

ST. PAUL'S
SCHOOL

FAMILY
HANDBOOK

2016-17

I. GENERAL INFORMATION

INTRODUCTION

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

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

Through the last 99 years, the parish and school have together experienced times of celebration, hardship, transformation and worship. As the Church and civic community have changed, St. Paul's has become a multicultural school, maintaining a respected reputation and welcoming all students of varied ethnic backgrounds.

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

MISSION STATEMENT

St. Paul's School community is dedicated to educate our students in the Catholic Christian tradition.

It is our purpose to provide our students with quality instruction designed for high academic achievement and in the formation of faith in a safe and caring environment.

We encourage our students to become faith filled, well-educated, morally responsible individuals, who are prepared to make ethical choices for life.

SCHOOL PHILOSOPHY

St. Paul's is dedicated to the education of its students and their faith development rooted in our Catholic Tradition in a safe and caring environment.

St. Paul's School offers a solid curriculum based on the standards in religion, reading/literature, English, mathematics, science, and social studies of the Archdiocese of San Francisco. The core curriculum is supplemented with art, music, physical education, Spanish, and technology. It is through the learning environment and the relationships established between staff and students that Christian values and morals are taught.

Teachers at St. Paul's School, as facilitators in the learning process, value working in partnership with parents to ensure each child has the opportunity to maximize his or her own potential.

St. Paul's School offers the opportunity for students to grow beyond the classroom through service to our parish and the larger community, athletics, student government and other extra curricular activities.

Student Learning Expectations

I. Rooted in our Catholic Tradition

St. Paul's Students...

- Understand Catholic teachings and practices
- Worship and pray as a Catholic community
- Reflect the compassionate message of Jesus through their interactions
- Serve others-Church, family and community
- Strive to make moral and ethical choices

II. Growing toward Academic Excellence

St. Paul's Students...

- Communicate thoughts effectively in written and spoken language
- Demonstrate a solid foundation in all subjects
- Think critically and creatively to solve problems
- Exhibit academic integrity
- Use technology to enhance learning

III. Cultivating Community Mindedness

St. Paul's Students...

- Respect and embrace cultural differences
- Respond to the needs of each other, the community, and the world
- Participate as responsible stewards of the earth
- Face challenges with the perseverance and inner strength to take a stand for what is right and just
- Interact responsibly in the digital world

ADMINISTRATION AND STAFF LIST

General Information:

St. Paul's School
1690 Church Street
San Francisco, CA 94131
415-648-2055
415-648-1920 (fax)
www/stpaulschools.org

Administration:

Pastor --	Rev. Mario Farana	
Principal --	Sr. Kathryn Camacho, SNDdeN	kcamacho@stpaulsf.net
Office Manager --	Mrs. Janet Revilla	jrevilla@stpaulsf.net
Finance/Marketing Manager	Mrs. Gina Fazio Siu	gfaziosiu@stpaulsf.net
Office Assistant (part-time)	Mrs. Rose Molina	rmolina@stpaulsf.net

Teaching Staff:

Kindergarten --	Mrs. Katie Kiss*	kkiss@stpaulsf.net
First Grade --	Ms. Jacqueline Curran	jcurran@stpaulsf.net
Second Grade --	Ms. Hannah Hartman	hhartman@stpaulsf.net
Third Grade --	Ms. Teresa Zoroufchi	tzoroufchi@stpaulsf.net
Fourth Grade --	Mrs. Nancy Mannion	nmannion@stpaulsf.net
Fifth Grade --	Ms. Clare Berends	cberends@stpaulsf.net
Sixth Grade--	Ms. Erin Baldanzi	ebaldanzi@stpaulsf.net
(8 th Grade Religion)		
Seventh Grade --	Mrs. Patricia Esling	pesling@stpaulsf.net
(7 th & 8 th English)		
Eighth Grade --	Ms. Cindy Mallet	cmallet@stpaulsf.net
(6 th , 7 th & 8 th Math		
Technology (K-8th) --	Mrs. Martina Chapman	mchapman@stpaulsf.net
Science (K, 1st & 4th) --	Ms. Lorri Ferguson	lferguson@stpaulsf.net
Science (5 th – 8 th) --	Ms. Melinda Dunnihoo	mdunnihoo@stpaulsf.net
Resource Teacher --	Mrs. Elizabeth Dornan	edornan@stpaulsf.net
Resource Teacher --	Mrs. Stacey Galipeau	sgalipeau@stpaulsf.net
Music – (K – 8 th) --	Mrs. Donna Bruno	dbruno@stpaulsf.net
P.E. (K – 8 th) --	Mr. Rob Ellis	PE@stpaulsf.net
Spanish (K – 8 th) --	Mr. Jamie Ramos	Spanish@stpaulsf.net
School Counselor	Mr. Aaron Freedman	Counselor1617@stpaulsf.net

*Also serves as Assistant Principal

Instructional Aides:

Kindergarten --	Mrs. Espi Ramos & Mrs. Deborah Fitzpatrick	eramos@stpaulsf.net / dfitzpatrick@stpaulsf.net
First Grade --	Mrs. Salina Marley	smarley@stpaulsf.net
Second Grade --	Mrs. Tess Manoos	tmanoos@stpaulsf.net
Third & Fourth Grade --	Mrs. Therese Finn	tfinn@stpaulsf.net

Librarian:

	Mrs. Laure Moon	lmoon@stpaulsf.net
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Extended Care:

Director --	Ms. Mary Wurm	mwurm@stpaulsf.net
Staff --	Mrs. Tess Manoos	tmanoos@stpaulsf.net
Staff --	Ms. Evalynn Olivo	eolivo@stpaulsf.net
Staff --	Mrs. Espi Ramos	eramos@stpaulsf.net
Staff --	Ms. Cristina DiDonato	
Staff --	Ms. Kayla Lowman	

Yard Duty Personnel:

	Mr. Marvin Cortes	mcortes@stpaulsf.net
	Mr. Robert Olivo	rolivo@stpaulsf.net

II. ADMISSION POLICIES

Preference and Requirement for Student Admission:

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

- Preference will be given to Catholic students registered in St. Paul's Parish.
- Children entering Kindergarten must be 5 years old by September 1.
- All new students are assessed; their previous school records are reviewed; students may possibly shadow in the classroom; and the principal will interview all new families before acceptance into St. Paul's School is final.

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

- Siblings of already admitted children of active parishioners
- Siblings of already admitted children
- Children of active St. Paul's parishioners, Littlest Angels Preschool, and School of Religion
- Children of newly registered St. Paul's parishioners with a history of active involvement in their former parishes
- Children of families active in neighboring parishes
- Children who are baptized Catholic
- Others

Non-Discriminatory Policy:

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

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

Acceptance to St. Paul's School:

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

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

1. St. Paul's School provides all its students with a program of religious training. We expect the cooperation of parents in this program, including faithful participation in celebrating the Eucharist each Sunday.
2. Parents are expected to support the academic growth of their children. During homework time, there should be a minimum of distractions and parents should check to see that work is complete, neat and presentable for class.
3. Parents will devote service hours to the parish and/or school in accordance with the Parent Obligation.
4. Parents are expected to cooperate with St. Paul's School in an effort to foster a healthy respect for school authority and rules of behavior.
5. Parents will pay tuition and fees on time, cooperate with school fundraisers and adhere to the school's financial policies.
6. Parents are members of the St. Paul's Parent/Teacher Group ("PTG"). The purposes of this group are to coordinate fundraisers for the school, provide a support system for St. Paul's parents and distribute information on educational and enrichment activities for both parents and students. Parent/Teacher Group meetings take place monthly.

Probationary Period:

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

Transferal/Registration of New Students:

New students are required to take an entrance test, and to have an interview with the principal and, when possible, consult with the teacher whose class the student will be enrolling in.

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

New students will not be enrolled if outstanding financial obligations exist at a previous school.

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

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

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

- Report Cards from previous years
- Sacramental Records
- Copy of Birth Certificate
- Immunization Records
- Application Fee · nonrefundable
- Registration Fee · nonrefundable
- Individual Education Plan (IEP) or any other testing documents that are relevant
- Registration Tests
- Questionnaire completed by current school and forwarded to St. Paul's for review

Registration of Continuing Students:

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

- Acceptable academic and behavioral reports for continued admittance to St. Paul's School
- Up to date with all current year tuition and school fees
- Reregistration fee that is nonrefundable
- Completion of all required reregistration forms

III. Tuition, Financial Policies and Fee Management:

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

There are three different ways to pay yearly tuition:

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

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

1. The individual is charged an insufficient funds penalty by his or her bank.
2. The individual's bank notifies him or her of the NSF.
3. FACTS will automatically assess a \$30.00 missed payment fee.
4. FACTS will contact the individual immediately by mail.
5. Payment for insufficient funds must be made in cash or money order directly to the school within 10 days of notice. A check will not be accepted. If the amount is not paid by the due date, a \$25.00 fee will be assessed. This policy applies to any payment that is made directly to the school.

Please refer to FACTS returned payment policy on their website for further information.

Tuition Policy:

Tuition and Extended Care payments must be paid by the due date. Participation in FACTS is mandated if families select the monthly payment plan. Payments are automatically debited on the 5th or the 20th of each month. Students will not be permitted to attend school if financial obligations are not met by specific due dates. Delinquent accounts may be referred to an outside collection agency.

Fundraisers:

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

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

Increased revenue from school fundraisers allows us to keep annual tuition increases to a minimum.

Financial Assistance:

Archdiocese of San Francisco Family Grants:

There are funds available for families living in the Archdiocese of San Francisco who can show financial need. Parents must apply for these funds by April 15 with TADS (www.tads.com). The application form must be completed, signed, and mailed with the required fee to TADS in April.

The BASIC Fund:

This privately funded foundation provides tuition assistance as Bay Area Scholarships for Inner-city Children (BASIC). Families qualify on annual taxable income and the number of dependents in the family based on the Federal Low-income maximums. Initial application should be made when a child first enters a private school. Find further details at www.basicfund.org.

Financial Emergencies:

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

Late Fees and Return Checks:

If tuition payments and payments for returned checks are not received by the date they are due, there will be an additional \$25.00 late payment fee. The school will charge a \$20.00 penalty for any check returned to St. Paul's School from the bank due to insufficient funds. Checks will not be accepted for this repayment. All returned checks must be paid for in cash or money order. Repeat offenders will not be able to make payments with personal checks.

Parental Obligation to the School:

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

The school encourages that service hours be performed at Friday Night Bingo in the Parish Center, and offers two-for-one service hours earned at Bingo.

Any hours worked during the summer are to be recorded by the parents and reported to the school office in November.

Eighth grade parents must have their service hours completed by May 1. All other families must have service hours completed by May 31. Any hours completed after May 31, are credited to the next school year.

Service hours beyond the required amount may not be carried over from one year to the next. Each family is required to complete their own service hours. Families are not permitted to transfer service hours to other families.

It is the responsibility of the parents to keep track of their own service hours. Service Hour forms (see attached) are turned in to the office. Service Hour Coordinator will record hours and send statements to each family.

IV. POLICIES, PROCEDURES AND REGULATIONS

Absence and Tardiness:

Absences: If a child will be absent from school, the parent or guardian must telephone the school office by 9:00 a.m. on the day of the absence and explain the nature of the absence. It is acceptable to leave a message if the office is not open. Email messages must be sent before 8:30 a.m. and addressed to your child's teacher and Janet Revilla, our school office manager @ jrevilla@stpaulsf.net. If your child is absent from school, homework will **not** be available for pick-up at the school office. Missed schoolwork will be given to your child when he/she returns. If your child is too ill to be in school, time at home should be spent resting and trying to recover. It is always a great opportunity to read a good book.

A written excuse dated and signed by the parent or guardian is required and is to be given to the classroom teacher on the day of the student's return.

The school has a responsibility to notify other parents regarding the possibility of exposure to contagious illnesses as directed by the San Francisco Department of Public Health. It is extremely important to notify the office whenever a student has a contagious illness such as strep throat, chickenpox, measles, etc. Students with fevers **MUST** remain home for 24 hours after the fever breaks to insure that they are no longer contagious.

Early dismissal for medical/dental appointments will be granted when parents send a note ahead of time. Students must be picked up in the school office. They may not be picked up outside the building. **The school urges families to keep these requests to a minimum and make arrangements for medical/dental appointments to take place after school, on minimum or early dismissal days, or during vacations.** Absences for medical purposes do

not count against perfect attendance if an appointment slip is returned to the teacher, signed and dated by the doctor or dentist. Check the school calendar before you make appointments on testing days, picture days, etc.

Absence Due to Family Vacation:

The school discourages taking vacations when school is in session. If you must schedule a trip when school is in session, it is necessary to seek the approval of the principal and consult your child's teacher. Parents are advised there is no substitute for classroom instruction and should evaluate the loss of instruction for their child against the potential educational value of the planned trip. **Teachers are not required to provide assignments prepared in advance or extra tutorial time for any student because of these absences. It will be the responsibility of the parents to see that their child masters the skills and assignments missed due to such absences. All assignments are posted on SchoolSpeak and should be turned in upon their return.**

No extra credit assignments will be given to students who have been absent for any reason.

Maximum Days of Absence:

If a child is absent for more than 15 days in a quarter, he/she will receive an incomplete grade on his/her progress report or report card. When missed work has been made up, the incomplete grade will be changed to a letter grade. Excessive absences will be reviewed on a case per case basis and may result in your child no longer continuing at St. Paul's School.

Written Excuses:

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

Absence due to:

- Illness/Tardiness
- Shadowing at a high school
- Doctor or dental appointments
- Requests to leave school before dismissal
- Absence from school other than from illness
- Doctor's request to be excused from P.E. class

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

Tardiness:

A student who arrives in the schoolyard (or classroom on rainy days) after 8:00 a.m. is considered tardy.

Students who arrive during the Morning Assembly will wait by the 29th Street gate with the assigned teacher/staff person. After Morning Assembly the student will proceed to the school lobby to receive a tardy slip prior to going to their classroom

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

Late students must report to the school's front entrance or main office to receive a late pass. The principal will contact families of students with excessive tardiness. Excessive tardies will be reviewed on a case per case basis and may result in your child no longer continuing at St. Paul's School.

Child Abuse Reporting:

Each teacher or principal is required by state law to report to the juvenile authorities any case of *suspected* child abuse. Children coming to school regularly without adequate snacks/lunches fall into the category of suspected abuse. A complete description of Child Abuse and Procedures can be found in the 2001 and Addendum 2003 Archdiocesan *Policies and Procedures Regarding Child Abuse and Harassment*. A copy is in the principal's office.

Field Trip Policies:

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

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

A required Archdiocesan written permission slip provided by the teacher and signed by the parent must be on file with the school office in order for the child to go on the field trip. The school cannot accept verbal permission (over the phone), emails, scanned copies or faxes in place of the permission slip with an original parent signature. Students who do not have a parent's permission to participate in the field trip are expected to attend school that day. All monies collected for a field trip are **non-refundable**.

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

1. Parents are to stay with the class through the **entire trip**, including lunch, beginning at the school and returning back to the school.
2. Parents must keep their other children at home or in school; they may not bring them along on field trips.
3. In the case of most field trips, parents will be given a group of children to supervise. Parents must stay focused on overseeing this group of children, not just their own child.
4. Parent cell phones must stay their possession at all times and not given to children to view, take pictures or call or text.
5. **We request that parents use discretion and respect other families' privacy when posting photos on social media for all school activities.**

Yard Procedures For Recess and Lunch:

For the health and safety of all students, the following procedures must be adhered to during recess and lunch.

1. Every student is expected to have a nutritious snack and lunch. **No glass containers are allowed on the school grounds.**
2. Children may not remain inside during recess or lunch, as there is no supervision inside the school building during these times.
3. No equipment from home is allowed at school recess and/or lunch. The school provides sufficient athletic equipment for students to use during these times.
4. If a lunch must be brought to school late, please label it with the student's name and grade and bring it up to the office. Do not deliver it to the classroom or the schoolyard; it will be forwarded for you.
5. Commercial lunches, i.e., Burger King, McDonald's, Jack-in-the-Box, hot food take-out, etc., ARE NOT ALLOWED.
6. Students **may not** have gum, sunflower seeds, pomegranate seeds, or nuts in shells in their snacks and lunches.
7. Candy, Soda and energy drinks are not allowed.
8. Water bottles may be used in classrooms throughout the day. Please do not fill water bottles with juice, herbal teas or other drinks for consumption in the classroom.

School Lunch Program:

St. Paul's School contracts with Choice Lunch, which provides lunch service on most school days. For information regarding this program, you will find a link on our website homepage www.stpaulschools.org. The school does not accept orders or monies for lunches you must work through the Choice Lunch program directly. Please note the change in cancellation policy on Choice Lunch's website. **Emergency lunches are extremely limited and should only be requested when absolutely necessary.**

Arrival Procedures:

1. Extended Care is available beginning at 7:00 a.m.
2. Other students will arrive no earlier than 7:45 a.m. and go directly to the schoolyard. **Students are not to be left unsupervised before 7:45 a.m.** Any child arriving before 7:45 a.m. will be considered signed in to Extended Care and a charge of \$8.00 (minimum) will be billed.
3. Once students arrive, they are to remain on the school premises. They may not leave the schoolyard for any reason after they have arrived.
4. Family members are to remain outside the schoolyard once they have dropped off students. Only St. Paul's students are allowed in the yard. Parents, younger siblings, strollers, etc. crowd the area, and make yard duty more difficult for faculty members.
5. Parents waiting outside the 29th Street gate or on the ramp during the Morning Prayer are to wait only above the opening to the gate, as classes need the sidewalk space to pass into the school building. In addition, parents are not to approach teachers for quick conferences on their way inside the school building. Past 8:00 a.m., a teacher is with his/her class and cannot be interrupted to handle individual questions from parents.
6. **ON RAINY DAYS:** Before 7:45 a.m. all students are to enter the school building through the 29th Street door and report directly to the Extended Care room. After 7:45 a.m. all students are to enter the school building, through the 29th Street door and report directly to their classrooms.

7. When students arrive in the morning, please make sure your child has a snack and lunch. Students cannot go to neighboring businesses to purchase breakfast, snack, or lunch.

Dismissal Procedures:

1. Please be prompt at dismissal time. **Any child not picked up ten minutes after their dismissal will be brought to Extended Care, and the parents will be charged accordingly (\$8.00 minimum charge). If a younger child needs to wait for an older sibling's dismissal, he/she may wait in Extended Care at no charge.**
2. Students **MAY NOT** wander the neighborhood while waiting for a ride. They will be returned to Extended Care immediately.
3. It is strongly recommended that parents not allow their children to stay unsupervised at Day Street Park or any of the local restaurants and coffee shops until they are picked up. There is no supervision, and students should not be left unattended at any time. Your child's safety is of utmost importance to us.
4. Students who walk home or ride public transportation must leave campus immediately after dismissal. They are not permitted to hang out inside or around the school building.
5. After dismissal, students are not permitted to wait unsupervised for coaches, practice, or other extra-curricular activities. At no time should students be in the school building or parish center (gym) without adult supervision.
6. Once students have been dismissed from school, they will not be permitted to re-enter the school building unless a faculty member and/or a parent accompany them.
7. After school you may park in the schoolyard in order to pick up your children. However, you **MAY NOT** leave your cars parked in the schoolyard unattended beyond 1:00 p.m. on a 12:35 p.m. dismissal day or 3:30 p.m. on a regular school day. Our extended care program needs to be able to use the schoolyard after school and are unable to if cars are parked in the schoolyard.

Traffic Safety:

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

1. All students should cross with the safety patrol guard. **NO ONE SHOULD DROP CHILDREN OFF IN THE MIDDLE OF THE BLOCK TO HAVE THEM JAYWALK ACROSS THE STREET.**

2. Children are to be brought to school at the 29th Street upper schoolyard. Cars are to pull into the white zone, drop children off, and move on so the next car can do the same. The same procedure is followed for arrival on rainy days.
3. At dismissal time, Kindergarten students are dismissed at the 29th Street door. Grades 1 through 5 are dismissed into the Fire Lane (between the school and church) where students will meet parents. Grades 6 through 8 (with written permission) are allowed to walk home alone or take Muni Transit alone. After 10 minutes, any child not picked up will be sent to Extended Care.
4. Do not double-park anywhere around the school. If you choose not to drop your children off using the white zone, allow enough time to find a parking space and walk to the school.
5. Please respect the school's neighbors. Do not block driveways at any time.

Emergency Card:

An emergency card is provided for each new school year. Please fill out the card (even if you think all the information is the same as previous years) and return it to school as soon as possible.

THE SCHOOL SHOULD BE NOTIFIED OF ANY CHANGES IN INFORMATION THAT OCCURS DURING THE SCHOOL YEAR. (This is extremely important in the event of an accident.)

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

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

Parental Access to Records:

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

Uniform Requirements:

Dress Code:

All students are required to wear the school uniform each day unless otherwise informed. Additional athletic items of clothing with the St. Paul's logo are not considered part of the school uniform. Unavoidable circumstances for a lack of uniform will require a note from the parent to the classroom teacher. Students are expected to be clean, neatly groomed and properly attired during the school day.

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

Girls Uniform:

Regular Days

1. Plaid jumper-worn at knee length (Kindergarten through 4th)
2. Plaid skirt-worn at knee length (5th through 8th) **-or-**
3. **Plaid Skort (Kindergarten through 8th)**
4. Navy blue uniform slacks - may not be snug or form-fitting (all grades) **-or-**
5. Navy blue uniform shorts (all grades)
6. White St. Paul's logo polo shirt, Peter Pan collar or classic collar short sleeve blouse - worn tucked in (all grades)
7. Navy blue St. Paul's logo sweatshirt (all grades)
8. White, blue, or red solid crew socks (covering the ankles), knee-highs, or tights (all grades). No leggings or patterned tights allowed.

Mass Days

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

P.E. Days

1. White St. Paul's polo - worn tucked in (all grades)
2. Navy blue St. Paul's logo sweatshirt (all grades)
3. Plaid Skort (Kindergarten through 8th)
4. Navy blue uniform short and/or navy slacks
5. Solid blue or white crew socks (covering the ankles) (all grades)

We recommend that jumpers and skirts not be worn on P.E. Days

Boys Uniform:

Regular Days

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

Mass Days

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

P.E. Days

1. White St. Paul's logo polo - worn tucked in (all grades)
2. Navy blue St. Paul's logo sweatshirt (all grades)
3. Navy blue uniform shorts or slacks
4. Solid blue or white crew socks (covering the ankles) (all grades)

Girls and Boys Shoes:

- **Sturdy and fastened oxford**, athletic style or Mary-Jane (girls) shoes
- **SOLID** black or white (including logos or brand names)
- No sandals, platforms or ballet flats
- All shoes must be cut at or below the anklebone—no high tops
- Due to increased number of ankle injuries it is imperative that all shoes be tied snugly and properly
- Slip on shoes (i.e., Vans, Bob's Tom's etc.) are not permitted

Styles not allowed in school including Alternate Dress Days:

- No make-up, nail polish, hair coloring, perfume, cologne, or aftershave lotion.
- Costume jewelry is not allowed; the exception is **one** pair of stud-size earrings for girls only, a wristwatch and a cross or saint medal worn inside the shirt, for either boys or girls.
- Hair should be kept combed and neat. No extreme hair styles, i.e., too high, tails, no dyed hair, including highlights; no shaved heads, design or head art for boys or hair below the collar of their shirts. Hair should not hang in students' eyes.
- No imprinted, colored t-shirts, or turtlenecks under the uniform.
- No jackets worn inside the school building.
- No tattoos, including henna; no drawing on skin with markers
- No facial hair-mustache, beard or sideburns. Students need to be clean-shaven.
- No flip-flop sandals; no open-back shoes.
- No pajama pants.
- No hats in classroom.
- No clothing that is extremely tight.

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

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

Alternate Dress Days:

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

Celtic Pride Days:

The last Friday of each month, we will celebrate Celtic Pride Day. Students are encouraged to wear clothing in our school colors of blue and gold. Students must follow the same guidelines as Alternate Dress Days, as stated above. Clothing with the St. Paul's School or Athletics Program logo may be worn. St. Paul's Sports uniforms (jerseys and shorts) are not allowed to be worn on Celtic Pride Days.

V. ACADEMIC POLICIES

Grading Policy:

Progress Reports and Report Cards:

Parents are encouraged to review your child's academic progress routinely by going through SchoolSpeak (our internal communication system). Grades and missing assignments will be indicated and can be viewed at anytime.

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

Parent-Teacher Conferences:

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

Textbooks:

Textbooks are very expensive; therefore, all books should be covered. Any student who writes or draws in a book, defaces a book in any way, or loses a book will be required to pay replacement costs.

Standardized Testing Program:

Beginning with the 2016-17 school year, the schools of the Archdiocese of San Francisco will administer Renaissance Star Testing in Grades K-8. This test, which provides data in the area of Literacy and Math, will provide data for our student learning. Classroom teachers will inform you of the days that the Star test will be given in their classes via SchoolSpeak. The Star test will be administered in September, January and May.

Report Card Marking Codes:

Kindergarten:

OBJECTIVE—Mastery of introductory content standards Academic Marking Codes:

M = meets standard

W = working toward standard

N = not meeting grade level standard

First and Second Grades:

OBJECTIVE—Mastery of grade level standards Academic Marking Codes:

- E = exceeds grade level standard
- M = meets standard
- W = working toward standard
- N = not meeting grade level standard

Third, Fourth and Fifth Grades:

OBJECTIVE—Application of primary skills to content materials; introduction to resource materials

Academic Marking Codes:

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

Sixth, Seventh and Eighth Grades:

OBJECTIVE—Application of primary skills to content materials; creative use of resources; expression of own originality in completing assignments

Academic Marking Codes:

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

Behavioral Expectations and Learning Skills Codes: Kindergarten through Eighth Grade

1 = Exceeds expectation	3 = Improvement Needed
2 = Meets Expectation	4 = Unsatisfactory

Comment Codes: Kindergarten through Fifth Grade

- + = area of strength
- No mark = meeting expectations
- or x = needs improvement

Co-Curricular Subject Codes: Kindergarten through Eighth

Grade P = participates

NP = does not participate

Co-Curricular subjects may be graded using the standard marking code or P/NP.

Remarks code: Sixth through Eighth Grade

No remark indicates that the student is meeting expectations.

Areas of strength:

1. Makes valuable contributions to class discussions
2. Seeks help appropriately
3. Engages enthusiastically in learning
4. Consistently demonstrates pride in work
5. Exhibits intellectual curiosity
6. Thinks critically
7. Works cooperatively
8. Is well organized

Areas for growth:

1. Needs to seek help appropriately
2. Has difficulty working cooperatively
3. Needs to show initiative
4. Need to participate in class discussion
5. Needs to improve presentation of work
6. Needs to improve organization skills
7. Has difficulty expressing ideas
8. Resists correction
9. Talks excessively/disrupts instruction
10. Incomplete, late, or missing assignments impact success
11. Low test/quiz scores impact success
12. Absences impact success
13. Needs to improve effort

Supplemental Report for Interventions: all grades

* An asterisk next to the subject title indicates that a student also receives a Supplemental Report for Interventions (student special needs responses)

Homework Policy:

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

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

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

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

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

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

Parent responsibility for homework includes:

- Providing an orderly, quiet place without distractions, e.g., electronic devices and extra curricular activities
- Checking work for completion and neatness
- Communicating unusual difficulties to the teacher
- Not completing homework for your child

Homework time allotments:

Kindergarten	15-25 minutes		
1st Grade	20-30 minutes	5th Grade	45-60 minutes
2nd Grade	20-40 minutes	6th Grade	60-110 minutes
3rd Grade	20-40 minutes	7th Grade	60-110 minutes
4th Grade	35-55 minutes	8th Grade	60-110 minutes

Honor Roll and Awards:

At the end of each quarter, an awards assembly will be held for all students in Grades 4 through 8, and Grade 3 for the second semester. Students in these grades will receive awards for first honors, second honors, perfect attendance, special honors and most improved. A description of each award and criteria for receipt is listed below:

First Honors- are awarded to those students who have achieved a report card grade of no less than B+ in all core subject areas and have no Behavioral Expectations and Learning Skills codes less than 2. Core subjects are religion, mathematics, literature/reading, English, spelling/vocabulary, science/health, and history/social studies.

Second Honors- are awarded to those students who have achieved a report card grade of no less than B- in all core subject areas and have no Behavioral Expectations and Learning Skills codes less than 2.

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

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

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

Cheating:

Cheating of any type will not be tolerated. Cheating includes, but is not limited to:

- Copying of assignments (homework, classwork, quizzes, tests, project, etc.)
- Providing homework, classwork, quizzes, tests, or projects to other students to copy
- Plagiarism
- Copying and pasting information from internet sources

Students who choose to cheat face parental notification, a failing grade, detention, suspension and/or expulsion.

Promotion/Retention:

To successfully implement the educational program of St. Paul's School, minimum standards of achievement are established at each grade level. To illustrate successful completion of one grade level and to ensure promotion to the next grade level, it is necessary that these standards be met.

Tutoring may be recommended or required for your child. Parents shall be made aware of the expectations at Back-to-School Night. Summer school will be required for students who do not maintain a C- average. Excessive absences over 45 days in a school year may result in a student being retained. The final responsibility for a student's promotion or retention rests with the teacher and the principal.

The Administration may ask that a student be withdrawn from St. Paul's School if, in the opinion of the Administration, the student is not benefiting from the school program. As a last resort, a student's enrollment at St. Paul's School may be terminated for failure of the parents to pay tuition, poor academic performance, unacceptable conduct or lack of effort. Acceptance of all new incoming students is considered probationary for the first year, based on the above

criteria. Any questions or concerns relating to a student's work, progress, grades or conduct should be discussed with the classroom teacher.

VI. DISCIPLINARY CODE

Student Conduct:

Care of School Property:

The appearance of the school shapes a reputation of the school. Care for the school property portrays pride and good spirit. For these reasons, all children are expected to treat with respect the school property provided for their use including desks and other furniture, books, computers and software, audio-visual aids, physical education equipment, restrooms, and all parts of the campus including the school yard and parish center (gym).

Any student damaging or destroying school or parish property is liable for the cost of repairing or replacing the damaged property. This financial obligation must be paid in full before any final tests are given which could result in 'Incomplete' grades.

Student Expectations of Respect:

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

1. Students show respect for everyone. Students treat teachers, paraprofessionals, parents who volunteer, parents who perform yard duty, and other students (whether older or younger) with respect and care.
2. Students come to school on time and leave the school grounds immediately after classes are dismissed. Exceptions include school related activities such as: athletic practice, tutoring, student council meetings, and detention.
3. Students come to school with completed homework and assignments.
4. Students wear the school uniform every day unless otherwise notified.
5. Students respect the safety of others by **walking** throughout the school building (including the stairs). Students are also quiet in the school building so everyone can work.
6. Students **NEVER** play in the bathroom or hallways.

7. Students leave the building during recess periods; no one is to come back into the building at these times without permission.
8. Students play in the schoolyard in their assigned areas.
9. In the classroom, students stay in their seats or place unless otherwise directed. Students follow established classroom rules.
10. In the classroom, students raise their hand to speak and show courtesy to others by not interrupting.
11. Students use good table manners; avoid yelling or very loud talking; and NO playing with food.
12. Students respect school property and the property of others.
13. Students respect the environment in which we live and work.
14. Students do not bring things from home in the categories of make-up, toys, electronic devices, trading cards, extra spending money, permanent markers, or playground equipment.
15. Students remember that in the neighborhood we represent St. Paul's School. People living and working in the area around the school are especially deserving of our courtesy and respect. This courtesy is demonstrated by not littering the streets and sidewalks around their homes, not sitting on their steps or cars, and not loitering in front of their homes. Respect is demonstrated by the manner in which we speak to neighbors and by the consideration we show at all times by not creating noise and other disturbances for them.
16. Students act with consideration and courtesy on public transportation at all times.

Cell Phones:

St. Paul's School discourages cell phones being brought to school. However, due to concerns of parents, especially in the middle school grades where some children are permitted to walk home after school, cell phones are allowed at school as long as they are **NOT** seen or heard. Cell phones must be kept in backpacks in the "off" position. **THERE IS TO BE NO RECEIVING OR RETURNING TEXT MESSAGES DURING SCHOOL HOURS!** If cell phones are seen or heard during school hours, **including** extended care, they will be confiscated and turned over to the principal. In some cases, students are allowed to retrieve a cell phone at the end of the school day. In other cases, the parents/guardians need to retrieve the cell phone from the school office. **In extreme cases, the cell phones may not be returned to students until the end of the school year. *The school is not liable for any theft or damage to any cell phone or electronic device.***

E-Readers:

E-Readers (Nooks, Kindles) may be used by students in Grades 3-8 ONLY during the school day. These devices must remain in the READ ONLY position and may be used under directive of the teachers for classroom use. When not in use all E-Readers must remain in the student's backpacks. Students who do not follow these guidelines and who do not have authorization to use their device in the classroom will have the device turned over to the principal. Students are not allowed to use their devices in Extended Care or in the schoolyard during recess. *The school is not liable for any theft or damage to any cell phone or electronic device.*

Discipline Procedures:

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

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

- Disciplinary referral or warning
- Demerit
- Conference with the student
- Detention
- Denial of privileges
- Assignment of special tasks
- Conference with parents
- Suspension
- Expulsion

Disciplinary Referrals (Pink Slips):

A student may be given a disciplinary referral for any of the following reasons:

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

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

Suspension:

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

Expulsion:

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

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

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

Off-Campus Conduct:

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

Safe School Environment:

St. Paul's School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (whether made seriously, jokingly, written, or online) face serious consequences such as detention, suspension and/or expulsion.

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

Engagement in online blogs or social media, such as, but not limited to: Facebook, Instagram, Snapchat, Twitter, etc., will result in disciplinary actions (including suspension or expulsion) if the content of the student's remarks includes defamatory comments regarding the school, parish, faculty, staff, parents, or other students.

Harassment:

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

Student Harassment Policy:

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

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

Harassment in General:

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

Sexual Harassment:

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

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

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

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, gestures, display of sexually suggestive objects or pictures, cartoons or posters.

VII. OFFICE PROCEDURES

Office Hours:

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

Office Telephone:

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

Office Fax Number:

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

School Website: www.stpaulschools.org

Regular School Hours:

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

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

Grades 4 to 5 - 8:00 a.m. to 3:15 p.m.

Grades 6 to 8 - 8:00 a.m. to 3:30 p.m.

Siblings of 6th through 8th grade students may attend Extended Care without charge while waiting for their older siblings to be dismissed from school.

Early Dismissal:

Kindergarten to Grade 3 - 2:00 p.m.

Grades 4 to 8 – 2:30 p.m.

All Mondays, except for the 4th Monday of each month (faculty meetings).

Minimum Day Dismissal at 12:35 pm:

- First and last week of school (see calendar for specific days)
- 4th Monday of each month (faculty in service and professional development)
- Parent/Teacher Conference days

12:00 Noon Dismissal:

School will be dismissed at 12:00 noon on the first and last days of school and the day we begin Christmas vacation.

Deliveries and Messages:

Please do not attempt to personally confer with teachers or children during school hours. All deliveries and necessary messages must be made to the school office only, not to the classrooms. This includes lunches, clothing, messages for students, etc. All items must be marked with the student's name and grade. All information and items will be forwarded to the classroom for you.

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

VIII. HOME AND SCHOOL COMMUNICATIONS

SchoolSpeak:

All regular communication from the St. Paul's School will be sent to you via SchoolSpeak, our internal communication system. Each family is required to update their SchoolSpeak family profile after receiving their login and temporary password. Parents will be able to view weekly updates, school news, calendars, and student progress reports upon logging into SchoolSpeak. We recommend that parents get into a habit of checking SchoolSpeak each day for updated information about St. Paul's School or their child's academic progress.

Wednesday Update:

In an effort to improve communications between the school and home, there will be a Weekly Update posted via SchoolSpeak communication system. In addition to the Principal's Weekly Newsletter, flyers and information about school activities will also be posted each Wednesday.

School Activities calendars will be updated as necessary. All families are requested to review frequently for any updates.

Contacting the Principal:

The principal would like to be available to parents and students. However, due to the demanding schedule and responsibilities, it is necessary that an appointment be made. Please call or email in advance for an appointment. The principal's voicemail extension is 14. The principal's e-mail address is kcamacho@stpaulsf.net.

Contacting Teachers:

The preferred manner to contact teachers is via SchoolSpeak using the email address listed on the first page of the Family Handbook. Arrangements for an appointment should be requested by email, voicemail, or note. Please do not call teachers at home or expect responses during the evening hours or on weekend. Unless otherwise directed, please use faculty and staff school email addresses only when communicating with them.

If a matter requires immediate attention, please call the school office and a message can be left on the teacher's voicemail. The teacher will contact you within 48 hours when he/she is available.

Before school and at dismissal are NOT appropriate times for a conference unless arrangements have been made with the teacher. Unscheduled or chance conferences do not allow the teacher adequate time to prepare a report regarding student performance.

We request that all communications with faculty and staff be respectful and in accordance with the Code of Christian Conduct (Appendix A) of this Handbook.

Parent-Teacher Cooperation:

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

- Teacher and student
- Parent and student, with the teacher
- Parent with the principal
- Parent with pastor

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

IX. HEALTH AND SAFETY PROCEDURES

Health Records:

To enter or transfer into public and private elementary schools (K-8), children must have immunizations as outlined below.

Polio	4 doses at any age, but 3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4th birthday...
DTaP	5 doses at any age, but 4 doses meet requirements for ages 4-6 years if at least one was on or after the 4th birthday...
Tdap Booster	1 dose on or after 7th birthday (usually given before 7th Grade)...

MMR	2 doses, both on or after 1st birthday
Hepatitis B	3 doses at any age
Varicella	1 dose
TB Skin Test	Given in U.S. within 1 year before first admission to school in San Francisco OR signature of examiner attesting to no risk factors for TB.

Under a new law known as SB 277, beginning January 1, 2016 exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Most families will not be affected by the new law because their children have received all required vaccinations. Personal beliefs exemptions on file for a child already attending child care or school will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or 7th grade. For more information about SB 277, please see the Frequently Asked Questions available at <http://www.shotsforschool.org/laws/sb277faq/>.

Medication:

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

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

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

Illness:

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

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

Requests for children to remain inside at recess are not permitted. If a child is not well enough to go outside, he/she should not be in school.

Lice Policy:

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

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

If a child in the classroom is found to have lice or nits, his/her parents will be notified and the child will be sent home for treatment. Students will be permitted to return to school after successful treatment and when their heads are free of lice and nits.

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

Emergency, Fire and Earthquake Procedures:

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

1. The safety of all is of paramount importance. All actions will be for the well being of the students, faculty and staff.
2. All school gates will be locked and the authorized student pickup spot will be at the 29th Street gate. The adult to whom the student has been released must sign out the student. Under no circumstances will a child be released from the custody of school personnel until it can be done safely.
3. In the case of widespread destruction, such as downed power lines and damaged buildings, children will be retained in school until a parent or authorized adult comes for them.
4. All students will be retained at school until dismissed to the care of an adult who has been authorized by the parent to pick up the student. Parents will have indicated those adults on the emergency card. **NO CHILD WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL ONLY BE RELEASED TO A PARENT OR AUTHORIZED ADULT.**
5. If the school has been closed due to an emergency, the answering machine will be updated to inform parents about the re-opening of the school.
6. Each spring, the emergency supply bins will be updated.

X. EXTENDED CARE PROGRAM

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

Philosophy:

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

Hours:

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

Afternoon Extended Care is not provided on the day school is dismissed for Christmas vacation or the last day of school.

Afternoon Schedule:

- Roll is taken at the dismissal bell as students enter the Extended Care rooms.
- Kindergarten to 3rd grade have playtime from 3:00 to 4:00 pm. After snack, homework time begins.
- 4th to 8th grade have 15 minutes of playground time followed by homework time. After snack, homework continues until sent to the playground.
- Please make sure your child carries a book to read with them at all times.
- The completion of homework is the responsibility of students and parents and not the Extended Care staff even though the staff provides time and a learning environment for homework.
- A break for a snack occurs at 4:00 p.m.

Fees: **Drop In** \$8.00/hour

A complete list of Extended Care options and fees are available in the school office. This extended care is not offered on Holidays or during vacations. Parents will not be charged during vacation times.

Each month all participating families will be sent an invoice; however, parents may pay the Extended Care fee up front for an entire year of service or add Extended Care fees into their FACTS payments. (See Enrollment Form or contact the school office.)

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

Change of Schedule and Fees: Until you notify the school's Finance Manager in writing about a change in service, you will be billed for the original service for which you signed up. Service Changes are limited to once per school year.

Communication:

Parents communicate most effectively with the Extended Care Staff by sending a signed note or a phone call. Email is available but is not checked during extended care (or the half hour before students arrive).

K-8 Extended Care: 415-648-2055

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

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

Pickup and Release

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

Sign the child out with the correct time.

All coaches and assistant coaches are required to sign students out for practice.

A child will be released only to the parents or to an individual who has been authorized by the parents as indicated on the emergency form. Parents must give written permission to Extended Care when a coach or assistant coach will be picking up children from Extended Care. Exceptions will not be made. Please indicate the names of the persons authorized to pick up your child on the emergency card.

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

If the school office is closed, enter extended care for K-3 at the 29th Street door (ring the bell).

Extended Care Rules:

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

Discipline Procedures:

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

1. It is expected that a student behave in a respectful manner at all times. Therefore, if a student repeatedly displays inappropriate behavior in Extended Care, a parent conference will be required to discuss solutions and further action.
2. Should there continue to be behavioral issues, a second conference will be arranged. At that point the child is subject to removal from the Extended Care Program.

If after a conference with the Extended Care Director, parental concerns have not been resolved, an appointment can be made with the principal.

Lines of communication are as follows:

1. Extended Care staff and student
2. Extended Care Director with the student
3. Parent and student, with the Extended Care Director
4. Parent with the principal

Emergency Procedures:

In the event of an emergency, parents will be contacted at home and/or work. If a parent cannot be reached, the persons designed on the emergency card will be contacted. **EVERY EMERGENCY CARD MUST HAVE AT LEAST THREE PERSONS THAT CAN BE CONTACTED.** Identification will be required of persons who are unfamiliar to the Extended Care staff.

XI. OTHER PROGRAMS AND ACTIVITIES

Religious Programs and Celebrations:

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

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

The Parent Teacher Group:

All parents are members of the St. Paul's School Parent Teacher Group. The purposes of this group are: to coordinate fundraisers for the school, provide a support system for St. Paul's parents, and distribute information on educational and enrichment activities for both parents and students. Parent Teacher Group meetings take place in the room under the Church at 6:30 p.m. on the third Wednesday of each month.

Parish Athletic Board:

The faculty of St. Paul's School supports the Athletic Board of the Parish and the sports program that has been developed for the young people of St. Paul's Parish. Students of St. Paul's School are eligible for participation in the sports program (even if they are not members of the Parish).

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

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

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

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

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

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

Classroom Birthday Policy:

In an effort to treat all students equally, the homeroom teacher will ensure the recognition of a student's birthday. Food and other items should not be sent from home.

Party Invitation Policy:

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

Dances and Co-ed Parties Middle School Students:

St. Paul's School does not sponsor dances for elementary school students.

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

**THE PRINCIPAL RESERVES THE RIGHT TO AMEND THIS HANDBOOK
AT ANY TIME FOR JUST CAUSE.**

**ANY CHANGES IN POLICY THAT OCCUR WILL BE COMMUNICATED TO THE
PARENTS IN WRITING.**

Appendix A

CODE OF CHRISTIAN CONDUCT

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

It shall be an express condition of the enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook in the school.

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

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

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

PARENT AND STUDENT AGREEMENT

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

- **the policies and procedures of St. Paul’s School 2016-2017 Parent & Student Handbook**

- **the policies and procedures of the Extended Care Program section of the Parent & Student Handbook**

- **the Code of Christian Conduct. (Appendix A)**

Family Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Student(s) Signature: _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Date: _____

**Please sign and return this form to the classroom teacher no later than
Friday, September 9, 2016.**