except for the school iPad shall be kept out of sight and turned off at all times until the school day is over. Personal items that can take and/or transmit electronic images including the iPad, digital cameras, cell phones, computing devices and video cameras cannot be used to take or transmit images at any time during the school day. The school reserves the right to confiscate and review information on any electronic device from students who violate this rule.

Since cell phones are not to be used on the school premises, a student is to use the office or After-School Care phone if a need arises. Parents are not to call their son/daughter on a cell phone. Call the school office if there is a need. If the cell phone is used, it will be taken away and a parent may come to retrieve the phone. If there is a second occurrence the cell phone will not be allowed at school for the remainder of the semester.

**The school is not responsible for any electronic devices or cell phones that are damaged or stolen.**

### Acceptable Use on St. Patrick Wi-Fi and General Computer and iPad Use

All students must abide by the Diocese of San Jose Acceptable Use Policy For Internet, Equipment, Software & Technology Communications which is presented to parents during the Back-to-School Night Meetings. In addition, because students in grades 6th to 8th are required to take their iPads home, they must observe the Saint Katherine Drexel School Initiative Agreement for Assignment of the Diocese of San Jose Technology Equipment, presented also during the Back-to-School Night.

### Tuition and Financial Information

- A yearly fee of \$400.00 is payable by May 1<sup>st</sup> for the following school year. This fee includes textbooks, consumable books, Iowa testing, ACRE testing, Catholic Television Network, Diocesan Fee, student insurance and other consumable materials.
- Tuition is payable in full at the beginning of the school year or by the month to the FACTS Tuition Company.
- Any family one month overdue in Extended Care fees will be notified that their children may not return to Extended Care until the outstanding balance is paid
- There is an 8<sup>th</sup> grade graduation fee of \$200.00 and payable on the graduation year.

### Tuition Assistance

Tuition assistance is available to all students attending Saint Patrick School based **on need**. It is not the intent of Saint Patrick School to deny Christian education to any child for financial reasons. If any family needs financial assistance, they must complete the FACTS, TADS (tuition assistance application process), PSAS and BASIC Fund forms. Financial aid forms are available at the school office and on the school website. The Daughters of Charity financial sponsorship supports the education of EVERY child at Saint Patrick School. The cost of educating one child at Saint Patrick School is over 10,000 for the 2014 – 2015 school year. For this reason, starting with the 2015- 2016 school year all families will have to complete the TADS tuition assistance process.

## Uniform Guidelines

The school uniform is to be worn each school day. All students are expected to be neatly dressed during the school day. It is both the parent and the student responsibility to be in a clean school uniform. Uniform dress means shirt or blouse tucked inside pant/skirt. Boys' pants are to be worn at the waist. Girls' skirt is to be below the knee and not rolled up.

Girls (Transitional Kindergarten – Eighth Grade)	Boys (Transitional Kindergarten – Eighth Grade)
<ul style="list-style-type: none"> <li>• white/green polo shirt for girls</li> <li>• Jumper- Grades TK - 4 -- Black Watch</li> <li>• Skirt - Grades 5 - 8 --- Black Watch Plaid, Length of jumpers and skirts must be to the knee.</li> <li>• Skort - Grades TK-8 -- Black Watch Plaid</li> <li>• white knee highs for girls</li> <li>• green sweater vest or sweater with or without school logo</li> <li>• green hooded nylon jacked with or without school logo (no sweatshirts are allowed)</li> <li>• athletic shoes that are black or white with blue or black stripes (No decorations, wheels or lights are allowed in shoes)</li> <li>• Pants - Uniform Khaki pants (School Apparel or Becky Thatcher brand) may be worn from: November – March. Dickies brand not allowed. Pants are to be appropriately sized and worn. Skinny or tight fitting pants are not allowed. . No CARGO pants are allowed.</li> <li>• Walking Shorts - Uniform Khaki shorts may be worn Aug – Sept. and April – June only on non-Formal Dress Uniform Days</li> </ul>	<ul style="list-style-type: none"> <li>• Khaki pants-(Tom Sawyer or K-12 Gear brand). Dickies brand not allowed. Pants are to be appropriately sized and worn. Skinny pants or tight fitting pants are not allowed. No CARGO pants are allowed.</li> <li>• white/green polo shirt for boys</li> <li>• white crew socks for boys</li> <li>• green sweater vest or sweater with or without school logo</li> <li>• green hooded nylon jacked with or without school logo (no sweatshirts are allowed)</li> <li>• athletic shoes that are black or white with blue or black stripes (No decorations, wheels or lights are allowed in shoes)</li> <li>• Walking Shorts - Uniform Khaki shorts may be worn Aug – Sept. and April – June only on non-Formal Dress Uniform Days</li> </ul>
<p><b>Formal Dress Uniform</b></p> <ul style="list-style-type: none"> <li>• formal dress uniform includes the jumper or skirt</li> <li>• a white short-sleeve Peter Pan blouse</li> <li>• Black Watch Plaid cross bow tie for girls in grades TK-4</li> <li>• Black Watch Plaid long tie for girls in grades 5-8</li> </ul>	<p><b>Formal Dress Uniform</b></p> <ul style="list-style-type: none"> <li>• Khaki pants</li> <li>• white short-sleeve broadcloth shirt</li> <li>• solid green long necktie</li> </ul>
<p>Only an <b>ALL WHITE shirt is allowed under the uniform shirt or blouse</b></p>	<p>Only an <b>ALL WHITE shirt is allowed under the uniform shirt or blouse</b></p>

<p><b>PE Uniform</b></p> <ul style="list-style-type: none"> <li>• P.E. Shirt - White P.E. T-shirt with school logo may be worn only on P.E. days.</li> <li>• Sweatpants/P.E. pants/shorts with school logo may be worn only on P.E. days</li> </ul>	<p><b>PE Uniform</b></p> <ul style="list-style-type: none"> <li>• P.E. Shirt - White P.E. T-shirt with school logo may be worn only on P.E. days.</li> <li>• Sweatpants/P.E. pants/shorts with school logo may be worn only on P.E. days</li> </ul>
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**Jewelry**

Students are allowed to wear a watch, one appropriate ring, and a medical ID bracelet. Loop or hoop-type earrings are not allowed. Girls may wear one stud earring in each ear. These are post type earrings that do not hang below the ear lobe. Boys are not allowed to wear earrings.

**Make-up**

Make-up of any kind is not allowed at school. Students are not to wear nail polish, false fingernails or lip gloss (clear chapstick only).

**Hair**

Hair should be neatly styled. Hair is to be its natural color; it may not be lightened, dyed or streaked with color. Boys' hair is to be to the neck line, no longer than mid-ear and not over the eyebrow and it should not be spiked. Girls' hair is to be neat and not over the eyebrows.

**Non-Uniform Dress Days**

Non-uniform Dress is a privilege granted by the principal to students who are in good standing. Dress is to be appropriate for school.

Appropriate attire means the following:

Boys - Dress slacks, shorts, or jeans and shirts designed for sportswear. Writing or designs on shirts must be in good taste. Faded or torn jeans are not permitted; baggy, skinny or tight clothing of any kind is not allowed; neither are tank tops, open toe shoes or pajama pants.

Girls - Dress; skirt and blouse or sweater; dress slacks, shorts, jeans and dress top, sweater, or jumpsuit. Writing or designs on shirts must be in good taste. Faded or torn jeans, baggy, skinny or tight clothing of any kind is not allowed; pajama pants, miniskirts, short-shorts, open toe/platform shoes, tank tops, tube tops, halter tops, low cut/revealing tops or bare midriffs are not permitted.

Students are prohibited from wearing baggy or tight/skinny fitting pants and any type of clothing that may be considered gang attire. The school reserves the right to send home any student who comes to school inappropriately dressed.

New uniforms may be purchased at Merry Mart, 33 Washington Street, Santa Clara, CA 95050, (408) 296-0423. You may also order online at [www.MerryMartUniforms.com](http://www.MerryMartUniforms.com)

## **Volunteers**

### **Parents and Adult Volunteers**

In order for parents to volunteer or complete their service hours on campus, they first must be fingerprinted and be cleared by the Diocese of San Jose AND take the Safe Environment Training on-line at <http://www.shieldthevulnerable.org/>. At the conclusion of the training, print out the certificate and provide a copy for the school. This is in compliance with the Charter for the Protection of Children and Young People, Safe Environment and Sexual Conduct Training and the Adult Pastoral Code of Conduct which is required of all San Jose Diocesan personnel: priests, deacons, pastoral ministers, administrators, principals, teachers, staff, and volunteers. This training is a condition of service (employee or volunteer). Training is valid for three years. Volunteers and employees have the option of completing the training requirement by attending a live workshop or taking the training online at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

### **Volunteers Under the Age of 18**

Effective as of 5/21/2014: "Teen Leader" volunteers (under 18 years of age with contact with children, youth, and vulnerable adults) may no longer use the "Shield the Vulnerable" online option for Safe Environment volunteer training. All "Teen Leader" volunteers, under 18 years of age, must receive training via a live presentation to receive a certificate of compliance. The goal of the Office for the Protection of Children & Vulnerable Adults is to provide our "Teen Leader" volunteers with the age-appropriate language and information regarding how teens help their peers, at-risk youth, younger children and vulnerable adults.

# SAINT PATRICK SCHOOL

*SPONSORED BY THE DAUGHTERS OF CHARITY*



## Parent Agreement

\_\_\_\_\_ I have read the St. Patrick School Parent-Student Handbook and the Student Technology Agreement, and I understand that my son/daughter is responsible to keep the rules as stated in the school handbook and the technology agreement.

Parent's Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## Student/s Agreement

\_\_\_\_\_ I have read the Parent-Student Handbook and the Student Technology Agreement and understand it is my responsibility to obey the rules as stated in the handbook and the Student Technology Agreement.

Student's Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

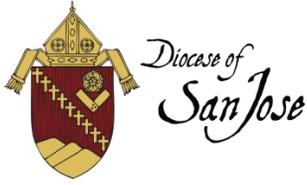
Date \_\_\_\_\_

Student's Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX



**PARENTAL PERMISSION FORM**  
**FIELD TRIP**  
**Saint Patrick School**

*Field trips of educational or cultural value shall be authorized in advance by the school principal. A field trip must be planned and carried out as an extension of, or supplement to, the instructional program. The educational value of the trip must justify the time, distance, and expense involved*  
~ From the Diocese of San Jose Administrative Handbook, Section 6226

Nature of Activity/Field Trip \_\_\_\_\_  
Destination \_\_\_\_\_  
Educational Purpose \_\_\_\_\_  
Date \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_  
Trip to be Supervised By (Teacher/Staff) \_\_\_\_\_  
Mode of Transportation  cars driven by parents  bus  other \_\_\_\_\_  
Cost per student \_\_\_\_\_

**STUDENT INFORMATION**

Last Name	First Name	Middle Name	
Street Address / Apt. or Unit #	City	State	Zip
Name of Parent/Guardian			
Home Phone: _____	Cell Phone: _____		

**PERSON(S) (OTHER THAN PARENT) TO NOTIFY IN CASE OF EMERGENCY:**

Emergency Contact Name(s)	
Home Phone: _____	Cell Phone: _____

I/We, the parent(s)/guardian(s) of the above named child, hereby, give my/our permission for his/her participation in the activity named above. I agree to direct my child to cooperate and conform to the directions and instructions of the parish, school, or Diocesan personnel responsible for the activity.

I have the following medical insurance that would cover any hospital, medical and related costs and expenses in the event of illness or accident of an emergency nature, as follows: \_\_\_\_\_

In the event my child is injured or becomes ill and requires emergency medical attention any resulting hospital, medical or related costs and expenses will first be paid by the medical insurance or benefit plan of mine or my spouse.

I am not aware of any medical condition of my child which would render it inappropriate for him/her to participate in any such activity.

I, hereby give permission to the physician selected by Diocesan supervisory personnel then present to render medical treatment deemed necessary and appropriate by the physician.

Execution of this document is not a waiver of any rights against any responsible party in the event of an accident caused by a third party, including an employee of the Diocese of San Jose.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



# MEDIA RELEASE FORM

## Press/Photo/TV /Video/Web

### Saint Patrick Elementary School

51 N. Ninth Street

San Jose, CA, 95112

408-283-5858 • 408- 283-5852 (Fax)

www.stpatrickschool.org

I, \_\_\_\_\_ (parent or guardian), hereby give the Diocese of San Jose, located at 1150 N. 1st Street, Ste. 100, San Jose, CA 95112, licensees and legal representatives the irrevocable right to use \_\_\_\_\_'s (child's name) image and/or photograph in all forms and media and in all matters including composite representation for lawful purposes. However, no personal identifiers (names, nicknames, initials, telephone numbers, e-mail addresses) will be published or shared. I waive my right to inspect or approve the finished version(s), including written copy that may be created in connection therewith.

**I have read this release and am fully familiar with its contents. Agreed and accepted by:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Contact Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PARENTAL CONSENT

I certify that, \_\_\_\_\_, the parent or guardian of \_\_\_\_\_, *a minor under the age of eighteen years*, hereby agree to assume legal responsibility for his/her authorizations referred to in this Media Release.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **The Diocese of San Jose Acceptable Use Policy For Internet, Equipment, Software & Technology Communications**

The Diocese of San Jose recognizes that technological resources can enhance performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting school operations, and improving access to and to exchange of information.

Some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. We require that students and parents read, accept and sign the following rules for acceptable on-line behavior:

1. Students are responsible for good behavior on the Internet just as they are in a school building. Computers, tablets, or other network resources, must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. School equipment may not be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable school policy, federal, state, or local laws. General school rules for behavior and communications apply.
2. To ensure proper use, the school Principal or designee may monitor usage of technological resources, including the accessing of internet usage, email and stored files. Monitoring may occur at any time without advance notice or consent. Administration may review files and communications, at any time without prior notice, to maintain system integrity and ensure that users are using the system responsibly. Inappropriate use may result in revocation of school issued equipment, a cancellation of user privileges, disciplinary action, and/or legal action in accordance with school policies, law and administrative regulation.
3. Students shall be responsible for the appropriate use of technology and shall use the school technological resources primarily for purposes related to their education. Computer files and electronic communications, including email, chat messages, VOIP calls, video correspondence, web communication and voice mail are not private. Technological resources shall not be used to transmit confidential information about students or school operations without prior authorization.
4. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policies. The Diocese of San Jose owns any communication sent via email or that is stored on school equipment. Administration and other authorized staff have the right to access any material in your email or on your equipment at any time. Do not consider your electronic communication, storage or access to be private if it is created or stored at the school.

Initial: \_\_\_\_\_

5. The following are not permitted:

- . Creation, downloading, viewing, storage, copying, or transmission of offensive messages or images
- . Cheating
- . Use of obscene or offensive language
- . Harassing, insulting, attacking or defaming others
- . Trespassing in another's correspondence, folders, work, or files
- . Activity that interferes with legitimate access to or other networks or systems
- . Initiating or participating in illicit network activities, including but not limited to: hacking, network attacks, spoofing, network monitoring, spreading of viruses and sabotage
- . Participation in the downloading and/or distributing of music, images, software or other electronic media protected by copyright laws
- . Pursuit of private commercial business activities or profit-making ventures (e.g., students and/parents may not operate a business or pursue non-school employment activities with the use of the school's equipment, computers or Internet resources). This includes any compensated, outside employment.
- . False identification of an individual's title and/or the name of a school when using a social networking site, blog, wiki, video or other file sharing site, or other Web site or Web service for personal reasons. Such use might give the false impression that an individual's personal communication represents the school.
- . The use of school resources for engagement in unauthorized charitable fundraising or solicitation of volunteers for fundraising.

I have read and reviewed the Acceptable Internet Use Policy for Students and fully intend to comply with its content. Should I violate these rules, I understand my privilege to use school resources may be revoked at any time. I understand that the Internet, e-mail or other technological services are designed for educational purposes only. I also understand that it is nearly impossible for the school to restrict access to controversial materials.

Therefore; I will not hold the Diocese of San Jose, or any of its representatives, responsible for or legally liable for materials distributed to or acquired from the network, I also agree to report any misuse of the information system to the system administrator or teacher. This policy may be supplemented by guidelines established within school policies. It also may be supplemented by Web content filtering or other automated procedures that may restrict access to selected Web sites.

This agreement shall be in effect between the user and the Diocese of San Jose for the duration of the student's enrollment at a diocesan school. Non-renewal of the agreement does not release the user from the obligations of their most recently signed agreement.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

Initial: \_\_\_\_\_

## SAINT PATRICK SCHOOL FACULTY AND STAFF

2014 – 2015

Principal	Ms. Olga Calzada Islas
Assistant Principal	Sr. Mary Haupt, SNJM
Curriculum Coordinator	Ms. Patricia Korman
Transitional Kindergarten	Ms. Guadalupe Delgado
Transitional Kindergarten Aide	Mrs. Hang Nguyen
Kindergarten	Mrs. Annamarie Pacheco
Kindergarten Instructional Aide	Mrs. Dung Nguyen
Grade 1	Mrs. Sunita Arya
Grade 1 Instructional Aide & After-School Aide	Ms. Matilda Delgado
Grade 2	Mrs. Brianna Richard
Grade 2 & 3 Instructional Aide	Mrs. Nancy Cyester
Grade 3	Ms. Cora Flemate
Grade 3 Instructional Aide	Sister Lolita Krebsbach, SNJM
Grade 4	Ms. Darlene Sanchez
Grade 4 Instructional Aide	Ms. Monika Angeles
Gr. Trans. Kinder to Gr. 5 Science	Mrs. Sophie Gee
Grade 5	Sr. Marie Faustina Pham, LHC
Grade 6 & Gr. 7 Social Studies	Ms. Patricia Korman
Gr. 7 HR Rel., Gr. 8 Soc.ST. Gr. 6-8 Science	Mr. Hector Velasquez
Gr. 8 HR, Gr. 7-8 Lit, Gr. 7-8 Lang. Arts	Mrs. Melissa Alegre
Grades 6-7-8 Math	Mrs. Kim Kim Pham
Reading Resource Teacher & Title I Instructor	Ms. Karen Cabral
Librarian	Sr. Christena Papavero, DC
Music	Rhythm and Moves – Kristin Hill
Physical Education	Rhythm and Moves - Francisco Villarreal
Art Coordinator	Mrs. Debra Del Biaggio
Administrative Assistant	Mrs. Martha Angeles
Business Manager/Bookkeeper	Ms. Diana Constantino
Development Director	Sister Mary Haupt, SNJM
Fundraising	Mrs. Valerie Noronha
Cafeteria Manager	Mr. Rory Flores
Cafeteria Assistant	Mrs. Rufina Ortega
Cafeteria Assistant	Mrs. Patricia Aceves
After-School Program Director	Mr. Ngoc Hung Do
After-School Program Staff	Mrs. Marissa Ortiz
After-School Program Staff	Ms. Monika Angeles
Maintenance	Mr. Armando Luna
Counselor	Sr. Fran Ciluaga, DC
Counselor	Mrs. Alicia Becerra-Mendoza