

**St. Brendan Parish School
Parent - Student Handbook
2018-2019**



Parent-Student Handbook 2018-2019

Table of Contents

	Page
Mission Statement and Philosophy	3
Schoolwide Learning Expectations	4
Current Year Information	
1. Faculty and Staff	5
2. Schedule / Calendar	6
3. Liturgies and Prayer Services	7
4. Tuition and Fees	8
5. Extended Care Fees	9
General Information	
1. Address, Phone, and Office Hours	10
2. Admissions	10
3. Attendance	11
4. Calling Home for Forgotten Items	11
5. Cell Phones/Smart Phones/Smart Watches, etc.	12
6. Communication between Parents and Teachers	12
a) Parent-Teacher Conferences	
b) Individual Conferences throughout the Year	
c) Phone Calls from Parents	
d) Emails from Parents	
e) Sangha	
7. Counseling Program	13
8. Disciplinary Policies	13
9. Extended Care Program	15
10. Family Envelopes	15
11. Financial Obligations	15
12. Field Trip Policies	16
13. Fundraising	16
a) Annual Fund	
b) Parent Club Fundraisers	
14. Harassment Policies	17
15. Internet Use	17
16. Food Policy, including Birthdays and Celebrations	18
17. Medical Policies	18
18. Parents as Partners	19
19. Physical Education Policies	19
20. Right of Parental Access to Records	20
21. Safety Procedures	20
a) Earthquake Drills	
b) Fire Drills	
c) Lockdown Drills	
d) Major Disaster Plan	
e) Student Safety Before and After School	

22.	Student Enrollment Roster	21
23.	Uniform Requirements	21
	a) Girls' Uniform Requirements	
	b) Boys' Uniform Requirements	
	c) Free Dress	
24.	Visitors	23
25.	Volunteering	23
26.	Website	23

Academic Policies

1.	Awards	24
	a) Honor Roll	
	b) Awards at Graduation	
	c) Sports Awards	
2.	Course Offerings	25
3.	Extra Credit	25
4.	Grading System	26
	a) Grades K-1-2	
	b) Grades 3-4-5	
	c) Grades 6-7-8	
	d) Letter Grades in Grades 3-8	
	e) FastDirect® - Online Grading Program	
5.	Homework	28
6.	Promotion / Retention	29
7.	Special Events / Programs	29
	a) Community Service	
	b) Geography Bee	
	c) Science Fair	
	d) Service to the Parish	
	e) Speech Program	
	f) Peacemaker Program	

Addenda

A.	Code of Christian Conduct	31
B.	Field Trip Guidelines for Chaperones 2018-2019	32

ST. BRENDAN PARISH SCHOOL

MISSION STATEMENT

The St. Brendan Parish School community is committed to providing the highest quality Catholic education for each student. Combining deep-rooted traditions and current best practices, the St. Brendan Parish School community is dedicated to educating the whole child so that he or she may be successful in the 21st century. We focus on teaching the child to be a Life-Long Christian, Informed Decision Maker, Global Citizen, Highly Effective Communicator, and Twenty-First Century Learner.

PHILOSOPHY

We, the faculty and staff of St. Brendan Parish School, believe that quality education is vital to the formation of a responsible, mature Christian.

We believe that we must support, through communication and cooperation, the family's primary role in the growth, development, and education of their child.

We believe that the student has the right to learn of God's love and concern.

We believe that the student has a right to develop intellectually according to his/her potential.

We believe that the student has a right to develop a strong, healthy body in which to house a strong, healthy mind.

We believe that the student has a right to learn the methods which will enable him/her to live a worthwhile life in society.

We believe that the student has a right to a learning environment that encourages psychological well-being.

We, the faculty and staff of St. Brendan Parish School, believe education is an integral part of life, not merely a process of gaining information.

We believe that this vision of education, as stated in this philosophy, will give students a spirit of enthusiasm for learning that will result in their becoming responsible, mature Christians.

ST. BRENDAN PARISH SCHOOL

SCHOOLWIDE LEARNING EXPECTATIONS: “LIGHT”

Theme Song: *We Are Called*

St. Brendan Parish School students are:

Life-Long Christians who:

- Participate in our faith community and serve others.
- Build on a spiritual relationship with God to strengthen their moral compass and values.
- Spread God’s Word with empathy, tolerance, and love.

Informed Decision Makers who:

- Develop and utilize a well-formed conscience.
- Do what is right, even if it is not easy.
- Consider different points of view with respect and an open mind.

Global Citizens who:

- Actively promote Catholic social teachings.
- Make a positive impact on the world, both locally and globally, through their actions.
- Embrace differences and are inclusive to all.

Highly Effective Communicators who:

- Confidently present information and ideas in a public setting.
- Advocate for themselves and others with knowledge, sensitivity, diplomacy, and understanding.
- Express thoughts and concepts clearly and concisely, both orally and in written form.

Twenty-First Century Learners who:

- Work collaboratively and flexibly to create solutions.
- Demonstrate socially aware, analytical, innovative thinking.
- Utilize technology appropriately to enhance learning.

**ST. BRENDAN PARISH SCHOOL
FACULTY AND STAFF
2018 – 2019**

<i>Principal</i>	Dianne Lakatta
<i>Vice-Principal</i>	Jan Donovan
<i>Vice-Principal</i>	Dave Lopez
<i>Kindergarten</i>	Karen Leach
<i>Kindergarten</i>	Jennifer Flannery
<i>Grade One</i>	Meghan Toomey
<i>Grade Two</i>	Sonia Ino
<i>Grade Three</i>	Michele Armanino
<i>Grade Four</i>	Danielle Russo
<i>Grade Five</i>	Meghan Ray
<i>Grade Six</i>	Kristen Barboza
<i>Grade Seven</i>	Jaclyn Alagna
<i>Grade Eight</i>	Dave Lopez
<i>Learning Support Teacher (K-4)</i>	Jan Donovan
<i>Learning Support Teacher (5-8)</i>	Chris Tenhoff
<i>Library</i>	Volunteers
<i>School Counselor</i>	Dr. Laura Nusbaum
<i>Science, Grades 1-5</i>	Amy Stecher
<i>Science, Grades 6-8</i>	Lynne Dowdy
<i>Spanish, Grades K-8</i>	Maria-Beatriz Arellano
<i>Technology Coordinator/Teacher</i>	Tiffany Proehl
<i>Kindergarten Instructional Aide</i>	Bridget Corvera
<i>1st Grade Instructional Aide</i>	Joann Stellini
<i>2nd Grade Instructional Aide</i>	Nina Warda
<i>3rd Grade Instructional Aide</i>	Teresa Ira
<i>4th Grade Instructional Aide</i>	Nina Puccinelli
<i>5th Grade Instructional Aide</i>	Kim Fama
<i>6th Grade Instructional Aide</i>	Danielle Hicban
<i>7th Grade Instructional Aide</i>	Rachel Real
<i>8th Grade Instructional Aide</i>	Mahgie Murphy
<i>Technology Aide</i>	Pat Donovan
<i>Art Instructor K-8</i>	Mahgie Murphy
<i>Music Instructor Kindergarten</i>	Manolito Jaldon Jr.
<i>Music Instructor 1-8</i>	Tom McQueen
<i>Physical Education Instructor</i>	Linda Delahunty
<i>Dance Instructor</i>	Jenny Baran
<i>Motor Skills Instructor</i>	Brendan Rea
<i>School Secretary</i>	Grace Koch
<i>Office Support Staff</i>	Steve Do
<i>Development Director/Office Support Staff</i>	Suzanne McCarthy
<i>Parish Financial Administrator</i>	Maeve O'Reilly
<i>Extended Care Director</i>	Inés Casallas
<i>Extended Care Assistant Director</i>	Frances Casazza
<i>Extended Care Assistant</i>	Christophe Schlueter
<i>Extended Care Assistant</i>	Catie Kaprosch
<i>Extended Care Assistant</i>	Kari Putz
<i>Boys' Athletic Director</i>	Dave Lopez
<i>Girls' Athletic Director</i>	Joanne McDonnell

6. Liturgies and Prayer Services 2018-2019:

Fri, September 7	8:15AM	Grade 8	Mass - Opening of School
Fri, October 5	8:15AM	Grade 5	Mass - First Friday
Thurs, November 1	8:15AM	Grade 6	All Saints' Day Mass
Fri, November 2	8:15AM	Grade 7	Mass - Pin Ceremony
Fri, November 16	5:00PM	Grade 8	Confirmation <i>(Date not yet confirmed)</i>
Wed, November 21	11:15AM	Grade 4	Mass - Thanksgiving Celebration
Thurs, December 6	5:30PM	Grade 2	First Reconciliation
Fri, December 7	8:15AM	Ms. Lakatta	Mass - First Friday
Thurs, December 20	10:45AM	Grades 1 & 8	Mass - School Christmas Celebration
Fri, January 11	8:15AM	Grade 6	Mass - First Friday
Sun, January 27	9:30AM	Grade 1	Mass - Catholic Schools Week
Thurs, January 31	9:30AM	Grade 8	Mass - "Our Special People"
Fri, February 8	8:15AM	Grade 3	Mass - First Friday
Wed, March 6	8:15AM	Grade 6	Mass - Ash Wednesday
March 7 - April 17	8:15AM	Grade 8	Mass and Exposition - Lenten Days
Wed, April 17	10:00AM - 2PM	Grades 2-8	Confessions
Thurs, April 18	11:30AM	Grade 4	Prayer Service - Holy Thursday
Thurs, May 2	7:00PM	Parish	May Crowning
Fri, May 3	8:15AM	Grade 5	Mass - First Friday/Mothers' Club Board Installation
Sun, May 5	11:30AM	HS Class of 2015	Mass and Brunch in Library
Sat, May 11	10:30AM	Grade 2	First Communion Mass
Sun, May 19	9:30AM	Grade 8	Mass, followed by 8 th Grade Brunch
Fri, May 31	8:15AM	Grade 7	Mass - Grade Eight <u>School</u> Graduation Mass
Fri, May 31	5:00PM	Grade 8	Graduation
Thurs, June 6	9:15AM	Grade 6	Prayer service - End of School Year

First Reconciliation and First Communion meeting: September 5 at 5:30PM

Confirmation meeting: September 12 at 6:00PM

Many opportunities to worship and pray together are provided throughout the school year for our students. We work together to make these prayer times meaningful and faith-building. As the primary religious educators of their children, parents have a responsibility to attend Saturday evening or Sunday Mass with their children and to encourage frequent reception of the sacraments of the Eucharist and Reconciliation.

ST. BRENDAN PARISH SCHOOL
2018-2019
TUITION AND FEES

Please be aware that the actual cost to educate each child at St. Brendan School is \$10,520.

1. Tuition:

a) Catholic families who are registered members of St. Brendan Parish and who contribute on a regular basis to the financial support of the parish:

1 child	\$7,505 per year
2 children	\$14,180 per year
3 or more children	\$20,860 per year

b) Catholic families who do not qualify under the above:

1 child	\$7,865 per year
2 children	\$14,930 per year
3 or more children	\$21,995 per year

c) Families whose children are non-Catholic:

1 child	\$8,200 per year
2 children	\$15,600 per year
3 or more children	\$23,000 per year

All semi-annual, quarterly, or monthly tuition payments (10 months – August through May, or 11 months – August through June) must be paid through FACTS®. Payments are late if they are not received by the 5th or the 20th of each month (dependent on agreement date signed with FACTS®.)

2. Family Fees: \$330.00 per family

This includes general school administration fees, dancing fee, art fee, perceptual motor skills fee, physical education fee, and social-emotional learning program fee.

3. Club Dues: \$340.00 per family

This fee (\$170 – Men’s Club; \$170 – Mothers’ Club) is due from each family since each child benefits from the support given them by the Men’s Club (sports program) and Mothers’ Club (general financial support for school).

4. Gym Fee: \$250 per child—Gymnasium maintenance fee.

5. Individual Student Fee: \$350.00 per child

This fee, to be paid for each child, includes the fees charged by the Department of Catholic Schools (student accident insurance, Archdiocesan testing, Catholic Telemedia Network fees, Central Administration/Curriculum, FastDirect fees, In-Service and Special Service fees); school library, computer, and science lab fees; book rental, purchase of workbooks, and classroom supplies. This fee does not include supplies for individual students, as parents (except for kindergarten) will now be responsible for purchasing student supplies.

6. Grade Eight Fee: \$180.00 per child

This fee includes Confirmation and Graduation fees (gown rentals, books, etc.)

ST. BRENDAN PARISH SCHOOL
2018-2019
EXTENDED CARE FEES

1. Full-time care:

a. One child	\$2,750 per year
b. Two children	\$4,500 per year
c. Three or more children	\$6,000 per year

2. Part-time care:

Each child	\$8 per hour or portion thereof
------------	---------------------------------

3. Seventh and eighth grade students: \$5 per day

We want to provide a safe place for **all** students at our school and encourage our seventh and eighth graders to join the program at the reduced rate of **\$5 per day**. We know these older students will help out where needed. (The \$100 administrative fee mentioned below is still required.)

4. Administrative Fee:

The Administrative Fee, required for each child registered, is \$100.00 per year. If you register your child after September, the administrative fee will be pro-rated (\$90 - October; \$80 - November, etc.) This fee is due the first day the child attends the program.

5. Fees:

The yearly fee for full-time care for one child is \$2,750.00 per year, which must be paid over a ten-month period using our FACTS® Management System. Each additional child in the family is charged on a sliding scale. Part-time care, on an hourly basis, is \$8.00 per hour or portion thereof which is billed at the end of the month through the Family Envelope.

In the event that a family withdraws from the full-time Extended Care program before the end of the school year, the family must notify the school in writing. Full-time registered Extended Care students who withdraw between the first day of school and December 20 are responsible for half of the full fee amount. Full-time registered Extended Care students who withdraw after December 20 are responsible for the full fee amount.

ST. BRENDAN PARISH SCHOOL

GENERAL INFORMATION

St. Brendan Parish School is a Catholic parish elementary school, kindergarten through eighth grade. It is accredited through the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

1. ADDRESS, PHONE, AND OFFICE HOURS

Main School: 940 Laguna Honda Boulevard
San Francisco, CA 94127-1239

Kindergarten: 234 Ulloa Street
San Francisco, CA 94127-1227

Office Phone: 415-731-2665

Fax: 415-731-7207

Extended Care Phone: 415-731-6466 – This number is to be used **only** during
Extended Care hours.

Website: www.stbrendansf.com

Email Address: sbs@stbrendansf.com

Office hours: The school office is open from 7:30AM - 3:30PM Monday through Thursday and 7:30AM - 2:00PM Friday, excluding minimum days and school holidays. Homework for absent students may be picked up at the office between 3:00 and 3:30PM (1:30 to 2:00PM on Fridays).

2. ADMISSIONS

St. Brendan Parish 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 at this school. St. Brendan Parish School does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in administration of educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

Kindergarten applications are available from the school office. Individual meetings with children and parents are scheduled in early December. Parents are notified about acceptance by mid-January. Applications for admission to other grades are accepted throughout the year.

A child entering kindergarten must be five years old by September 1st of the year for which he/she is applying. A child entering first grade must be six years old by September 1st of the year for which he/she is applying.

Priority in admissions generally is given first to families with children already in the school, then to Catholic families who have been active, registered, and contributing members of our parish for at least one year prior to applying to our school, and then to other Catholic families and families from other Christian denominations and faith traditions. All admissions are made at the discretion of the Pastor and Principal based on a number of factors, including, without limitation, the developmental readiness of the child and the importance of faith in the life of the family.

3. ATTENDANCE

Absences: Please call or email the office (sbs@stbrendansf.com) between 7:30AM and 8:30AM each day your child is absent. Too many absences may result in Incomplete grades on the report card, perhaps to the point that the child may not receive a report card or be promoted to the next grade.

Students have as many days as were absent to make up all missed work. For example, if your child is absent for three days, he or she has three days, from the day they return to school, to submit any missed work.

Extended Absences: Absences for family vacations or travel at times other than regular school holidays are strongly discouraged. No assignments or tests will be provided in advance. Students will be expected to make up any assignments and take any missed tests when they return to school.

Medical: A written note, or email to Mrs. Koch (gkoch@stbrendansf.com) and the teacher, is necessary to release your child for a medical or dental appointment during the school day. Please keep school-time appointments to a minimum. The children should be picked up and returned to the office. When time is spent at medical or dental appointments, students are legally credited for school attendance only if a signed note from the medical office is provided.

Release from School: A dated written request or an authorization signed by the parent or guardian is required for a student to leave school before dismissal. Students shall be released only to persons authorized by parents, listed on the emergency card, and presenting a valid ID, if requested. On the emergency card, please provide an accurate and current list of persons authorized to assume custody of your child.

Tardiness: Students are considered tardy after 8:00AM. Children who are consistently tardy will receive a written warning followed by detention.

4. CALLING HOME FOR FORGOTTEN ITEMS

Students will not be permitted to call a parent/guardian to request that a forgotten item be dropped off at school. This includes (but is not limited to) homework, projects, and supplies.

5. CELL PHONES/SMART PHONES/SMART WATCHES, ETC.

Cell phones and smart devices (including smart watches) must be **turned off** and **stored** in the child's backpack between 8:00AM and 3:00PM. While on the school premises after 3:00PM, children may only use cell phones and smart devices (including smart watches) with permission from the adult in charge. School personnel have the right to confiscate cell phones and smart devices if students are found in violation of the above policy. Phones and smart devices taken away from students will be returned only to the parent(s)/guardian(s).

The school does not accept liability for any damage or theft of cell phones and smart devices.

6. COMMUNICATION BETWEEN PARENTS AND TEACHERS

Communication between parents and the school is an integral part of supporting a student's educational growth. If a concern should ever arise, the normal channel of communication is to begin the discussion directly with the person involved. If a satisfactory resolution is not reached, the concern can then be brought to the principal. Lastly, if resolution is not achieved at the school level, the pastor will be brought into the discussion since he is the overall administrator of the school.

a) Parent-Teacher Conferences

Mandatory Parent-Teacher Conferences are scheduled for all families at the end of the first quarter. The purpose of the conference is to discuss the student's strengths and weaknesses early in the year so that maximum achievement and continual progress can be assured. Sixth, seventh, and eighth grade students will attend these conferences with their parents. Parents are notified well in advance of the dates for conferences and given some choice of the day and time.

b) Individual Conferences throughout the Year

Parents have the right to know when a child is having a difficult time socially, emotionally, or academically. Teachers will make every effort to inform parents of a child's difficulty. Parents are likewise encouraged to make an appointment with their child's teacher whenever they have any concerns about the child's progress.

c) Phone Calls from Parents

A teacher will return a parent phone call as soon as possible.

d) Emails from Parents

A teacher will try to respond to parent emails within 24 hours, during the work week.

e) Sangha

Sangha is an app that allows parents to receive alerts from school as well as from their classroom teachers. Parents can choose to receive these alerts by text or by email. This is our school's primary emergency notification system. It is our hope that all parents sign up for this app so that we have a clear and immediate means of communication.

The Sangha app will also be used to sign up for volunteer opportunities, for class field trip forms, and for special classroom activities.

If you need help with registering for Sangha, please email sanghahelp@stbrendansf.com, so that Ms. Proehl and Mrs. Donovan can assist you.

7. COUNSELING PROGRAM

St. Brendan Parish School's counseling program is for the benefit of all students. The school counselor provides individual counseling, crisis intervention, information and resources, and referrals for outside treatment. The counselor may work with students one-on-one, as part of a group, with their parents or teacher, and as a resource for anyone who has concerns about a student's well-being. In addition, she helps with conflict resolution and peer relationships, provides support for modifying classroom behaviors, and is responsible for implementing the social-emotional learning program adopted by the school. She is also charged with leading the follow-up discussion for the Safe Environment program with students in grades 4-8. The counselor is held to professional standards of confidentiality when dealing with personal student affairs.

8. DISCIPLINARY POLICIES

St. Brendan Parish School follows the disciplinary guidelines set forth by the Department of Catholic Schools:

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline, and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld.

This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Each student has a right to learn in a Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

St. Brendan Parish School's approach to discipline is primarily educational and restorative rather than punitive. The school believes that, as part of development and in the course of learning to be good community members, most children will make occasional mistakes or poor choices; the school also believes that children should have the opportunity to learn from such mistakes. As such, the school considers it essential to understand the causes of a child's action and to address the cause as well as the action. Therefore, as noted above, interventions and consequences vary according to circumstances. In addition, the school does not generally make consequences public. Difficult as it may be for others not to know the consequences that a student is facing for a particular action, children who are humiliated or shamed by being held up as examples may not

be as open to learning from their mistakes as those who are guided more privately in taking responsibility and making amends for their actions.

Each student is expected to do his or her own work; no student is allowed to copy another's work, or to submit someone else's work as his or her own. Any student who cheats, copies homework, plagiarizes, violates testing procedures, or knowingly *enables* another student to cheat faces a failing grade, detention, suspension, and/or expulsion.

Students are expected to adhere to the Code of Christian Conduct (*Addendum A*). At the beginning of the school year, students are informed of school and classroom policies. Expectations increase as the student progresses throughout the grades. Each student has the right to learn in a mutually respectful environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

Reasonable controls directed toward this objective include:

- a) Student-Teacher Conferences
- b) Parent-Teacher Conferences
- c) In grades K-2, Deficiency Notices are sent approximately three weeks prior to a quarter's end, or at any time as needed, to inform parents of deficient academic or behavioral/effort performances. In grades 3-8, Deficiency Notices are sent for behavioral/effort performance only, since parents can view students' academic progress on FastDirect®. Deficiency notices require return of the notice with parental signature the following day.
- d) Detention may be assigned in grades 1-8 if the child fails to adhere to the Code of Christian Conduct (*Addendum A*):
 - fails to complete classroom or homework assignments
 - fails to show up for traffic duty when assigned
 - displays inappropriate conduct in the classroom or anywhere while in school uniform
 - cheats on tests or plagiarizes assignments
 - does not follow playground rules
 - uses inappropriate language on the school premises
 - fails to show improvement regarding any other offense for which a child had previously been warned that a detention might be assigned
 - is habitually tardy
 - fails to act in accordance with the standards of the school.

Detention notices indicating when detention is to be served are sent home with the student for parent information and signature. The signed notice must be returned the next day. A missed detention will result in an *additional* detention day.

Detention is meant to inconvenience the student. Students will be excused from detention only if they have a prearranged medical or dental appointment. A missed detention **MUST** be made up the following scheduled detention day.

- e) Academic detentions may be assigned to students who consistently fail to complete or turn in homework assignments. Parents will be informed if their child is habitually behind in their homework and therefore eligible for academic detention from that point onward. The detention will occur on the day that an assignment is missed. Students will call their parents to inform them that they will be serving an academic detention that afternoon.
- f) Further disciplinary procedures, including probation, suspension, and expulsion, as decided by the pastor, principal and teacher.

9. EXTENDED CARE PROGRAM

The overall goal of the St. Brendan Extended Care Program is to encourage this mini-community to be a learning and growing environment for each child. The program strives to provide a safe, fun, warm, caring atmosphere for our students from the end of the school day until 6:00PM. Through a wide variety of activities, the children experience leisure time, organized sports activities, crafts, free play, and time for study and homework. Kindness, tolerance, and good manners are developed and encouraged. Each child is expected to be responsible for his or her actions.

Extended Care is provided from the second day of the school year to the next-to-the-last day of school, from the end of the school day until 6:00PM. Any St. Brendan student is eligible to register. Students must have an up-to-date emergency card on file with Extended Care and must be signed out by the parent or an authorized adult each day.

Extended Care is located in the Science Lab and can be reached through the shelter door on Ulloa Street that leads to the playground.

10. FAMILY ENVELOPES

Family envelopes remain at this time the primary means of routine communication between school and family. They are sent home every Tuesday and Thursday and must be returned the following day, initialed by a parent. Please look for this envelope. It is important that every family lists the name(s) and grade(s) of someone who can bring the envelope to you in case your child is absent on the day it is sent home. It is necessary to list these names again on the new envelope each quarter.

Students who consistently do not return the family envelope will receive a written warning followed by detention.

11. FINANCIAL OBLIGATIONS

The current tuition and extended care fees and payment schedules are located on pages 8 and 9 of this Handbook. All families must sign a tuition agreement every year. Any payments in excess of \$50 must be in check or money order form.

In the event that a family withdraws from St. Brendan Parish School before the end of the school year, the family must notify the school in writing. Registered students who withdraw between the first day of school and December 20 are responsible for half of the full year's tuition amount. Registered students who withdraw after December 20 are responsible for the full year's tuition amount.

12. FIELD TRIP POLICIES

In order to participate in a field trip, each student is required to return a parent-signed permission slip in advance of the day.

In order for a parent/guardian to volunteer on a field trip the following information must be completed in advance of the field trip:

- 1) Live Scan fingerprint information on file with school
- 2) current certification in Virtus® *Protecting God's Children* course
- 3) current Driver's License and Proof of Insurance on file with school
- 4) read and agree to the Field Trip Chaperone Guidelines, located in *Addendum B* of this document and on the school website in the Parent drop-down menu

13. FUNDRAISING

a) The Annual Fund

St. Brendan Parish School has an Annual Fund Campaign to supplement the funds raised through tuition, fees, and the parent club fundraisers. We ask that each family consider contributing to this Annual Fund, either in one payment or spread out over several months. A suggested contribution would be the equivalent of one month's tuition, although those families who are able to do so are certainly encouraged to increase that amount.

The Annual Fund Campaign takes place in the Fall. All contributions to this Annual Fund are tax deductible.

b) Parent Club Fundraisers

Throughout the year, the Mothers' Club and Men's Club have many fundraising activities, from the Christmas Boutique and Carnival, and the Auction Dinner Dance, to wrapping paper and bake sales. Besides providing funds for the school's academic and athletic programs, these fundraisers are an important way to strengthen our school community. We urge all our families to participate in these events in any way they can, both as donors and volunteers.

14. HARASSMENT POLICIES

In 2003 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 which is owed by adults to children. In 2005 a supplement to that policy was added, specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

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

A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action, up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the *Archdiocese of San Francisco Policies and Procedures Regarding Child Abuse and Harassment*, including the detailed policies on child abuse and student-to-student harassment, is available in the principal's office. St. Brendan Parish School supports and upholds the Archdiocese of San Francisco Policy on Harassment.

15. INTERNET USE

The students of St. Brendan Parish School have supervised access to the Internet. All Internet use is directed by St. Brendan Parish School's curricular goals and is driven by what is being learned in the classroom. When research or curricular projects can benefit from using the Internet, it is a valuable tool when used appropriately by our students.

In order for a student to use the computers and participate in Internet-based class activities, the child and their parent/guardian must sign the Parent/User Contract Pertaining to the Acceptable Use of Internet and Electronic Information Resources, located on the St. Brendan School website under the parent link. This document has been adapted from the official Acceptable Use Policy that was sent to each school by the Department of Catholic Schools for the Archdiocese of San Francisco.

Please read the St. Brendan School Policy and Parent/User Contract *with* your child/children and discuss the importance of proper technology/Internet usage. As we stress here at school, remind your children never to give out personal information such as home address or telephone numbers over the Internet. Also tell your children that there are sites that are inappropriate for children. If

they should come across an inappropriate site or posting, they should notify you or the teacher, depending on the child's location while using the Internet. Safety issues and the proper way to use the Internet are discussed and taught at St. Brendan Parish School, but it is important that you, the guardian, partner with us to monitor and educate your children about safe and proper use of technology.

The school also expects students to abide by the Code of Christian Conduct (*Addendum A*) when using the Internet in their homes and on their smart phones, including in their use of social media websites. Should the school be informed by third parties of inappropriate language or conduct by a St. Brendan student while on these or other websites, even during non-school hours, the school reserves the right to take action. At a minimum, the school may inform the parent(s) of the offending student's actions. To the extent the inappropriate language or conduct identifies the child as a current St. Brendan student, the school may discipline him or her, in accordance with the discipline policy in this Parent-Student Handbook, which includes possible detention, probation, suspension and/or expulsion.

16. FOOD POLICY, INCLUDING BIRTHDAYS AND CELEBRATIONS

All students in kindergarten through grade eight **MUST** have a permanent lunch container clearly marked with the student's name. Parents are strongly discouraged from delivering lunches during the school day. All lunch papers, plastic containers, and uneaten food must be returned home in the lunch container. Students are **NOT** allowed to share lunch or snacks.

No cans or glass bottles may be brought to school. Only water bottles with sip capabilities are allowed. (A water fill station is located under the shelter and on the second floor. Water bottles may only be filled during recess and lunch.)

Special occasions:

- a) Birthdays will be celebrated by the teacher and announced on SBTV. Students may not bring in food treats or party favors to share at school.
- b) In each classroom, there may be up to 6 celebrations during the year in which healthy snacks, candy, and/or other treats which might be high in sugar will be allowed. It is at the teacher's discretion as to which days to celebrate, such as: Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, Pi Day, Cinco de Mayo, or End-of-the-Year.
- c) On Peace Family days, 8th graders may provide small treats to share with their families.

17. MEDICAL POLICIES

A written note, or email to Mrs. Koch (gkoch@stbrendansf.com) and the classroom teacher, is necessary to release your child for a medical or dental appointment during the school day. Parents must sign the student out through the school office, at which time the student will be called to the office. Upon the student's return from such an appointment, he/she must check-in at the office before returning to the classroom. When time is spent at medical or dental appointments, students are legally credited for school attendance only if a signed note from the medical office is provided.

If a student must take medication of any sort (including over-the-counter medicine) during school hours, a medication form, available in the school office, **MUST** be on file.

Please understand that we want your child present at school as often as possible, but doctors agree that a child **should not** return to school until they are **fever-free for 24 hours**. This 24-hour policy applies to vomiting as well. Students who are sent home during the school day with a fever/vomiting will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community. Also, if a student is absent from school, the child may not participate in any school-sponsored athletics activity that day.

18. PARENTS AS PARTNERS

As partners in the educational process at St. Brendan Parish School, we ask parents:

- To attend Mass and teach the Catholic faith by word and example.
- To adhere to the Code of Christian Conduct Covering Students and Parents/Guardians (*Addendum A*).
- To set rules, times, and limits so that your child:
 - gets to bed early on school nights;
 - arrives at school on time and is picked up on time at the end of the day;
 - is dressed according to the school dress code;
 - completes assignments on time;
 - has a nutritional lunch every day.
- To treat teachers with respect and courtesy in discussing student problems.
- To actively participate in school activities.
- To pay for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To promptly complete and return to school any requested information.
- To read school notes and newsletters, and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.

19. PHYSICAL EDUCATION POLICIES

If a student needs to be dismissed from participating in Physical Education or Dance class for any reason, a parent note is needed. This note needs to be turned into the school office at the start of the day. If a student does not participate in their physical education on a particular day, then that child will not be allowed to play at recess or lunch on that day, and the child will not be allowed to participate in any CYO sports practice or game that day. If a student misses two or more consecutive PE or Dance classes, a doctor's note must be provided to the school.

20. RIGHT OF PARENTAL ACCESS TO RECORDS

Parents have a right of access to all of their child's student records which the school is required to keep. Parents must provide a written request 24 hours in advance to inspect and review records pertaining to their child(ren). A qualified staff person shall be present at the time of inspection in order to interpret data and to respond to questions that a parent may ask.

21. SAFETY PROCEDURES

The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and staff members.

- a) **Earthquake Drills:** The school participates in local earthquake drills as well as regular school drills.
- b) **Fire Drills:** In addition to school practice, the San Francisco Fire Department conducts unannounced fire drills each month throughout the school year.
- c) **Lockdown Drills:** The school participates in lockdown drills at least twice a year.
- d) **Major Disaster Plan:** In the event of a major disaster, school will not be dismissed unless otherwise directed by the Department of Catholic Schools. Children will remain under the supervision of school authorities. Under no circumstances shall any child be released from the custody of school personnel unless, and until, such may be done with complete safety.

The school will utilize the Sangha app to notify parents of any emergency situation at school. It is imperative that all parents sign up for the Sangha communication app in order to receive emergency alerts from the school.

Students shall be released only to persons authorized by parents and listed on the emergency card. Please provide an accurate and current list of persons authorized to assume custody of your child in an emergency.

Any adult calling for a pupil at a school site will be required to identify him/herself to an assigned staff member before being permitted to take the pupil off the premises. An accounting record of those pupils so released shall be kept.

- e) **Student Safety Before and After School:** Students should arrive at school between 7:30AM and 8:00AM. The schoolyard is locked before 7:30AM. Students must go directly to the schoolyard when they arrive. Students should enter the school premises through the open gates in front of the gym on Ulloa Street – not through the school door on Ulloa Street or the front door on Laguna Honda Boulevard.

No child should wait on the sidewalk outside the playground in the morning, or on the sidewalks around the school or church buildings after 3:15PM. Students not picked up by 3:15PM will be sent to Extended Care.

Students must use the clearly marked crosswalks when crossing the street and must obey the Traffic Patrol Squad's directions. We ask parents to do the same.

Drivers taking students to or from school must avoid stopping in crosswalks or across corners, *even just for a minute*. Also, parents should not attempt to pick up their children without pulling over to the curb and parking safely. Lastly, because of heavy traffic in the morning and afternoon, drivers should not make a U-turn in front of the school on Laguna Honda Boulevard.

22. STUDENT ENROLLMENT ROSTER

The Student Enrollment Roster is for **school use only** and **may not** be used for business purposes or distributed to any person or organization outside of our school community.

23. UNIFORM REQUIREMENTS

It is very important that your child looks his or her best every day and learns to take pride in a good appearance. We appreciate your help in providing, each day, a complete, clean uniform that is free from holes and frayed edges. The uniform is your child's *professional* clothing.

a) Girls' Uniform Requirements:

- ***White short sleeve blouse** with Peter Pan collar (Grades K-4) / **White short sleeve hemmed overblouse** with Peter Pan collar (Grades 5-8)
- ***Plain white/nude undergarments**
- ***Red school tie**
- ***Uniform jumper** (Grades K-4) / **Uniform skirt** (Grades 5-8): Both skirt and jumper should be no shorter than one inch above the knee.
- ***School sweater**: Red v-neck cardigan clearly marked with your child's name and brought to school EVERY DAY.
- ***Navy blue sport shorts**
- ***School shoes**: Solid white low-top athletic shoes with soles that will not mark the gym floor. *Please purchase shoes marked as having NON Marking outsole*. Grades 1-8 must have tie shoes; Velcro closure permitted in kindergarten only.
- ***Solid white knee-high socks**: White leotards may be worn on cold days by girls in grades 1-4. Socks must be pulled up at all times.

All of these items marked with an asterisk (*) denote the uniform pieces required on formal dress days such as First Friday Masses and special events.

Optional uniform pieces for non-formal dress days are:

- 1) **navy blue long pants** (For all grades, hemmed overblouse must be worn with pants.)
- 2) **red hooded windbreaker jacket** (purchased from Classic Design)

Other dress code requirements:

- 1) **neat hair style:** Hair must be neatly combed at all times. No artificial coloring or extreme hairstyles allowed.
- 2) **No makeup or colored fingernail polish.**
- 3) **Small post earrings may be worn,** but no hoops or dangling earrings are allowed.
- 4) **Hair accessories must be purchased through the uniform store,** or must be small in size and in the school uniform color scheme.

b) **Boys' Uniform Requirements:**

***White short sleeve shirt**

***Plain white undershirt** (T-shirt)

***Gray corduroy dress-style pants** with inset back pocket. No patch pockets in the back.

***Belt** to be worn EVERY DAY.

***School sweater:** Red v-neck pullover sweater clearly marked with your child's name and brought to school EVERY DAY.

***School shoes:** Solid black low-top athletic shoes that will not mark the gym floor. *Please purchase shoes marked as having NON Marking outsole.* Grades 1-8 must have tie shoes; Velcro closure permitted in kindergarten only.

***Solid white or black crew socks** which must cover the ankle

***School tie** (purchased from Classic Designs) **for boys in seventh and eighth grade** to be worn on formal dress occasions.

All of these items marked with an asterisk (*) denote the uniform pieces required on formal dress days such as First Friday Masses and special events.

Optional uniform pieces for non-formal dress days are:

- 1) **dark navy twill walking shorts** - can be worn all year long, except on formal dress days
- 2) **red hooded windbreaker jacket** (purchased from Classic Design)

Other dress code requirements:

- 1) **neat hair style:** Hair must be conservatively styled; trimmed around the ears; not touching the back collar; and above the eyebrows. No artificial coloring or extreme hairstyles allowed.

c) **Free Dress:**

Free Dress is allowed from time to time for special activities. Free Dress clothing should be comfortable and in good taste. Clothing should be modest in nature and not offensive to others. We do not allow cut-offs, flip-flops, shoes without backs, spaghetti-strapped shirts or dresses, low cut T-shirts/ blouses, exposed midriffs, tank tops, shorts (unless previously approved by the principal), extra short skirts/dresses, or jeans with tears in them. T-shirts or sweatshirts that have printed material on them should be in keeping with a Christian learning environment.

24. VISITORS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that should be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Please **do not** go to individual classrooms at any time without prior approval from the office. Appointments with teachers must be made in advance.

25. VOLUNTEERING

We very much appreciate all of the volunteer hours that parents donate. Volunteer opportunities include helping with yard duty, driving on a field trip, working at the Christmas Boutique and Carnival, and/or coaching a sports team.

The Archdiocese of San Francisco has specific requirements for people volunteering with children. In order to volunteer in any capacity, you must be Live Scanned (fingerprinted) through the Archdiocese; sign up for a Virtus® account (previously called Shield the Vulnerable); and take the Virtus® *Protecting God's Children* course. The Live Scan does not expire, however the course certification must be repeated every three years. Live Scan information and a link to Virtus® are available on the St. Brendan School website.

26. WEBSITE

The St. Brendan Parish School website (stbrendansf.com) provides valuable information for parents, such as the calendar of events and links to FastDirect®, Virtus®, and FACTS® Tuition Management. The website also includes links to important school forms for parent use, and links for parents to make online payments for hot lunches and for Mothers' and Men's Club fundraising events. Each teacher also has a classroom home page on the website. These teacher home pages show the teacher's Back-to-School information packet, the individual class calendar, daily homework, and special classroom announcements.

ST. BRENDAN PARISH SCHOOL

ACADEMIC POLICIES

1. AWARDS

a) Honor Roll, Grades 6-7-8

First Honors	19-21 points	A = 3 points
Second Honors	14-18 points	B = 2 points
		C = 1 point

The subjects included for First or Second Honors are:

Math	Reading/Literature	Science	Spelling/Vocabulary
English	Social Studies	Religion	

A student is not eligible for Honor Roll if he/she receives a “3” or “4” in Behavioral Expectations or Learning Skills in any subject.

b) Awards at Graduation

- 1) **Certificate of Academic Achievement** is presented to the student who has attained the highest cumulative GPA over the course of their seventh and eighth grade years, and has achieved academic success in all areas of study. Since this student has demonstrated outstanding accomplishment in all subject areas, it is understood that this student will not be considered for *individual* academic subject awards.
- 2) **Academic Subject Awards** are presented to a maximum of two students in each subject area who have demonstrated a superior mastery of that academic field.
- 3) **Principal Awards** are presented to those students who have achieved first honors for all eight quarters of their seventh and eighth grade years.
- 4) **Michael J. Calonico Memorial Award** is awarded to one boy and one girl, selected by the athletic directors in collaboration with the eighth grade teachers and principal. These students are honor students who have also achieved athletic success.
- 5) **Monsignor Cummins Award** is given to a student who has demonstrated an outstanding Christian attitude, service, leadership, and scholastic achievement.
- 6) **Perfect Attendance Awards** are given to those students who have not missed a day during their eighth grade year.

- 7) **St. Brendan Awards** are presented to no more than five students who best exemplify the ideals and values of St. Brendan Parish School. These students have taken a leadership role within the school community; have served the community, parish, and school faithfully and willingly; have shown initiative; and have demonstrated a Christian attitude in words and deeds.
- 8) **St. Brendan Parish Service Award** is given to one or two students who show leadership, dedication, and service to the parish.

c) **Sports Awards**

All sports awards are selected by the Athletic Directors in collaboration with the coaches.

- 1) **Spirit Awards** are presented to one boy and one girl from each grade who have exemplified team spirit and sportsmanship and have played at least two sports in the school year.
- 2) **Brian Duddy Sports Award** recognizes the athleticism and good sportsmanship of one eighth grade boy who, from grades four through eight, has played every school sport each year.
- 3) **Sr. Diane Erbacher Sports Award** recognizes the athleticism and good sportsmanship of one eighth grade girl who, from grades four through eight, has played every school sport each year.
- 4) **Bear Award** is presented to one boy and one girl from eighth grade who have played all sports and have displayed spirit and sportsmanship throughout their seasons in St. Brendan sports.

2. COURSE OFFERINGS

Besides religious instruction, St. Brendan Parish School provides a general education curriculum that satisfies the private school requirements of the California Education Code. The Archdiocesan curriculum guidelines, consistent with the State of California guidelines, are followed for the teaching of all secular subject areas.

St. Brendan Parish School offers students opportunities for growth in the following major subjects: religion (including the social-emotional learning (SEL) and Family Life programs), social science, language arts (including listening, speaking, reading, and writing), mathematics, science, technology, Spanish, physical education (including dancing and motor skills), and fine arts (art and music).

3. EXTRA CREDIT

While there may be occasions for extra points to be earned on assignments, projects, or tests, teachers will not provide extra credit assignments.

4. GRADING SYSTEM

a) Grades K-1-2

E = Exceeds standard
M = Meets standard
W = Working toward standard
N = Not at grade level standard
No mark = Standard not addressed during current marking period

Behavioral Expectations / Learning Skills Code:

1 = Exceeds expectations
2 = Meets expectations
3 = Improvement needed
4 = Unsatisfactory

Comment Code:

+ = Area of strength
No mark = Meets expectations
√ = Needs improvement

b) Grades 3-4-5

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

Behavioral Expectations / Learning Skills Code:

1 = Exceeds expectations
2 = Meets expectations
3 = Improvement needed
4 = Unsatisfactory

Comment Code:

+ = Area of strength
No mark = Meets expectations
√ = Needs improvement

c) **Grades 6-7-8**

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

**Behavioral Expectations / Learning Skills Code
(in general and for each subject):**

- 1 = Exceeds expectations
- 2 = Meets expectations
- 3 = Improvement needed
- 4 = Unsatisfactory

Remarks

(for each subject):

As described on the report card,
there is a numbering system for showing
Areas of Strength and Areas for Growth

Comment Code

(for General Behavioral Expectations):

- + = Area of strength
- No mark = Meets expectations
- √ = Needs improvement

d) **Letter Grades in Grades 3-8**

A grade of “A” is awarded to those students who:

1. perform outstandingly on tests, class work, class participation, and homework.
2. take the initiative in their studies to *exceed* requirements.
3. complete appropriate assignments following absences.

A grade of “B” is based on test scores, daily work, homework, appropriate make-up work because of absence, and participation in class activities - all of which are done above average.

A grade of “C” reflects completion of the following: class assignments, tests, homework, class participation, and make-up work after absences - all of which are done at an average/satisfactory level.

A grade of “D” indicates frequent failure to complete class assignments, poor test results, inattentiveness in class, and insufficient participation in class.

A grade of “F” is given when there is absolute refusal to complete assignments, refusal to participate in class work and activities, and poor performance on tests.

e) **FastDirect® - Online Grading Program**

Parents of students in grades 3-8 may view their children's grades via FastDirect®, an online progress gradebook. Online grades may not include all assignments completed within a quarter; teacher discretion will determine which assignments are posted. Teachers will update gradebook entries within two weeks of an assignment's submission date. In the event that a teacher is unable to enter a grade within the two-week period, he/she will notify the parents and principal as to when they may expect to see the grade posted. If parents have questions about gradebook entries, they should encourage the student to contact the teacher directly for clarification and corrections.

The online gradebook will be closed for viewing on the last day of the first three quarters, at dismissal, and will be reopened after the distribution of report cards in the subsequent quarter. The online gradebook will also be closed one week prior to the end of the school year. The closure of the gradebook between quarters allows the teachers time to update entries and to calculate final grades. Parents will not have access to the quarterly gradebook after its closure at the end of a grading period; the only online document parents will have access to after gradebook closure is the quarterly report card.

5. **HOMEWORK**

Homework is an important continuation of school instruction and will be required most days. Students are responsible for recording their homework in an assignment notebook. Homework assignments and books for absent students may be picked up at the office on the day of the absence between 3:00 and 3:30PM (1:30 to 2:00PM on Fridays).

Homework assignments **will not** be provided in advance to students who will be absent from school due to family vacations or travel.

Academic detentions may be assigned to students who consistently fail to complete or turn in homework assignments. Parents will be informed if their child is habitually behind in their homework and therefore eligible for academic detention from that point onward. The detention will occur on the day that an assignment is missed. Students will call their parents to inform them that they will be serving an academic detention that afternoon.

The following are general Archdiocesan guidelines for homework time allotments (for written work, reading time, study time) by grade:

Kindergarten	Two activities
1 st Grade	20-35 minutes
2 nd Grade	30-45 minutes
3 rd Grade	30-45 minutes
4 th Grade	45-60 minutes
5 th Grade	45-60 minutes
6 th Grade	45-60 minutes
7 th Grade	75-90 minutes
8 th Grade	90-120 minutes

6. PROMOTION / RETENTION

Students who have successfully met grade-level expectations will be promoted to the next grade level at the end of the school year. Any decision concerning promotion vs. non-promotion (retention) will be made after considering all evidence related to the child's development (emotional, physical, social, as well as intellectual and academic), collected from a wide range of sources throughout the year. Each case will be considered individually.

The following are minimum procedures for retention for academic reasons:

1. There is consultation between teachers and principal as early as possible in the first semester.
2. A conference is held with the parents no later than the beginning of the second semester to advise them of the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parents are held to evaluate the child's academic progress.
4. Evaluations and reports to parents must indicate failure to achieve minimum objectives in a major subject area.

Students may also be conditionally promoted or assigned. If a student fails to meet grade level expectations and is not being retained, he/she will be *assigned* to the next grade level, rather than promoted.

7. SPECIAL EVENTS / PROGRAMS

a) Community Service:

All students contribute to community service through projects conducted during the year. Many of these projects are seasonal, such as collecting clothing, food, or toys for various agencies during the Christmas season; and visiting nursing homes to sing songs to the elderly. Students are encouraged to perform community service throughout the school year.

b) Geography Bee:

Students in grades 7 and 8 participate in an annual Geography Bee. It is sponsored by the National Geographic Society, and the winner may be eligible to compete in the State Geography Bee in Sacramento.

c) Science Fair:

Students in grades 6-8 design and conduct their own science experiments, and present the results at the St. Brendan Science Fair. The top school winners go on to the San Francisco Science Fair and then the Golden Gate STEM Fair, from which the winners qualify to compete in the California State Science Fair.

d) Service to the Parish:

St. Brendan Parish School is a ministry of St. Brendan Parish. As part of our Catholic school curriculum and faith formation program, all students are encouraged to participate in one or more of the following St. Brendan weekend Mass ministries:

Gift Bearer	Grades K through 5, with family
Greeter	Grade 2 or higher
Choir	Grade 3 or higher
Usher	Grade 3 or higher
Lector	Grade 5 or higher
Altar Server	Grade 5 (after training) and higher
Eucharistic Minister	Grade 8 (after Confirmation)

e) **Speech Program:**

All students in grades 1-8 participate in the school speech program. We want each child to have the opportunity to read good literature; to choose a prose or poetry selection appropriate to one's age level; to memorize the selection well; and to deliver the selection in front of an audience. Finalists recite their selections to the entire student body.

f) **Peacemaker Program:**

Through this program, selected upper grade students (from grades 5-8) will provide lower grade students with a supportive and helpful presence on the play yard during recess and lunch. Specifically, these upper grade Peacemakers will:

- help younger students resolve their conflicts quickly and kindly, using language from our Social-Emotional Learning (SEL) curriculum;
- provide friendly oversight and enforcement of established game rules; and
- help shy or left-out students join in and engage with others.

These upper grade students will serve as Peacemakers for one school year. Each Peacemaker will be asked to serve approximately one time per month. "On-duty" Peacemakers will need to leave class early in order to be available for the lower grade recess, so we want to limit their service commitment to approximately once per month. The Peacemakers will then be responsible for finding out what instruction was missed during their scheduled service, and are expected to be proactive in obtaining missed information and making up missed work or tests.

This handbook and its addenda, together with ALL official communications from the administration, constitute the policies and procedures of St. Brendan Parish School. The administration reserves the right to revise and amend such policies and procedures, as necessary.

ADDENDUM A

Archdiocese of San Francisco

THE CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

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

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

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school administration in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of 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 normally result in a verbal or written warning to the student and/or parent/guardian and normally will 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 campus grounds and/or participate in parish/school activities, volunteer work, etc.)

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

ADDENDUM B

Field Trip Guidelines for Chaperones 2018-2019

Thank You for Volunteering!

We believe that field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Student safety is our paramount concern. All volunteers must have Live Scan fingerprints on file and must have completed the Virtus® online safety program (virtusonline.org) prior to the field trip date.

If you are transporting students in your vehicle, you will need to check the following on your vehicle 24 hours before every field trip. The Auto Safety Check includes but is not limited to:

- A check of the operation of your vehicle – signal lights, brake lights, one seat belt for each child, mirrors
 - A copy of your current driver's license on file at St. Brendan School
 - A copy of your current insurance identification card on file at St. Brendan School
- In case of an accident, the driver, not the district, has the primary liability and the driver's insurance will pay for damages.

Guidelines for Volunteer Chaperones

Before the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, the following general guidelines will help you be a good chaperone. If you have questions regarding these guidelines, please speak to the teacher or the principal. Any guidelines not followed will result in Chaperone dismissal from future field trips.

1. All school rules apply on school-sponsored field trips. Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The chaperone will follow the trip plan developed by the teacher.
2. Students must be supervised at all times while at a school-sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave well and are safe. Students must stay with you, their chaperone, at all times. Check to make sure you know where all students are regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. **Count, count, count your students, all day!**

3. Student behavior is your responsibility. School rules related to student behavior apply. Go over the rules and standards of behavior, safety rules, car rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. You are responsible for student behavior, but it is the responsibility of the teacher to discipline a student who is misbehaving.
4. Chaperones:
 - May not use or possess alcohol or drugs
 - May not use tobacco, e-cigarettes, or vape pens in the presence of, or within the sight of, students
 - May not administer any medications, prescription or nonprescription, to students
 - May not use a cell phone for non-emergency or non-trip-related purposes. It is not acceptable for outside work or reading or texting to be completed while you are supervising students.
 - May not provide or purchase snacks, gifts, toys, etc. unless approved by the teacher (for all the students in the class)
 - May not divert from schedule, and instead must drive *directly* to and from field trip
 - May not divert from schedule, and may not visit gift shops unless pre-approved for all students in the class
5. Siblings and family members may not participate in a school-sponsored field trip. Young children can easily distract you from your primary responsibility of supervising your group of students.
6. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious break of rules, etc.) Know who is first aid trained, where the first aid kit is located, and where your cell phone is. Keep the cell phone contact numbers of the teacher and other chaperones available.
7. Please follow the directions of the docents and guides even if other groups do not.
8. When transporting students, stay with the group; do not make unauthorized stops unless there is an emergency; do not skip planned stops; and make sure that all students have the appropriate safety restraints.

PARENT SIGNATURE PAGE DUE AUGUST 27, 2018

Please sign and return via family envelope:

I acknowledge that I have received the “Field Trip Guidelines for Chaperones,” *have read these guidelines, and agree to comply with the guidelines as a field trip chaperone. I understand that any violation of the guidelines will result in my non-participation for future field trips.*

Family Name (Please Print) _____ Date _____

Parent Signature _____ Cell Phone _____

Parent Signature _____ Cell Phone _____

I have read the 2018-2019 Parent/Student Handbook and agree to follow the school policies and procedures stated.

Family Name: _____

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____