

# St. Monica School

*Where Students Are Loved and Challenged*

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## Parent/Student Handbook 2009 – 2010

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# **I. Introduction**

**Preface:** Since the Parent/Student Handbook contains essential information about St. Monica School, it is important that each student and each parent/guardian read it so as to become familiar with the school and its policies. It is expected that each student and parent/guardian will make a sincere effort to comply with the regulations, and will support the religious, Christian and Catholic nature of the school. The administration reserves the right to make alterations to the Parent/Student Handbook at any time. Parents will be notified in writing of any alterations to the handbook in a timely manner.

## **A. Mission, Philosophy, and Student Learning Expectations of St. Monica School**

### **1. Mission Statement**

The Mission of St. Monica School is to provide a supportive, Christ-Centered environment and a vigorous, comprehensive academic curriculum, which both engage the full range of a student's development.

### **2. Philosophy**

In the tradition of the Sisters of the Holy Names of Jesus and Mary, the St. Monica School Community strives to live Jesus' message of respect, love, and concern for one another in our contemporary and multicultural world. In cooperation with our parents, the faculty and staff build a community that fosters the religious, intellectual, moral, social, cultural, and physical growth of each student.

### **3. Schoolwide Learning Expectations**

It is the goal of St. Monica School to introduce and promote all of the facets of the Schoolwide Learning Expectations to every student at every grade level. Students are expected to practice these expectations throughout their experience at St. Monica School with the goal of mastery by the time of graduation.

#### **St. Monica Students are**

#### **I. Spiritually Centered People who:**

- A. Demonstrate a foundation of the teachings of the Catholic Church and an appreciation of Scripture as the living Word of God.
- B. Develop a relationship with God through personal and communal prayer.
- C. Respect life and all of God's creation.
- D. Make moral decisions which foster values of compassion, tolerance, and justice.

#### **II. Academically Empowered Learners who:**

- A. Exhibit curiosity, enthusiasm, and self-motivation for lifelong learning
- B. Demonstrate a broad academic foundation, which employs critical thinking skills.
- C. Think creatively to recognize and solve problems.
- D. Develop effective personal organization, research, study, and technology skills.

### **III. Effective Communicators who:**

- A. Articulate ideas clearly, creatively and effectively.
- B. Listen respectfully and interact cooperatively.
- C. Evaluate diverse viewpoints.
- D. Utilize technology for gathering, processing, and sharing information.

### **IV. Globally Conscious Citizens who:**

- A. Develop an appreciation for the unique individuality of all persons.
- B. Make connections between themselves and family, local, national, and global communities.
- C. Acknowledge the importance of diverse cultures.
- D. Promote the sustainable interdependence of the human family and the natural world.

### **V. Well-Rounded Individuals who:**

- A. Develop one's own unique God given talents.
- B. Participate in the fine arts, drama, and music.
- C. Demonstrate athletic skill and good sportsmanship.
- D. Practice good personal health habits.

## **B. History of St. Monica School**

The Sisters of the Holy Names of Jesus and Mary founded St. Monica School in 1919. In August 1928, a modern concrete school building was completed, providing eight classrooms. By 1936, it was evident that the existing school facilities had to be enlarged, and a new complex was added to the north side of the original building. The student enrollment peaked during the 1950's and 1960's with 800 students in double grades from 1<sup>st</sup> grade to 8<sup>th</sup> grade.

When enrollment declined during the 1970's, a transition was gradually made to accommodate one class per grade level. The original classrooms that served the double grades have been converted to include a kindergarten classroom, a library, a science room, a computer room, an art room, a music classroom, a faculty meeting room, a room to accommodate small group reading instruction for grades 1-4, and a teacher resource room. Over time, the school has evolved to meet current needs; however, its strong commitment to prayer, justice, and service has remained constant. St. Monica School currently serves class sizes of 20 – 25 students per class in a single grade environment.

### **1. St. Monica School Advisory Board**

The St. Monica School Advisory Board is a consultative board that was established in September 2000. It has seven elected members. The board meets monthly from September to June. The purpose of the Board is to provide advice and assistance to the pastor and principal in establishing goals and defining policies that govern the operation of St. Monica School. It is subject to the rules and regulations of the Archdiocese of San Francisco.

As an advisory body, it has the following responsibilities: to recommend policies, to foster a relationship of the school with the larger community, to analyze the school budget, to evaluate reports, to recommend resources needed for the development of

educational programs, to monitor and evaluate programs, to suggest criteria and provide counsel in the hiring, evaluation, and dismissal of school administrators, and to suggest criteria for the selection of school staff.

### **C. Parental Involvement**

To sustain our school and the quality of its programs, each family has a responsibility for the material welfare of the school. This practice not only helps the school to reduce expenses in managing special events, but is also a good example of community participation for our students.

#### **1. Parent Participation**

Currently, 25 hours of parent participation is required of all families at St. Monica School. Families commit to serving in specific activities throughout the school year. Any adult member of a family may meet the obligation. The commitment is for the entire school year.

#### **2. St. Monica Parents' Club**

Parent Club meetings are ordinarily held on the 2nd Thursday of each month. The Parents Club has several objectives, which have a direct bearing on the operation of the school. The following are some of the goals of our Parents' Club:

1. To facilitate the cooperation of parents, pastor, principal, teachers as religious educators and others who are interested in Catholic Education
2. To foster a spirit of cooperation between the school and other parish organizations and activities
3. To provide a channel of communications between home, school, and parish
4. To emphasize the responsibilities of home and school in the guidance of the child
5. To promote programs for the growth and welfare of the children and parents in the home, school and community
6. To provide a network of volunteer services for the school
7. To socialize and work together in a spirit of Christian fellowship

### **D. The Student Council**

The Student Council consists of elected officers, commissioners and class representatives from grades five through eight. Its purpose is to develop leadership, responsibility, and school spirit, as well as to give its members an active part in decision-making. This active organization is the student government of St. Monica School.

## **II. Instructional and Enrichment Programs**

### **A. Curriculum**

The Content Standards of the Californian State Board of Education and the Curriculum Guidelines of the Archdiocese of San Francisco are both followed at St. Monica School. The subjects of Religion, Mathematics, Reading, English, Spelling, Vocabulary, Handwriting, Science, Social Studies, Physical Education, Art, and Music

are each offered to students as part of our regular curriculum. Our computer technology program is wholly integrated into each teacher's classroom curriculum. The areas of Conduct and Effort/Work Habits are also an important part of each student's achievement record and quarterly report card.

### **B. Departmental Programs**

A departmental program in grades 5 - 8 gives students the advantage of having a teacher who is specialized in certain areas of knowledge. The middle school departmentalization structure involves the following subject areas: Mathematics, Science, and Social Studies.

### **C. Family Life**

The Family Life Program is taught in the spring semester in grades 1-8. This program is concerned with young people who are developing in today's world and addresses their need of:

1. Skills and knowledge for family living, both now and when they become parents.
2. Understanding not only their own physical, emotional, and spiritual development, but also the development of people around them.
3. Cultivating a respect for all life, especially human life.
4. Developing a Christian understanding and reverence for sexuality.

As a supplement to the regular religion program, an additional program is used in Grades 5 through 8, entitled *In God's Image*. It consists of 23 videos presenting Human Sexuality from a Catholic viewpoint. This program helps to provide the following:

- Flexibility for the teacher in curriculum design.
- Development of attitudes and skills for responsible moral decision-making regarding sexuality issues.
- Involvement of parents at the heart of the process of education in sexuality.
- Cultivation of a positive attitude toward sexuality in accord with the young person's level of development.

### **D. Field Trips**

Class Field Trips are an important aspect of educational or cultural value and are encouraged in relation to the classroom curriculum. For the individual student, it is a privilege to participate on a field trip, not a right. Each trip is planned to include the following:

1. Adequate transportation and supervision
2. Specific goals for students
3. Notification of all concerned
4. Controlled expenditures
5. Appropriate dress as specified by the teacher

An official signed and dated release form from parents must be returned one (1) day

prior to the scheduled field trip. No student will be allowed to leave school on any field trip without an officially generated, completely filled out, and signed form. Students must wear appropriate attire. A parental note does not suffice for the form.

### **E. Government Funded Programs**

St. Monica School participates with the San Francisco Unified School District to access Federal funds available under the No Child Left Behind Act of 2002. Allotments vary from year to year and are primarily used to purchase library books or other instructional materials, such as cassette tapes, computer software, filmstrips and videos. Monies are also available for teacher training, technology, safe and drug-free schools programs, and English language literacy. The available programs are administered by the San Francisco Unified School District.

### **F. Homework**

Homework has an essential place in the educational program. Homework is assigned to students to aid in the development of the following skills:

1. To reinforce the concepts and skills which have been presented in class.
2. To foster each student's creativity and discipline through enrichment projects and/or research.
3. To train the student to work independently and encourage him/her to accept responsibility for completing a given task.

**Homework time allotment:** The amount of time that different students in the same grade level may spend on homework will vary. However, the following guideline provides an expectation for the amount of time that the typical elementary student should spend daily on homework. Generally the amount of time expected to spend increases by 15 minutes per day as the grade level increases.

- Kindergarten: 10 minutes
- Grades 1-2: 30 minutes
- Grades 3-4: 30-45 minutes
- Grade 5: 45-60 minutes
- Grades 6-8: 60-120 minutes

The completion of homework takes precedence over extra-curricular activities. Homework will be given at the discretion of the classroom teacher; therefore, if there is any question regarding homework, the classroom teacher should be consulted as soon as possible. If a child is absent and is well enough to do homework, please notify the school office in the morning. Assignments and books may be picked up outside of the secretary's office at dismissal time. Assignments are not received from teachers until dismissal. Asking for assignments earlier will cause interruption to class instruction.

#### **1. Homework Policy**

1. Homework or schoolwork missed through absence should be completed at a time designated by the classroom teacher.
2. Each student is responsible for making up work and for rescheduling tests that have been missed.

3. Homework completion and effort influences grades and reflects a student's cooperative and responsible attitude toward assignments and study.
4. Daily homework is generally not given on Fridays; although, in the upper grades students may choose to work on long-term projects during a given weekend.

## **2. Parent Involvement**

Parents are encouraged to help their children's homework practice by:

1. Providing their children with suitable study conditions (desk, light, appropriate books, and quiet space)
2. Reserving time for homework without interruption, e.g.-restricting telephone calls, time in Internet chat rooms, television viewing, and visitors.
3. Supplying reference books if needed.
4. Notifying the teacher if the child needs considerably more time than the allotted time for the grade level.
5. Impressing upon their children the importance of completing homework,
6. Demonstrating to them that you are interested in their work.
7. Making sure that their children read frequently (especially as an alternative to excessive television, computer games or Internet surfing).

## **G. Library**

Paid personnel and volunteers staff the library. Classes have library times scheduled weekly. Students in grades K through 8 are encouraged to familiarize themselves with the selection of reference and recreational reading books available. Students are expected to respect the rights of others in their behavior and use of the library and materials. No book may be taken from the library unless properly checked out by a librarian. Students are responsible to replace any lost or damaged book. A fine of five cents per day for overdue books is issued to the students when applicable.

## **H. Music and Art**

As reflective of our school philosophy and Schoolwide learning Expectations, St. Monica School believes that the arts are an integral part of the curriculum. Through music and art, students begin to appreciate the ideals of the spirit and the riches of human culture. These subjects also provide excellent means of self-expression and creativity, while permitting the rewarding experience of success and recognition. The school curriculum includes classes in singing, which recognizes the unique, uplifting place of music in the total education of children.

Our school choir sings at the 10:30 a.m. Parish Mass two Sundays each month and on special occasions for the parish. Choir members sometimes participate in special musical activities, and join in the annual S. F. Archdiocese Choir Festival.

In addition to the regular music classes, students in grades three, four and five are included in the San Francisco Symphony's Adventures in Music program. Through this program, children participate in four varied small group concerts and receive special journals as part of instruction. The annual program culminates with a Field Trip to the San Francisco Symphony.

St. Monica School offers extensive art classes that allow the students to experience a variety of media, including drawing, painting, collage, sculpture, papermaking, print

making, and mixed media. We consider the learning process to both active and reflective.

The Art Program provides the students with the experiences that help them connect meaning to the other areas of the curriculum by nurturing different modes of reasoning. While providing students a way to understand both cultural and historical differences and similarities, art education helps to build student self-esteem and self-confidence.

## **I. Religion Program**

Our Religion Program is the center of our curriculum. We are currently using Loyola Press, *Christ Our Life* (K-8). Some key features of the series are:

1. A life-centered, child-centered program.
2. A balanced approach to doctrinal content and faith.
3. Strong Scriptural catechesis with stress on prayer and liturgy.
4. Eucharist and Reconciliation at each grade level.

### **1. Religious Activities:**

**Prayer at Morning Assembly:** The start of every school day begins with a prayer and scripture reading. The members of the Student Council take turns in presenting this opening prayer for the Student body. Parents are invited to join in morning Assembly.

**Student Body Masses:** Each month, all students attend a Eucharistic liturgy for the school. The monthly Mass is prepared by one of the classes. Parents are invited to attend the services, which ordinarily are scheduled for 11:00 a.m.

**Sacrament of Reconciliation:** Catholic children are given the opportunity to receive this sacrament during the year. In the 2nd grade, Catholic children receive the Sacrament of Reconciliation for the first time.

**First Communion:** Catholic children in 2nd grade receive this sacrament in the spring.

**Confirmation:** This sacrament is offered to Catholic students during their 8th grade year.

**Retreat Days:** All Eighth Grade students attend a retreat day in preparation for the Sacrament of Confirmation.

**Lent:** During Lent, the students are encouraged to assist at the Eucharistic liturgy. Children also have the opportunity to participate in the Way of the Cross.

**May Crowning:** All children in the school participate in the May Crowning event, usually celebrated during the Student Mass in May.

**Prayer Services:** Special prayer services are prepared for Thanksgiving, Advent, Christmas, Lent, the Triduum, and at the closing of the school year.

**Altar Services:** Students from grades 5 to 8 are invited to become Altar Servers. The students are trained to assist the priest at Mass. They serve at daily 8:30 a.m. Masses, funerals, weddings, and for other needs of the parish. Each server is responsible for obtaining a substitute if he or she cannot be present as scheduled.

## **J. Computer Program**

Students in grades K through 8 are granted use of the computer lab on a weekly basis in conjunction with the classroom curriculum. Children also have access to classroom computers with the assistance of their classroom teacher. The Computer Lab is available at specified times for the continuation of special projects. Students have access to the Internet, however no student will be allowed to use the Internet until the special contract pertaining to the Acceptable Use Policy of Internet and electronic information

resources is signed. A copy of this policy is located in the appendix section of this handbook. Proper Internet etiquette is to be used by all students, both on and off school grounds. A student in violation may risk losing privileges. Internet indiscretion will be treated as a serious behavioral offense.

## **K. After School Chinese Language Program**

One of the after school enrichment programs that St. Monica School offers is a Chinese Language Program. The one-hour classes are offered Monday – Thursday and provide an opportunity for instruction in Mandarin. All of the rules and regulations that apply to St. Monica School students during the course of the school day apply to each student when they attend the St. Monica After School Chinese Language Program. Enrollment information and tuition schedule may be obtained from the school office.

### **1. Class Times**

Chinese language classes are held on Monday-Thursday from 3:10 p.m. – 4:10 p.m. On 12:30 p.m. dismissal days, the classes are held from 1:00-2:00 p.m. Before class, children line up to meet teachers in the upper yard. After instruction, children are dismissed at the gate on 23rd Avenue.

### **2. Dismissal Policy**

Children may not leave the playground after class, except to go directly home. They may not be met in any other place than the 23rd Avenue gate. To insure the safety and proper supervision of the children, any parent not picking up his or her child within 10 minutes of the ending of Chinese Language classes will cause the child to be automatically sent to Extended Care. Attending Extended Care will result in a charge each time that this occurs, no matter how short a time the child is there. If the time exceeds an hour, additional charges will result.

### **3. Tardy and Absence Policy**

Students should report to class on time. A note should be sent regarding absences from classes. If a student participates in the CYO sports program as well as the Chinese Language program, they are expected to attend the language program until 3:30 p.m., when they will be dismissed to the sports program.

## **L. Physical Education**

In order to develop coordination, balance, self-discipline, and cooperation in group activities, Physical Education classes are provided twice weekly during school hours.

### **1. Sports Program**

Students of grades three, four, five, six, seven and eight are eligible to be involved in our after-school CYO sports program. The boys' activities include soccer, basketball, and baseball. The girls' activities include volleyball, soccer, and basketball. Students in Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grades may have the option of participating in micro-soccer leagues, YMCA leagues, or S. F. Park & Recreation leagues when the classroom parents decide to form a team and provide coaching support. Whether a sport is offered is dependent upon the number of children interested in signing up for the sport and the

availability of a coach. If an insufficient number of students sign-up for a sport, it may not be offered at that grade level. Parents are encouraged to assist in coaching to show their interest in and cooperation with the sports program. At the beginning of each sport's season, a fee is required for participation in that sport. This fee helps to cover the expenses for entrance of teams into league play and team equipment, etc. An Athletic Handbook is given to all coaches participating in CYO Sports and is available for all participating families.

### **M. Requirements for Participation in Extra-Curricular Activities**

Students participating in activities associated with or sponsored by St. Monica School, (e.g. Student Council, CYO sports, Choir, Altar Serving) must have effort and conduct that is acceptable both in school and in the activity in which they are engaged in order to be eligible to participate or to continue to participate in the activity. This includes working to one's ability, turning in and completing assignments, respecting others, wearing proper school uniform, using appropriate language, caring for school property and any other regulation or conduct deemed proper for a student attending St. Monica School, whether published in the handbook or not. Significant improvement must be shown before the activity can be resumed.

At the middle school level, grades 6, 7, and 8, an academic grade point average of C- or above must be maintained in order for a student to participate in any extra-curricular activities.

### **N. Standardized Testing and Evaluation**

Each September, the schools of the San Francisco Archdiocese participate in standardized testing, which provides continuous evaluation of basic educational development in Grades 2 - 8. The survey, which is taken by means of the Iowa Test of Basic Skills (ITBS), consists of tests in reading, language arts, and mathematics, science, and social studies – basic skills that are important in all curriculum areas. Composite scores for each battery, based on this score, provide a valuable reference for making decisions concerning a student's progress. The results are given to the parents in November.

## **III. Policy**

### **A. Non-Discrimination Policy**

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

## **1. Admission and Attendance**

Children are eligible to be admitted into Kindergarten if they are five years old by December 1st. Likewise, children must be six years old by December 1st to be accepted into 1st Grade. St. Monica School tests all students before acceptance. Preference will be given to Catholic children from Catholic families who actively participate in the life of St. Monica Parish and/or their parish of registration, and to currently enrolled families before accepting new families.

Newly admitted students are admitted on a probationary period during the first semester of attendance. Children are invited to remain at St. Monica School if they have a record of acceptable behavior and can meet the academic standards of the school. When a child is not meeting standards of acceptable behavior and/or the academic standards of the school, additional parental cooperation may be required to facilitate recommended student support activities. Parental cooperation is an essential factor in accepting students and in considering applications to return to St. Monica School each year.

## **2. Absences**

It is imperative that all children enrolled at St. Monica School are accounted for each school day; therefore, if your child will not be attending school on a given day, or days, please telephone the school at 415-751-9564 as early as possible on the first day of the absence. When reporting an absence, give the name of the student, grade, teacher's name, and the reason for the absence. **When the student returns to school, parents are required to send a note verifying the student's absence. Legally, the school must have this note signed by a parent of legal guardian.** A note is not necessary if a child leaves school due to illness and returns the next day.

If a student is absent for fifteen or more days during an academic quarter, report card grades may be withheld until the missed assignments are completed. This decision is left to the discretion of the principal. (See the section regarding homework and absence). If a student arrives to school after morning recess, she/he is marked absent half a day.

### **a. Appointments - Medical & Dental**

If a child must be excused for a Medical or Dental school-time appointment, a note is to be written to the teacher who will notify the office. The parent is to sign out their child in the school's main office and wait inside the office until the child is picked up. A child is considered to have attended school if he or she leaves the school premises for a doctor or dental appointment. We ask that families please schedule routine medical or dental appointments during vacation times or after school hours.

### **b. Other Absences**

From a legal standpoint, any time a child is not in school, even if the school has been notified (e.g. attending a funeral, a religious service, visiting a parent's workplace, visiting prospective high schools, etc.), the state considers him or her to be absent and the student must be marked as such.

### **c. Vacation Absences**

At two times during the year there are extensive vacation periods - Christmas and Easter. Parents are advised to take their longer vacation trips during these times.

Extensive makeup procedures for students who have missed schoolwork/homework are not preferable. Furthermore, it isn't always possible and/or advisable for teachers to give makeup work over lengthy periods given the difficulty of managing past assignments with the current schoolwork/homework expectation.

#### **d. Tardiness**

Children should be in their class lines at 8:00 each morning to participate in Morning Assembly. At the beginning of the school year, Kindergartners report to their classroom upon arrival at school. It is very difficult for a child to enter a classroom after class has started; however, if on rare occasions, your child is late coming to school, we ask that you telephone or write a note so that we know that you are aware the child will be arriving late.

In all cases of tardiness, the child must stop by the office to obtain a tardy slip or sign-in on the playground if classes are lined up. The child will not be allowed into class without either signing in or bringing a tardy slip. A record is kept of tardiness and parents will be called to discuss the problem should there be repeated tardy arrivals.

#### **B. Accident Insurance**

The student Accident Insurance Program is provided for all students of our school. This program is to assist families with medical expenses incurred due to an accidental bodily injury sustained by your child while attending school or while participating in a solely school sponsored and supervised activity. An outline of insurance protection is distributed annually. CYO Insurance, mandatory for all participants, provides coverage for the sports activities of the program.

#### **C. Care of School Books and Desks**

Each child is responsible for the set of textbooks assigned to him or her. If he or she loses, writes in, or otherwise defaces a book in any way, his/her parents/guardian will be expected to replace it. If a student damages a desk, he/she will be required to pay for its repair. **All schoolbooks should be properly covered.** Stickers are not to be affixed to any school property.

#### **D. Collecting Money**

There should be no collection of money for gifts for teachers, coaches, nor other students. If for some reason it is thought that money should be collected for a project, the principal must approve it. All collected monies should be sent to the school office.

#### **1. Fund Raising**

The Student Council periodically sponsors fund-raisers, e.g. nachos, popcorn, etc. At times, the entire school collects money, e.g. Holy Childhood Association (HCA) during Lent and/or for needy families at Christmastime. To defray the cost of the school operational costs, the Parent Club sponsors fund raising events, such as the Worlds Finest Fall Chocolate Drive and the Spring Cookie Dough sale.

#### **E. Communication**

If parents have concerns about their children, the teacher should be the first to be

contacted so that he or she can remedy the situation. Please write a note, call, or e-mail the school to set up an appointment with the teacher. If this effort does not provide an adequate solution, the matter should then be referred to the principal. If the matter is still not satisfied after consultation with the principal, then the pastor may be contacted.

Parents are urged to confer with their child's teacher regularly, especially if there has been some notification sent home regarding studies or conduct. Frequent communication with the classroom teacher is **very important** to insure the best results in the education of each student. As a matter of courtesy, an appointment should be made with the teacher for a conference.

Parents **should not** confer with their child's teacher during school hours, between 8:00 a.m. and 3:00 p.m. since the school program and classroom duties demand the teacher's full attention. If it is an emergency, parents are to contact the school office and/or principal. General school concerns should be referred directly to the principal. Please email or call the school office to make an appointment.

### **1. Other means of communication are:**

**Orientation Meeting for New Parents:** This meeting is before the start of the new school year to acquaint the new parents with school policy. It usually occurs in May, prior to the beginning of each school year in August.

**Back to School Night:** This is a general parent meeting held in September in the large hall in order to acquaint parents with teachers, staff, school policy, goals, and classroom procedures. Families are dismissed from the hall to individual classroom presentations.

**Parent-Teacher Conferences:** These are mandatory meetings for all grades at the end of the first quarter. Additional conferences may be held at the request of the teacher or parent at the end of other quarters of the school year

**Wednesday Family Envelope:** The Principal's Weekly Newsletter, monthly calendar, school fliers, and notices from the parent organizations are sent home in the Weekly Family Envelope and at other times as needed. The empty Family Envelope is to be signed by a parent and returned to school by the oldest child (if there is more than one child in the family) the next day. There is a charge of \$1.00 if the envelope is lost or damaged.

**The Parent/Student Handbook:** This official handbook outlines the school's policies and procedures. The handbook can also be viewed and/or downloaded from the school website: <http://stmonicasf.org/docs/handbook/handbook.php>. Parents are required to read the Parent/Student Handbook and to sign a Signature Sheet that states that they have read and agree to the policies and procedures of St. Monica School. Changes to the Parent/Student Handbook will be usually be made prior to the current school year and parents will be given due notice.

**Access:** Unless prohibited by law, court order, or other legally binding instrument, the Family Rights and Privacy Act allows access to student records by either parent, whether custodial or non-custodial. If a third party wishes access to records, this will only be done upon receipt of a release of records form, dated and signed by a parent. In cases of joint custody, both parents are entitled to receive copies of educational records and school notices. St. Monica School will furnish these upon request.

## **F. Custody**

If parents are separated or divorced, they must file a court-certified copy of the custody section of the divorce or separation decrees with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **G. Discipline**

The classroom teacher handles discipline in each class. The teacher should contact the parent when a problem occurs. If a parent or guardian has concerns about a student, the teacher should be the first to know so that she/he can adequately deal with the situation. If after this communication the situation does not improve, then a principal-parent-teacher conference will be scheduled.

Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume control of her/his own conduct, whether this conduct has physical, mental, or moral aspects, so that she/he can progressively grow in self-competency and maturity. Since children are in a process of development, we must give them definite guidelines and define our expectations to help them grow in a self-discipline that enables them to make the correct choices independently in a given situation. In addition to acceptable behavior, we must take time to guide them in order that their choices are based on worthwhile motives. To do "the right thing for the right reason" is true moral development and a means for developing personal responsibility and respect toward self and others.

Courtesy, self-control, and personal development are the desired goals of good discipline. In addition, good discipline will provide a classroom situation conducive to favorable learning for all students. Discipline promotes genuine character training. Self-discipline is developed in the classroom or in a school when the pupils work cooperatively with the principal, teachers, and their companions towards attainment of the class and school objectives.

### **Effective discipline is maintained when there is:**

1. reasonable quiet and order in the building
2. consistent and fair insistence on desirable conduct
3. positive correction of faults
4. avoidance of undue regimentation
5. avoidance of all corporal punishment

### **It is the responsibility of the pupil to:**

1. comply with the rules of the school
2. pursue the prescribed course of study
3. respect and respond to the authority of the teacher and other school personnel
4. arrive at school on time
5. be alert and responsive to directions
6. be courteous to fellow students and faculty members
7. respect the rights and property of others

## **1. Detention**

Daily, same day, detention will be administered in the 8<sup>th</sup> grade classroom from the time of dismissal and will last for 15 minutes. Students may be assigned after school detention for such infractions as disobedience, disruptive behavior in the classroom, failure to complete required assignments, repeated uniform infractions, excessive tardiness, and/or for various other disciplinary reasons approved by the principal. It will be the responsibility of the student to call their parent from the school office and inform them about a same day detention. Parents will pick up a student in the office after the detention has been served.

## **2. Probation**

A student may be put on probation for a specified period of time for serious or continued misconduct or lack of application to studies. Parents and students are made fully aware of the seriousness of the action and the reason for probation. Through probation, students are given a specified period of time to show improvement and their desire to observe the requirements of the school. If no improvement is shown, students may not be invited to return for the next school year.

## **3. Suspension**

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

A student may be subject to automatic suspension in the following cases:

1. engaging in a physical fight on the school grounds, on the way to school, or leaving from school
2. using harmful or negative language of a racist and/or sexist nature
3. leaving the school grounds without permission during school hours
4. possessing and/ or using matches, lighters, firecrackers, any sharpened objects, or objects that may be construed as weapons
5. misusing the Internet, on or off the school grounds
6. harassing teachers or other students, in any way
7. defacing school property, in any way

## **4. Expulsion**

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

- 1) actions gravely detrimental to the moral and spiritual welfare of other students
- 2) incorrigible or disruptive behavior which impedes the progress of the other students in the class
- 3) assault, battery, or any threat of force or violence directed toward any school personnel, students, or other persons - on or off school property, during school related activities, or in the transportation to and from school related activities
- 4) use, sale, distribution, or possession of narcotics or alcoholic beverages.
- 5) possession, selling, giving away, using, or being under the influence of drugs and/or hazardous substances on the campus, at school functions, or at a time

- and place that directly involves the school
- 6) malicious damage or destruction of real or personal property at school
  - 7) theft, extortion, or arson
  - 8) habitual truancy
  - 9) serious actions which reflect negatively on the school and its community
  - 10) any other activity which might be interpreted by the administration as potentially bringing serious harm to oneself, others or school property

### **Disciplinary Notes:**

**a.** In following the policy of the S. F. Archdiocese Department of Catholic Schools, the bringing of weapons or drugs to the school campus must result in a student's automatic expulsion from school. The administrator of the school is required to notify both the Department of Catholic Schools and the San Francisco Police Department if a case of weapons possession arises. The policy of the Archdiocese extends, and is not limited, to any item and/or toy that may be considered a weapon or may have the appearance of being a weapon. Any symbol of violence cannot be tolerated in the school. Illegal drugs will also not be tolerated, and the possession of such will be treated in the same manner.

**b.** Electronics, such as radios, pagers, CD players, iPods, lasers, games and/or toys are not to be brought to school. The school is not responsible for any damaged, lost, or stolen personal items. If such items are used during school hours, they will be confiscated and kept in the school office, and may be retrieved by the parent only. Personal valuables should not be brought to school. While mindful of the desire of parents to provide cell phones to their children for safety purposes, cell phones may not be used for any reason during school hours. If a student is allowed by the family to bring a cell phone to school, it is the responsibility of the student to turn off the phone and stow it away in a backpack. In the case of emergency, parents should call the school office to relay information to their children. Student use of cell phones is allowed following dismissal.

### **H. Emergency Cards**

The emergency card provides school authorities with the necessary information and permission so that they can act promptly in case a child becomes seriously ill or is injured during the school day. Therefore, each child enrolled in the school must have:

1. a completed, accurate, and up-to-date emergency card on file in the school office. If your family moves or changes phone numbers during the year, please notify the school immediately.
2. at least two (2) references on the card (other than parents) who speak at least minimal English, live reasonably close to school, and have automobile transportation available. Please note that in the event of an emergency, a student will only be released to someone who has been named on this card.

On the reverse of the emergency card, please list any medication that the child is presently taking or any allergies or medical problems that he she/he might have.

## **I. Tuition and Fees**

### **1. Registration**

The registration/re-registration fee for each child is \$300 per year, and is non-refundable. This fee covers the following:

- General supplies
- Testing fees
- Book rental
- Archdiocesan student insurance
- Administrative costs

### **2. Tuition**

Tuition payments are due by the 15th of each month. The first installment is in August and the last in May. Tuition payments which are overdue and unpaid by the semester, without consultation with the administration, will result in a child being taken off the school register and may necessitate a change of school. In an emergency, such as illness or some other major unforeseen circumstance, the principal must be contacted.

Eighth grade students with unpaid bills may not participate in any graduation activities including commencement. For those who do not meet their payment on time, a charge of \$10 per month will be added to the tuition bill. Please make tuition checks payable to: St. Monica School.

#### **a. Tuition, Fees, and Parental Obligations**

Please contact the school office or check the school website to refer to the current Tuition and Fee Schedule for the school year.

#### **b. Fees**

The Parent Club fee is \$50.00 per family, per year. This fee is paid at the time of registration/re-registration.

#### **c. Financial Assistance**

Financial assistance is available to all families who qualify. Currently enrolled and incoming families should first apply to the BASIC Fund. Applications are either available in the school office or directly from the BASIC Fund. The 2<sup>nd</sup> method of tuition assistance is available to currently enrolled families via the S.F. Archdiocese Family Grant Program/Private School Aid Service (P.S.A.S.). Applications are given to families by the school administration in January/February for the upcoming school year. The 3<sup>rd</sup> and last method of tuition assistance is available to currently enrolled families only after they have applied to the first two methods, and that is St. Monica Parish Tuition Assistance. These application forms are available from the school office and assistance requests are made directly to St. Monica's Rectory.

## **J. Harassment**

In 1992, 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 1996 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 that 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 other 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. Students should not take it upon themselves to contact their teacher(s) outside of the school environment. This includes, but is not limited to using the Internet, phone or U.S. mail in a harassing manner.

## **K. Lunch**

During lunch, children interact with fellow classmates. Parents should not plan to eat lunch with their children when they are at school. As part of responsibility, parents should assist their children to remember to bring their lunches to school. Only in rare instances should a lunch be brought to school by a parent. If a lunch is forgotten, a brown bag lunch may be dropped off.

**Do not drop-off hot lunches from local fast food establishments**, as this is unfair to the other children who might also like to have such a lunch. No permission is given for a student to leave the campus to purchase lunch. A light healthy snack may be brought for the morning recess in addition to a lunch for noon. Neither carbonated soda nor candy is permitted as part of a student's regular lunch.

### **1. Hot Lunch Program**

Hot Lunch is offered to students and is administered by the J & O Hot Lunch program. Please refer to the monthly hot lunch calendar and order form, which is available in the school office. If a student is not ordering hot lunch, they are expected to bring their own lunch. Healthy and nutritious items are encouraged.

## **L. Lost and Found**

Articles of clothing, book bags, lunches, etc. must be clearly marked with the student's name and grade before they are sent to school for the first time. A "Lost & Found" container is maintained outside of the main office. Another Lost & Found container can be found on the lower level of the school in the Extended Care Area, and in the gym. Items that have remained unclaimed for long periods of time will be given to the needy.

## **M. Medications**

Sometimes a child may need to take or use medication (e.g. an inhaler for asthma, cough medicine, and/or decongestants) temporarily or permanently. It is required by the S. F. Archdiocese that the Physician's Statement Regarding Administration of Medicine by School Personnel form be signed and completed before the school can accept responsibility for the child taking medication. These forms are available in the school office. This policy also includes all over the counter medications. All medications, with the exception of asthma inhalers, will be stored and dispensed by school personnel in the school office. Students are not allowed to self-administer medication.

## **N. Parties**

### **1. Dances**

Schools of the Archdiocese may not sponsor dances for elementary school students, nor permit either directly or indirectly school dances under their auspices. Neither shall they permit dances sponsored by others to take place on their premises; however, the school may sponsor or allow a well-planned party or dance at the end of the eighth grade in which all members of the graduating class are invited and for which parents will help with proper supervision.

The St. Monica School administration supports the Archdiocesan policy that discourages sixth, seventh, and eighth grade children attending co-ed parties. Experience has confirmed the wisdom of this recommendation. This type of party anticipates a social situation that makes no allowance for the different rates of maturity among boys and girls and therefore, should be left for students to experience during their high school years.

### **2. Birthdays**

Sometimes parents wish to send a birthday treat for the entire class; however, if something is sent, only finger foods, such as cupcakes or cookies are acceptable. These finger foods will be given out prior to recess or before going home. Please notify the teachers at least 24 hours in advance that the treat is coming.

### **3. Invitations**

Students, parents or teachers may not pass out invitations to parties at school, unless every student in the class is invited. This practice will help to prevent great heartache and disappointment by any students who may not be invited.

## **O. School Photographs**

Individual student photographs are usually taken during September, and are required by the school at no cost to the parents. Parents may choose to purchase photographs from the photography company. Students are to be in full uniform for this day. Notices will be sent home a week prior to the photographer's visit. At the discretion of the administration, student identification cards can be made from these pictures.

## **P. Progress Reports**

Progress Reports are sent home mid-quarter for all students. These reports should be reviewed and signed by the parent, and then returned to school the next day.

## **Q. Report Cards**

Students receive a report card four times a year. This is done as a means of providing parents with written information regarding the progress of their child. A report card may not be given if a child has been absent for 15 days or more in a given quarter. Parents should read the card carefully and discuss their child's progress with him or her. Emphasis should be placed on conduct, effort, and home study, as reasons for success or lack of success in school subjects. Since the significance of grades varies slightly depending on the child's level, be sure to read the coding on each report card.

When the report cards are followed by conferences, the parents should return the signed card. At other times, the student should return the signed card during the week after it has been received. Children should always be encouraged to do their best. Their efforts should be praised and appreciated, even if the results are lower than their parents' expectations. Setting unrealistic goals for children can potentially cause stress and low self-esteem. Demanding A's or B's can make a child feel like a failure, and it could damage the parent/child relationship. If you feel that your child is not performing up to his/her capabilities, please discuss it with the teacher. There are many ways in which a student can be helped, including tutoring and a revision of home study practices.

### **1. Computation of Report Card Grades**

**a.** In grades 1-2, the following marking system is used:

90 - 100 = O (Outstanding)

70 - 89 = S (Successful)

69 and below = N (Needs growth in this area)

**b.** In grades 3 –8, grades are averaged and assigned according to the school-wide percentage scale:

96 - 100 = A

93 - 95 = A- (Excellent)

91 - 92 = B+

87 - 90 = B (Good)

84 - 86 = B-

81 - 83 = C+

74 - 80 = C (Satisfactory)

70 - 73 = C-

67 - 69 = D+ (Not up to grade)

63 - 66 = D

60 - 62 = D-

59 and below = F (Failure)

#### **Grades are computed from:**

- daily class work and homework
- long-term projects
- reports
- quizzes
- tests

**Other factors considered in the computation of grades are:**

- class participation (quality of responses)
- cooperation (individually, in partners, in group work)
- effort (interest, initiative)
- neatness
- following directions
- general study habits

c. Effort and Conduct are scored with a 1, 2, 3, or 4 as defined on the report card.

**R. School Schedules**

**1. Daily**

7:58 a.m.	Bell to signal call to assembly
8:00 a.m.	Morning Assembly commences
8:15 a.m.	Classes begin
10:00 a.m. - 10:20 a.m.	Morning Recess
10:25 a.m.	Classes continue
12:30 p.m. - 1:10 p.m.	Lunch and Afternoon Recess
1:15 p.m.	Classes continue
3:00 p.m.	Dismissal – all grades

**2. Early dismissal Days**

Students will be dismissed at 12:30 p.m. on the 2<sup>nd</sup> Monday of each month in order to accommodate the Faculty Meeting schedule. Students will also be dismissed at 12:30 p.m. on the 4<sup>th</sup> Monday of each month due to scheduled Professional Development In-Services for teachers. Exceptions may be made on some months to accommodate the placement of various holidays. 12:30 p.m. dismissal days are also scheduled on the last day of school prior to Thanksgiving, Christmas, and Easter vacations, on scheduled Parent-Teacher Conference Days, during the first and last weeks of the school year, and on any other day authorized by the Superintendent of Schools, such as when the WCEA/WASC evaluation/preparation process is in progress. Please refer to the days in session school calendar for details.

**S. Student Safety**

**1. Earthquake Drills**

During the course of the school year, earthquake “drop-and-cover” drills are conducted in each classroom. Earthquake evacuation drills are also conducted.

**Earthquake Responsibilities of Parents**

**Before:**

1. Fill out the emergency dismissal card and keep it up to date.
2. Be familiar with school earthquake policy.
3. Be familiar with policy regarding dismissal of students and reuniting students with parents.

### **During and After:**

1. Do not panic. Your children will be cared for until you arrive.
2. Follow the policy of the school regarding dismissal of students.
3. **Do not take your child from school without signing him or her out from the school supervisor(s) on duty.**
4. In the event that phones do not work, have someone designated to pick up your child if you are unable to do so (usually this would be necessary for parents who work any distance at all from school).
5. Children will not be dismissed to anyone not indicated on the Emergency card.

### **2. Evacuation of School Grounds**

If an emergency evacuation of the school and grounds is required, either by City, State or Federal officials, students and faculty will go to the local emergency shelter:

**George Washington High School, 600 - 32nd Ave.**

In this situation, signs will be posted at the school directing you to the evacuation site.

### **3. Fire Prevention**

Under the direction of the district fire chief, monthly fire drills are held. The San Francisco Fire Prevention Bureau makes yearly routine inspections of the school plant.

### **4. Playground Supervision - Before School**

Supervision begins in the schoolyard at 7:30 a.m. Students arriving before 7:30 are to report to the School Library and check in with school personnel for supervision. Students should not arrive before 7:00 a.m. If it is necessary for a child to come earlier, an arrangement should be made with the principal and renewed annually.

### **5. Playground Supervision - After School**

Other than immediately after school, when children are dismissing - no provision is made for the supervision of individual students or non-sanctioned group activities in the school facility and/or yard after dismissal. Any child remaining after 3:15 p.m. is sent to Extended Care and will be charged the appropriate drop-in fee. Those students participating in CYO sports or other sanctioned after school activity are under the direct supervision of their respective coaches/moderators. Other brothers and sisters are not allowed to wait for them in the gym or other school areas. These siblings must either go to Extended Care for a fee or go home.

Students are not allowed to leave the school premises to get something to eat, to visit a friend, etc, and then return to the playground. If a sports practice is scheduled for later in the afternoon, students should arrive at the time for the practice, not an hour previous to the scheduled time. Students are welcome to use Extended Care as "drop in" while waiting between activities.

## **6. Traffic Patrol**

Student Traffic Patrol members stand on the corners of the school block to assist the children in crossing streets before and after school. Traffic Patrol members (boys and girls from Grades 6, 7 & 8) stand on the corners of 24th and Geary from 7:50 a.m. to 8:00 a.m. and from 2:55 p.m. to 3:10 p.m.

## **T. Telephone Messages**

Students will not be called to the telephone; messages will be put on the classroom teacher's mail shelf; however, this is not a guarantee that the message will reach the child on time if it is received late in the day. Serious emergencies are exceptions. Children will only be allowed to call out in case of an emergency.

Students are allowed to have cellular phones on campus, but they are to remain off and stowed in a backpack during the school day.

## **U. Traffic Patterns**

Picking children up and leaving them off for school are some of the most dangerous times during the school day. There exists the real possibility of a car striking, injuring, or killing a child. Parents must pick up and leave their child next to the indicated passenger zone curb. Parents should not summon students to cross to the opposite side of the street, nor come across themselves to accompany the student crossing the middle of the street. This practice of "jay walking" cuts across two lanes of traffic and is extremely dangerous and it is prohibited. No child will be released to cross the street in this manner.

## **1. Arrival Procedures**

Students may be dropped off on 23rd Avenue at the entrance to the lower yard or at the pedestrian gate at or 24th Avenue. The only cars that enter the school yard are those belonging to teachers or parishioners who are attending the 8:30 a.m. Mass. General parking in the schoolyard is not allowed for morning drop off. Cars are not allowed in the Upper Yard during the school day. Parents are not to drive or turn into the driveway - backing up a car is extremely dangerous.

Two exceptions may be granted for school families parking in the lower yard:

1. a parent who has health concerns and permission has been granted by the principal for the parent to park in the lower yard.
2. a parent is arriving to the school to participate in volunteer activities.

### **Guidelines for Morning Arrival:**

1. St. Monica School has a white Passenger Zone on 23rd Ave. This is to be used for the following procedure only: park, drop off, and go. Do not park and leave your car parked and unattended in the white zone.
2. Double-parking in the street is not permitted, it is illegal and unsafe - both to traffic and pedestrians.
3. Parents are welcome to walk-in their children and stay for Prayer and Morning Assembly, but guests are required to find acceptable street parking prior to walking into the schoolyard. Within a couple of blocks to the school, there is usually sufficient street parking. Parking meters on Geary Blvd. do not start charging until 9:00 a.m.

4. Do not walk across in the middle of the street to get to the driveway on 23rd Avenue! As pedestrians, both parents and students should use the crosswalks at one of the corners.
5. All students are to report to Morning Assembly in the Upper Yard by entering from either the gate on 23<sup>rd</sup> Ave. or the walking only gate on 24<sup>th</sup> Ave. The main business entrance door on Geary Blvd. is not to be used as a student entrance prior to 8:00 a.m. After 8:00 a.m., students who are receiving tardy slips and going to class late may use the main entrance door. The main entrance door is the preferred door for visitors and students entering and/or leaving the school for appointments during the school day.

## **2. Dismissal Procedures**

All students are dismissed at 3:00 p.m. (with the exception of scheduled 12:30 p.m. dismissal days). The students of Kindergarten through 2<sup>nd</sup> grade (ground level classrooms) are dismissed from the 24<sup>th</sup> Avenue door. The students of 3<sup>rd</sup> through 8<sup>th</sup> grades (upper level classes) are dismissed via the schoolyard to the 23rd Avenue exit (the same gate students arrive to in the morning). Families should pick up multiple siblings from the dismissal area of the oldest sibling (i.e. students of the upper grades who have a younger sibling shall pick up their sibling(s) from the 24<sup>th</sup> Ave. door and then walk through the schoolyard to the 23rd Ave. exit for pick up.

## **3. U—Turns**

Cars should not make U - turns in the street, nor turn around in driveways around the school. Automobiles speed up 23rd and 24th Avenues trying to avoid the line of traffic and can easily smash into your car as you attempt to turn around.

## **4. Walking Traffic**

Children enter and exit from either 23rd or 24th Avenue gates if they are walking home. Parent volunteers supervise arrivals on 23rd and 24th Avenues.

## **5. Extended Care Pick-up**

Parents may drive into the lower schoolyard only after 4:00 p.m.

## **6. Heavy Rain**

If we have heavy rain, the 24<sup>th</sup> Avenue school door will be open and supervised from 7:30 a.m. - 8:00 a.m. for student arrival. No cars are allowed to drive into the schoolyard for drop off.

## **7. Late Arrivals**

Morning Assembly (prayer, Flag Salute, and announcements) begins at 8:00 a.m. Students are considered late if not in line when the 8:00 a.m. bell rings. If children arrive late for school, drivers should use the white zone on 24th Avenue as an unloading zone or park on Geary blvd. Children should ring the front door bell of the school to gain admittance and obtain a tardy slip from the office.

## **V. School Uniforms**

The school uniform is a symbol of a student's pride, both in him/her self and of the school. The complete uniform is to be worn everyday unless families are otherwise notified. Students must be in full uniform unless if they have a signed and dated note from their parents or an exception by the principal has been granted. The note will apply for that day only. Each student should have an adequate supply of uniform clothing to allow him or her to be in complete uniform (**including uniform shoes**) every day. If an out-of-uniform student arrives at school without the required note, he or she will be issued a uniform infraction notice with instructions to remedy. In extreme cases, a student may be sent to the office to call home or to the parent's work. Any clothing with inappropriate pictures, logos, images, or sayings may not be worn at school at any time. The school administration reserves the right to deem which, if any, particulars of the school uniform code are appropriate for each student's appearance.

### **1. Uniform Regulations:**

#### **a. Shoes (boys and girls)**

Shoes are to be **solid color black or white all leather, low-cut, tie-up and/or Velcro** with non-marking soles. Zippered shoes, high top shoes, light up shoes, roller blade type shoes, boots, or loafers are not allowed. All leather tennis shoes are acceptable if they are either solid black or solid white.

#### **b. Socks**

**White socks must cover the ankles.** Other types of socks are not acceptable.

#### **c. Undershirts**

Undershirts for boys and girls should be solid white. Colored undershirts, logos, slogans and/or designs are not permitted and should not be visible through the uniform shirt.

#### **d. Jackets**

Non-Uniform jackets may be worn on colder days over the uniform sweater, but are not to be worn in the classroom. Non-uniform jackets may be worn over the uniform sweater at outdoor assemblies and recesses.

#### **e. Hair**

**Boys' hair should be above and not touching the shirt collar.** Sideburns should be properly trimmed. Fad haircuts, abnormal hair coloring, tails, or spikes are not permitted for either boys or girls.

#### **f. Girl's Skirt Length & Pants**

The length of girls' skirts must be at or below the knee. Girls are also allowed to wear uniform pants at their own discretion.

#### **g. Earrings, Jewelry, Make-up, Nail Polish, and assorted decor**

If girls wish to wear earrings, they may wear the post/stud type only, not hoop or dangling style earrings. Only one earring, located in the lobe of the ear, is permitted in each ear. Other than the ear lobes for girls, all body piercing is unacceptable. Bracelets

and other jewelry are not permitted. Students are not to wear make-up or colored nail polish. Boys are not allowed to wear earrings. Tattoos, real or otherwise, are prohibited.

#### **h. Physical Education**

All students are to wear official St. Monica sweatpants and sweatshirts on P.E. days. Students must wear sturdy athletic shoes on P.E. days. Bulldog Spirit t-shirts and P.E. shorts are also allowed on P.E. days, but must be worn under the official P.E. uniform when a student is not in P.E. Class.

#### **i. Uniform Etiquette:**

1. Undershirts should be solid white. Colored undershirts, logos, slogans and/or designs should not be visible through the uniform shirt.
2. No clothing with inappropriate pictures, logos, images or sayings may be worn.
3. No sweats, shorts, baggy pants or tight mini-skirts with slits above the knee may be worn.
4. Any body piercing is unacceptable, other than the ear lobes.
5. Students are not permitted to change out of uniform before leaving the premises to go home unless they have a CYO practice.
6. Students must wear athletic shoes on P.E. days.

#### **j. Uniform Exceptions and Free Dress Day Regulations**

1. Occasionally, free dress days will be declared by the school administration. Free Dress days are not the norm and are usually tied to a specific class and/or student reward or a type of school-wide celebration. Parents will be notified in advance for free dress days.
2. Eighth graders may wear their special eighth grade sweatshirts daily. All students should wear the official St. Monica sweatpants and sweatshirts on Physical Education days.
3. When a “Bulldog Spirit Day” is declared, students may wear St. Monica Logo t-shirts or sweatshirts along with free dress pants and shoes. This type of spirit day is often connected to a St. Monica Sports Activity.

#### **2. Girls’ Uniform:**

- Plaid jumper - (regulation for Gr. K-5)
- Plaid skirt - (regulation for Gr. 6-8)
- Dress navy twill uniform pants or shorts may be worn at the student’s discretion.
- White tuck-in Peter Pan collar blouse or white polo shirt without a logo (Gr. K-5)
- Red V-neck cardigan sweater (Gr. K-5); Red pullover sweater - (Gr. 6 - 8)
- White socks - ankle or knee-high. In winter, white leggings or tights are acceptable. (Socks that do not cover the ankles are not acceptable.)

#### **3. Boys’ Uniform:**

- Dress navy blue pants - cords or twills. No denim, jeans, pleats, cuffs or baggy pants.

- Dress navy twill uniform shorts may be worn at the student's discretion.
- White no-iron permanent press shirt or White Polo shirt without a logo
- Regulation navy sweater-pullover style

### **W. Student Behavioral Expectations**

1. Students are expected to follow the Code of Christian Conduct at all times (see Appendix #1).
2. All students and adults are expected to follow all guidelines outlined in the Internet Acceptable Use Policy (Appendix #3).
3. Students are encouraged to promote a spirit of Christian friendship and support among the members of the Student Body as well as a practical understanding of the Schoolwide Learning Expectations.
4. No gum chewing is allowed on school or campus grounds at any time. All adults are expected to model this practice for our students.

### **X. Visitor Procedures**

1. All people coming to the school must enter either through the main entrance on Geary Blvd. or the Visitor Entrance from the southern most corner of the upper yard. Guests must register by signing in at the office. If their business requires a period of time in the school, they will be given a visitors badge. Every effort is made to secure the outside doors of the building. Outside doors are to remain locked and latched at all times. If at any time, a parent and/or student find a door unlocked or open, please inform the office immediately.
2. If parents wish to visit a classroom while the class is in session, permission should be requested from the teacher involved 24 hours prior to the visit. These visits should be for a specific purpose and should not be longer than one class period.

### **Y. Parent Volunteer Guidelines**

The Archdiocese of San Francisco requires that each school have reference and/or background check paperwork on file for all volunteers working with children. Depending upon the type of volunteer work that a person is doing, there are two methods of application:

1. For persons volunteering to work with children and youth intermittently (e.g. Field trip chaperones, Hot lunch aides) - an *Application Form for Persons Volunteering to Work with Children and Youth Intermittently*: Reference Check is required to be filled out and submitted to the school office. Each *parent* should have one of these forms on file in the school office, as each parent will then be able to volunteer for any school activity. These forms are sent home by the school administration and are available at any time from the school office. (This application form is also available as Appendix #4)
2. For persons who have regular contact with children (e.g. head coaches or assistant coaches), in addition to the *Application Form for Persons Volunteering to Work with Children and Youth Intermittently*: Reference Check, there are two protocols required:

- a. Livescan Fingerprinting Clearance, and
- b. “Shield the Vulnerable” online child abuse awareness training (More information regarding “Shield the Vulnerable” is given as part of the Safe Environment Curriculum in Appendix #2)

Both the Livescan forms and the information to access the “Shield the Vulnerable” training may be requested from the principal. Certificates showing proof of completion for both of these two protocols must be submitted to the principal prior to any volunteer work that is considered regular contact with children.

All together, these safeguards are designed to keep our children safe and are mandated for all Catholic Schools within the Archdiocese of San Francisco.

## **Z. Parental Behavioral Expectations**

### **1. General Expectations**

In the spirit of the St. Monica School philosophy, parents are invited to cooperate with our faculty and staff to build a school community that fosters the religious, intellectual, moral, social, cultural, and physical growth of each student. We believe that parents are the primary educators of their children. Parents are looked upon as role models for the student community and are generally expected to exhibit respectful behavior at all times. Specific items to be noted are as follows:

- Alcohol is prohibited at school community events and parent meetings unless an exception has been given and publicized by the parish and/or school administration.
- The information contained in any official school community directories, including, but not limited to class lists, family contact information rosters, parent/family contact directories is for the sole use of parents, faculty, staff and administration of St. Monica School and is not to be used for solicitation or any business activity outside of the St. Monica School.

### **2. Parent Service Hours**

Parents are required to complete the mandatory 25 hours of annual service to the school and school community. The Parent Club is responsible for promoting opportunities and tracking records of parent service. The principal can only make accommodations and/or exceptions to the 25 service hours per family requirement. If parents do not complete their 25 hours of service obligation during the school year, they will pay the actual cost of education for each child from the prior school year. For parents with children who are graduating, these students may not participate in graduating activities unless the mandatory 25-service hours and all other family commitments have been fulfilled ahead of time.

### **3. Discipline**

Strict laws govern teachers and school officials about the reporting of any suspected child abuse. The definition of child abuse includes striking a child with anything other than your open hand. If the school becomes aware of such behavior on the part of an adult, even if it is a parent, it is mandatory that a report be made immediately to Child Protective Services. Please be advised that we will do this if such behavior is reported to us, if we notice children bearing injuries, or if we suspect grave negligence.