

# Parents & Students

The Saint David School Handbook is designed to ensure the quality academic atmosphere of the school. The contents of this handbook will not answer all questions, but should direct you to the best informational sources.

The provisions in this handbook are designed to provide to parents and student information and guidance about the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

The goal of the administration and faculty is to follow the spirit as well as the "letter" of the handbook. However, on occasion, it may be necessary to make an exception to the written rules, or make judgement calls to address a particular situation. Such decisions will be made only after careful consideration on the part of the administration and faculty, in accordance with the Diocese of Oakland, and with parental input. The school principal will make the final decision.

Please keep this information for your personal use during the school year.

It is important that both parents and students are familiar with the contents of the handbook. We ask that you read it thoroughly.

Please complete the information below and return this portion to the school by September 19, 2011.

Family Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and I understand the contents of the Saint David School Handbook. I agree to abide by the guidelines as set forth in the handbook.

**Parent**

**Signature:** \_\_\_\_\_

**Student**

**Signature(s):** \_\_\_\_\_



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## **FOUNDATIONS OF THE EDUCATIONAL PROGRAM**

The educational program at St. David School is uniquely Catholic. The academic preparation provides a solid education that integrates the secular subjects with religion. We foster a religious atmosphere that provides those school experiences for our students to form a whole Christian person.

In accordance with the Catholic Church, we believe that:

Christ is the foundation of the whole educational enterprise in a Catholic school. His revelation gives new meaning to direct his thought, action, and will according to the Gospel, making the beatitudes his norm of life. The fact that in their own individual ways all members of the school community share this Christian vision, makes the school Catholic: principles of the Gospel in this manner become the educational norms since the school then has them as its internal motivation and final goal.

(Reference: The Catholic School: The Sacred Congregation for Catholic Education)

### **SCHOOL MISSION STATEMENT**

St. David Catholic Elementary School provides a safe, healthy environment. We foster Christian values, high academic standards, and promise social responsibility in a culturally diverse society.

### **SCHOOL PHILOSOPHY**

St. David School is a parish elementary school (Grades Preschool through 8), which provides a Catholic educational environment. The school supports the family in their role as primary educator of their child. Teachers, as facilitators of learning, have a vital role providing educational expertise that addresses the needs of the whole child. Students are taught to actively contribute to society and view life according to the teachings of Jesus Christ. The school community fosters understanding, acceptance, and appreciation of the diversity of humanity. It provides a learning environment designed to develop a positive self-image where students can grow spiritually, intellectually, socially, and physically.

# **SCHOOLWIDE LEARNING EXPECTATIONS**

## **St. David Students are:**

### **Spiritual Students who:**

- 1.1** learn the Christian message through scripture, the life of Christ, and the teachings of the Catholic Church
- 1.2** show compassion
- 1.3** make good choices based on moral values and integrity
- 1.4** have a personal relationship with Jesus Christ
- 1.5** participate in a church community
- 1.6** demonstrate service to church, family, school and community

### **Academic Students who:**

- 2.1** communicate effectively
- 2.2** utilize technology
- 2.3** have good study habits and organizational skills
- 2.4** are independent thinkers
- 2.5** have solid foundations in basic subjects
- 2.6** challenge themselves
- 2.7** show life long curiosity and enthusiasm for learning

**2.8** are aware of current events and global issues

**2.9** think critically

**Social Students who:**

**3.1** respect and appreciate the variety and uniqueness of cultures and heritages of people

**3.2** are stewards of the planet and respect and appreciate nature

**3.3** are compassionate to others and strive to help them

**3.4** appreciate visual and performing arts, music and dance

**3.5** are self-confident and self disciplined

**3.6** take responsibility for actions

**3.7** interact and work effectively with others

**3.8** strive for good health habits and hygiene

**3.9** peacefully resolve conflicts

**3.10** cooperate in play and demonstrate sportsmanship

**ST. DAVID SCHOOL CALENDAR  
2011-2012**

**First Day of School** Tuesday, August 23, 2011  
**Last Day of School** Thursday, June 7, 2012

**SCHOOL HOLIDAYS**

**Labor Day** Monday, September 5, 2011  
**Student Holiday/teacher in-service** Wednesday, September 14, 2011  
**Student Holiday/teacher in-service** Thursday, September 22, 2011  
**Columbus Day** Monday, October 10, 2011  
**Veterans' Day Observance** Friday, November 11, 2011  
**Student Holiday/teacher workday** Friday, November 18, 2011  
**Thanksgiving** Thursday, November 24, 2011  
**Day after Thanksgiving Holiday** Friday, November 25, 2011  
**Christmas Break** Wednesday, Dec. 21, 2011 – Tuesday, January 3, 2012  
**Dr. Martin Luther King, Jr. Day** Monday, January 16, 2012  
**Student Holiday/teacher in-service** Friday, February 17, 2012  
**Presidents Day** Monday, February 20, 2012  
**St. David's Day** Monday March 12, 2012  
**Easter Vacation** Friday, April 6, 2011 - Friday, April 13, 2012  
**Memorial Day** Monday, May 28, 2012

**MINIMUM DAYS - 12:00 PM DISMISSAL**

**First days of School** Tuesday, August 23 – Wednesday, August 24, 2011  
**Teacher Work Day** Friday, September 2, 2011  
**Teacher Work Day** Friday, October 7, 2011  
**Teacher Work Day** Wednesday, October 19, 2011  
**Halloween Carnival Day** Monday, October 31, 2011  
**Parent/Teacher Conferences** Monday, November 21, 2011  
**Parent/Teacher Conferences** Tuesday, November 22, 2011  
**Parent/Teacher Conferences** Wednesday, November 23, 2011  
**Day before Christmas Break** Tuesday, December 20, 2011  
**Day before MLK Holiday** Friday January 13, 2012  
**End of Catholic Schools Week** Friday, February 3, 2012  
**Day before Easter Break** Thursday, April 5, 2012  
**Teacher Work Day** Wednesday, April 25, 2012  
**Day before Memorial Day** Friday, May 25, 2012  
**Last Week of School** Wednesday, June 6, 2012  
**Last Day of School (10:00 AM dismissal)** Thursday, June 7, 2012

**MANDATORY PARENT-TEACHER GROUP (PTG) MEETINGS**

**7:00 PM in Rose Mello Hall**

Wednesday September 7, 2011  
 Wednesday March 14, 2012

## **GENERAL INFORMATION REGARDING DIOCESAN AND SCHOOL PERSONNEL**

Following is a summary of the roles and responsibilities of the Catholic Diocesan and School personnel:

### **Bishop**

The Bishop, the chief Pastor of Dioceses, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements, which contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a superintendent. The Diocesan School Board is approved by the bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

### **Superintendent of Catholic Schools**

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the school o the Diocese.

The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow the curriculum guidelines.

In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

### **Diocesan School Board**

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and himself.

The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

### **Pastor**

The Pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The Pastor can render service and leadership to the parish or area school by acting as a religious leader,

community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

### **Principal**

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The Principal is responsible for implementing school policies.

### **Faculty**

The faculty and students of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

### **Secretary**

The school administrative assistant is responsible to the Principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

### **Other Support Staff**

Other staff is responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job description.

## SCHOOL PERSONNEL ADMINISTRATION

Reverend John Blaker	Pastor	237-1531
Ms. Ann Pires	Principal	232-2283 x 121
Mrs. Jeanette Beard	Secretary	232-2283 x 120

## SCHOOL FACULTY

<u>Grade</u>	<u>Instructor</u>	<u>Extension</u>
Kindergarten	Mrs. Jane Drummond Mullarkey	105
1 <sup>st</sup> Grade	Mrs. Marina Chainey	112
2 <sup>nd</sup> Grade	Mrs. Grace Gedeon	113
3 <sup>rd</sup> Grade	Ms. Cheryl Felciano	109
4 <sup>th</sup> Grade	Ms. Diane Francis	108
5 <sup>th</sup> Grade	Ms. Helen Jackson	107
6 <sup>th</sup> Grade	Mr. Andrew Shimabukuro	106
7 <sup>th</sup> Grade	Mrs. Deborah Magers-Rankin	103
8 <sup>th</sup> Grade	Mrs. Therese Larouche	102
Music (Pre K-8)	Mrs. Rebecca Monson	111
Pre-K Director	Mrs. Diana Buckingham	115
Pre-K Teacher	Mrs. Maria Mejia	
Pre-K Teacher	Ms. Deneshia Scott	
Pre-K Teacher	Ms. Amy Rodriguez	
Pre-K Teacher	Ms. Alicia Singh	

**Faculty E-Mail** - Teachers also have E-Mail addresses. If you would like to correspond with your child's teacher via E-Mail, please discuss the arrangement with the teacher.

### WILLOWS PROGRAM STAFF

Director	Mr. Jorge Chavez	232-2343
Assistants	Mrs. Martha Jaime	232-2343
	Mrs. Maria Mejia	

## **ST. DAVID’S SCHOOL BOARD**

Just as the Diocesan School Board acts in an advisory capacity to the Bishop and Superintendent, so does the local St. David’s School Board act in an advisory capacity to our Pastor and Principal. The School Board is made up of nine elected members from the parish and School Community, and two appointed members. They also sponsor and oversee the activities of the following school committees: Religion, Development, Maintenance, Technology, and Safety. The Pastor, the Principal, and Parent Teacher Group (PTG) President are also members of the School Board.

The School Board’s mission is to bring its wisdom, talent, experience, faith life, and good will into the process of providing quality education for all the children served by the school. It furnishes the support and leadership to carry out the Church’s commitment to Christian education.

The School Board meets once a month. These are open meetings so all parents are welcome to attend. Meetings are held in the school library. Meeting dates will be published on the monthly school calendar and in the Goings On weekly newsletter.

Anyone who would like to address the School Board or would like to have an item added to the agenda must submit the request in writing. This request must be addressed to the School Board President and must be submitted at least one week prior to the meeting. This written request may be sent to the school or delivered to the office to be placed with other School Board correspondence.

### **2011-2012 School Board Members**

Ms. Flory Del Rosario  
Mrs. Seretha Brewer  
Mr. Chris Martinez  
Mr. Jose Vargas  
Mr. Tracy Oliva

### **Ex-Officio School Board Members**

<b>Pastor</b>	Reverend John Blaker
<b>Principal</b>	Ms. Ann Pires
<b>PTG President</b>	Mr. Gabe Silva

## **Standing Committee—Athletics**

The Athletic Committee reports to the St. David's School Board. This committee oversees all of the Catholic Youth Organization (C.Y.O.) sports activities offered at our school. It is responsible for all aspects of the sports program, including fund raising.

**Chairperson** Danette Julian  
**Co-Chairperson** Marianella Diaz

## **PARENT TEACHER GROUP (PTG)**

The Parent Teacher Group (PTG) is the official organization of parents in the school. All parents are members of the PTG and must be actively involved in functions sponsored by this organization. The PTG is primarily responsible for fundraising efforts to benefit the students and the school, and for fostering open communication between parents and school faculty and administration.

The PTG meets once a month. These are open meetings so all parents are encouraged to attend. The PTG welcomes new ideas for school fundraising and family/student activities. Meetings are held in the school library. Meeting dates will be published on the monthly school calendar and in the Goings On weekly newsletter.

Twice annually, all families are required to attend a Mandatory Parent Teacher Group Meeting. These meetings are held in the fall and in the spring and are critical to ensure that important information is disseminated to all families concurrently. Because these meetings are mandatory, at least one parent or guardian from each family must attend. If no family member can attend, you must notify the school office prior to the meeting. Families who fail to attend without notification to the school will be fined \$25.00.

### **2011-2012 PTG Officer Board Members**

<b>President</b>	Gabe Silva
<b>Vice President</b>	
<b>Secretary</b>	Mary Wruck
<b>Treasurer</b>	
<b>Room Parent Coordinator</b>	Rowena McCarthy
<b>Publicity</b>	
<b>Hours Coordinator</b>	Ellen Dillard
<b>Donations Coordinator</b>	Cathy Nichols
<b>Faculty Representative</b>	Rotating
<b>Principal</b>	Ann Pires
<b>Ways &amp; Means</b>	Malinda Patrick

### **Standing Committee Chairpersons**

<b>Silent Auction</b>	Yanina Salazar
<b>Health Committee</b>	Rocio Hernandez
<b>Fall Festival Committee</b>	Jennifer George
<b>Santa Breakfast</b>	
<b>Crab Feed</b>	Francisco Juarbe
<b>St. Patrick Dinner</b>	Paul Bourey

### **Required PTG Fund Raising Events**

Each family is required to participate in the **Gift Wrap** sale held at the beginning of the school year. Families are responsible for selling at least 25 items from this fundraiser. A family that does not participate will incur a charge of \$200.00. In addition, an item worth \$40 must be donated for our annual **Silent Auction**.

### **STUDENT COUNCIL**

St. David School provides the opportunity for students in grades 6, 7 and 8 to participate in Student Council to promote the concept of government and decision-making among the students. In addition, each class has representatives who attend Student Council Meetings and report back to their classmates.

### **2011-2012 Student Council Members**

President	Alysia Gurule Summer Julian
Vice President	Sienna Knight Theresa Nguyen
Secretary	Katelyn McCarthy Reina Mejia
Student Representative	Briyanna Brown Rebecca Diaz
Year Book	Jessica Aguilar
Safety & Traffic Officer	Tanesha Subrayan Ian Brewer
Ecology	Zahra Baruti Skyler Cadwallader
Faith Formation Officers:	Hannah Patrick Isabela Vieira
Treasurer:	Fernando Monjaraz Tony Diaz

### **School Organizations**

Student Council  
Catholic Youth Organization  
(CYO Sports Teams)  
Altar Servers

### **Academic Contest**

Annual Speech Contest (1-8)  
Annual Writers' Faire (K-8)  
Award Assemblies (6-8)  
Geography Bee (4-8)

Girl Scouts  
Choir

Vocabulary Bee (4-8)  
Science Faire (5 – 8)

### **School Activities**

Spirit Week  
Olympics  
K.I.D.S. Week  
Christmas Program  
Spring Sing  
Wheel-A-Thon  
Ocean Month (MARE)  
Rosary Guild  
Educational Camp  
(Grades 5 & 8)

### **Religious Events**

Weekly Class Masses (1-8)  
Junior High Retreats  
Rite of Reconciliation (2<sup>nd</sup>)  
First Holy Communion (2<sup>nd</sup>)  
May Crowning (1<sup>st</sup> & 8<sup>th</sup>)  
Monthly Student Body Masses  
Talent Show

### **Student Outreach Projects**

Food Drive for the Needy (All)  
Mission Collections (All)  
St. Jude Math-A-Thon (4<sup>th</sup>)  
Get on the Bus (All)  
Rosary Guild (7<sup>th</sup> & 8<sup>th</sup>)  
Community/School Service Hours  
(7<sup>th</sup> & 8<sup>th</sup>)

## **ADMISSION POLICIES & PROCEDURES**

### **Diocesan Board and Local School Board Non-Discrimination Policy**

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses of Christ's love for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school administered programs.

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.

## **Entrance Requirements**

### **Minimum Age**

To be admitted into kindergarten a child must be four (4) years and nine (9) months of age on or before September 1<sup>st</sup> of the current school year. To be admitted into the first grade a child must be five (5) years and nine (9) months on or before September 1<sup>st</sup> of the current school year.

### **Records at Entrance**

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of State required immunizations.

### **Special Needs**

Admission of students with special needs will be dependent upon the school program's ability to meet these needs.

### **Priority for Student Acceptance**

Admission priority shall be given in the following order:

- Group I      Catholic Children
- Group II     Non-Catholic children  
                  who have brothers/sisters attending St. David
- Group III    Non-Catholic Children

### **Student Acceptance Criteria**

The following criteria are considered when determining whether a student will be accepted to St. David School:

- Prior report card
- Overall academic achievement
- Conduct in prior school
- Test scores\*

(\*Note: All students shall be tested for their grade levels before acceptance.)

### **Students Entering Grades 7 & 8:**

Private and public school children are admitted to these grades only if they have excellent conduct, are academically qualified, and express a desire for Catholic education.

### **Notice of Acceptance**

Notification of acceptance will be provided, as openings become available.

### **Probation**

A student is accepted on a probationary status only, and remains on probationary status for three (3) months following admission. All possible support will be given to the student in order to assure a satisfactory adjustment. Should social or academic

adjustment be unsatisfactory, the student will be asked to seek a different school. The school administration determines if school programs meet the needs of the applicant.

**Procedures for Recommended Transfers**

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

1. The school has explored means to meet the needs of the child;
2. There has been sufficient discussion with the parent/legal guardian concerning the child’s condition or the parent/legal guardian’s attitude.

The Principal, in consultation with the Pastor and Superintendent of Schools makes the final decision. If a transfer is recommended, it is to take place at the end of a grading period, preferably at the end of an academic year.

**TUITION & SCHOOL FEES**

**Parent Obligation**

Parents must clearly understand the tuition and parent participation obligations they assume when enrolling their child/ren at St. David School. Parents are asked to read and sign an annual parent contract that details the annual tuition rates, required service hours, and any other obligations.

**Annual Registration Fee**

Parents are required to pay a \$350 per child (\$375 if paid after June 30) annual registration fee to enroll their children in St. David School for all grades, Pre-K through 8. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Registration fees are non-refundable.

**Tuition Plans: Grades Kindergarten – 8**

For the 2011-2012 School Year, St. David School offers two tuition plan options.

Plan #1 **does not** require families to serve Parent Participation Hours. Plan #2 requires families to serve a minimum of 30 Parent Participation Hours to fulfill their contractual obligation. The tuition rates for each of the plans are as follows:

**Plan #1**

<u>Number of Students</u>	<u>Annual Tuition Amount</u>	<u>Monthly Payments</u>
1	\$6,620	\$662
2	\$11,920	\$1,192

**Plan #2**

<u>Number of Students</u>	<u>Annual Tuition Amount</u>	<u>Monthly Payments</u>
1	\$5,800	\$580
2	\$10,440	\$1,044
3	\$14,270	\$1,427

### **PreSchool Tuition Rates**

#### **Half-Day Program**

(8:00 AM-12:00 PM)

Annual Rate: \$3,810

Monthly Rate: \$381

#### **Full Day Program**

(8:00 AM-2:45 PM or 6:30AM – 6:00 PM)

Annual Rate: \$6,460

Monthly Rate: \$646

### **Tuition Payment Plans**

A. Once annually-payable at the opening of school\*

3% discount off of annual tuition when paid in full by August 31st

1. Two payments-payable in August and the end of January

2. Monthly-Payments are due beginning August 1<sup>st</sup> through May 1<sup>st</sup> \*\*

(\*\*Payments are delinquent after the 10<sup>th</sup> of the month)

### **Late Charges**

A charge of \$25.00 is charged for all late tuition payments. A \$25.00 service charge will apply for all returned checks.

### **Tuition Delinquency**

It is important that tuition payments be kept current. Tuition payment status will be reviewed at the end of each month. If tuition is two months past due, student(s) may not be allowed to return to school until the family's account status is brought current.

### **Tuition Assistance**

Each year, St. David School sets aside one percent of the school budget to make a tuition assistance program available to families with financial challenges. Families in need of assistance may obtain a form from the principal. Forms are reviewed in June and September and throughout the year as the need arises.

Families are eligible to apply for financial assistance at any time. Financial aid will be provided to families whose annual income and expenses are such that it would be a hardship for the family to continue at St. David School. The largest financial aid scholarship available is 1/3 off of the regular tuition. Scholarships will be awarded according to family need and available funds.

### **Other School Fees**

The following fees are in addition to tuition costs:

- **New Students:** Earthquake Pack--\$20.00 per student
- **Pre-School Fee:** \$50
- **Kindergarten Supply Fee:** \$50.00 per student
- **Second Grade First Holy Communion Fee:** \$50.00 per student
- **Third Grade Music Fee:** \$12.00
- **Fall Festival Raffle Tickets Fee:** \$25.00
- **Fifth and Eighth Grade Camp Fees**
- **Eighth Grade Graduation Fee:** \$100.00 per student\*\*

\*\*The \$100 graduation fee helps to defray the costs of graduation gown rentals, diplomas, purchases of class awards, graduation breakfast and reception.

**A student may not participate in the graduation ceremony if tuition and fees are not current.**

## **Parent Participation Program (PPP)**

### **General Information**

The Parent Participation Program (PPP) is designed to involve as many parents as possible in school and PTG sponsored activities. Our school depends a great deal on parent participation to provide auxiliary services, such as library, hot lunch program, yard supervision, just to name a few. Being involved in these activities is beneficial for your child/ren, not only because of the services rendered, but more importantly, parents working together create the community atmosphere we all strive to create for our school.

### **Regulations**

Families who select tuition payment plan option #2 are required to volunteer at the school for a minimum of 30 hours during the school year. Service hours are valued at \$25 per hour; therefore, hours that are unearned by the end of the school year will be billed at that rate. Service hours must be earned by adult family members or legal guardians. Each volunteer must complete Safe Environment training, which is good for 3 years before a renewal is necessary. Also, any volunteer working directly with the children for over 12 hours per month must have a certificate on file for TB clearance.

Generally, service hours will be earned beginning the first day of school, and are to be completed by May 15<sup>th</sup> of the school year.

### **Summer Opportunities to Earn PPP Hours**

Because there are activities that require completion during the summer vacation, (for example, school maintenance, clerical assistance), hours may be earned during the summer by special arrangement with the school principal. At the principal's discretion, hours earned during the summer may be credited toward unfulfilled hours from the previous school year. Otherwise, these hours will be credited toward the family service hours commitment for the following school year.

### **Accounting for Service Hours**

Family members or other individuals who earn service hours on behalf of a St. David family are responsible for ensuring that their hours are properly credited. Service hour slips for the St. David School Parent Participation Program are available in the school office to facilitate record keeping of service hours.

The PTG Service Hours Coordinator is responsible for maintaining a record of all families hours throughout the school year. The Service Hours Coordinator will provide families with one or more statement(s) of service hours earned during the school year. Families are encouraged to validate the accuracy of their statements, and to report any discrepancies to the PTG Service Hours Coordinator.

### **Service Hour Slips**

Service Hour Slips are triplicate forms, which are to be filled out by family members or other individuals earning service hours. Each form must have the following information completed:

- A brief description of the service provided
- The number of hours worked/earned
- The name of the family to be credited for the hours
- The name of the individual(s) who earned the hours
- A signature of an event chairperson or other person authorized to sign the forms

The original (white) and duplicate (yellow) of completed Service Hours Slips are retained by the event chairperson, teacher, administrator, or other individual who signs the slips. The triplicate (pink) copy is to be retained by the family as verification of hours worked toward their annual commitment.

It is the responsibility of all St. David families to ensure that they receive credit for hours earned. If an event chairperson, teacher, or school administrator does not provide a Service Hours Slip or hours worked, it is the families responsibility to obtain and complete a slip, ensure that the appropriate individual signs the form, and turn the hours slips into the office.

### **Sign-In Lists**

Occasionally, for large fundraising events, and/or for events requiring donations of baked goods or other food items, sign-in lists will be posted for family members to sign in lieu of providing Service Hours Slips. Each family member who earns hours or provides donations is to sign the list, and indicate:

- The number of hours worked, or the number and types of items donated
- The names(s) of the student(s) whose family is to be credited for the hours

These lists are then turned in to the PTG Service Hours Coordinator to credit families with the appropriate number of service hours. Families who prefer to have their hours documented on Service Hours Slips instead of the sign-in lists are responsible for obtaining and completing the slips and obtaining the signature of one of the event coordinators.

## Unfulfilled Hours

A \$25 per hour fee will be charged for unfulfilled hours. During May, families who have not fulfilled the required service hours commitment will receive an invoice for fees due. All fees must be paid in full before the student may be registered for the following school year. Families are responsible for reconciling discrepancies in their hours records with the PTG Service Hours Coordinator.

## Special Requirements for New Families

The first two years, new families **must** spend at least 14 of their Parent Participation service hours as follows:

- **Fall Festival:** 5 hours
- **Crabfeed:** 4 hours
- **Auction:** 5 hours

These hours are required regardless of any other hours worked during the school year. Therefore, even if you have already fulfilled your hours commitment prior to these events, you must still work each of these activities.

## Penalty for Unexcused Absences Regarding Hours

An unexcused absence is when a person is scheduled to work an event and does not show up for the scheduled work hours. An excused absence is when a person is scheduled to work an event and calls the event chairperson or coach and tells them that he/she will be unable to work. This call is to be made at least 2 hours before the event takes place.

If you are scheduled to work for up to two hours and do not show up (unexcused), you will be charged \$50.00. If you are scheduled to work for more than two hours and do not show up you will be charged \$100.

## List of Parent Participation Hour Opportunities

The list includes many of the opportunities available to fulfill PPP hours during the school year. **Keep in mind that this is not an all-inclusive list!** If you have any questions about how to earn your service hours, you may consult with the PTG Services Hours Coordinator or the School Principal.

	<b>Hours</b>
▪ Parent Teacher Group (PTG) Board Officer	30
▪ School Board Member	30
▪ Fund Raiser Chairperson	30
▪ Sports Committee Chairperson	30
▪ Health Testing Chairperson	30
▪ Health Testing Assistance	Hours Served
▪ Co-Chairperson Major Fund Raisers (Crab Feed, Halloween Carnival, Fall Festival, Auction)	Hours Served
▪ Head Coach for Sports Activities-Certified	30

▪ Assistant Coach for Sports Activities-Certified	Hours Served
▪ Scout Leader	30
▪ Assistant Scout Leader	Hours Served
▪ School Photographer	Hours Served
▪ General Maintenance—Buildings & Grounds	Hours Served
▪ Library Assistance	Hours Served
▪ Office Assistance	Hours Served
▪ Drivers/Parent Chaperones for Field Trips	Hours Served
▪ Room Parent	Hours Served
▪ Assistance at Fund Raisers	Hours Served
▪ St. David's Parish Activities	Hours Served
- Altar Society	
- Church Choir	
▪ Donated Items**(See Below)	Cost/\$25.00
(For example, raffle prizes, school supplies, store-purchased baked goods, auction donations)	
▪ Home-baked Items	
- One home-baked cake	1 hour
- Two dozen home-baked cupcakes	1 hour
- Three dozen cookies	1 hour

**\*\*Donated Items**

- An individual family cannot earn more than one-half (15 hours) of their required annual family service hours commitment from donated items. Although donated items are essential for many of the school's activities; sufficient volunteer participation is critical to the success of our events.
- Since parent Service Hours are valued at \$25/hour, the value/cost of donated items will determine the number of service hours credited to the donating family. Examples:
- For a store-bought cake that cost \$12.50, the donating family will be credited with 1/2 service hour
- For a donated item valued at \$150, the donating family will be credited with 6 hours.

## **Grading and Academic Information**

### **Curriculum**

St. David School curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines.

### **Religious Education**

Religious instruction will be an integral and continuing element of the educational experiences of students in all grades.

### **Family Life/Christian Sexuality**

The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

### **Electronic Information/Communications**

The mission of St. David School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Because we make these opportunities available to our students, each year, parents and students will be requested to sign a policy regarding acceptable use of the internet. The policy document will be sent home with students in the family envelope early in the year.

### **Report Cards**

- Students in Preschool receive no report cards, instead, two (2) parent conferences are held to discuss the student's progress.
- Kindergarten and first grade students receive a progress report during the 1<sup>st</sup> trimester and a report card during the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters.
- Grade 1-8 will receive report cards three times annually, (i.e., 3 trimesters, each of which lasts approximately 12-15 weeks).

If a student is absent 10 days or more during any period, grades will be withheld if the work has not been satisfactorily made-up.

Report cards must be signed by the parent or guardian and returned to school within two days.

### **Progress Reports**

Progress reports are issued for students in grades K-8 between report card periods so parents will be regularly informed of their child's progress. Progress reports must be signed by the parent or guardian and returned to school within two days.

## **Grading Standards**

Teachers will provide students and parents/guardians with grading expectations at the beginning of the school year during Back to School Night. However, the following grading code will generally apply:

### **The Grading for students in grades 1-3 is as follows:**

- G = Good work
- S = Satisfactory Work
- N = Needs Improvement

### **The Grading for students in grades 4-8 is as follows:**

- A = Excellent Work; Exceeds Expectations
- B = Good Work; Work is Above Average
- C = Average Work; Meets Expectations
- D = Poor Work; but still a passing grade
- F = Unsatisfactory work; failing grade
  
- \*= Individual Learning Program  
The \* is placed next to a grade on a report card to indicate above or below grade level in a particular subject. The \* is given after consultation with the student's parent or guardian and with consultation and approval of the principal.

## **Academic Honors Program**

Students in grades 6,7 and 8 will be recognized with academic honors each trimester. Students with a 3.6 Grade Point Average (GPA) or above will receive First Honors. Students with a 3.0-3.59 GPA will receive Second Honors. When figuring 1<sup>st</sup> & 2<sup>nd</sup> Honors, only the core subjects are used (Social Studies, Religion, Math, Literature, Science & English). Student in lower grades will receive honors and recognition based on teacher/class specific policies.

## **Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled for all families once each year in November and last approximately 15 minutes. Generally, parents or guardians attend these meetings with the teachers; however, occasionally, students may also be invited to attend.

Because frequent communication is very important to ensure the best results in children's education, parents are encouraged to confer with their child's teacher regularly. This is especially important if a notification has been sent home regarding the student's

academic performance, conduct, or other issues. Appointments may be made through the school office or directly with the teacher. **Parents must not visit the classroom to discuss students progress without an appointment with the teacher.**

Each St. David School teacher also has an e-mail address. This may facilitate communications between parents and teachers when it is inconvenient for parents to arrange an in-person appointment. If this is a desired method of communication, please make the necessary arrangements with your child's teacher.

### **Conference/Meeting Guidelines**

- Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority in front of a child is not helpful. If you have such a disagreement, please request an interview with the teacher privately.
- Please be open to both sides of the story if a problem arises. Perceived differences and information reported incorrectly can lead to unnecessary confrontations with the teacher.
- Discuss classroom difficulties with the teacher first before bringing them to the Principal

### **Homework Assignments**

Homework is assigned on a consistent basis for the purpose of reinforcing learning that has taken place at school, as well as to foster independent study. Long-term projects, which require research and/or creativity, may also be assigned. These assignments should be carefully planned so as to avoid last minute rush efforts.

Homework should always be completed neatly and according to teacher's instructions. Any student who is unable to complete his/her homework for legitimate reasons must present a written note from the parent/guardian to the teacher from the parent the next morning. Teachers have the right to establish individual procedures for missed homework assignments. Teachers will review homework expectations with students and parents at the beginning of the school year.

The suggested homework time is as follows:

- |                             |                     |
|-----------------------------|---------------------|
| ▪ First and second grades   | 20 minutes daily    |
| ▪ Third and fourth grades   | 30-45 minutes daily |
| ▪ Fifth and sixth grades    | 45-60 minutes daily |
| ▪ Seventh and eighth grades | 60-90 minutes daily |

If parents find that children are consistently spending more time than the suggested allotment, please contact the teacher.

## Testing

**The Iowa Test of Basic Skills** is administered to students in grades 2-8 each year during September. These tests cover reading, math, language arts, social studies, science, and study skills. The results of these tests are made available to parents prior to the Parent-teacher conferences in November.

In addition, to ensure that students are meeting academic expectations for math, students in grades two, four, and six will be administered **Math Skills Assessments** tests. Students who do not demonstrate acceptable performance on these tests must enroll in supplementary math courses during the summer months. This will ensure that the students are prepared for the math requirements that will be taught at the next grade level. The teachers will notify parents/Guardians of students who need to be enrolled in summer math classes.

The math skills assessment tests are administered as follows:

- Grade 2 – Addition & Subtraction
- Grade 4 – Multiplication & Division
- Grade 6 – Fractions

## Promotion

Students satisfactorily completing each grade's work will be promoted to the next grade.

## Retention of Students

Families should understand that there is no disgrace connected with holding a child back from advancing to the next grade for his or her own benefit. Mental and physical maturation occurs at different times in different children. All decisions to retain students at their present grades will be made on an individual basis. The teacher will consult with the principal, counselor, and the family to ensure that the decision is in the student's best interest.

## Graduation

Graduation from St. David Elementary School is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While the exercises are scheduled so as not to conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year. **A student may not participate in the graduation ceremony if tuition and fees are not current.**

## Field Trips

Teachers plan field trips that are of educational value and related to the class curriculum. Students must have a signed permission slip to participate; phone permissions are not accepted. (Refer to the Appendix of this Handbook for a copy of the Permission Slip.)

A fee is generally collected by the classroom teacher to cover expenses of the trip. Parents will be asked to volunteer to chaperone these trips. Chaperones will be given directions regarding their responsibilities for these trips and will be asked to sign these directions. A copy of this documentation will be kept on file.

All chaperones must have completed the Diocese of Oakland Safe Environment Training. Proof of this training may be submitted to the school secretary.

Due to insurance reasons, no children (such as siblings) other than the students in the class may attend the field trip. Chaperones must be at least 21 years old.

### **Transportation for Field Trips**

Buses are generally chartered for class field trips. However, occasionally, the school may rely on parent drivers to provide transportation for these educational trips. The Diocese requires that all parent drivers must have:

- A valid drivers license
- Proof of insurance on file in the school office. Minimum acceptable coverage is
  - \$100,000/\$300,000 liability
  - \$25,000 property damage

Drivers must sign a waiver acknowledging that they assume responsibility in case of an accident.

For the safety of the students it is mandatory that drivers:

- Have a good driving record
- Have completed insurance information on permission slip
- Are not taking medication that would affect their driving
- Supervise students that are riding in their cars and report any difficulties to the teacher as soon as possible
- Not bring other children (such as siblings) or adults when driving for a field trip
- Have seat belts for all passengers
- Not make any unassigned stops
- Take route assigned by teacher
- Enforce school rules at all times

### **Walking Educational Trips**

Parents are asked to sign a Walking Permission Slip for each child. This slip gives the child permission to walk with a supervised adult no more than a ten-block radius around the school for educational purposes.

### **Camping Program:**

#### **Grade 5 and Grade 8 Experience**

All students, as part of the fifth grade curriculum, attend an Environmental Education Program for three days during the school year. Grade 8 also may spend time at camp. This program fosters an understanding of the interdependence of people and nature. It

provides a living situation that promotes a sense of personal worth and a respect for the regard of others.

Parents are responsible for the camping fees. With the approval of the school principal, classes may opt to fundraise to help offset the cost of Camp.

Please refer to the policy below concerning fundraising opportunities to defer the costs of the fifth grade camp experience. While this policy does not address the eighth grade program, eighth grade families may also opt to fundraise to defer their camping costs. However, the Principal must approve all fundraisers in advance.

### **Fifth Grade Camp Fundraising Policy**

The Camp program is an important environmental science program for our fifth grade children, and it is essential that the families involved in the program work together to make this opportunity possible for the students. It is the responsibility of the families of our fifth graders to participate in the fundraising. This will help raise the funds necessary for them to attend this program.

### **Textbooks & Supplies**

Textbooks are assigned to students at the beginning of each year. Care of these textbooks is the responsibility of each student. **The student must pay for torn, lost, abused, or damaged books.** A price list is available at the office. All textbooks will be protected with book covers.

Prior to the beginning of school, a student supply list is provided listing those items that are not furnished by St. David School. Students must bring all required supplies on the first day of school, and should always keep the supplies at school unless otherwise instructed by the teacher.

### **School Library**

Each class has an opportunity to go to the school library and check out books weekly. Parent volunteers staff the library. Each year, a book Faire is held to help us replenish our library. Use of public libraries to supplement visits to the school library is strongly recommended.

## **DRESS CODE**

### **Uniform Policy**

#### **GIRLS**

**Grades K-5:** Green Plaid Jumper    **Grades 6-8:** Green Plaid Skirt

##### **All Grades:**

- Blouses – White, short sleeve, Peter Pan collar or solid white, solid navy blue, or solid dark green polo shirts. Navy blue and dark green polo shirts with St. David emblem, which will be sold at school, is optional. Shirts **MUST** be tucked in while student is on school grounds (this includes the church).
- Turtle Neck Shirt – May be worn under polo. Color must match the polo shirt.
- Sweaters – Green V-Neck
- St. David’s Green Sweatshirt with school logo
- Socks – White or green knee-highs or white or green ankle socks or white tights.
- Shoes – Tie shoe, Velcro, or zippered athletic shoes; Only solid black or solid white are allowed. Top of foot must be fully covered.
- Pants-Navy blue twill pants. (NO cargo pants) Walking Shorts – Navy blue twill. Jumpers, Skirts & Shorts must not be shorter than 2 inches above the knee.
- Belts –only solid black or navy blue colors. No decorations of any kind.

#### **BOYS**

##### **All Grades:**

- Pants – Navy blue twill pants, belts (Plain black or navy blue belts **NO** designs) must be worn to keep shirt tucked in.  
(NO cargo pants)
- Walking Shorts – Navy blue twill
- Shirts – White, short sleeve dress shirt, or solid white, solid navy blue or solid dark green polo shirts. Navy blue and dark green polo shirts with St. David emblem, which will be sold at school, is optional. Shirts **MUST** be tucked-in while student is on school grounds (this includes the church)
- Turtle Neck Shirt – May be worn under polo. Color must match the polo shirt.
- Sweaters – Green V neck sweater
- St. David’s Green Sweatshirt with school logo
- Shoes – Tie shoe, Velcro, or zippered athletic shoes: Only solid black or solid white are allowed. Top of foot must be fully covered.
- Belts – only solid black or navy blue colors. No decorations of any kind.

Uniforms may be purchased at Dennis Uniform Co. 130 Doolittle Dr. San Leandro  
Phone: (510) 569-3811.

**All students are expected to be neatly dressed during the school day.**

School uniform and non-uniform attire should be clean, neat and in good condition. All uniforms must be labeled with the student's name.

**Uniform Excuse Policy**

A written excuse from the parent/guardian is required when a student is unable to be in uniform. Abuse of the uniform code may result in loss of free dress on non-uniform days. Infractions will result in teachers sending notes to parents that must be signed and returned the next school day. Continued infractions may result in detention.

**Other Dress Code Requirements**

- Dangling or looped earrings are not to be worn during school hours.
- Make-up may not be worn during school hours.
- No Colored or printed **undergarments** of any kind are to be worn underneath uniform shirts or blouses.
- Baggy pants are not allowed
- Boys hair should be neatly styled, **not falling below the collar in back.**
- Caps or hats may not be worn in the school building or church during school hours
- Artificial fingernails are not allowed. Clear nail polish is the only polish permitted. (Eighth grade girls are permitted to wear French manicures.)
- Girl and Boy Scout, or Campfire or Brownie uniforms may be worn to school in lieu of uniforms on meeting days only.

**Hairstyles**

Students are to wear conventional, traditional hairstyles. Students with hairstyles that are considered inappropriate in the judgement of the administration or faculty will be subject to disciplinary action.

**Attire for Free Dress Days**

Free dress days are designated at the discretion of the principal. They are primarily offered for special occasions, such as Student Appreciation Day, or as an incentive for students. The following is considered appropriate attire for free dress days:

**Boys:** Boys may wear neat pants or shorts, and shirts designed for sportswear. Tank tops, cutoff shorts or pajama bottoms are **not** acceptable school dress for Free Dress Days. Pants may not be excessively baggy (if student has to hold on to pants to keep them from falling they are too baggy).

**Girls:** Girls may wear dresses, skirts and blouses, pants, shorts, T-shirts, or any other attire designed for sportswear provided it is in good taste. Shorts or skirts must not be shorter than 2 inches above the knee. Blouses **must be** long enough as not to show the midriff. Cutoff shorts, tank tops, crop tops, baby-tees, pajama bottoms or halter-tops are **not** acceptable school dress for Free Dress Days.

**All Students:** Must wear shoes conducive to school activities at all times. No boots are to be worn to school.

**If the Faculty or administration of St. David School believes your child is not properly attired in the school uniform or free dress we reserve the right to have them wear appropriate clothing provided by the school that day.**

## **Lost & Found**

### **Location & Disposition of Items**

Students are to turn in to the office any items found at school when they do not know to whom they belong. Small items found at school will be kept in the school office. Larger items and clothing may be found in a room by the office during school hours. Parents are advised to mark students' clothing and other possessions with the children's names. All lost-and-found items and clothing not claimed at the end of the school year will be donated to charity.

## **General School Information**

### **Daily School Schedule**

- South Yard Opens\* 7:40 AM
- Opening Ceremony on South Yard 8:00 AM
- Recess: Grades 1-4 9:45 AM
- Recess: Grades 5-8 10:00 AM
- First Lunch 1-4 11:55 AM
- Second Lunch 5-8 12:30 PM
- Pre-K Dismissal (1/2 Day Program) 11:00 AM
- Pre-K Dismissal (Full Day Program) 2:45 PM
- Monday Dismissal:
- \*Kindergarten: 2:15 PM
- \*Grades 1-8: 2:30 PM
- Tuesday through Fri. Dismissal
- Kindergarten: 2:30 PM
- Grades 1-8: 2:45 PM
- Minimum Day Schedule: (1-8) 8:00 AM-12:00 PM
- Minimum Day Schedule: (K) 8:00 AM-11:45 PM

\*There is no general supervision of the school grounds before 7:40 AM or after 3:00 PM. Therefore, no students should be on the grounds before or after these hours. Students who are not picked up in the afternoon by 3:00 PM must go to Willows Extended Day Care.

### **Minimum Day Schedule**

For faculty In-Service days and other particular occasions as noted on the calendar, students in grades 1-8 will be dismissed at 12:00 PM. Kindergarten will be dismissed at 11:45 PM.

### **Early Dismissal of Students (Non-Minimum Days)**

If a student must leave school during the day, the parent or guardian must submit a written request that must be approved by the principal. Any student leaving school must be called from his classroom. A child leaving school at any time other than the regularly scheduled dismissal must report to the school office to sign out and must wait there for transportation.

### **Emergency Forms**

Emergency Forms will be sent home with each student during the first week of school. These must be completed and returned to the school immediately. The office must be notified promptly of any changes to the emergency form. This will guarantee immediate action and notification in case your child becomes ill or has an accident while in school.

### **Changes of Address or Telephone Number**

Any change of address or telephone number must be reported immediately to the school office.

### **Attendance Requirements**

State law requires a written excuse, giving good and sufficient reason, whenever a child is absent. This note must be turned in to the child's teacher stating the specific nature of the illness in order to be classified as an excused absence. Written notifications of absence will be kept on file until the end of each school year.

**Parents must call the school office before 9:30 AM on any day that their child/ren will be absent for any reason.** The extended Care Director must also be notified if any child will be absent from that program.

### **Excessive Absences**

Excessive absence is being absent from school 10 times per trimester, or a total of 30 days during the school year. (\*Note: A student who arrives for school after the first recess will be considered 1/2 day absent.)

### **Medical Absences**

If it is necessary to make medical/dental appointments during the school day, a written note from the parent or guardian must be sent to the teacher. Students will be legally credited for attendance when time is spent at medical/dental appointments.

Students who have been absent due to serious conditions or contagious illnesses must provide a written statement from the doctor that states they may return to school. Students must make up work missed when absent. Each teacher will explain his or her class policy.

### **Non Medical Absences**

Absences for non-medical reasons are not advisable because of the academic loss to the child. If parents must take family vacations or trips during the school year, teachers are to be notified in writing of the dates of the absence and the expected duration prior to leaving. For these situations, teachers are not required to provide assignments in advance.

### **Tardiness Policy**

School begins at 8:00 AM. Students are asked to be on the school ground in the South Yard by that time for morning prayer, the Pledge of Allegiance, and morning announcements.

A student is tardy when he/she arrives after students have proceeded into their classrooms and the door has been closed. Arrivals after this time are disruptive to the teachers and students, and are considered unacceptable.

A student will also be classified as tardy on days when his/her class is expected to attend 8:00 AM services, and the student arrives in church after the priest has started the mass.

### **Excessive Tardiness**

Excessive tardiness is being late four (4) times per trimester, or a total of twelve (12) times during the school year. Since tardiness is often due to parents' failure to deliver students to school on time, we ask that parents work together with the child to arrive on time each day.

When children are late to class, it is very disruptive to the teacher and the other students. Please teach them the importance of being on time, as this is an essential part of learning responsibility!!

### **Volunteer/Visitor Policies**

All volunteers and visitors must sign in and receive a visitor/volunteer badge at the office before attending to their duties or visiting the classrooms. Prior to leaving, individuals are to sign out and return their badge to the office.

Generally, parents may visit classrooms when the teacher has been contacted, and a mutually agreeable time to visit is established. Parents are not to disturb classrooms to deliver lunches or other items to their children. All messages or items to be delivered to students are to be left at the office.

Please refer to the Volunteer Information section of this handbook for more details on volunteer requirements.

## **Snacks**

Students are encouraged to bring a snack to eat at first recess. Snacks are occasionally sold during recess. All students in Grades K-8 may purchase these treats when available. Announcements of these sales are generally announced in the weekly “Going On”.

## **Lunches**

**Hot Lunch:** St. David School serves lunch daily for a fee. Purchase of hot lunches is optional, but is available to all families.

- **Monday through Friday:** Hot lunch is served for a cost of \$5.10 per meal. Increased portions are \$5.80. Lunches must be ordered and paid for in advance as they are catered by Choice Lunch. A monthly menu is provided so that desired lunches may be selected and ordered.

## **Lunch Delivery**

Parents are discouraged from bringing late lunches to school. However, in the event that you occasionally must bring your child’s lunch to school, please leave it in the school office with their name and grade on it. **Please do not bring fast food such as McDonald’s or Burger King.** Parents **may not** deliver lunches to the classroom, and student may not pick up lunches from cars at the sidewalk.

## **Student Photographs**

Photographs of students may appear on the school’s website or in other publications. Parents who do not wish their child’s photograph to be placed in public media must notify the principal in writing at the beginning of the year.

## **Communications**

Important notices and communications are sent home the first school day of each week via brown “Family Envelopes”. These envelopes will be distributed to the student in the highest grade of each family. Envelopes are to be emptied and returned the next school day, so that they may be reused for subsequent weeks’ communications.

Parents may send tuition or other payments, responses to requests for donations or participation, and any other types of correspondence to school with their students. These items are to be given to the teacher, and will be delivered each morning to the school office.

## **School Publications**

Each week, the school newsletter, entitled “Goings On” is distributed to families in their envelopes. This newsletter includes a weekly calendar of events, as well as details about school programs and upcoming events. The Goings On is the primary source of

information for families. Parents are encouraged to read the newsletter promptly each week, and respond to any requests, as directed. The Family Envelope will also include the following items on a periodic basis:

- **Flyers or Notices regarding Upcoming School Events** – These may be informational notifications, or requests for donations or participation, and may require a response.

### **Telephone Policies**

Students are not permitted to receive personal telephone calls during school hours. If parents need to contact their children, the school secretary will relay the message. If necessary, the child will be summoned from class to return the call. This avoids general disruption to the classroom environment.

Students will be permitted to use the telephone in the office for emergency calls only and with the permission of the school principal or secretary.

**Cell phones or pagers that are brought to school must be kept in students backpack and turned off during school hours. Cell phones ringing or being used on school grounds will be confiscated. The use of cell phones is not permitted at any time by students of St. David. This includes before and after school, anywhere on St. David property.**

## **Behavior & Discipline Guidelines**

### **Student Behavior Expectations**

St. David School strives to educate students within the context of our school philosophy as stated in this school handbook. Within this school philosophy, respect for God, for self, and for each individual in the school community is the chief motive for appropriate behavior. Behavior contrary to this norm is counterproductive to the purposes of the school and is indicative that the student may be unsuited for attendance at St. David's. St. David School will alert parents and /or guardians well in advance if their child's behavioral problems place in jeopardy his or her continued enrollment in the school.

Students are expected to be respectful, kind, and thoughtful, and considerate of teachers and classmates. Staff members emphasize positive attitudes, encourage students, and reinforce and commend good behavior to ensure that students feel safe and enjoy their school experiences.

The following are general school rules that are to be followed by all students at St. David School:

### **Classroom & Hall Rules**

- Follow directions the first time given
- Raise hand for permission to speak or leave your seat
- Keep hands, feet, and objects to yourself
- Have all need materials for class every day

- Be in complete uniform
- **Playground Rules**
- Respect and obey the yard supervisors
- Play games in an orderly manner using fair play and good sportsmanship
- No chasing, tagging, or tackling other students
- When the first bell rings to signal the end of recess, walk to your class line and wait for the teacher. The second bell signals silence.
- No leaving the yard to retrieve lost balls or for any other reason without permission from the yard supervisor.
- No playing on school grounds without adult supervision.

### **Disciplinary Action-Minor Infractions**

The faculty members handle minor disciplinary infractions within the classroom or elsewhere in the school as the situations arise. Consequences will vary according to grade levels. Teachers will generally provide classroom rules to families during Back to School Night.

### **Severe Misbehavior**

Severe misbehavior includes the following:

- Fighting anywhere
- Bad language or gestures
- Racial slurs
- Overt defiance
- Cheating

Severe misbehavior transgressions witnessed by an adult will result in immediate suspension from St. David School. The parent must pick up the student from school, or make other arrangements for pick-up. **If the parent cannot be contacted, a person listed on the student's emergency form will be called.** Three suspensions during the school year may result in expulsion.

### **Vandalism**

Students and their parent/legal guardians will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent/legal guardian to pay for property damage not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Grades, transcripts or diploma will be withheld until the damages are paid.

### **Cheating**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty.

Students in grades 5-8 who are caught cheating on class assignments (copying/taking answers from others, having cheat sheets, etc.) will have their parents called, and will be disciplined up to and including suspension. The teacher to be considered an infraction must witness cheating. The teacher will take away the student's paper and the student will receive a failing grade on that exam or assignment. Academic dishonesty may also lead to other disciplinary procedures.

### **Suspension**

Serious offenses or repeated infractions may result in suspension from school for a period of up to five days. Misconduct applies to behavior in the classroom, in or about the building, and on the school grounds before or after school. The Principal and Vice-Principal are authorized to suspend a student for misbehavior and disregard for school regulations. Parents and/or guardians will be notified of the suspensions in writing and directed as to the re-admittance of the suspended student. **During the student's suspension, he or she will not be allowed to participate in athletics or represent the school in any events until reinstatement at school.**

### **Expulsion**

Expulsion constitutes permanent removal of a student from school attendance in the Diocese of Oakland and is authorized only by the department of Education upon the recommendation of the Superintendent of Schools. The Principal of any school, with the authorization of the Pastor and Superintendent of Schools, may expel students for misconduct when other means of correction fail to bring about proper conduct.

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

- Continued willful disobedience/consistent violation of school rules
- Open, persistent defiance of the authority of any school employee
- Habitual profanity or vulgarity
- Smoking or possessing tobacco
- Use, sale, or possession of habit-forming substances
- Vandalism to school property
- Use, sale, or possession of any alcohol on or near school premises
- Habitual truancy
- Assault or battery, or any threat of force or violence directed towards any school personnel or students
- Possession and /or assault with a deadly weapon and/or any object which can be used to inflict harm on another person
- Theft

### **Right to Appeal**

A parent/legal guardian may appeal the decision to suspend or expel a student, first to the Principal and Pastor, and later to the Superintendent of Schools. However it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for the suspension or expulsion exists.

### **Non renewal of Student Enrollment**

If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment.

### **Procedures for Recommended Transfer**

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of the student or parent/legal guardian will be asked to transfer when:

- The school has explored means to meet the needs of the child
- There has been sufficient discussion with the parent/legal guardian
- The transfer is to take place at the end of a grading period; preferably at the end of an academic year.

The Principal, in consultation with the Pastor and Superintendent makes the final decision.

### **Search & Seizure**

If a school official believes there is a reasonable cause, a student's belongings will be searched and contraband items seized. Intrusion into his/her personal possessions will never occur unless the safety or security of the other students is in jeopardy.

### **The following items are not allowed at school:**

- Weapons of any kind
- Alcohol
- Gum
- Drugs
- Cigarettes/Tobacco
- Personal Stereos
- I-Pods or MP3 Players
- Personal CD players
- Computer Games
- Radios
- Skates/Skateboards
- Tape recorders
- Cameras
- Pagers
- Bicycles
- Scooters
- Computer games
- All types of trading cards
- Laser Pointers

## **Policy Prohibiting Harassment, Including Sexual Harassment**

From the Diocese of Oakland, Department of Catholic Schools Handbook:

### **6641 GENERAL PROHIBITION AGAINST HARASSMENT**

The Diocese of Oakland affirms the dignity of every man, woman and child, and is committed to providing an environment in which all individuals are treated with respect and dignity. Therefore, the Diocese strongly opposes and prohibits all forms of harassment of employees, independent contractors, volunteers, and students based on legally protected status (e.g., race, color, age, religion, sex, marital or veterans status, sexual orientation, national origin, ancestry, and disability). Any such conduct that offends any employee, independent contractor, volunteer or student is prohibited harassment. In other words, the Diocese prohibits harassing conduct even if it does not rise to the level of legal harassment.

Harassment is prohibited regardless of what form it takes. Forms of harassment include, but are not limited to, the following:

- Verbal/Written: unwelcome statements, questions, slurs, jokes, anecdotes, epithets, letters, notes or invitations.
- Physical: assault, battery, touching, impeding or blocking movement.
- Visual: Leering, gestures, display of objects, pictures, cartoons, or posters.

In some situations, harassing behavior will not neatly fit into any of these categories, or will involve a combination of these categories. For example, bullying may involve physical, visual, and other components. It is never a defense of a claim of harassment that the alleged harasser did not intend to harass.

A charge of harassment shall not, in and of itself, create the presumption of wrong-doing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal (i.e., termination of employment where an employee is at fault, and expulsion where a student is at fault). Complainants found to have made false or frivolous charges will also be subject to disciplinary action, up to and including dismissal or expulsion.

### **CONFIDENTIALITY**

Information pertaining to complaints will be treated as confidentially as possible.

### **RETALIATION**

The Diocese forbids retaliation against anyone who reports harassment or who participates in the investigation of such a report.

## **6642 HARASSMENT OF EMPLOYEES, CONTRACTORS, VOLUNTEERS**

1. Harassment of employees, independent contractors, or volunteers whether by other employees, independent contractors, or volunteers, or by students, parents, or others, is prohibited whether or not the conduct occurs on school property or at school-sponsored events.
2. Any employee, independent contractor, or volunteer of the Diocese who engages in the harassment of another employee, independent contractor, or volunteer is subject to disciplinary action up to and including termination of employment, and any student or parent who engages in the harassment of an employee, independent contractor, or volunteer is subject to disciplinary action up to and including expulsion.
3. The school when it is made aware of such harassment will take appropriate action.

## **6643 EMPLOYEE TO STUDENT HARASSMENT**

1. Employee to student harassment is prohibited whether or not the conduct occurs on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese is strictly prohibited.  
Diocese of Oakland, Department of Catholic Schools Rev. August 2006
3. Any employee or agent of the Diocese who participates in the harassment of a student is subject to disciplinary action up to and including termination of employment.
4. The school when it is made aware of such harassment will take appropriate action.

## **6644 STUDENT TO STUDENT HARASSMENT**

1. Student to student harassment in connection with school activity or attendance is prohibited whether it occurs:
  - While on school grounds;
  - While going to or coming from school;
  - During the lunch period whether on or off campus;
  - During, or while going to or coming from, a school sponsored activity.
2. Any student who engages in the harassment of another student is subject to disciplinary action, up to and including expulsion.
3. The school when it is made aware of such harassment will take appropriate action.
4. It is each student's responsibility to:
  - a. Conduct himself or herself in a manner which contributes to a positive school environment;

b. Not engage in acts which tend to injure, degrade, embarrass, or threaten the safety, privacy, or respect of other students or school employees, independent contractors, volunteers, or anyone in a school setting or at school-sponsored event.

#### **6645 THIRD PARTY TO STUDENT SEXUAL HARASSMENT**

1. Harassment of students by third parties, including members of other schools' sports teams, outside speakers or vendors, is also prohibited.
2. The school when it is made aware of such harassment will take appropriate action.

#### **6646 COMPLAINT PROCEDURE**

Employees, independent contractors, volunteers, or students who feel aggrieved because of conduct that may constitute harassment in violation of this policy should, if possible, directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop.

If the above is not an option or is not effective, they should complain to the principal or assistant principal. If the complainant is an employee, individual contractor, or volunteer, he or she may, in the alternative, complain to the Director of Human Resources. If the complainant is a student, he or she may, in the alternative, complain to the Superintendent of Schools if the principal is involved.

#### **6647 CATHOLIC SCHOOLS DIOCESE OF OAKLAND HARASSMENT ADMINISTRATIVE PROCEDURES DISSEMINATION OF POLICY**

In order to ensure that all students, parents, employees, independent contractors, and volunteers have knowledge of this policy and administrative procedures, a copy of the policy:

1. Shall be posted in a prominent location in the administrative building on each campus;
2. Shall be provided to all students currently enrolled in the Diocese and shall be distributed at all orientation programs conducted for new students at the beginning of each academic year and summer session;
3. Shall be provided for all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired;
4. Shall appear in the Oakland Diocesan policy manual, in the parent/student handbook of each school and in all Diocesan publications that set forth comprehensive rules, regulations and standards of conduct.

## **TRAINING**

All employees, independent contractors, volunteers, and students shall be made aware of the seriousness of violations of the anti-harassment policy. Personnel designated to receive complaints shall be educated about their specific responsibilities.

## **RESPONSE TO COMPLAINTS**

At a minimum, when a complaint about harassment is made, the Diocese will:

1. Conduct a timely and appropriate investigation and make a determination about whether this policy against harassment has been violated; and
2. Take timely and appropriate action if this policy against harassment has been violated.

### **St. David School's Responsibility**

- Implement this policy through regular meetings with all staff, ensuring that they understand the policy and its importance
- Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

### **St. David Student Responsibility**

- Conduct himself or herself in a manner that contributes to a positive school environment;
- Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to the principal, teacher, or counselor.

Any student perceived to be engaging in discriminatory, intimidating, harassing, or unwelcome conduct, must immediately discontinue that conduct.

## **No Bully - Kindness Policy**

### **A Written Values Statement**

At St. David School we are committed to creating a culture and community of acceptance, which includes the qualities of empathy and inclusion, for all students in their social and classroom interactions, and in their play. In our community students feel safe to be who they are without fear of acts of humiliation and bullying. They have a sense of belonging and acceptance that creates an enthusiasm for being at school and that fosters

creativity and individual expression.

### **Definitions**

Empathy is the ability to understand the feelings, needs and perspective of another and to demonstrate caring for another in light of this understanding.

Inclusion is the practice of including others in your social interactions and play so that no one is left out.

Bullying consists of acts, including repeated acts that hurt or humiliate another person. It includes inappropriate touching or physical attack on a person or their property, verbal teasing, intimidation, name-calling or putdowns. It may be indirect such as spreading rumors and gossip, excluding people from groups, harassing students on the internet or by cell phones or manipulation of others to mistreat another student. Bullying may be based on student's real or perceived race, ethnicity, religion, color, national origin, family structure, gender, sexual orientation, gender identity, ability, lack of power or on the basis of other perceived characteristics. We see bullying as a failure in empathy and inclusion and we are united in creating a culture where parents and students disclose incidents of bullying and ask for help.

Bullying can take the form of unwanted sexual attention and comments, making jokes that demean girls or boys, using sexually offensive names, and touching the private parts of another student or any other inappropriate touching.

### **How Our School Will Respond to Incidents of Bullying**

At St. David School every person has the right to feel safe, physically and emotionally. Any person who bullies or harasses another is denying them that right. This school will not tolerate any action that undermines a person's right to feel safe, and will intervene swiftly to stop such behavior.

### **Roles of Each Sector of School Community**

#### **Principal**

- The principal ensures that all students know they have the right to feel respected and safe, and that bullying is unacceptable behavior at St. David School.
- It is the responsibility of the principal to implement the *No Bully - Kindness Policy*.
- The principal makes it clear that any incidents of bullying that do occur at St. David School are taken seriously, and are dealt with swiftly and consistently.
- The principal will take appropriate steps to ensure that all sectors of the school community are regularly made aware of the policy.
- The principal will, in September of each year, designate one week to be K.I.D.S. week to foster the values of Kindness, Inclusion, Discovery and Safety.
- The principal will choose activities throughout the year to support the *No Bully – Kindness Policy*.
- The principal ensures that all staff (both teaching and non-teaching) have sufficient training to respond to all incidents of bullying.

- The principal will designate a member of the staff as responsible for training students in conflict resolution.
- The principal sets the school climate of respect, mutual support and praise for success.

### **Teachers, Staff and Administration**

- All teachers, staff and administration act as role models in basing their behavior upon the school's values of empathy, inclusion and tolerance for differences.
- All teachers, staff and administration work to establish a school climate of empathy, inclusion and respect for all.
- The teacher, staff and administration dealing with an incident of bullying will use the No Blame Approach to resolve any incidents of school bullying.
- Parents/Volunteers who serve as yard duty supervisors or classroom volunteers have the same responsibility as staff to monitor students, and report acts of teasing, bullying, and exclusion.

### **Parents/Volunteers**

- Parents/Volunteers are expected to support the school in creating a community of acceptance through empathy and inclusion, and to actively encourage their child to be a positive member of the school.
- Parents/Volunteers who become aware that their child is being teased, excluded or bullied, or who suspect that their child may be the perpetrator of bullying, should contact the teacher or principal immediately.
- Parents/Volunteers must participate in some sort of advocate training.
- Parents/Volunteers have a responsibility to support the school's anti-bullying policy.
- Parents/Volunteers have a responsibility to participate in anti-bullying awareness training.
- Parents/Volunteers who serve as yard duty supervisors or classroom volunteers have the same responsibility as staff to monitor students, and report acts of teasing, bullying, and exclusion.

### **Students**

- Students are expected to support the school in creating a community of acceptance through empathy and inclusion.
- Students who are being teased, bullied or left out should speak to a teacher, staff member or administration and give details of the event.
- Students who witness bullying will intervene if they are able or immediately seek adult assistance if they cannot intervene.
- Students will act as allies to help and support other students who are being targeted by bullies.

## **The No Bully Team**

- The No Bully Task Force is a standing committee to oversee the implementation and review of this policy. It will meet at least once each trimester.

## **Parent Legal Guardian Rights and Responsibilities**

### **Parent Access Rights**

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In absence of that order, equal rights will be afforded to both parents.

### **Conferences**

Parents are always welcome to speak with the teachers or principal about concerns related to their children or the school community. If the issue has to do with the classroom, the teacher is to be approached first. If the problem cannot be resolved with the teacher, contact the principal for further assistance.

Teachers are available from 2:45 PM. –3:15 PM daily. The Principal's hours are from 7:45 AM – 4:00 PM daily. However, to maximize the benefits of the discussion, it is advisable to call and make an appointment when desiring a conference.

### **Complaint/Issue Resolution**

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent or legal guardian should then address it with the Principal. Finally, if the concern is still unresolved, the Pastor should be contacted.

### **Family Cooperation/Removal of Students Resulting from Parental Attitude**

Under normal circumstances, a student should not be deprived of a Catholic education on ground relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents/legal guardians so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

## **Policies Regarding Abuse of School Personnel**

Families are expected to honor and support the privacy and confidentiality of all individuals regarding matters of student discipline and other activities that take place at school. California law provides for protection of school personnel from the use of threats or abuse by anyone while in the performance of their duties.

Anyone who materially disrupts class work or extracurricular activities or creates substantial disorder is guilty of a misdemeanor that is punishable by a fine or imprisonment. Similarly, no one may interfere with school personnel in the performance of his or her duties by use of direct threats made through such communications as e-mail, by phone, by letter, or in person. California law provides that any such actions are punishable by fines up to \$10,000 or by imprisonment.

## **Access to Student Records**

Section 49069: Parents of currently enrolled or former pupils have absolute right to access to any and all pupil records related to their children which are maintained by school districts or private schools. The editing or withholding of any such records, except as provided for in this chapter is prohibited.

- Permanent Record Cards are maintained for all students. These include grades, test scores, attendance records, and sacramental verification. Health records are also kept on each student.
- These records are kept in the principal's office and are available to the principal and classroom teacher.
- Parents wishing to review these records may make an appointment with the principal to do so. At that time the parents will receive an explanation and interpretation of the information contained in the records.
- Parents may challenge a record they believe to be false or misleading, and have the right to a fair hearing. If no change is made, a statement of rebuttal may be placed in the student's file.
- Parents may obtain a copy of their child's records for the cost of reproduction.
- Parental permission must be given each time the student's records are released.
- A log must be signed each time parents review a student's records.

## **School Health Policy**

It is necessary that every child have a complete medical examination before being admitted to St. David School. The health exam form is available at the school office and will be retained in students' files. No student may be unconditionally admitted to school without evidence that required immunization have been administered.

### **Immunizations**

The following immunizations are required upon entry into Kindergarten:

- **Polio:** At least 3 doses. If the 3<sup>rd</sup> or last dose was administered before two (2) years of age, one additional dose is required.
- **DPT:** At least 4 doses. If the 4<sup>th</sup> or last dose was given before two (2) years of age, one additional dose is required.
- **MMR:** (measles, Mumps, & Rubella)—One dose of vaccine on or after the first birthday.
- **Hepatitis B:** Must have had at least the first dose before entering school. Must submit proof of remaining two required doses of vaccine to school office upon completion.

### **Communicable Diseases**

The school should be notified immediately of any communicable disease contacted by a student. This would include conditions such as herpes, impetigo, poison oak/ivy, or head lice. Children exhibiting symptoms of any of these conditions should remain at home until they are considered no longer contagious.

Parents will be notified when their child has been exposed at school to any of the following diseases:

- Chicken Pox
- Streptococcal Infections
- Measles or German Measles
- Head Lice
- Mumps
- Whooping Cough
- Hepatitis
- Scabies
- Pink Eye

### **Volunteer Requirements**

California State Law requires that anyone doing volunteer work at school must undergo a tuberculin, PPD, skin test. Verification that volunteers are free from this condition should be brought to the office. This test must be repeated every four years to ensure our personal health and that of our children. Tests are available at the County Health department. Call 510-231-3101 for information.

### **Serious Health Conditions**

Parents/guardians are asked to inform the school of any serious health problems that their child may have. For the benefit of the child, teachers need to be alerted to such diseases as epilepsy, diabetes, rheumatic heart, allergic reactions, etc.

### **Guidelines for the Administration of Medications at School**

When it is necessary for a child to take medicine during school hours, a written statement from the parent or guardian must be given to the administration. This note must give permission for the pupil to take the stipulated medicine.

Please refer to the Appendix at the back of this handbook for detailed policies and procedures associated with the administration of medications at school. **There is also a Form to be completed and signed by both the parent and the physician, as required.**

### **Eye and Ear Screening**

Annually, volunteer parents, under the supervision of a qualified technician, perform eye and ear screening at school. If any follow-up attention is needed, notices will be sent home. Please inform the Health Chairperson when follow-up has been completed, otherwise your child's record will be incomplete.

### **Student Insurance**

The Student Accident Insurance Program covers student while attending school or school sponsored activities. The premium is included in the registration fee.

A supplementary 24 hour, year-round accident insurance policy is available through Myers-Stevens & Company. Information on this policy is sent out to all families in the Family Envelope at the beginning of the school year.

### **Suspected Child Abuse or Neglect**

All school personnel are mandated by law to report suspected child abuse or neglect. The law requires that the school report immediately to Child Protective Services all suspected acts of omission or commission that endangers or impairs a child's physical or emotional health and development. This includes physical abuse, emotional abuse or deprivation, sexual abuse, exploitation, and physical neglect and/or inadequate supervision.

Determining whether or not the suspected abuse and/or exploitation actually occurred is the responsibility of the Child Protective agency. Reporting individuals are provided with immunity from civil or criminal liability for reporting in good faith, while failure to report is a crime.

### **Safety Information**

#### **Safety Before & After School Hours**

Children may not arrive at school before 7:40 AM, unless they are enrolled in the Willows Extended Day Care Program, which opens at 6:40 AM. Upon arrival at school, children are to go directly to the south yard where supervision will be available until morning activities begin at 8:00 AM. On rainy days, the building will be open at 7:40 AM and students are to enter the school and proceed to their classrooms.

After school, it is important that all children are picked up within 10 minutes of dismissal or they will be sent to the Willows Extended Day Care Program. Parents must then sign them out of the Willows program.

If parents are in conference with the teacher, the child must stay with them or go to Willows. They may not be left unsupervised anywhere on the school grounds. Children staying for detention, helping the teacher or participating in an organization must be picked up immediately upon release or report to the Willows Program.

### **Student Traffic Patrol**

Students will be assigned to serve on the Student Traffic Patrol only with written parental consent. Students in the upper grades serve on the traffic patrol. Any person who disregards any traffic signal or direction given by a member of the Student Traffic Patrol shall be guilty of a misdemeanor.

The Student Traffic Patrol assists with morning drop off and also supervises traffic and directs students appropriately after school to ensure the safety of all. Patrol members will report to the school office the license numbers and/or names of any automobile or person who does not regard proper school safety rules.

### **Leaving the Grounds**

Students are not permitted to leave the school grounds during the school day unless they have permission from the principal.

### **Security of School Building**

For the safety of all students, teachers, school personnel, and volunteers, all outside doors to the school building are to remain closed and locked at all times. Family members or volunteers who need to enter the school during the school day are to enter through the door nearest the school office. Once the office personnel recognizes you, the door will be opened or the lock on the left door will be released so that you can enter.

### **Dropping Off & Picking Up Your Children**

Safety is of the utmost importance in the mornings when children are being brought to school and in the afternoons when most children are picked up. Please observe the following safety rules to avoid endangering students during these busy times:

- Do not double park in front of the school during drop off or pick up. Please note that stopping alongside of a parked car to drop off your child/ren is considered double parking. Double parking in front of the school is subject to fines assessed by the Richmond Police Department
- Parking is available on Esmond Avenue, Sonoma Street, and on Garvin Avenue, as well as in the schoolyard behind the church. If you choose to park to accompany your child to or from school, please use crosswalks and obey the Student Traffic Patrol. All children are dismissed from the South yard.

- **Morning Drop Off Pattern**

The school has a drop-off pattern that helps maintain an orderly flow of traffic during the morning hours. Drop-off occurs curbside at the corner of Sonoma and Garvin, adjacent to the school yard. Our Student Traffic Patrol is stationed at this location to assist with drop-off and to keep traffic moving smoothly. Please do not block the driving pattern by parking in this area or by blocking the driveway.

After drop-off, students are to proceed immediately into the schoolyard to await morning opening activities.

Please observe the following patterns to ensure safe and orderly drop-off of your children:

- From Esmond Avenue, turn right onto Sonoma, and then turn right again onto Garvin Avenue along the right curb. After your child has been dropped off, proceed down Garvin Avenue.
- From McBryde Avenue, turn right onto Sonoma St. Proceed down Sonoma to Garvin Avenue, and turn right. Pull alongside the curb for drop-off. After your child has been dropped off, proceed down Garvin Avenue.

### **Morning Drop Off Pattern**

## **Emergencies**

### **Emergency Information**

The school has a file containing current emergency care information for each student. Each parent/legal guardian is responsible for keeping the following information current during the year and annually update:

- The name of the student, his/her home address, telephone and birth date;
- The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should also be recorded;
- The date of the latest tetanus immunization/booster;
- The name of the family physician and dentist, office addresses and telephone numbers;
- Name of medical insurance company and identification numbers
- Special health conditions or allergies to which the student is susceptible, the emergency treatment should this be necessary;
- The names of the persons to whom the student may be released;
- The signature of responsible parent(s) or legal guardian.

In emergencies, emergency information may be released to appropriate persons if it is necessary in the judgement of the Principal or his/her designee to protect the health or safety of the student or other persons.

### **Earthquake and Fire Drills**

Earthquake and fire drills are conducted monthly to ensure that students are aware of the proper procedures to follow in the event of a real emergency.

### **Earthquake Response Policy**

When an earthquake occurs, all students and all adults present at school are to immediately drop and cover. Backs are to be toward the windows. Should students and /or adults be outside during this occurrence, they are to drop and cover away from buildings or other structures. When teachers and school administration have determined that it is safe, classrooms will be evacuated and the following procedures will take place:

- Students will proceed to their assigned places on the school sports field with their pre-assigned school buddies.
- All classes will remain on the sports field until the principal has determined that it is safe to return to the classroom, or determines it necessary to move to an alternative shelter.
- If it is not safe to resume classes, students will remain on the sports field with their classes until they are released to their parents or to the car of an adult who has been designated by the parent to pick up the student. No child will be allowed to go home alone. Students will only be dismissed to an adult listed on the emergency form.
- Student must be signed out by the adult to whom they are being dismissed.

- Earthquake packets are purchased for each student upon entry to St. David School. Earthquake packets are maintained in a bin on the sports field for emergency use as needed.

Please remember that the safest place for children in an emergency during the school day is on the school campus under the supervision of trained personnel who will remain with your child until you or your authorized agent arrives.

### **School Lockdown**

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked;
- Drapes and/or blinds will be closed;
- No one will be permitted to enter or leave the building;
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

## **Volunteer Information**

### **Volunteer Background Checks—Safe Environment for Children Project and Megans Law Screening**

The Oakland Diocesan Safe **Environment for Children Project** has been developed in cooperation with the Oakland Diocesan Presbyteral Council in compliance with the adoption of the Charter for Protection of Children and Young People developed at the US Conference of Catholic Bishops, June 2002. Adherence to the policy and implementation of the project is a mandate from Bishop Cordileone.

Compliance requires all volunteers to complete the following:

- Sign on to [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org) and complete the training course.
- Print the certificate of completion at the conclusion of the training.
- Bring the certificate of completion to the school office, keeping a copy for your records.
- All volunteers who work at the school site or in school sponsored activities must be screened pursuant to the identification process established under California’s Megan’s law.

If you have a volunteer who has already completed the above requirements for another ministry within the parish (CYO, Eucharistic Ministry, Religious Education catechist, etc) please call the school office and let us know.

**Please note that all volunteers must complete the documents. (BOTH parents, grandparents, aunts, uncles, neighbors, etc)**

## **Volunteer Code**

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, Parents' Association board and Committees, Fundraising Committees, classroom assistance to teachers, hot lunch program, Room Parents, field trip chaperones, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school Principal and/or the Pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

## **Willows Extended Care Program**

### **Philosophy**

St. David School works to support the family in its primary responsibility of caring for and educating its children. Aware of the need for a safe and caring environment where children can go after school, St. David School offers an after-school Extension Program called **Willows** for children enrolled in kindergarten through eighth grade.

**Willows** strives to provide an extended family environment where children can relax, play, and interact with classmates and school friends until parents take them home. The program is designed to provide our students with professional care, supervision, recreation, and enrichment activities. Arts and crafts, games and recreation, homework and snack times are a few of the planned activities. **Willows** is staffed by experienced professionals who work together toward the one goal of providing quality care for all the children entrusted to them.

### **Organizational Structure**

Willows is a part of the total school program, and is, therefore, under the direct supervision of the school principal. The Director is accountable to the school Principal for all major decision making. Fees for providing extended care service are the sole support of the **Willows** program. All finances are cleared through the school books. School insurance covers all students enrolled in **Willows**.

### **Hours**

**Willows** hours are as follows:

Mornings	6:30-7:40 AM
Regular Days	2:45-6:00 PM
Mondays	2:30-6:00 PM
Minimum days	12:00-6:00 PM

**Willows** is closed on school holidays and vacation periods.

**Willows** is closed the afternoon on the Wednesday before Thanksgiving.

**Willows** is closed the afternoon on the minimum day before Christmas break.

**Willows** is closed on the last day of school each year.

**If your child is still at St. David School after 6 PM, there will be a charge of \$2.00 a minute.**

### **Telephone**

The telephone line to the Willows Day Care program is 510-232-2343. During school hours from 8:00 AM to 2:30 PM, call the school office, to leave a message for the Program Leader.

### **Registration**

All students enrolled in Kindergarten through eighth grade are eligible to use the Willows program. Registration fee is \$25.00 per child and \$15.00 for any other child in the same family. Registration is payable at the time of enrollment into the program.

### **Facilities**

**Willows** is located in Rose Mello Hall at 871 Sonoma St. Entrance to the hall is located directly below the school office. Please park in the churchyard.

## Activities

Depending on the enrollment, student interest, and available resources, the following activities are provided for the children who attend **Willows**:

- Outdoor recreation
  - Occasional cooking
  - Organized Games
  - Arts and crafts
  - Homework time
  - Video days (G-Rated only)
  - Indoor free play
  - Computer activities
- 
- A typical day's schedule may include:
  - 2:45-3:00 Check-in time
  - 3:05-4:00 Outdoor free play or Homework time
  - 4:00 Snack
  - 5:00 Board games, indoor play, computer activities

## Financial Policies

Billing will be mailed. Voucher payment reminders are due on receipt of the notice. Yearly plan payments are due upon receipt of the bill and considered late after the 15<sup>th</sup>. Unless the Director is notified of special circumstances, payments after the 15<sup>th</sup> of the month are considered late and a \$25.00 late fee will be added to the bill.

Payments are received and processed at the school office, not at Willows. Checks are to be made payable to St. David School, with the memo line marked: Willows. Willows payments must be **separate** from tuition payments.

**Before-school fees** begin at time of arrival. There is a minimum charge of one-half hour.

**After school fees** begin when students are dismissed from school.

## Willows Rates and Information 2011-2012

<b>Registration Fee:</b>	<b>\$25.00 for one child</b> (a yearly program fee) <b>\$15.00 for other children in the same family</b>
<b>Late fee for all Plans:</b>	<b>\$25.00</b>

## **Yearly Plan (Discount)**

The **Yearly Plan** is recommended for families who:

- Plan to use Willows on a regular basis throughout the school year
- For example: every school day, minimum days only, certain days every week, mornings only
- Drop off and pick up their child/ren consistently the same time each day
- For example from 6:30 AM until school begins, from 12:00 until 2:45 on minimum days, from after school until 4:00 PM.
- Expect their child/ren to attend **Willows** on scheduled days.

The rate for the **Yearly Plan** is as follows:

\$4.75/hour—for the 1<sup>st</sup> child

\$4.25/hour—for other children in the same family

## **Voucher Plan**

The **Voucher Plan** is recommended for families who:

- Only have an occasional need for after-school care
- Have a regular need for **Willows** but cannot provide a yearly schedule
- Have no set or regular schedule for use

The rate for the **Voucher Plan** is as follows:

\$5.25/hour—for the 1<sup>st</sup> child

\$4.75/hour—for other children in the same family

### **Full 40 hour voucher:**

\$210.00 (one child)

\$190.00 (other children of the same family)

## **Emergency Drop-In Use**

**Willows Emergency Drop-in Use** is for families who:

- Do not pick up their child/ren within 10 minutes of dismissal
- Experience emergency situations and are unable to pick up their child/ren on certain days

Families will be billed at the standard rate \$7.00 per hour per child. (minimum one hour)  
There is no family discount because this is not a payment plan option for continual use of **Willows**.

**Remember late pickup after 6 PM will be \$2.00 per minute.**

# **APPENDIX TO ST. DAVID SCHOOL FAMILY HANDBOOK**

## **Includes:**

- **Guidelines for the Administration of Medications at School**
- **Sample Form: Request for Medication to Be Taken During School Hours**
- **Sample Form: Parent Request for Access to Student Records**
- **Sample Form: Permission to See A School Counselor**
- **Sample Form: Chaperone Guidelines**
- **School Communications Form**
- **Sample Form: Field Trip Permission Slip**