

St. Brendan School

PARENT HANDBOOK

2014-2015

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ST. BRENDAN PARISH SCHOOL
FACULTY AND STAFF
2014 – 2015

<i>Principal</i>	Carol Grewal
<i>Vice-Principal</i>	Jan Donovan
<i>Vice-Principal</i>	David Major
<i>Kindergarten</i>	Karen Leach
<i>Kindergarten</i>	Jennifer Flannery
<i>Grade One</i>	Jan Donovan
<i>Grade Two</i>	Sonia Ino
<i>Grade Three</i>	Michele Armanino
<i>Grade Four</i>	Danielle Russo
<i>Grade Five</i>	Chris Tenhoff
<i>Grade Six</i>	Michael Bolden
<i>Grade Seven</i>	David Major
<i>Grade Eight</i>	Dave Lopez
<i>Reading, Grades 6-8</i>	Renée McHugh
<i>Learning Support Specialist</i>	Ruth Nelson
<i>Librarian</i>	Ruth Nelson
<i>Counselor</i>	Laura Nusbaum
<i>Reading Support Specialist</i>	Kitson Fernandes
<i>Science, Grades 1-5</i>	Amy Stecher
<i>Science, Grades 6-8</i>	Lynne Dowdy
<i>Spanish, Grades 1-3</i>	Beatriz Cortes
<i>Spanish, Grades 4-8</i>	Mary Weng
<i>Mandarin, Kindergarten</i>	Zhang Li
<i>Technology Coordinator/Teacher</i>	Tiffany Proehl
<i>Kindergarten Classroom Aide</i>	Amy Feasey
<i>1st Grade Classroom Aide</i>	Joann Stellini
<i>2nd Grade Classroom Aide</i>	Nina Warda
<i>3rd Grade Classroom Aide</i>	Teresa Ira
<i>4th Grade Classroom Aide</i>	Nina Puccinelli
<i>5th Grade Classroom Aide</i>	Margot Lancellotti
<i>Upper Grades Classroom Aide</i>	Mahgie Murphy
<i>Art Instructor K-8</i>	Mahgie Murphy
<i>Folk Dance Instructor</i>	Jerry Washburn
<i>Music Instructor</i>	Tom McQueen
<i>Physical Education Instructor</i>	Linda Delahunty
<i>Motor Skills Instructor</i>	Liz Browne
<i>Office Manager</i>	Arlene Sawyer
<i>Office Assistant</i>	Steve Do
<i>Alumni/Development Director</i>	
<i>/Receptionist</i>	Suzanne McCarthy
<i>Bookkeeper</i>	Michele Bisho
<i>Extended Care Director</i>	Inés Casallas
<i>Extended Care Assistant Director</i>	Frances Casazza
<i>Extended Care Assistant</i>	Christophe Schlueter

ST. BRENDAN PARISH SCHOOL
2014 – 2015
SCHEDULE / CALENDAR

1. Kindergarten: 8:15AM – 2:45PM Monday through Thursday
8:15AM – 1:30PM Friday

2. Grades 1–8: 8:00AM – 3:00PM Monday through Thursday
8:00AM – 1:30PM Friday

Recess: Kindergarten 9:40AM–10:00AM
Gr. 1–4 10:25AM–10:45AM
Gr. 5–8 10:45AM–11:05AM (to 11:15AM on Friday)

Lunch: Kindergarten 12:00PM–12:30PM
Gr. 1–8 12:50PM–1:20PM (There is no lunch period on Friday.)

3. Minimum Days:

Dismissal for Teacher In-services, which are usually on the fourth Monday each month, will be at 1:00PM. Please consult the monthly calendar for holidays and special dismissal times. On days when the Department of Catholic Schools sponsors a teacher in-service, dismissal will be at 12:30PM.

4. Special Events:

August 28	7:00PM	Parent Information Night (mandatory)
November 4, 5 and 6	3:30PM to 7:15PM	Parent-Teacher Conferences (mandatory)
January 25	9:30AM	Catholic Schools Week Mass
March 1	10AM -12:30PM	Open House

5. Vacations:

November 27 through November 20	Thanksgiving vacation
December 22 through January 4	Christmas vacation
April 3 through April 10	Easter vacation
June 11	Last day of school

6. Liturgies and Prayer Services:

August 27	11:00AM		Faculty Mass
September 5	8:15AM	Grade 8	Mass – Opening of School / First Friday
September 21	8:00AM		Mass – Altar Server Installation
October 3	8:15AM	Grade 5	Mass – Holy Childhood / First Friday
October 26	8:00AM	Grade 8	Mass – Confirmation Class
November 7	8:15AM	Grade 7	Mass – St. Brendan/Pin Ceremony Living/Deceased Mothers' Club Members
November 21	8:20AM	Grade 8	Confessions
November 21	10:00AM	Grade 8	Confirmation
November 20	6:00PM	Grade 2	First Reconciliation
November 26	11:00AM	Grade 4	Mass – School Thanksgiving Celebration
December 5	8:15AM	Grade 3	Mass – First Friday
December 10	8:30AM	Grades 2-8	Confessions
December 19	10:30AM	Grades 1 & 8	Mass – School Christmas Celebration
January 25	9:30AM	Grade 1	Mass – Catholic Schools Week
January 29	9:30AM	Grade 8	Mass – “Our Special People”
February 5	8:20AM	Grade 2	Confessions
February 7	10:00AM	Grade 2	First Holy Communion
February 18	8:30AM	Grade 6	Mass – Ash Wednesday
February 19 - March 31	8:00AM	Grade 8	Mass – Lenten school days
March 11	8:45AM	Grades 2-8	Confessions
April 1	8:20AM	Grades 1-8	Rite of Benediction and Exposition
April 2	11:15AM	Grade 4	Prayer Service – Holy Thursday
May 1	8:15AM	Grade 5	Mass – First Friday and May Crowning
May 14	11:00AM		Mass – Installation of Mothers' Club Officers
May 17	8:00AM	Grade 8	Mass – Grade Eight <u>Parish</u> Graduation Mass
May 28	9:00AM	Grade 4	Mass – Grade Four Mothers' Classroom Mass
June 5	8:15AM	Grade 7	Mass – Grade Eight <u>School</u> Graduation Mass
June 5	5:00PM	Grade 8	Graduation
June 11	9:00AM	Grade 6	Mass – End of School Year

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
2014-2015
TUITION AND FEES

Please be aware that the actual cost to educate each child at St. Brendan School is \$8,914.

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	\$6,575 per year
2 children	\$12,150 per year
3 or more children	\$17,725 per year

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

1 child	\$6,900 per year
2 children	\$12,800 per year
3 or more children	\$18,700 per year

c) Families whose children are non-Catholic:

1 child	\$7,125 per year
2 children	\$13,250 per year
3 or more children	\$19,375 per year

All semi-annual, quarterly, and 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 Fee: \$300.00 per family

This includes general school administration fees, dancing fee, art fee, perceptual motor skills fee, Spanish fee, and physical education fee.

3. Club Dues: \$290.00 per family

This fee (\$145– Men's Club; \$145 – 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: \$200.00 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, FACTS ® fee, FastDirect fees, In-Service and Special Service fees); school library, computer and science lab fees; book rental, purchase of workbooks, classroom supplies, and the student supplies that are given to each child at the beginning of the year.

6. Grade Eight Fee: \$150.00 per child

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

ST. BRENDAN PARISH SCHOOL
2014-2015
EXTENDED CARE FEES

1. Full-time care:

- | | |
|--------------------------|------------------|
| a. One child | \$2,500 per year |
| b. Each additional child | \$1,500 per year |

2. Part-time care:

Each child \$7 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 a 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 care for one child is \$2,500.00 per year which must be paid over a ten month period using our FACTS Management system. Each additional child in the family is charged \$1,500.00 per year. Part-time care on an hourly basis is \$7.00 per hour or portion thereof.

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.

Part-time and 7th & 8th graders' fees are also due on the fifth of the month.

ST. BRENDAN PARISH SCHOOL

MISSION STATEMENT

St. Brendan Parish School is committed to providing the highest quality Catholic education for each student. Combining deep-rooted traditions and current best practices, we are 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 an active Christian, responsible individual, life-long learner, effective communicator, and problem solver.

PHILOSOPHY

We, the faculty and staff of St. Brendan 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 a right to learn of God's love and concern.

We believe that the student has a right to develop intellectually according to the student's 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 the student 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 School, view education as an integral part of life, not merely as a process of gaining information.

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

ST. BRENDAN PARISH SCHOOL

STUDENT LEARNING EXPECTATIONS

The students of St. Brendan School are:

1) Active Christians who:

- a) Study and understand the basic foundations and teachings of the Church
- b) Participate actively in Masses and liturgical celebrations
- c) Develop a personal and spiritual relationship with God using formalized and spontaneous prayer
- d) Make moral decisions which reflect Gospel teachings and values
- e) Show respect, tolerance, and compassion for others through words and actions

2) Life-Long Learners who:

- a) Demonstrate a thorough understanding of the basic concepts in all subject areas
- b) Participate actively in their own learning, including bringing life experiences to the classroom
- c) Use age-appropriate study skills and habits
- d) Investigate and make informed decisions, including those affecting physical and mental well-being
- e) Are well-rounded individuals who participate in extra-curricular activities
- e) Transfer and apply academic information between subject areas and to real life experiences
- g) Seek out independent learning opportunities
- h) Think independently and are confident in their individuality and their ideas
- i) Respect themselves

3) Problem-Solvers who:

- a) Evaluate their own work, recognize weaknesses, and set personal goals for progress
- b) Use effective time-management skills
- c) Work independently and collaboratively to find solutions and to complete projects
- d) Resolve conflicts peacefully, respectfully, and in a timely manner
- e) Analyze and evaluate information
- f) Cope with life's challenges using a variety of effective strategies

4) Effective Communicators who:

- a) Express ideas clearly and effectively in oral and written form
- b) Listen attentively, openly, and respectfully to the ideas of others
- c) Utilize technology for research, communication, and creative expression
- d) Demonstrate manners, social grace, and poise in all situations
- e) Have the confidence to speak before a group

5) Responsible Individuals who:

- a) Know their rights and responsibilities, and are accountable for their actions
- b) Support and encourage their fellow students
- c) Respect and seek to understand the beliefs and traditions of other cultural and ethnic groups
- d) Stay informed about community, environmental, and global issues
- e) Volunteer time and effort for school, parish, and community projects

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 and the Western Association of Schools and Colleges.

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

E-mail 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, 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, and athletic and other school-administered programs.

Kindergarten applications are available from the school office. Individual meetings with children and parents are scheduled at the end of January and the beginning of February. Parents are notified about acceptance by the first week of March. 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 is given to families with children already in the school; then to Catholic families who have been active, registered, contributing members of our parish for at least one year prior to applying to our school; then to other Catholic families. We are happy to accept non-Catholic families if space permits.

Regarding children with disabilities, please refer to *Addendum F* of this Handbook.

3. ATTENDANCE

Absences: Please call the office between 7:30AM and 9:00AM each day your child is absent. A written excuse dated and signed by the parent or guardian is required on the day of the student's return following an absence. A doctor's note is required on the day of a student's return following an absence of three or more consecutive days.

Extended Absences: Absences for family vacations at times other than regular school holidays are strongly discouraged. No assignments or tests will be provided in advance, and teachers are not required to give make-up tests or assignments for absences due to vacations.

Medical: A written note is necessary to release your child for a medical or dental appointment during the school day. This note should be addressed to the office. 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 and listed 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. A written excuse from the parent shall be required at the beginning of the next day.

4. CELL PHONES/SMART PHONES

Cell phones/smart phones 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/smart phones with permission from the adult in charge. School personnel have the right to confiscate cell phones if students are found in violation of the above policy. Phones 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.

5. 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.

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.

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. Parents are notified well in advance of the dates for conferences and given some choice of the day and time.

a) Individual Conferences

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.

b) Phone Calls

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

c) E-mail

A teacher will return a parent e-mail as soon as possible.

6. 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 and 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.

7. 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-3, 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 4-8, 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 if the student
- § fails to adhere to the Code of Christian Conduct (*Addendum A*)
 - § fails to complete classroom or homework assignments
 - § fails to show up for altar serving when assigned
 - § fails to show up for traffic patrol when assigned
 - § displays inappropriate conduct in the classroom or while in 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 has 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.

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 week.

- 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.

8. 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 six o'clock. 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. Please refer to *Addendum M* for further details of our extended care program.

9. FAMILY ENVELOPES

Family envelopes are 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. Please list 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.

10. FINANCIAL OBLIGATIONS

The current tuition and extended care fees and payment schedules are located on pages iv and v of the Handbook. All families must sign a tuition agreement every year (see *Addendum J*). 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.

11. 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.

A driver for field trips must have a copy of his/her driver's license and current insurance information on file in the school office. In addition, each driver must complete the pertinent comprehensive online Safe Environment education programs, found on the Law Room website www.shieldthevulnerable.org or through a link on the school's website. The certificate completion must also be on file in the school office. A list of the child safety training program along with a cover letter from the Archbishop, is included as *Addendum K*.

12. FUNDRAISING

a) The Annual Fund

St. Brendan Parish School has in place 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.

a) Parent Club Fundraisers

Throughout the year, the Mothers' Club and Men's Club have many fundraising activities, from the Christmas Boutique and 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.

13. 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 to treatment in a school environment 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.

14. 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.

Each child attending St. Brendan Parish School must sign the St. Brendan School Policy and Parent/User Contract Pertaining to the Acceptable Use of Internet and Electronic Information Resources (see *Addendum G*) in order to use the computers and participate in internet class activities. Parents/Guardians are also required to sign this agreement. 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. Tell your children 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 where the children are 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, let your children know the importance of its proper use.

15. LUNCHES

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. No cans or glass bottles may be brought to school.

16. MEDICAL POLICIES

A written note must be sent to the office by the parent if a student must leave school during the day (doctor's appointment, etc.). The office will notify the teacher. Parents must sign the student out through the school office, at which time the student will be called over the intercom. 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.

If a student is absent from school or is unable to participate in a PE class due to illness or injury, the child may not participate in any school-sponsored sporting activity that day.

17. 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 with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To 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.

18. RIGHT OF PARENTAL ACCESS TO RECORDS

Parents have a right of access to all student records related to their children 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.

19. 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.

- Earthquake Drills:** The school participates in local earthquake drills as well as regular school drills.
- Fire Drills:** In addition to school practice, the San Francisco Fire Department conducts unannounced fire drills each month throughout the school year.
- Lockdown Drills:** The school participates in lockdown drills at least twice a year.
- 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.

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.

- 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, other than eighth graders, should enter the building through the shelter door on Ulloa Street that leads to the schoolyard – not 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, nor 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 for just a minute*. Also, 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.

20. SPENDING MONEY AT SCHOOL

Money brought to school should be the exact amount needed for the day – ice cream money, bus money, mission money, etc. No student should have large amounts of money (in excess of \$10) at school with him or her.

21. 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.

22. UNIFORM REQUIREMENTS

a) Girls' Uniform Requirements:

White short sleeve blouse with Peter Pan collar (Grades K-4)

White short sleeve hemmed over-blouse 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 with 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.

Neat hair style: Hair must be neatly combed at all times. No artificial coloring or extreme hairstyles allowed.

*** No makeup or colored fingernail polish**

*** No earrings, except small post earrings**

b) Boys' Uniform Requirements:

- * **Plain white undershirt** (T-shirt)
White short sleeve shirt
Grey 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 slip-over 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 with NON Marking outsole.* Grades 1-8 must have tie shoes; Velcro closure permitted in kindergarten only.
Solid white or black crew socks
School tie for boys in seventh and eighth grade to be worn on formal dress occasions such as school Masses.
- * **Neat haircut:** Conservatively styled, trimmed around the ears, not touching the back collar or obscuring vision. No artificial coloring or extreme hairstyles allowed.

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 clean shirts and blouses when needed and making sure that uniform requirements are met each day. The uniform is your child's *professional* clothing.

The items marked with an asterisk (*) are items we would like you to check especially EACH day. If your child looks his or her best, we can expect his or her best work. Thank you for your daily cooperation.

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, tank tops, shorts (unless previously approved by the principal), extra short skirts/dresses, low-rise jeans, 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.

23. 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 during the school day without prior approval from the office. Appointments with teachers must be made in advance.

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
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. In addition, students will not be eligible if they receive any "Areas for Growth" remarks on the report card dealing with conduct or effort.

b) Awards at Graduation

- 1) **Academic Subject Awards** are presented to one student in each subject area who has demonstrated a superior mastery of that academic field.
- 2) **Certificates of Academic Excellence** are presented to those students who have achieved first honors for all eight quarters of their seventh and eighth grade years.
- 3) **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 accomplishments in all subject areas, it is understood that this student will not be considered for individual academic subject awards.
- 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 teacher and principal. These students are honor students who have also achieved athletic success.
- 5) **Monsignor Cummins Award** is given to one 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; 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**

- 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 a school year.
- 2) **Bear Award** is presented to one boy and one girl from eighth grade who have displayed spirit and sportsmanship throughout their seasons in St. Brendan sports.
- 3) **Sr. Diane Erbacher Sports Award** recognizes the athleticism and good sportsmanship of one eighth grade girl who has played every school sport from grade four through eight.
- 4) **Brian Duddy Sports Award** recognizes the athleticism and good sportsmanship of one eighth grade boy who has played every school sport from grade four through eight.

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 (inclusive of the social and emotional learning (SEL) and Family Life programs), social science, language arts (inclusive of listening, speaking, reading, and writing), mathematics, science, Spanish (1-8), Mandarin (kindergarten) technology, physical education (inclusive of dancing and motor-skills), and fine arts (art and music).

3. **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 report card,
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) Online Gradebook

Parents of students in grades 4-8 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. This closure of the gradebook between quarters will allow 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. Please refer to *Addendum L* for more details.

4. HOMEWORK

Homework is an important continuation of school instruction and will be required most days. Students are responsible for recording their homework in a homework notebook. Homework assignments and books for absent students should 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 by grade:

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

5. 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 facts 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.

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.

6. SPECIAL EVENTS / PROGRAMS

a) Altar Service:

As part of our Catholic school curriculum, all older students (beginning mid-sixth grade year) are required to be altar servers for Masses and special services at St. Brendan Church. Faithfulness of service is a significant component of the student's religion grade, and those who consistently meet their altar serving obligations will attend a picnic at the end of the year.

b) 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.

c) 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.

d) Open House:

St. Brendan Parish School's Open House is held on either the first or second Sunday in March, from 10:00AM – 12:30PM. We invite students and their family members, parishioners, friends, and families interested in sending their children to our school, to visit the classrooms and see examples of students' daily work as well as special projects. This is also a day that many alumni come to visit teachers and to meet old friends.

e) Science Fair:

Students in grades 6, 7, and 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 Bay Area Science Fair, from which the winners qualify to compete in the California State Science Fair.

f) 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.

e) Recess Peacemaker Program:

Through this program, selected upper grade students (in 5th, 6th, 7th and 8th grades) will provide lower grade students with a supportive and helpful presence on the play yard during recess and lunch.

Specifically, the upper grade Peace Makers 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 to join in and engage with others.

Selected students will serve for one school year. Each Peace Maker will be asked to serve approximately one time per month. “On-duty” Peace Makers will need to leave class early in order to be present for the lower grade recess, so we want to limit their service commitment to approximately once per month. Peace Makers will be responsible for finding out what instruction was missed during their scheduled service and are expected to be proactive in making up missed work or tests, and obtaining missed information.

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

Last revised August 2014

PARENT SIGNATURE PAGE

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

I have read the 2014/2015 Parent/Student Handbook and agree to follow the school policies and procedures stated.

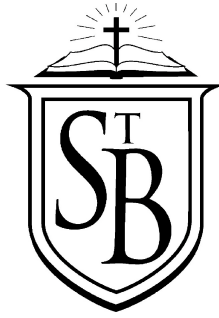
Family Name: _____

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____



St. Brendan School

**PARENT HANDBOOK
ADDENDA**

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 parent/guardians include, but are not limited to, all school-sponsored program 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.

**UNIVERSAL MEDICAL INFORMATION/ EMERGENCY CONTACT
RELEASE AND CONSENT FORM**

School: **St. Brendan School**

Year: **2014-2015**

Name of Student (Last, First, Middle) _____

Grade: _____ Teacher Name: _____

Student Address:

Street _____ Apartment _____

City _____ State _____ Zip _____

Home Telephone: (____) _____

Siblings at school:

Name	Grade	Teacher
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Student lives with (check all that apply):

Mother

Father

Guardian(s) (specify): _____

Father's **Legal Guardian's Information:**

Name (Last, First) _____

Work Address:

Street _____ City _____ State _____ Zip _____

Home Address (If Different from child's):

Street _____ City _____ State _____ Zip _____

Home Phone (If Different from child's): (____) _____

Work Telephone: (____) _____ Mobile phone: (____) _____

Mother's **Joint Legal Guardian's Information:**

Name (Last, First) _____

Work Address:

Street _____ City _____ State _____ Zip _____

Home Address (if different from child's):

Street _____ City _____ State _____ Zip _____

Home Phone (if different from child's): (____) _____

Work Telephone: (____) _____ Mobile Phone: (____) _____

**UNIVERSAL MEDICAL INFORMATION/ EMERGENCY CONTACT
RELEASE AND CONSENT FORM**

Emergency Contacts:
Name and Address

Telephone Number(s)

1. _____
2. _____
3. _____
4. _____

Student Medical Information:

Primary Physician:

Name

Address Telephone

Emergency Physician:

Name

Address Telephone

Medical Conditions: (e.g., diabetes, epilepsy, heart conditions, etc.)

Disabilities: _____

Allergies: (e.g., hay fever, strawberries, peanuts, etc.) _____

Medications: _____

Allergies to Medications: _____

Medicines to be Self-Administered by the Child: (See Below): _____

Dosage: _____ Frequency: _____

Medicines to be Administered by the School (IF parents/guardians and school both agree that school shall do so; see below): _____

Dosage: _____ Frequency: _____

DATE: _____

SIGNED: _____

PRINT NAME: _____

RELATIONSHIP TO CHILD: _____

**MEDICAL RELEASE AND
CONSENT TO TREATMENT OF CHILD**

I am a parent or legal guardian of [INSERT NAME OF CHILD], ("my child") who is a student at **St. Brendan Parish School, San Francisco** I have read, understood and consent to the following concerning my child:

1. First-Aid/Emergency Treatment: Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The "emergency physician" listed above; 2) the "primary physician" listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.

2. Medical Supervision/Administration of Medicines: I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this consent below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this consent below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child's name and doctor's instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.

3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties: Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.

4. Gathering, Use and Release of Medical Information: Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. **I understand that this information will be requested,**

Updated 5/9/03

Addendum C-1

**MEDICAL RELEASE AND
CONSENT TO TREATMENT OF CHILD**

gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.

5. School Athletics: As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law

NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.

THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM

In consideration of the arrangement indicated in this consent, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.



Signature of School Principal

GENERAL TERMS OF PARENTAL CONSENT

1. General Terms of Parental Consent:

CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.

THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 9, 2012. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY THE PARENTS. HOWEVER, IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.

I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.

I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.

DATED: _____

Signed: _____

Print name: _____

Relationship to child: _____

SCHOOL COUNSELING RELEASE FORM

1. Psychological and Educational Information:

Please Note: No psychological testing or counseling other than ordinary educational programs and procedures will be provided to any student unless a parent/guardian has first given consent.

I understand that counseling services offered through the School, if any, are primarily short-term, temporary services aimed at the more effective education and socialization of my child within the school community, and to provide the means for teachers and the School Administration to serve my child and the school community more effectively. These services may involve the individual participation of my child, or the participation of my child in conjunction with family, teacher(s) and/or the School Administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for my child. I hereby give my consent for my child to receive counseling services through the School on these terms.

Because these School Counseling Services are primarily intended to serve my child as a member of the school community, in addition to circumstances otherwise allowed or required by law I authorize the counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of my child, my child's teacher(s), the school principal or other school administrators. Such information will be used only for the purposes of facilitating the education or socialization of my child or of the School community.

Date: _____

Parent/Guardian's Signature: _____

CHILDREN WITH DISABILITIES RELEASE FORM

1. Children with Disabilities:

Please Note: The School is not able to accept students with disabilities unless this release is given.

I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, or other things. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the School Administration

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school which arise out of or relate to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of Archdiocese, excepting only such injuries or damage resulting from Archdiocese's willful misconduct.

INITIALS OF PARENT/GUARDIAN: _____

**ST. BRENDAN SCHOOL PARENT/USER CONTRACT PERTAINING TO
THE ACCEPTABLE USE OF INTERNET AND ELECTRONIC
INFORMATION RESOURCES**

St. Brendan School strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such service is to promote educational excellence by facilitating resource sharing, innovation and communication. St. Brendan School will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service accessed through St. Brendan School. However, users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to effectively control the content of data and it is the **user's** responsibility to not initiate access to such material. St. Brendan School will designate a member of the professional staff to serve as system administrator.

CONTRACT

Please read this document carefully. When signed by you (the user) and your parent/guardian, it becomes a legally binding contract. We must have your initials where indicated and you signature and that of your parent/guardian before we can provide you access to the Internet.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to disciplinary action. The use of the information system is a privilege and not a right. Inappropriate use may result in cancellation of those privileges. The administration of St. Brendan School may require that the System Administrator deny, revoke or suspend use to students who have violated these privileges. The school administration will decide what is appropriate use and their decision is final.

Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes but is not limited to such actions as:

- using the network for any illegal activity, including violation of copyright or other contracts
- use of the information services for commercial activities for profit or product advertising
- degrading or disrupting equipment or system performance
- vandalizing the data of another user
- wastefully using finite resources
- gaining unauthorized access to resources or entities
- invading the privacy of individuals
- using an account owned by another user without authorization
- posting personal communications without the author's consent
- posting anonymous messages
- placing unlawful information on a system
- using abusive or otherwise objectionable language
- sending messages that are likely to result in the loss of recipients' work or systems
- sending "chain letters", "broadcast" or "chat" messages to a list of others
- political lobbying
- any other use which would violate the policies of St. Brendan School concerning proper student conduct and/or which would violate the teaching of the Roman Catholic Church.

Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the System Administrator. *I have read and understand this page.*

User _____ Parent/Guardian _____

OTHER TERMS AND CONDITIONS OF THIS CONTRACT

1. **Personal Responsibility.** I will accept responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse can come in many forms and includes vandalism, theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.
2. **Acceptable Use.** The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of St. Brendan School.
3. **Netiquette.** You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - a. BE POLITE.
 - b. USE APPROPRIATE LANGUAGE.
 - c. PRIVACY. Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues.
 - d. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others. Do not tie up the network with idle activities, play interactive games or download huge files.
4. **Services.** St. Brendan School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. St. Brendan School specifically denies any responsibility for the accuracy of information obtained through Internet electronic information services.
5. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the System Administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system.
ST. BRENDAN SCHOOL RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.
6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and disciplinary action as outlined in the student handbook.

St. Brendan School has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school's behavior code.

I have read and understand this page.

User _____ Parent/Guardian _____

Addendum 6-2

**ELECTRONIC RESOURCES CONTRACT
REQUIRED SIGNATURES**

This contract shall remain in effect so long as user is enrolled at St. Brendan School and/or is otherwise provided access to an information service accessed through St. Brendan School.

STUDENT: I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my computer use privileges and appropriate legal action.

User Name (Please Print) _____

User Signature _____

PARENT OR GUARDIAN: Students must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read and agree to abide by this contract and understand that it is designed for educational purposes. I understand that it is impossible for St. Brendan School to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the network. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my child's computer use privileges and appropriate legal action. I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent of Guardian Name (please print) _____

Signature _____

Date _____

PRINCIPAL C. G. G.

Photo Permission Slip

Mark each section on each side of form and then sign

For Use of Student's Image on Printed Materials

(Including, but not limited to: School Newsletter, School Brochure, School Calendar, and Annual Fund Brochure)

The school newsletter, *The Voyager*, contains pictures and articles about school activities. This newsletter is distributed to current school families, school grandparents, alumni, parents of alumni, former faculty members, parishioners, and other supporters of the school. Captions or text identify students, parents, and faculty members.

Brochures such as the general school informational brochure and the Annual Fund brochure include pictures of students, but in these brochures the students are not identified either by name or grade. These publications are distributed to the school communities listed above and, in the case of the informational brochure, to those who have expressed an interest in enrolling their children in our school. None of these publications are distributed indiscriminately to the general public.

Please indicate below whether or not the school has your permission to use pictures of your child in these printed publications. *(Please note this permission is separate and distinct from the photo permission relating to internet usage, below.)*

Yes, St. Brendan School has my permission to use a picture of my child in printed publications for distribution within the school communities listed above. I understand that my child may be named, but the publications are not for general public distribution.

No, I do not wish pictures of my child to be used in printed school publications.

For Use of Student's Image on St. Brendan School Web Site

(<http://www.stbrendansf.com>)

At some time during the academic year, your child's photo may be taken to be included on the St. Brendan School Website. ***At no time will any child's image be identified on the website.*** It is important that we keep a record on file that you have granted/have not granted permission for your child's image to appear on the website.

Yes, St. Brendan School has my permission to use pictures of my child on the school website. I understand that my child will not be named or identified on the website.

No, I do not want pictures of my child used on the school website.

Complete other side of page as well please

Addendum H-1

For Use of Student's Image In Any Classroom Related Video Project

(Short film creations for classroom/computer projects or short videos viewed on SBTV – all to be viewed and kept within St. Brendan School)

During the duration of your child's time at St. Brendan School, they will be part of the creation of video class projects. These projects may be in reenactment, group projects, school interviews, or a variety of other video creations. Classroom projects will only be shown within St. Brendan School property and given to the students who are involved in the creation of the video.

Throughout each school year, the crew of SBTV creates videos to be shown on SBTV. These may range from interviews, class projects, to re-enactments. All videos created for SBTV are only shown on SBTV and do not leave St. Brendan School property.

Yes, St. Brendan School has my permission to use the image of my child in short film creations for classroom/computer projects or short videos to be viewed on SBTV. I understand that all video creations will be viewed only at St. Brendan School and will only be distributed to students who were involved in the creation of the video.

No, St. Brendan School may not use the image of my child in short film creations for classroom/computer projects or short videos to be viewed on SBTV. I understand that my child will not be included in any videos, however if the project is for a technology grade, they will be required to participate in a manner that will enhance and demonstrate their skills without being video taped.

For Use of Student's Image on St. Brendan School Facebook Page

(<http://www.facebook.com>)

At some time during the academic year, your child's photo may be taken to be included on the St. Brendan School Facebook page. ***At no time will any child's image be identified on the Facebook page.*** It is important that we keep a record on file that you have granted/have not granted permission for your child's image to appear on the website.

Yes, St. Brendan School has my permission to use pictures of my child on the school Facebook page. I understand that my child will not be named or identified on the Facebook page.

No, I do not want pictures of my child used on the school Facebook page.

Before signing this section, please make sure you have checked off one of the boxes in EACH of the previous four sections

CHILD NAME

GRADE

CHILD NAME

GRADE

CHILD NAME

GRADE

CHILD NAME

GRADE

PRINT PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

Addendum H-2



ARCHDIOCESE OF SAN FRANCISCO

REAL PROPERTY SUPPORT CORPORATION

1301 Post Street, Suite 102, San Francisco, CA 94109-6667 (415) 292-0800 Fax (415) 292-0805

School Parents and Students ASBESTOS NOTIFICATION

August 2014

Dear School Parents and Students:

This letter is to advise you that the Archdiocese of San Francisco and your school have participated in a program to identify and control asbestos-containing materials in your school buildings. This program is being conducted under the Federal Asbestos Hazard Emergency Response Act (AHERA) of 1986 and the Asbestos Containing Materials in Schools Rule of 1987 (40 CFR 763).

Inspection of your school during the summer of 1988 and subsequent 3-year re-inspections revealed that there are materials containing asbestos in the building(s). Specific locations in which asbestos was found in your school buildings are detailed in an asbestos inspection report, which was prepared for your school and which is available for examination in the school office.

The Archdiocese has prepared an operation and maintenance plan intended to minimize the risk to the students from airborne asbestos. As part of this plan, the Archdiocese has repaired and/or removed any damaged asbestos contained in building materials and has undertaken a long-term management program, including removal of asbestos materials in locations where such materials might be damaged and asbestos fibers might be released.

A copy of the approved Asbestos Management plan will be made available for inspection by you or your parent-teacher representatives and individual teachers.

Copies of the overall Asbestos Management Plan for the Archdiocese, including those portions of the plan applicable to this school, will be made available for examination from 8:30 AM – 4:30 PM, Monday through Friday, excluding holidays at your school office or at the Archdiocese's Real Property Support Corporation's Building & Construction office located at 1301 Post Street-Suite 102, San Francisco, CA 94109. Copies of the management plan may be obtained from the Archdiocese for a reasonable cost. Please contact your school office or the RPSC's Building & Construction Office at 415-292-0800-Ext. 4 for plan availability, cost of copies, and time required obtaining copies.

Addendum I-1

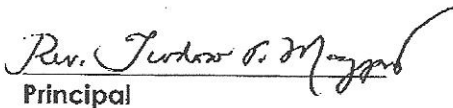
To School Parents and Students
August 2014
Page 2

As part of the Management Plan, periodic surveillance and three year re-inspections will take place to maintain a current inventory of the locations and condition of the asbestos containing materials.

In order to assist your school and the Archdiocese in the maintaining the protective covers on the existing asbestos materials and reducing risk of exposure to students and school staff, we request that students not damage any material labeled as containing asbestos and do not enter areas with signs warning that asbestos is present. In the case of younger students, we request that parents discuss the importance of not disturbing any material marked with asbestos warning labels.

The Archdiocese is committed to a program to reduce the risk of exposure to our students from airborne asbestos. We appreciate your help in our efforts to maintain a safe and healthy environment in our schools.

Sincerely yours,


Principal

Principal



Ms. Maureen Huntington
Superintendent of Catholic Schools
Archdiocese of San Francisco
Catholic Schools Department



Pastor



Steve Kalpakoff
Director of Building & Construction
Archdiocese of San Francisco
Real Property Support Corporation

PARENT AGREEMENT

1. I have read, understand and agree to the **2014-2015** tuition and fee schedule; criteria for tuition rates; and related expectations for parental support of St. Brendan School.
2. I understand that the St. Brendan School Tuition Policy requires the following:
 - a. All tuition payments are paid via automatic deductions to FACTS Tuition Management Company, unless you choose to pay the entire tuition in full before August 1, 2014.
 - b. Tuition is due either on the fifth or the twentieth of the month unless special arrangements have been made through FACTS Tuition and the administration of the school
 - c. At the end of the quarter, the Principal will consider dropping from the enrollment list the names of families who:
 - i. have made no payment toward a delinquent account; and/or
 - ii. have made no effort to discuss the problem with the Principal/Pastor/Finance Committee.
 - d. Families with delinquent accounts will not be allowed to re-register for the following school year.
 - e. Parents will be held responsible for reasonable attorney fees and collection costs necessary for collection of any amount not paid when due.
3. I expressly authorize St. Brendan School to release my tuition account along with other necessary records (e.g. transcript) which is requested by any public and/or private school, local credit bureau, collection agency, or any school official, employee or agent who has a legitimate educational or legal interest in the information.
4. All policies, terms and conditions, as set forth in the St. Brendan School Handbook are incorporated by reference and made a part of this agreement.
5. I understand that if I withdraw my child/ren between the first day of school and January 1, I am responsible for half of the full year's tuition amount. I also understand that if I withdraw my child/ren after the first of January, I am responsible for the full year tuition amount
6. Graduating students whose families do not fulfill all requirements of their tuition plan may not be eligible to participate in the school sponsored graduation celebrations or ceremonies and the diploma may be withheld until all contractual obligations are satisfied. All contractual obligations must be completed no later than June 1, 2015.
7. I agree to pay fees designated by the school by July 15, 2014.
8. I agree to pay \$ _____ tuition in (Mark one)

One installment	Two installments	Four installments	Ten installments	Eleven installments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Principal

Signature of financially responsible parent

Name of Child

Grade in Sept. 2014

Address (for billing)

Name of Child

Grade in Sept. 2014

City and Zip

Name of Child

Grade in Sept. 2014

Home phone with area code

Addendum J



THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF THE ARCHBISHOP

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 (415) 614-5500

July 8, 2013

My dear friends,

I am pleased to announce the continuation of the programs listed below for training our children in both parishes and schools on ways to help keep themselves safe.

"Talking about Touching", used for pre-K through third grade, is a program written and marketed by Committee on Children. We believe it is the leading experience based program of its kind and have used it successfully since 2008. It is a general safety program, taught in the classroom by our teachers and catechists.

In grades four through twelve, thanks to our friends at ShieldtheVulnerable, a service of LawRoom, Inc., we now offer a different course for each grade level. We ask that these courses be overviewed by the teacher/catechist with the class, then the student takes the course on-line on their own, preferably with the help of their parents. When all have completed the course, the teacher/catechist is asked to provide a closure session, summarizing the major points, and offering an opportunity for questions and comment.

<i>Course</i>	<i>Grade</i>
Safety Smarts for Kids	4
Block the Bully	5
Be Safe, Stay Safe	6
Bullying, Not Cool	7
Digital Citizenship	8
Teen Safety	9
Dating Abuse	10
CyberSafety	11
You're Legal, What Now?	12

We continue to affirm parents as the first educators of their children. All of the programs listed above offer opportunities for parental involvement. Questions or comments about the programs should be forwarded to Deacon John Norris by email at norrisj@sfarchdiocese.org.

Thank you for all that you do to implement these programs and to keep our children safe.

Sincerely yours in our Lord,

Most Reverend Salvatore J. Cordileone
Archbishop of San Francisco

Addendum K-1



SAFE ENVIRONMENT PROGRAMS Archdiocese of San Francisco

- **“Recognize, Report and Prevent Child Abuse”**

This is an individualized, interactive online training course that educates Archdiocesan employees and volunteers who have on-going, unsupervised contact with minors on how to recognize signs of abuse and neglect and to be able to protect children. This is found on the Law Room website, www.shieldthevulnerable.org.

- **Child Safety: “Talking About Touching”**

This curriculum is designed for children Pre-Kindergarten through Grade 3. Teachers and parents learn to provide children with skill practice and common safety rules. Children are taught who and how to ask for help when feeling unsafe or uncomfortable.

- **“Kid Safety”: (Online courses)**

These online courses are designed for Grades 4 through 8. Kids will learn how to identify different types of harm and how to get help, grow in understanding themselves and others, set personal boundaries and how to practice safe internet use.

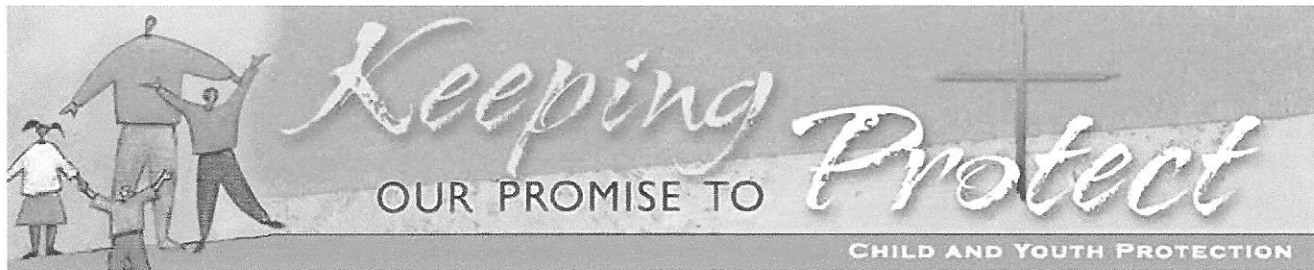
These courses can be found at www.shieldthevulnerable.org.

- **“Teen Safety”: (Online courses)**

These individual, interactive online courses are available for Grades 9 through 12. Youth in our parish/school programs will learn to identify different types of harm, deal with physical and sexual violence, enforce personal boundaries, use the internet safely, understand relationships with others, reject negative media influences and know the importance of respecting the dignity of self and others.

This course can be found at www.shieldthevulnerable.org

6/17/2010



**Archdiocese of San Francisco
Safe Environment Education Programs**

<i>Participant</i>	<i>Program</i>
<p align="center">CLERGY (Priests and Deacons)</p>	<p align="center">Recognize, Report & Prevent Child Abuse</p> <p align="center">www.shieldthevulnerable.org</p>
<p align="center">STAFF (Paid Employees)</p>	<p align="center">Recognize, Report & Prevent Child Abuse</p> <p align="center">www.shieldthevulnerable.org</p>
<p align="center">VOLUNTEERS</p>	<p align="center">Recognize, Report & Prevent Child Abuse</p> <p align="center">www.shieldthevulnerable.org</p>
<p align="center">CHILDREN (Preschool – Grade 3)</p>	<p align="center">Child Safety: “Talking about Touching” Classroom instruction</p> <p align="center">www.cfchildren.org</p>
<p align="center">KIDS (Grades 4 – 8)</p>	<p align="center">Kid Safety Online courses</p> <p align="center">www.shieldthevulnerable.org</p>
<p align="center">TEENS (Grades 9 - 12)</p>	<p align="center">Teen Safety Online courses</p> <p align="center">www.shieldthevulnerable.org</p>
<p align="center">PARENTS</p>	<p>Child Safety: “Talking About Touching” hand-outs and meetings are provided by each school/parish. Parents may take the Kid and Teen Safety online courses at no additional charge.</p>

6/2010

Addendum K-3

Fast Direct Guidelines

The point of an online progress gradebook is to convey a constant flow of pertinent information to parents about student academic performance while avoiding the usual delays of traditional progress reports. This instant access also creates unique challenges for students, teachers and parents. The guidelines below have been written to address these challenges.

First, parents should consider the fact that assignments, tests, projects, classroom activities, and other instructional practices (known as events within the gradebook application) are designed as objectively as possible to determine a student's mastery of a particular concept over time. A student's demonstrated performance and the time taken to reach mastery are major factors in the determination of a grade.

Second, online grades may not include all assignments completed within a quarter, and teacher discretion will determine which assignments are posted. In addition, teachers will update gradebook entries within two weeks of an assignment's submission date. If parents have questions about gradebook entries, they should encourage the student to contact the teacher directly for clarifications and corrections. We ask parents to follow the guidelines below when viewing grades online.

ONLINE GRADEBOOK GUIDELINES

1. Some assignments may be graded quickly and may appear daily in a student's gradebook. However, other assignments, such as essays, longer written exams and projects, will be posted within two weeks of their submission dates.
2. Do not be alarmed by a single bad grade or a series of grade fluctuations unless a troubling pattern becomes evident. The online gradebook is a snapshot in time. Grade point averages may vary from day to day and week to week.
3. Errors to the gradebook entries may occur but can be corrected once brought to the teacher's attention.
4. Viewing the gradebook daily may result in anxiety for parents and students. Unless a student has a chronic problem with the completion of assignments, or has a history of performing poorly on tests, it is advisable to view the gradebook weekly rather than daily.
5. Parents should encourage their children to become their own best advocates and have them contact the teacher directly. When questions arise about entries, parents should try to obtain as much information as possible from the student if they need to contact teachers. Students can often convey information more quickly than teachers can. In addition, avoid asking the teachers questions that are best answered by the students. For example, 1) Why didn't Jane do her homework? 2) Why did John get an "F" on his test? If questions remain, check the teacher notes attached to the grades for additional information.

6. Parents of students who have been absent should check the gradebook to determine whether or not makeup work has been completed. Entry categories without grades (Ab, 0, or blank) may be an indication of work that has not been completed. It is the student's responsibility to complete makeup work; failure to do so may result in lower grades.

7. The online gradebook will be closed on the last day of each quarter at dismissal and will be reopened after the distribution of report cards in the subsequent quarter. This closure of the gradebook between quarters will allow 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 ten- week grading period; the only on-line document parents will have access to after gradebook closure is the quarterly report card.

8. Deficiency notices in effort and in conduct will continue to be sent home; however, due to the on-line access to the teachers' gradebooks, deficiency notices in subject areas (i.e., Religion, Literature, Spelling, Math, English, Science and Social Studies) will no longer be sent home.

EXTENDED CARE GUIDELINES and OBJECTIVES

OUR GOAL

The overall goal of 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 after school until six o'clock each school day. Through a wide variety of activities, the children experience leisure time, organized sports activities, crafts, free play, and time for study and homework. Respect, kindness, tolerance, and good manners are developed and encouraged. Each child is expected to be responsible for their actions.

PROCEDURES FOR THE EXTENDED CARE PROGRAM

REGISTRATION

Each child must be registered with the program and pay the administrative fee to attend the program. An emergency form must be on file with the director of the program.

SIGN IN/SIGN OUT

Each child must sign in at the end of the school day when he/she comes to Extended Care. The child's card is stamped at that time showing he or she has signed in. Parents must sign their child out and note the pick-up time on the card. All students must be picked up by 6:00 PM. A late fee of \$5.00 for the first fifteen minutes after 6:00 PM, and \$1.00 per minute thereafter, will be imposed if a child is not picked up on time. In the event that a child is not picked up by 7:00 PM, and no contact has been made with the Extended Care Personnel, the child will be brought to Taraval Police Station located at 24th Avenue and Taraval. Children will be allowed to leave only with people specified on the emergency forms. They will not be released to any authorized person suspected to be under the influence of drugs or alcohol. If the child is going to be picked up by someone else on a particular day, the School Office or Extended Care **must** be notified.

CLOTHING

The children are encouraged to change into play clothes at the start of Extended Care each day. Uniforms are to be hung up or neatly folded and packed away. All clothing should be clearly labeled with the child's name.

SNACKS

Snacks are provided each day to all children attending Extended Care. The cost of the snacks is included in the registration fee.

ACTIVITY TIME

The children are free to choose from the variety of activities provided each day. These range from craft projects, outdoor play, team sports, and games. The children are encouraged to try different activities each day.

HOMEWORK

Children may do their homework, if they choose. Assistance and guidance are given when necessary.

INJURIES

The Extended Care staff handles children's scrapes and cuts. Parents will be notified by phone if an injury seems serious. All injuries are reported to the parents when their child is picked up for the day.

Addendum M-1

DISCIPLINE

It is our goal to encourage the children to be responsible for their actions. When inappropriate behavior occurs, the child will be spoken to or given a "time-out".

If inappropriate behavior continues, the staff will meet with the parents to discuss ways to improve the situation.

As a last resort, and after many discussions with the parents, principal and Extended Care staff, a child may be removed from the program.

FEES

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.

The yearly fee for full care for one child is \$2,500.00 per year which can be paid over a ten month period using our FACTS Management system. Each additional child in the family is charged \$1,500.00 per year. Part-time care on an hourly basis is \$7.00 per hour or portion thereof.

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.

Seventh and eighth grade students are encouraged to continue in the program at a reduced rate of \$5.00 a day. We would like to think that no child is home alone after school.

PAYMENT

All full time students will need to pay the monthly fee via FACTS management system. (One child - \$250.00; two children -\$400.00; three/more children -\$550.00)

For part-time students, monthly bills will be sent home in the Family Envelope.

ATTENDANCE

If a child will not be using the Extended Care Program every day, parents are responsible for calling the school office (415) 731-2665, during the school day to let the staff know that their child will or will not be attending on a particular day.

If it is necessary to contact Mrs. Casallas during Extended Care hours, please use the Extended Care phone number (415) 731-6466. This phone number may **not** be used during regular school hours.

QUESTIONS or CONCERNS

The staff strives to maintain open communication with parents. Please feel free to stop and speak with any staff member during Extended Care, or make an appointment to speak with Mrs. Casallas.

Addendum M-2