



Parent and Student Handbook 2020-2021

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COMMITMENT TO EXCELLENCE

**CODE OF CHRISTIAN CONDUCT
COVERING STUDENTS AND PARENTS/GUARDIANS
FOR SCHOOLS OF THE ARCHDIOCESE OF SAN FRANCISCO**

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

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

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

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

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

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

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

School (650) 697 - 8119
Rectory (650) 697 - 4730
Religious Education (650) 697 - 7451
Extended Care (650) 697 - 2231

Website: www.st-dunstan.org

SCHOOL HOURS

Hours are subject to change.

Kindergarten

8:00 am – 1:50 pm (Monday, 2:00 pm early dismissal)

8:00 - 11:50 am (Monday, 12:00 pm minimum day)

8:00 am - 2:50 pm (Tuesday - Friday)

Grades 1 – 8

8:00 am – 2:00 pm (Monday)

8:00 am – 3:00 pm (Tuesday – Friday)

Recess Period

Grades K – 5

9:50 am - 10:10 am

Grade 6 - 8

10:40 am - 10:55 am

Lunch Period

Grades K - 5

12:00 pm - 12:40 pm

Grades 6 - 8

12:35 pm - 1:10 pm

Minimum Day Schedule

(Third Monday of the Month)

Kindergarten

8:00 am - 11:50 am

Grades 1 – 8

8:00 am – 12:00 pm

School Personnel
ADMINISTRATION

Pastor
Associate Pastor

Rev. Joseph Glynn, C.S. Sp.
Rev. Diarmuid Casey, C.S.SP
Rev. Brendan Hally, C.S.Sp.
Mr. James Spray
Dr. Laura Sandoval
Ms. Charlene Calaunan

Principal
Vice Principal

STAFF

Secretary
Bookkeeper
Counselor
Extended Day Care Director
Extended Day Care Staff

Ms. Lori Coustier
Mrs. Vera Sutanto
Mr. Steve Abrams
Mrs. Mary Anne Anderegg
Ms. Michelle Liao, Mrs. Evelyn Laubacher,
Ms. Alexandra Saenz

FACULTY

Kindergarten
Kindergarten Aide
Grade One
Grade One Aide
Grade Two
Grade Three
Grade Four
Grade Five
Grade Six,
6/7/8 Social Studies
Grade Seven Homeroom,
6/7/8 Literature
Grade Eight Homeroom,
6/7/8 Algebra
Accelerated Math 5 - 8
Science 4 - 8
Reading Recovery 1 - 4
Academic Support 5 - 8
Musical Theater
Art in Action
Physical Education

Ms. Annamarie Pacheco
Mrs. Mary Anne Anderegg
Ms. Taimane Tuiasosopo
Ms. Rose Patanag
Dr. Laura Sandoval
Mrs. Cheryle Keohane
Ms. Irma Pacheco
Mrs. Karin Ostertag
Ms. Luisa Monterrosa

Mrs. Patrice Healy

Mr. Marc Besse

Ms. Charlene Calaunan
Ms. Joe Saba
Mr. Jim Akeyson

Mrs. Marilou Lafon
Mrs. Sheri Carter
Coach Dean Wilson and Chef Brendan Rea

St. Dunstan Catholic School is a Catholic Parish School located in Millbrae, California, committed to carrying out the ministry of Jesus Christ in the education of youth since 1953. Under the direction of the Holy Ghost Fathers, the faculty educates students to be active Christians, lifelong learners, responsible citizens, and problem solvers. In partnership with parents, we provide a student-centered program of faith formation and academic achievement.

Philosophy

St. Dunstan Catholic School is a Catholic Parish School committed to carrying out the ministry of Jesus Christ in the education of youth. In our educational program, we emphasize the development of the whole person: spiritual, moral, social, intellectual, artistic, physical, and emotional. Vital to this developmental process is the belief that parents are the primary educators of their children. Therefore, we value the partnership of the family, school, and parish.

As an extension of the family, St. Dunstan Catholic School prepares its students for their future roles as contributing members of a scientifically and technologically advanced society. We teach our students that, as participating members of the world community, they are responsible for using their talents, gifts, and education to enhance the quality of life for all.

Our curricula, co-curricular activities, and events are designed to instill in each student a lifelong reverence for God and all His creation, affirm the rich cultural diversity of our students, families, teachers, and priests while building positive community spirit and involvement. We provide an excellent Catholic education in order to send forth students equipped with personal confidence, academic and technological skills, a sense of belonging, and a religious commitment to become contributing members of society in the 21st Century.

School History

Ground was broken for St. Dunstan School on October 28, 1951. Nearly two years later, in December 1953, the school opened for students in grades one through five. Over the next three years, grades six, seven, and eight were added. In 1977, the kindergarten classroom was completed and St. Dunstan became a K through 8 Catholic Elementary School.

The Sisters of Notre Dame de Namur, who commuted from Notre Dame Convent in Belmont for nearly eleven years until the convent at St. Dunstan was completed, originally staffed St. Dunstan Catholic School. In 1972, the Sisters were called to serve elsewhere, and a special committee was formed to ensure that the school remained open. A school board was formed and they, Pastor Norbert Feebly, and others in the parish began a search for a religious order to continue the Notre Dame Sisters' work.

The Sisters of Mercy from Doon in County Limerick, Ireland, came to St. Dunstan School. The Mercy Sisters administered and taught at the school from 1972 until 1990, along with lay faculty and staff. During their tenure, a number of physical improvements were realized. These included the addition of the kindergarten class in 1977, construction of the Parish Center and Religious Education Office in 1983, and the refurbishing of a multipurpose room in 1986 that now functions as the math classroom for grades six to eight. The Sisters of Mercy returned to Ireland in 1990. In 2000 the school added a library, science lab and computer lab and reconfigured the office. An elevator and ramp were also added to be ADA compliant.

After the Sisters of Mercy returned to Ireland until 2004, St. Dunstan Catholic School has had an all lay administration and faculty. From 2004 to 2009, Sr. Mary Lorraine Mullins, SM was the only sister on staff and served as the school's Learning Specialist. In 2009 to 2011, Sr. Dee Myers, BVM replaced Sister Lorraine in the same capacity.

School Wide Learning Expectations for
Grades K-3

Active Christians who:

- participate at Mass and pray.
- know and follow the teachings of the Catholic Church.
- make good choices.
- respect and help others.
- value the uniqueness and diversity of every individual.

Life Long Learners who:

- read, write, and speak well in all subjects.
- listen and follow directions.
- communicate well with others.
- are curious and excited to learn.
- enjoy art, music, and dance.
- use technology responsibly.

Responsible Citizens who:

- work well with others.
- keep their area clean and recycle.
- share with others.
- make good decisions about their health.

Problem Solvers who:

- apply the teachings of Jesus in their everyday life.
- listen and try to understand other people.
- talk out their problems with adults and peers.

**School Wide Learning Expectations for
Grades 4-8**

Active Christians who:

- participate regularly at Mass, liturgical ceremonies, and sacramental programs.
- pray together, using formal, silent, and spontaneous prayer.
- seek knowledge and understanding of scripture and basic teachings of the Catholic Church.
- use the Gospel message for making moral decisions.
- demonstrate tolerance, respect, and compassion for others.
- value the uniqueness and diversity of every individual.

Life Long Learners who:

- meet grade-level academic expectations.
- think, speak and write analytically, creatively, and critically.
- work independently and collaboratively.
- maintain curiosity and enthusiasm for learning.
- are creative and appreciative of the fine arts.
- use technology responsibly for learning, communication, and enjoyment.

Responsible Citizens who:

- take responsibility for their words and actions.
- respect the environment and their role as stewards of God's creation.
- share their abundant gifts and talents at school and with others through community service.
- are committed to making healthy choices.

Problem Solvers who:

- apply the teachings of Jesus in their everyday life.
- listen while valuing and respecting other points of view.
- talk out problems to resolve conflicts.
- are honest in word and action.

RELIGIOUS EDUCATION GOAL

St. Dunstan Catholic School seeks to encompass the threefold purpose of Catholic education: to teach doctrine, to build community, and to serve one's neighbor.

OBJECTIVES

To realize this, we strive to:

- instill in each child a sense of his/her privilege and responsibility in helping to build God's Kingdom here on earth by internalizing Catholic doctrine.
- encourage each student to respond to the Lord through experiences in silent, spontaneous, and formal prayer.
- give students the opportunity for active participation in liturgical celebrations and provide special sacramental preparation programs, which include parents and students.
- encourage student involvement in parish/school activities both in the local and larger community.
- make gospel values the norm, thereby fostering in each student a respect for self and others.
- emphasize world needs by fostering in students a social awareness of their responsibility to humanity, which is part of their Catholic calling to serve one another.

INTELLECTUAL GOAL

St. Dunstan Catholic School seeks to create an educational atmosphere, which encourages and challenges students to develop to their fullest potential.

OBJECTIVES

We strive to:

- utilize the curriculum to effectively develop, master, and refine the fundamental skills in reading, writing and mathematics.
- foster creativity, intellectual curiosity, and a spirit of enthusiasm for learning.
- use standardized test scores as an aid in assessing student progress, planning curriculum, and addressing academic difficulties among our students.
- provide opportunities for students to develop independent study skills.
- integrate the use of technology within the curriculum.

SOCIAL AND PSYCHOLOGICAL GOALS

St. Dunstan Catholic School assists each student in developing a sense of self worth, in becoming more aware of the dignity of others, and in acquiring a sense of responsibility to society.

OBJECTIVES

We strive to:

- help students develop a positive self image, an attitude and spirit that will enable them to live worthwhile lives as members of society.
- foster in students a deep appreciation of their American culture and heritage, while recognizing the contribution that all cultures make to society.
- develop a respect and reverence for all human life so that freedom, peace, and justice will become a reality in our world.
- provide opportunities for students to work cooperatively, emphasizing that friendship is an important human relationship and should be extended to every member of the student community.
- encourage students to accept personal responsibility and develop self-discipline.

PHYSICAL GOAL

St. Dunstan Catholic School recognizes the children's physical awareness and well-being are essential to their cognitive and emotional stability and growth. Only by paying attention to all three parts – cognitive, emotional, and physical – can we accomplish the ultimate goal of education - the development of the whole child.

OBJECTIVES

We strive to:

- provide a physical education program that will help every student develop physical fitness.
- emphasize the development of the Catholic values of cooperation, loyalty, and sportsmanship through participation in organized play.
- provide the students with an understanding of the effects of the use of alcohol, tobacco, and drugs.
- enable the students to understand their personal developmental changes through a Family Life Program, which emphasizes the growth and development of one's sexuality in light of Catholic perspectives and values. The Family Life Program curriculum is approved by the Archdiocese of San Francisco, and is one aspect of the school's religious education program.
- provide age-appropriate information and an understanding of the problems inherent in sexually transmitted diseases, with particular attention to HIV education.

SACRAMENTAL CATECHISM

Sacramental preparation at St. Dunstan Catholic School is parish-oriented and requires participation in the entire program with all parish students. Non-Catholic students are expected to follow the academic content of the religious education program. A participation fee is charged for each sacramental faith formation program a child is enrolled in. This fee per sacrament includes First Eucharist (grade 2) and Confirmation (grade 7 & 8).

SACRAMENT OF RECONCILIATION AND FIRST EUCHARIST

A program of catechesis is offered to eligible second grade Catholic students preparing for First Eucharist and First Reconciliation. Older Catholic students may prepare to receive this Sacrament following enrollment in the prescribed program. The catechesis covers family participation in the faith formation process including parent meetings, special prayer celebration and classroom instruction. Parental involvement in this program is essential. St. Dunstan Catholic School follows the Parish and Archdiocesan directives and guidelines for the reception of Sacraments and works in collaboration with the St. Dunstan Religious Education Office. The sacrament fee for First Communion is established by the Parish Finance Council and approved by the Pastor.

SACRAMENT OF CONFIRMATION

Students in grade eight are eligible to receive the Sacrament of Confirmation as a result of special instruction in religion classes. Candidates are confirmed after meeting the established criteria determined for the faithful reception of this Sacrament. A retreat for all candidates is held prior to confirmation. All are required to attend. The preparation for confirmation is a two year program.

CHRISTIAN FAMILY LIFE

The Christian Family Life program follows the approved curriculum, guidelines, and mandates of the Archdiocese of San Francisco Department of Education. The program aims to teach the student a respect for life and all living things in God's creation. It emphasizes the dignity of the human person. Professionals are invited to special sessions to address the biological aspect. Parents are encouraged to read and discuss the material in the student text with their child/children.

SCHOOL MASSES

As partners in faith, it is expected that St. Dunstan School's Catholic parents support the faith formation ministry of the school, by consistently participating in the liturgical life of the Church. School masses have been calendared for the year. Each class is assigned a liturgical celebration. In collaboration with the priests, the class chooses a theme and the readings for the full participation of the school community.

PRAYER SERVICES

Reconciliation services and morning assemblies are planned throughout the year to invite the participation of the entire school community in celebrating the good news of Christ and the importance of prayer in our daily lives.

FINANCIAL INFORMATION

St. Dunstan Catholic School uses three major sources of funding for its operating budget:

- 1) tuition fees,

2) monies earned through fundraisers, particularly the SCRIP Program

The following information should be helpful in understanding the school's tuition policy as well as the criteria for fully participating, partially participating and non-participating family status.

- **REGISTRATION FEE:** A \$300 registration fee, due in the spring of each year, serves to hold a child's place for the next school term. This fee is established annually and is a non-refundable, per child fee. This fee pays for all S.F. Archdiocesan administrative costs. It also pays for annual textbooks and teaching materials. *Reg. Fees are collected at other schools for k. AP
- **TUITION:** Tuition is a yearly fee broken into twelve equal monthly payments due May through April. All parents have to pay tuition through FACTS.

TUITION PAYMENT POLICY

The tuition policy at St. Dunstan Catholic School requires the following:

All families are required to enroll in the FACTS Automatic Tuition Payment Program. A FACTS informational brochure is available in the school office. Families may choose to pay in 12 monthly OR semi-annual OR annual payments AND are required to enroll in the FACTS Automatic Tuition Payment Program.

- at the end of the grading period, a child may be dropped from enrollment, if the family has made no payment toward their delinquent account, and made no effort to discuss the problem with the principal/pastor in a timely manner.
- if your tuition is delinquent at the end of a grading period, your child will not be allowed to attend school until your account is made current. Registration fees for the following school year will be applied first to outstanding balance due or to other school fees. Does this apply if we are not collecting a registration fee?
- all school fees need to be up-to-date before bidding on any fundraising items or attending any extra-curricular activities. Delinquent accounts owed to the school must be paid in full, including money owed to the Extended Care Program. Failure to do so will result in the respective bid being disallowed.
- there is a \$30.00 fee for checks returned for insufficient funds. After two returned checks, a family will be required to pay all monies due by money order or certified check for the remainder of the school year.
- a family is held responsible for reasonable attorney's fees and collection costs as necessary for the collection of any amount not paid when due.
- St. Dunstan Catholic School may release the tuition account record along with other needed records, such as transcripts, when requested by any public and/or private school, local credit bureau or any school official, employee, or agent who has a legitimate educational interest in the information.

QUALIFICATIONS FOR FULLY PARTICIPATING FAMILY STATUS (must meet each and every criterion as listed below):

- children baptized into the Roman Catholic Church.
- have been registered in St. Dunstan Parish.
- worship regularly at St. Dunstan Church. To support the Parish, we suggest a weekly donation using the Sunday Envelopes with registration number indicated and participate in the Archdiocesan's Annual Appeal. The Pastor will conduct audits of the use of the Parish Envelopes regularly.
- contribute 40 service hours for a two-parent home / 20 service hours for a single-parent home (6 of the 40 / 3 of the 20-hour service requirement must be completed through volunteer work for the School Festival).

Each family is also required to provide at least one lunch supervision (yard duty) per child per class during the school year. (Parents with more than one child in school shall be required to serve two lunch supervision. For further details refer to Service Hours Program page 23 of this Handbook.) First, Third, Fifth, and Seventh grade parents, in charge of the Spring Fundraiser, **MUST** complete at least 3 service hours DURING the event. Service hours must be completed by the end of school day **May 15, 2021**.

- purchase \$4,000.00 worth of Scrip or pay a one-time fee of \$300.00 (Friday of the second week of school, **September 4, 2020 per tuition contract**. in lieu of the Scrip purchase. Scrip requirement must be completed by the end of school day, **May 15, 2021**).
- a mandatory minimum purchase of a family ticket to our Spring Fundraising Event.
- adhere to all school rules and regulations as explained in the School Handbook.
- attend Mandatory Meetings and School Events: including Back-to-School Night, Parent-Teacher Conferences, and any meetings deemed mandatory by the school administration. These meetings, except in special circumstances, will be announced in a timely manner, with at least three week notice given to our parent community.

The pastor will review your tuition status to determine whether or not you have fulfilled the requirements and responsibilities of a Fully Participating family. If at that time you do not meet the above criteria, your status will be changed to Partially Participating or Non-Participating Status.

QUALIFICATIONS FOR PARTIALLY PARTICIPATING FAMILY STATUS (must meet each and every criterion as listed below):

- contribute 40 service hours for a two-parent home / 20 service hours for a single-parent home (6 of the 40 / 3 of the 20-hour service requirement must be completed through volunteer work for the School Festival). Each family is also required to provide at least one lunch supervision (yard duty) per child per class during the school year. (Parents with more than one child in school shall be required to serve two lunch supervision. For further details refer to Service Hours Program page 16 of this Handbook.) First, Third, Fifth, and Seventh grade parents, in charge of the Spring Fundraiser, **MUST** complete at least 3 service hours DURING the event. Service hours must be completed by the end of school day **May 15, 2021**.
- purchase \$4,000.00 worth of Scrip or pay a one-time fee of \$300.00 (due Friday of the second week of school, **September 4, 2020** in lieu of the Scrip purchase. Scrip requirement must be completed by the end of school day **May 15, 2021**).
- a mandatory minimum purchase of a family ticket to our Spring Fundraising Event.
- adhere to all school rules and regulations as explained in the School Handbook.
- attend Mandatory Meetings and School Events: including Back-to-School Night, Parent-Teacher Conferences, and any meetings deemed mandatory by the school administration. These meetings, except in special circumstances, will be announced in a timely manner, with at least three week notice given to our parent community.

The pastor will review your tuition status to determine whether or not you have fulfilled the requirements and responsibilities of a Partially Participating family. If at that time you do not meet the above criteria, your status will be changed to Non-Participating Status.

QUALIFICATIONS FOR NON PARTICIPATING FAMILY STATUS (must meet each and every criterion as listed below):

- adhere to all school rules and regulations as explained in the School Handbook.
- attend Mandatory Meetings and School Events: including Back-to-School Night, Parent-Teacher Conferences, and any meetings deemed mandatory by the school administration. These meetings, except in

special circumstances, will be announced in a timely manner, with at least three week notice given to our parent community.

PARENT PARTICIPATION POLICY

St. Dunstan Catholic School is a vital organization in the St. Dunstan Parish Community. For two reasons, we believe it is essential that all parents of St. Dunstan Catholic School take an active role in both school and parish activities.

- we believe that a community of Faith is possible only when all members take an active role in the concerns of the Parish.
- we depend on volunteer services from parents in order to keep the tuition of the school within reason.

Participation means active service in parish and school activities. Each parent is asked to determine which needs of the church, parish or school they are best able to meet and to make arrangements with the groups involved.

SERVICE HOURS PROGRAM

Each family is required to contribute Service Hours to St. Dunstan Catholic School every year. The requirement is 20 hours for a single-parent home and 40 hours for a two-parent home.

Mandatory hours must be completed through the following:

School Festival – Two-parent household is required to complete at least 6 hours of volunteer work in the School Festival. A single parent household is required to complete at least 3 hours.

Spring Fundraiser - First, Third, Fifth, and Seventh grade parents, in charge of the Spring Fundraiser, **MUST** complete at least 3 service hours **DURING** the event.

Lunch Supervision – Each family is responsible to provide two (2) lunch supervision (yard duty) during the school year. However, if a family has more than one (1) student in school, they are required to do one yard duty per grade to serve two (2) lunch supervision. Lunch Supervision assignments shall be divided between Grade K to 8. Lunch supervision will be provided during regular and early dismissal school days (minimum days excluded). Two parents per day will provide lunch supervision from 11:55 A.M. to 1:10 P.M. in the North Yard. Parents will assist in cleaning tables after lunch. Parents must come on their scheduled days **OR** trade with another family within their class. Parents scheduled for lunch supervision are still required to come even on rainy days.

A calendar and sign-up procedure will be provided in advance by the Home Room Parents for each grade.

PARENTS WHO DO NOT SIGN UP WILL BE SCHEDULED BY THE HOME ROOM PARENT.

Parents may choose to do more than two hours of yard duty to complete their service hours for the school year.

These service hours must be completed by **May 15, 2021**. We are appreciative of the many families who serve above and beyond the required service hours. Parents can earn service hours by attending parent organization meetings such as the Lady Knights and Men's Club.

If you plan to contribute time after May 15 of the **2020-2021** school year by working on year-end parties, assisting in a classroom, or taking Athletic Board inventory, for example, you must have your hours listed and signed off on the Service Hours form by the individual to whom the service hours commitment is made and by the Principal, and

submit your Service Hours form to the school office no later than May 15, 2021 to receive service hours credit for the 2020-2021 school year.

SPECIAL PROGRAMS, FUNCTIONS, AND ACTIVITIES

FOURTH GRADE OUTDOOR EDUCATION PROGRAM *

As part of the fourth grade social studies curriculum, all fourth grade students attend an Outdoor Education program at Coloma Outdoor Discovery School in Coloma. The participation fee is the responsibility of the parents and is set annually by Coloma Outdoor Discovery School. Parents will be notified of this year's Outdoor Education fee when it is determined.

SIXTH GRADE OUTDOOR EDUCATION PROGRAM *

As part of the sixth grade science curriculum, all sixth grade students attend an Outdoor Education program at CYO Camp in Occidental. The participation fee is the responsibility of the parents and is set annually by CYO. Parents will be notified of this year's Outdoor Education fee when it is determined.

** The Fourth and Sixth Grade Outdoor Education Program is part of the Social Studies curriculum. It is mandatory that your child participates in this activity.*

EIGHTH GRADE GRADUATION FEES

Families with eighth grade students must pay a non-refundable \$75.00 Graduation Fee due January 18, 2021 as well as additional fees – determined annually – for the eighth grade Graduation Dinner Dance and the special eighth grade activities planned for the end of the school year. (Please note: In order for eighth grade students to participate in any graduation activities, all outstanding tuition payments and other fees must be paid and Scrip and Service Hours commitments fulfilled by May 15, 2021.

TUITION CONFIRMATION LETTER

Each year families receive a TUITION CONFIRMATION LETTER which outlines the tuition cost for the year as well as the criteria for Fully Participating, Partially Participating, and Non-Participating family status. Tuition Confirmation Letters will be handed out when the enrollment forms are turned in and a receipt of completeness is issued. A parent will be required to sign an acknowledgment form indicating that they understand and will adhere to the school's financial policy and tuition rates.

Parents MUST register with FACTS, a tuition management program. FACTS operates as an automatic savings or checking account deduction program used at St. Dunstan School. Each year in the spring semester, parents renew their FACTS contract.

ALEMANY SCHOLARSHIP FUND

The San Francisco Archdiocese, in conjunction with the Private School Aid Service, offers families who need tuition assistance, an opportunity to apply for financial assistance. Applications will be available online in March: www.tads.com. The San Francisco Archdiocese notifies the school during the summer months whether or not a family has qualified for financial assistance for the following school term. The school will provide aid based on the availability and the review provided by TADS.

FUNDRAISERS

St. Dunstan Catholic School must augment its annual operating income by conducting fundraisers so that the tuition and fees do not place an unrealistic burden on parents. Fundraisers are an essential part of the school's operating budget, and parents are required to participate in them. Fundraisers are sponsored by the school directly or are co-sponsored with another group or organization of the school. Currently, three fundraising programs are mandatory: SCRIP, School Festival, and Spring Fundraiser. Other fundraising programs are pursued by the pastor, administration, and School Advisory Board as need arises.

1. SCRIP PROGRAM

St. Dunstan Catholic School Scrip Program is the school's primary fund raising activity. All families are required to participate in this program. Families must purchase a total of \$4,000.00 in Scrip over the course of the

school year or pay an opt-out fee of \$300.00 in lieu of purchasing Scrip. If you choose to pay the **\$300.00** opt-out fee, the payment is due on or before Friday, **September 4, 2020**.

If you choose to participate in the Scrip Program but fall short of the \$4,000.00 minimum purchase amount, you will be assessed a fee equal to 10% of your ***unpurchased*** Scrip balance. For example, if you purchase only \$2,500.00 in Scrip during the school year, your ***unpurchased*** Scrip balance is \$1,500.00. Your fee is 10% of \$1,500.00 or \$150.00. Scrip requirement must be completed by **May 15, 2021**.

2. SCHOOL FALL FESTIVAL

St. Dunstan School has an annual festival in the fall. It is mandatory that every school family contributes 6 service hours for a two-parent home or 3 service hours for a single-parent home.

If these service hours are not fulfilled, your status will be changed to Non-Participating Status for the remainder of the school year.

3. SPRING FUNDRAISER

A mandatory minimum purchase of a family ticket to this fundraiser will be assessed. Individual ticket prices for this year's spring fundraiser have not been established at this time.

Fundraisers / Class Assignments

Fundraisers and school events are assigned to specific grades throughout the school year. This will provide greater event consistency from year to year while fostering community among the school families. The parents in the designated classes are expected to lead their assigned event. Leading an event involves planning, organizing and running an event to its conclusion. For each event, there will be a Chairperson, booth and/or staffing committees and committee leads.

The fundraisers and their assigned grades are identified below:

School Festival
All Grades

Fun Run
Primary Responsibility of Kindergarten

Teacher Appreciation Lunch
Primary Responsibility of Fourth Grade

Spring Fundraiser
Primary Responsibility of First, Third, Fifth, and Seventh Grades

(Parents assigned must complete at least 3 service hours during the event.)

For each event, an outline instruction will be provided to help organize and conduct the event. After a given class has managed an event, they will document any changes to these instructions for use of future grades.

Online Child Safety Program

The Archdiocese of San Francisco has a new child safety program in place. This program is mandatory for any parent/legal guardian fulfilling Service Hour requirements. The program is called VIRTUS and replaces Shield the Vulnerable. If you have already completed Shield the Vulnerable, your personal data has been given to VIRTUS. When it is time to renew your online training, VIRTUS will email you directly.

For parents/legal guardians that have not completed Shield the Vulnerable, please visit:
www.virtusonline.org

You will need to set-up a user ID and password. You will need to complete the VIRTUS Protecting God's Children training. You will have two weeks to complete the training when you start the program.

Live Scan (fingerprinting) is also a requirement. Any parent/legal guardian that fulfills Service Hours that include:

Coaching

Art-In-Action

Field-trips (Daytime/Overnight)

Classroom assistance

Special Events (dances, holiday events, where students are present)

SCHOOL ORGANIZATIONS

St. Dunstan parents are encouraged to join school organizations:

Home Room Parents

A parent or two in each home room grade is chosen to work with their respective home room teacher regarding regular communication with classroom parents in support of curriculum and extracurricular activities. All room parents are expected to attend monthly meetings and assist with the teacher with their assigned events as Home Room Parent Coordinators.

School Advisory Board

The School Advisory Board is a consultative board of nine members who assist in the areas of budget analysis, safety and maintenance, fundraising, public relations, development, board nominations, and communications. Both St. Dunstan parishioners and school parents may serve on the board. The St. Dunstan Catholic School Advisory Board meets the third Tuesday of each month during the school year at 7:00 p.m. in the School Math Room.

Athletic Board

The Athletic Board is responsible for the school's extracurricular sports program. The board reports directly to the pastor and principal and must adhere to the guidelines and By-laws of the Peninsula Parish Schools League (PPSL). The PPSL is under the jurisdiction of the Archdiocesan Department of Education. The St. Dunstan Catholic School Athletic Board meets every first Thursday of the month at 7:00 p.m. in the School Math Room.

Men's Club

The Men's Club is dedicated to furthering the mission of the parish school community. Opportunity to serve includes fundraisers such as parish school festivals, work days and giving support to our Athletics program. The club is also an opportunity to fraternize in the spirit of brotherhood and Catholic community. The club is open to both school fathers and parish men. The Men's Club meets during the school year at 6:30 p.m. in the Parish Center with dinner served at each meeting. Meeting dates are posted in the parish bulletin and via the school Wednesday envelope. It is encouraged for school fathers to attend 1 meeting per year. Two service hours earned per meeting.

T.E.R.E.S.A. Committee

The T.E.R.E.S.A. Committee was initiated at St. Dunstan Catholic School in the fall of 2000 as a subcommittee of the St. Dunstan Women's Club. Our philosophy has continued to be based on the words and works of Mother Teresa of Calcutta. Each season we research causes and focus on projects, which allow St. Dunstan school and parish to participate in expressions of Christian fellowship and contribution to our community – indeed the values practiced by Mother Teresa during her lifetime.

Lady Knights

In the Spring of 2013, the Lady Knights of St. Dunstan's Catholic School held their first meet and greet event. The mission of this organization is to foster camaraderie amongst school mothers (both past and present students, including CCD) through fun monthly events, fundraising, and other events to support our school. Meetings are generally held on the third Friday of every month of the school year in the parish center. All members are encouraged to be involved in forming Lady Knights into a successful women's club for years to come. It is encouraged for school mothers to attend 1 meeting per year. Two service hours can be earned per meeting.

SCHOOL INFORMATION - POLICIES AND PROCEDURES

STUDENT RULES

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

The student will:

- Show respect and courtesy toward each other, as well as to all school personnel and volunteer personnel at all times.
- Behave in a manner in the classroom which is conducive to learning.
- Obey general and school safety regulations.
- Respect the property of the school and surrounding areas.
- Conform to the uniform regulations at school.
- Leave the campus during the school day only after checking out with the school secretary and be accompanied by an adult.
- Be on time for morning prayers and assembly (warning bell 7:58 a.m., school begins 8:00 a.m.)
- Keep the office area clear unless on official business.
- Use the school phone only in cases of an emergency.
- Not chew gum at any time during school hours.

- Bring a note when absent.
- Come prepared to class with home and class work completed, and bring all necessary supplies and materials.
- Raise hand in class.
- Participate in class, and listen.
- Use the bathroom appropriately.
- Play fairly and talk out disagreements using conflict resolution.
- Refrain from vulgar and profane gestures and language.
- Refrain from bringing permanent markers or liquid white out to school.

Since no list of norms can cover every situation, any inappropriate behavior unbecoming of a Christian student will be considered a violation of school rules.

In any school situation, it is possible that some misunderstanding or breakdown in communication can occur. When you have occasion to question something pertaining to your child there are steps to be followed:

- Go directly to the teacher or teachers concerned and talk to them. Do not take your child's word until you have listened to both sides of the problem.
- If you are not satisfied after a conference with the teacher, talk the situation over with the principal.

SAFETY RULES

For the safety of children playing, the student may **NOT**:

- Ride bicycles on the school grounds.
- Bring small balls from home.
- Play games that could injure a student.
- Play tag that would take students out of a particular play area and into that of another class.
- Run in the halls
- Mishandle rolling backpacks
- Throw food at other people.
- Run or play any games at morning assembly.
- Bring skateboards, roller blades, iPods and/or other MP3 players, laser pointers, any current, faddish toys or high tech items (e.g. Pokemon). These will be confiscated and returned to the student at the end of the school year.

ATTENDANCE

Students are expected to attend school regularly. School hours are 8:00 a.m. (warning bell is 7:58 a.m.) to 3:00 p.m. with the exception of minimum days.

TARDY POLICY

Students are tardy if they are not in line with their class for morning assembly. A warning bell rings at 7:58 a.m. Students who arrive late, after the second bell and once the morning prayer has begun, are to remain with the yard duty teacher in the north yard or by the front office until announcements are complete. A tardy student in the north yard will proceed to the office for a tardy slip.

Tardiness is disruptive and detrimental for both the class and the student.

- A parent-principal conference will be required for six (6) tardies in a quarter.
- Habitual tardiness affects class performance and is disruptive to the class.
- Tardiness counts against a student receiving perfect attendance, which is recognized each semester.
- Students who arrive after recess will be marked absent half a day.

Please Note: Habitual tardiness may have an adverse effect on acceptance into many Catholic or private high schools.

ABSENCE POLICY

In the event of absence through illness, a parent is responsible for notifying the school office before 9:00 a.m. to report the child's absence each day the child is absent (unless major long term illness or injury). A message may be left on the school's answering machine any time you know your child will be unable to attend school. The student, upon return to school after an absence, must bring a note of explanation signed by his/her parent. This is to be done in addition to calling the school office. Doctor and dentist appointments should be scheduled outside of school hours. If this is not possible, please notify the teacher in writing in advance. CALL the school office; do NOT use email.

WHEN THE STUDENT COMES IN LATE DUE TO OR RETURNING TO SCHOOL FROM A MEDICAL OR DENTAL APPOINTMENT, THE STUDENT MUST SUBMIT ON THAT SAME DAY, TO THE FRONT OFFICE, AN OFFICIALLY SIGNED NOTE FROM THE DOCTOR OR DENTIST.

ABSENCE DUE TO VACATION/FAMILY TRIPS

St. Dunstan Catholic School discourages absences for vacations during the school year or vacations prior to vacations because they affect academic progress. Schoolwork will not be given in advance for a child or children taken out of school for non-calendared vacation. Again, it is the student's responsibility to be accountable for missing assignments. **Parents must submit a letter of intent stating that the duration of the vacation, to which the teacher/administration will respond with recommendations.**

BACKPACKS

Due to space limitations and safety concerns within the classroom, rolling backpacks are highly discouraged.

CELL PHONES

Students must turn off their cell phones during school hours and at Extended Day Care and leave them in the area designated by the home room teacher or Extended Care Director. During after school hours, cell phones can be used outside the school area (NOT in the lobby, hallways or locker area). First violation: parent notification, detention, and the phone is not allowed for one week. Second violation: parent notification, detention, and the phone is not allowed for a three-week period. Third violation: parent notification, one day suspension, and the student will lose the privilege of having a cell phone at school. Consequences for misuse of a cell phone will be determined by the Principal. Parents who need to reach their child during school hours are required to contact the school office. **Parents and students may not use text messaging, chat rooms, and/or emails through any electronic device during the school day.**

CHANNELS OF COMMUNICATION

The faculty generally uses the following means of communication with the parents:

- Kindergarten Weekly Binder
- Parent Conferences
- Telephone Calls
- Progress Reports
- Report Cards
- Weekly Parent Bulletins
- Newsletters
- Email
- School Website - Beehively

Parents likewise should use the following means of communication:

- The principal is given copies of communication to parents.
- Parents should schedule a conference with any teacher should there be a difficulty or concern. If resolution of the problem or concern is not reached at this conference, the principal is advised of the situation and asked to facilitate.
- Parents may request a conference with any teacher by sending a written note indicating the nature of the concern and giving several available dates.
- Telephone calls must be directed to the school office during school hours. Immediate communication fosters effective partnership between home and school. No phone calls to a teacher's home phone or texts to a teacher's cell phone are allowed.
- Teachers will advise parents early in the report card period of any difficulties in a student's academic progress or conduct and work habits. Sixth to Eighth grade students are encouraged to address their concerns with their respective homeroom teacher.

COMMUNITY SERVICE HOURS POLICY FOR 7th and 8th Grade Students

- 7th graders must fulfill a total of 20 hours
- 8th graders must fulfill a total of 20 hours

Service hours should be community volunteer work (not paid work). Examples of volunteer work are peer tutoring, CCD teacher assistants, working at festivals, teacher assistant, helping clean school, helping the athletic department such as marking the baseball fields, etc.

HEALTH POLICY

If a child is home ill, please do not return him/her to school until he/she has been without a fever for 24 hours. Students returning to school early risk infecting other students and school staff. Please notify the school if your child has any serious health problems. Teachers and staff need to be alerted to take proper steps.

MEDICATION

According to the California State Education Code, responsible personnel in school may only administer medication if the following guidelines are followed:

- All medications (over-the-counter and doctor prescribed) need a note from the doctor.

- All medications must be left in the main office; students should not carry medications with them. Students report to the main office to take their medication under supervision.
- The school must receive a written statement from the physician detailing the method, amount, and time at which the medication is to be taken. **THIS INCLUDES EPI PENS.**
- NO ONE IS EXEMPT FROM THIS POLICY.
- The school must receive a written request from the parent if medication is to be administered during school hours.

If a child becomes ill with any of the communicable childhood conditions (e.g. croup, chicken pox, measles, head lice, mumps, whooping cough etc.), the parents must notify the school so that the other parents receive notice that the children may have been exposed to the disease. Furthermore, the school requires families to follow the proper protocol from the child's doctor's office for treatment before the child's return to school.

Children are required to participate in physical education classes unless a serious health problem or injury prevents him/her from doing so. If a student is to miss a PE class, a note of explanation is required. **IF A SIGNIFICANT AMOUNT OF TIME (5 DAYS OR MORE) WILL BE MISSED, A DOCTOR'S NOTE IS REQUIRED.**

HEALTH IMMUNIZATION AND SCREENING

California Law states that each student must have verified evidence that he/she has been immunized against polio, diphtheria, pertussis, tetanus, measles, rubella, mumps, chicken pox, and hepatitis inoculations.

Each new student must have a form signed by a physician giving evidence of a physical examination verifying that the child has all immunizations up-to-date. This form is kept on file in the office. Parents will be notified if these health records are not up-to-date or are missing. In the event that a parent does not comply with this California State Law, the child will not be permitted to attend St. Dunstan Catholic School until the family is in compliance.

Vision Screenings are given to all kindergarten and new students. All other students are given vision screening on a grade level rotation basis. Referrals will be sent to parents if any problems are detected.

INTERNET

Inappropriate use of the Internet will not be tolerated and consequences of such use will be severe. All parents and students will be required to sign an Internet Safety Policy and Technology Protection Measure that meet the requirements of the children's Internet Protection Act. These forms will be on file in the school office.

LOCKER POLICY

Lockers are school property and all must be maintained by school authorities to protect the safety of all. A student assigned a locker has exclusive use but not proprietary rights over the school. The school reserves the right to search and inspect any locker on suspicion of a threat to the health, welfare, and safety of other students. Students are to respect the personal property of others contained in individual lockers.

LUNCHES

My Hot Lunch Box is our school hot lunch for Tuesdays, Wednesdays, and Thursdays. To register for My Hot Lunch Box, you will need to sign up at <https://www.myhotlunchbox.com/>.

Students, who have not signed up with the Lunch Program, ARE EXPECTED to bring their lunches with them to school each morning. In the event that a student forgets his/her lunch, parents will be allowed to deliver a lunch to the front office prior to the lunch period. This should not be a regular occurrence however, nor are lunches to be delivered to students over the fence or in the schoolyard.

The parent's choice is either to sign up for the lunch program OR provide a lunch for the student to bring to school.

We strongly encourage that student snacks and lunches are of nutritional value. No fast food is allowed. Fast food in lunch pails is not allowed either.

- Drinks in glass containers are not permitted.
- Due to safety concerns, microwaves are not available for student use. It is also not the responsibility of the school to provide utensils to students.

The Hot Lunch Program is from **Tuesday through Thursday**.

Regarding Friday Fundraisers: Friday lunch order forms and payment are to be received by the due date on the Thursday 9:00 a.m., PRIOR to the scheduled Friday lunch. No exceptions. Friday lunches are based on the number of lunches ordered *at* the deadline. Punctuality is to be honored. Moreover, once students receive their completed order form, they are not to alter it or appropriate consequences will follow.

Friday hot lunches are hosted by different grades and organizations at St. Dunstan to raise funds for a cause. It is therefore recommended that Friday lunches be reserved for these fundraisers.

PARTIES

All school parties are conducted by room parents in conjunction with the principal and teachers. Traditional school parties are Halloween, Christmas, and Valentine's Day.

If parents wish to provide treats for the class in recognition of a child's birthday, arrangements SHOULD be made with the classroom teacher two school days prior to bringing in the treats. Treats should be simple and should be brought to school in time for morning or afternoon snack. **Class parties should be between Monday-Thursday to avoid hot lunch fundraisers on Friday.**

To protect the feelings of children, no birthday invitations may be given out in the classroom or school yard unless all the girls or all the boys or the entire class is invited. Otherwise, all birthday or special occasion party invitations are to be mailed.

PERMISSION TO LEAVE SCHOOL

The student will bring a note signed by his/her parent/guardian. Such a request must include reason for leaving school, hour of departure and the student's expected time of return. Parents must sign out on the sheet provided in the school office. No student may leave the campus unless accompanied by an adult. Phone calls placed to the office will not suffice. The school also reserves the right not to release the student to anyone other than the custodial parent unless otherwise indicated on the student emergency contact card.

Students participating in after-school activities within the school campus, are not allowed to leave the campus between dismissal time and when the after-school activity commences.

SCHOOL INSURANCE

The following procedure is to be observed to benefit from the Archdiocesan School Insurance Program:

- As soon as an accident occurs, it must be reported to a teacher or yard duty supervisor. Give all details of the accident to the secretary in the school office.
- Parents must request an accident form from the school office within 24 hours of the accident.
- Parents must have the accident form completed by their own doctor and then mailed to the address provided on the form.
- Parents' own family health insurance is the primary coverage.

SCHOOL UNIFORM POLICY

St. Dunstan students in grades K – 8 are expected to conform to the uniform policy. With the exception of non-uniform days, all students must wear the school uniform. Parent attention to uniform regulations is expected so that valuable teaching time is not wasted on checking uniforms.

Revisions and/or changes may be made, as necessary, throughout the year for the well being of the entire parish school community. School parents' support of this policy is of the utmost importance, and all families are asked to monitor their students' uniform attire on a daily basis.

Students may not change clothes after school.

COMPLETE (NO SHORTS) UNIFORMS MUST BE WORN TO ALL SCHOOL LITURGIES. The school sweater **MUST** be worn on Fridays.

The Uniform Policy will be strictly enforced. Students not in compliance will warrant the following consequences:

1. **First Violation:** The student will receive a Uniform Violation Form which requires a parent's signature
2. **Second Violation:** A thirty (30) minute detention will be given.
3. **Third Violation** The principal will call the student's parents. A one hour detention will be given.
4. **Fourth Violation** The student will be suspended for one day. Principal-parent conference.

FORMAL UNIFORM

GIRLS UNIFORM

Purchased from Dennis Uniform Company

- Khaki shorts or trousers with a plain dark brown or black belt
- Tartan green plaid jumpers with center box pleat for grades K – 5 and white blouse, short sleeve, with Peter Pan Collar
- Tartan green plaid skirts with knife pleat for grades 6 – 8 and white over blouse – S/S Peter Pan Collar
- Green cardigan or v-neck sweater with St. Dunstan logo
- White polo shirt with St. Dunstan logo (long or short sleeve) tucked in
- ONLY white crew socks, white knee socks, white tights; NO LOGO; no ped style allowed
- White turtleneck worn only under the blouse or polo shirt
- Dennis fleece vest or jackets are optional

Skirts and jumpers are to be no shorter than two inches above the knee. Shorts worn under skirts and jumpers may not show below the hemline.

All articles of clothing, personal belonging, textbooks, etc. should be clearly labeled with the student's first and last names.

BOYS UNIFORM

Purchased from Dennis Uniform Company

- Khaki trousers or shorts with a plain dark brown or black belt
- White polo shirt with St. Dunstan logo (long or short sleeve) tucked in
- Green cardigan or v-neck sweater with St. Dunstan logo
- White turtleneck worn only under polo shirt
- ONLY white crew socks NO LOGO
- Dennis fleece vest or jackets are optional
- Shoes must be tied correctly
- No "skateboard" sneakers
- When wearing the school pants, all students tuck in the school shirt and wear a belt.
- Pants are to be worn at waist level

All articles of clothing, personal belonging, textbooks, etc. should be clearly labeled with the student's first and last names.

SWEATERS

Official school sweaters from Dennis Uniforms (cardigan or V-neck) are mandatory the first week of school, each Friday, all school mass days, and on special occasions. Teachers and/or the principal will notify students and parents

of any additional formal uniform days when sweaters are required. Eighth graders are required to wear their sweater for these formal occasions even though they have a class sweatshirt. Torn sweaters must be repaired or replaced.

FOOTWEAR

A solid black shoe (rubber soled) is the REQUIRED uniform footwear. Shoelaces must be solid black. Sturdy shoes are recommended. Boots are not allowed. Students are to wear solid white CREW socks. **Kindergarten students are recommended to wear shoes with velcro or buckle if they cannot tie their shoes.**

ATHLETICS APPAREL

ONLY Saint Dunstan Athletics apparel can be worn to school, during recess and lunch, but it has to be taken off during the school hours.

- The optional green crew St. Dunstan sweatshirt may be worn on non-formal dress days.
- No other sweatshirts, jackets, sweaters, or windbreakers may be worn in place of the official St. Dunstan sweatshirt.
- The optional green St. Dunstan sweatshirt can be purchased from the Athletic Board.
- Jackets may be worn at recess and lunch only if the school sweatshirt is also worn. Jackets may not be worn in class.

NON-UNIFORM DAYS

On the designated “non-uniform” days, students are expected to wear appropriate clothes to school. Some non-uniform dress days require special dress. On these occasions students’ clothes must conform to the directions/theme of the day. Students who do not comply with the non-uniform dress/special dress-day directions will have their parents called will wear their uniforms on the next non-uniform/special dress day. No sandals, flip-flops, beach shoes, platforms, high-heeled shoes of any kind, short shorts, spaghetti strap tank tops, short shirts, excessively baggy, tight clothes, or sheer leggings may be worn on non-uniform dress days.

Dress may be casual but not sloppy, and it should reflect school pride. Any clothing should be neat, clean, un-torn and appropriate for school. Administration reserves the right to determine which clothing is appropriate.

Students ARE NOT allowed to wear make-up during non-uniform days.

SCOUT UNIFORM

Girls may wear full Brownie and/or Girl Scout uniforms.

Boys may wear full Cub Scout or Boy Scout uniforms but **MUST** wear the St. Dunstan uniform pants, as there are no stipulated pants for the boys’ Cub Scout uniform.

HAIR CODE

Proper grooming is part of the uniform code. Boys' and girls' hair is to be conservatively styled and/or cut. Boys' hair length is to be no longer than the top of the shirt collar.

- No facial hair (i.e. no moustache, long side-burns or beard) is allowed for the boys.
- Extreme hairstyles (long or short) for boys or girls are not permitted. Boys' hair should be above the collar. Hair may not be bleached, dyed, highlighted, or shaved.
- Hairstyles and/or dyes that are used during vacation must be corrected before school begins.

JEWELRY, MAKE-UP/FINGERNAIL POLISH/ARTIFICIAL NAILS

Students may not wear jewelry other than watches. This includes the following items:

- Make-up
- Artificial nails
- Nail polish (clear polish is allowed)
- Dangling jewelry including earrings, necklaces, bracelets, rings, and chokers. (Small religious medals and crosses are permitted)
- Baseball caps
- Tattoos (temporary or permanent)

The administration reserves the right to define other inappropriate attire and décor as the occasion arises.

CAPS AND HATS

Sports caps or hats of any kind are never to be worn at school except on non-uniform dress days. On non-uniform dress days, caps and hats may be worn outside but not at morning assembly, in the school building, in church, or in the classroom. Caps and hats may be worn at recess and lunch during these non-uniform dress days. Caps must be worn in the normal fashion, not turned around.

TECHNOLOGY DEVICES

Students in 5th through 8th grades will be allowed to bring their mobile devices (Nook, Kindles, or Laptop Tablets) to school on an individual basis, only at the discretion of the classroom teacher and **extended care staff**. Devices are not to be used at lunch or recess. Parents must sign off on a damage claim waiver and usage policy. The completed sign-off form must be returned to the classroom teacher before these devices are brought to school.

The policy and procedures regarding technical devices brought to school:

- Devices are not to be used at lunch or recess.
- Devices are to be taken home each day.
- St. Dunstan Catholic School assumes NO liability for any damages or loss of devices during classroom use at the school site or in the transportation to and from school.
- Devices are strictly for classroom use. Misuse will result in the immediate loss of privilege and any further consequences deemed appropriate by the school administration.
- Printing must be done at home.

TEXTBOOKS

Each student in the school is issued school-owned textbooks. These books are very expensive. They must be covered at all times. Students are responsible for any damage, excessive wear, or loss of textbooks. Students who lose or damage school materials must repair or replace them. All other supplies (pencils, paper, crayons, etc.) are provided by the student.

TRAFFIC PROCEDURES

For the safety of the children adhere to the following traffic rules:

- cars cannot be parked in any red zone on Magnolia Avenue or Broadway, nor may parents double-park anywhere while dropping off or picking up children. Parents who choose to park on the street may do so only if there is a legitimate parking space available.
- illegal double-parking, blocking driveways, and jaywalking are not allowed.
- police assistance will be requested in the case of persistent violations of this rule. Parents must follow the traffic safety rules to drop-off and pick-up students.
- a morning and afternoon carpool procedure has been established to protect both children and parent drivers. Traffic cones or signs, will be placed along a designated path to assist drivers with the pattern for entrance and exit on the south yard. For the protection and safety of the children, their families, and the public, drivers must exercise caution at all times.

Morning Drop Off

- no double parking on Broadway and Magnolia.
- all cars enter the south yard from Magnolia Avenue driveway.
- all cars exit from the Broadway Street driveway.
- children enter the north yard from the Broadway Street driveway drop-off point.
- children who walk to school or who ride bicycles must enter the north yard by this same gate.
- no car is allowed to enter the south yard from the Broadway Street driveway or skirt around another car while dropping off children.
- Students who arrive on campus prior to 7:45 a.m. will be sent to Extended Care and charged a minimum of one half hour.

Afternoon Pick Up

Parents parked on the Broadway Street side of the school, please wait outside the north gate (DO NOT ENTER THE SCHOOLYARD) your child will meet you outside the gate. Parents who park on the Magnolia Street side please wait in the schoolyard, your children will be dismissed through the school doors by the Kindergarten classroom. Only children attending Extended Day Care will be allowed to enter the Parish Center. Parents will not be allowed to pass through the Parish Center to pick up their children from their classrooms. For security reasons, the Parish Center doors must remain closed and locked at all times. Please advise your child when you drop them off in the morning where they should meet you after school.

- all cars enter the south yard from the Broadway Street entrance.
- cars follow the path designated by the orange cones.
- children enter cars on the passenger side only and with the designated zone.
- cars exit via the Magnolia Avenue gate.
- students and parents are expected to follow the directions of the safety patrol and faculty on duty.
- children who walk home must walk on the sidewalk either on Broadway or Magnolia.
- cars continually pull forward while waiting to pick up children.
- during dismissal time, no one is to exit by walking in the area between the rectory and parish center.
- children and parents may not cut through the car line.
- no student or other children are to run around or play in the parking lot at dismissal.
- students will not be allowed to re-enter the classroom **30 (Thirty)** minutes after dismissal time.
- no double parking on Broadway and Magnolia.
- dogs and any other pets are NOT allowed on school grounds except for the blessing of animals on St. Francis Day.
- children who are in the schoolyard 15 minutes after dismissal are sent to the Extended Care and their parents will be billed.

VISITORS TO SCHOOL

All parents/visitors must come through the front door to the school office, sign in, and pick-up a visitor's pass. The school is on a lockdown schedule: Mondays from 9:00 AM to 1:30 PM and Tuesdays to Fridays from 9:00 AM to 2:30 PM. During these hours, anyone who would like to come into the school will have to use the intercom. Instructions are posted by the school front door and the intercom. After the morning assembly, the gate on Broadway will be locked, the bathroom doors secured as well as the double doors by the library, kindergarten and 8th grade.

- Parents may not accompany students into the classroom and linger in the halls during any part of the day, before or after school at dismissal. Parents must have permission to stay on campus via checking in with the office.
- Students may not return to any classroom **30 minutes** after dismissal or during CCD classes to retrieve any materials.

YARD RULES

The student will:

- Use the bathroom appropriately.
- Play fairly and talk out disagreements.
- Share equipment and use it correctly.
- Sit in assigned areas while eating lunch.
- Clean their area and will not be dismissed until they have done so.
- May not run or play games at morning assembly.
- Freeze when bell rings. After staff blows whistle, walk quietly to line.
- Students stay in the yard and not leave school grounds.

WEDNESDAY COMMUNICATION AND SCHOOL WEBSITE USAGE (www.st-dunstan.org)

Each Wednesday, school communication will be posted on the website including: Principal's letter, athletics news, and fundraiser link to flyers.

NOTE: All school-related items to be posted on the Wednesday Communications web page must be submitted electronically to the principal (jspray@st-dunstan.org) AND school webmaster (webmaster@st-dunstan.org) by Monday, 9:00 a.m. for approval before posting. The same deadline applies for any church organization-related, which should be submitted to the church secretary (secretary@saintdunstanchurch.org) for approval before posting on the school website. No exceptions will be made after that time.

Academic Information & Policy

ADMISSION POLICY

St. Dunstan Catholic School admits students of any race, creed, national and ethnic origin or physical limitations to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

Applications may be obtained from the school office. An annually established application/testing fee, Birth and Baptismal Certificates must accompany the completed application form. Moreover, in order to authorize a fully participating tuition status; a child (applying for admission) must have been baptized in the Roman Catholic Rite and the family must be registered with the Parish. To be admitted, students must demonstrate they are capable of grade level work. Notification of status is given to families either by telephone or mail.

APPLICATION/TESTING FEE: A non-refundable application/testing fee, which is established annually, is charged to cover expenses of processing applications and testing materials for those applying to St. Dunstan Catholic School for the first time. This fee is charged before the decision to accept a student is made. Once the student is accepted, the registration fee becomes due.

The admission process is as follows:

- application and fee submitted.
- an interview with the principal during which the school philosophy is presented, explanation of the criteria for acceptance into St. Dunstan Catholic School is given and the criteria for participating, partially participating and non-participating family status are discussed.
- testing of the student.
- completion of ALL FORMS on file with PROOF OF IMMUNIZATION.
- academic records and report cards from previous school on file at St. Dunstan Catholic School.
- recommendation from previous school administration and teachers.
- all previous school tuition/fees paid and account cleared.
- registration fee paid upon acceptance.
- enrollment forms filled out and returned.

Families must be involved, committed and supportive of what we strive to accomplish as a parish school.

As a Catholic school we seek to collaborate with parents in fulfilling the responsibility they assumed when they brought their child to be baptized in the Church. We cannot substitute for the role of a parent in sharing the Christian faith with a child. Without word and example from you, a child will not make religion a part of his or her life. Your role is vital to your child's development of a spiritual life.

For this reason, participation in the faith life of the parish is a fundamental criterion for acceptance into our school. Since the center of our community's life is the Eucharist, joining the parish at Sunday mass is the primary means of participation. You and your child's attendance at Sunday Mass is thus the primary prerequisite for acceptance into our school. If you have not registered as a member of the parish, please do so immediately. Registration forms are available at the rectory or at the school office. In addition to this criterion, it is crucial that your child has the academic ability to participate in our program. Once it is determined that a child has met our academic requirements, the following criteria will be used in our acceptance procedure:

- Parent registration in St. Dunstan Catholic School and active participation in the parish through regular attendance at Sunday masses, regular use of Sunday envelopes, and other activities.
- Siblings currently enrolled at St. Dunstan Catholic School.
- Parental registration in another Catholic parish and active participation in that parish through regular attendance at Sunday masses, regular use of Sunday envelopes, and other activities.
- Non-Catholic children who have no siblings currently enrolled at St. Dunstan Catholic School.

ANNUAL RE-ADMISSION POLICY

The principal and faculty of St. Dunstan Catholic School are responsive to academic, emotional, and physical needs of the student body. To support this goal, the student must meet the following to continue at St. Dunstan Catholic School or to be readmitted.

- the student will perform on grade level work to the best of his/her ability.
- the student will comply with the rules and regulations of the school in a positive manner.
- the student will respond with respect and courtesy to the authority of teachers and other school personnel.
- the student will respect all school property: textbooks, instructional materials, desks, classrooms, interior and exterior of building and grounds, restrooms, athletic equipment and other students' personal belongings and materials.
- the student will comply with the dress code, uniform regulations, hair code, standards of conduct and language, and other related directives given to them.
- the student will consistently turn in daily assignments and homework, accept constructive criticism teachers offer and cooperate with educational options (if applicable).
- the student and parents will accept and cooperate with counseling and/or testing referrals.

Students at St. Dunstan Catholic School must actively participate in the educational process. We expect each student to realize that the primary responsibility for learning rests with the student. Parents, teachers, and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved.

Each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day.

ACADEMIC EXPECTATIONS

If the student does not conform to the previous policy (annual re-admission policy), he/she will be reviewed by the pastor and the principal, and after being reviewed, parents are informed that the child may not return to St. Dunstan Catholic School for the following year.

Note to parents of grades K - 1: If the principal and teacher recommend retention of a student, the parent has the following options:

1. retain the student.
2. place the student in another school.

Note to parents of grades K - 8: If your child's teacher recommends summer school to strengthen academic readiness for the next grade, parents are required to comply with this recommendation. Documentation of each referral will be kept on file.

1. Class work and homework will be recorded daily. The completion of assignments is up to the discretion of the teacher. Parents are discouraged from taking their children out of school for unscheduled vacations.
2. If parents take their child/children out of school for non-scheduled vacations, they should not expect the teachers to prepare assignments for time missed. Students will be given up to three days to make up all work and tests after they return.
3. If a student leaves school before the end of a regular day, all homework assignment due that day, must be turned in to teacher(s) before leaving.

GRADING POLICY

Report cards

Report cards are issued **three** times a year in grades 1 - 8. If a student is absent fifteen or more school days during the report card period, grades may be withheld until the student makes up the work missed. Please remember that during an absence, a student has missed the classroom instruction on which assignments are based.

Archdiocesan Grading Scale

PRIMARY (Grades K to 2) MARKING CODE

E	=	Exceeds standard
M	=	Meets standard
W	=	Working toward standard
N	=	Not at grade level standard

ACADEMIC (Grades 3 to 8) MARKING CODE

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

COMMENT CODE

- + = Area of strength
- ✓ = Needs Improvement
- = Not assessed (K only)

CONDUCT/EFFORT CODE

- 1 = Outstanding
- 2 = Meets Expectations
- 3 = Improvement Needed
- 4 = Unsatisfactory

HONOR ROLL SYSTEM

GRADES 6 - 8

At the end of each **trimester** we recognize the students who made the honor roll. Students who have achieved First Honors, Second Honors, or Academic Merit Awards are recognized and presented with certificates. The following constitutes First Honors, Second Honors, and Academic Merit Awards. A “3” in any single subject renders a student ineligible for any academic honor awards.

FIRST HONORS

First Honors are awarded to students with grades of B+ or higher in all subjects including Spanish and a 2 or higher in Conduct and Effort.

SECOND HONORS

Second Honors are awarded to students with grades of at least B in all subjects including Spanish and a 2 or higher in Conduct and Effort.

ACADEMIC MERIT AWARDS

The Academic Merit Award is presented to students who have earned a 1 in Conduct and Effort, and have shown significant and consistent improvement or achievement in a subject area but do not qualify for first or second honors.

PERFECT ATTENDANCE AWARDS

Perfect attendance **for the entire year** with no tardies will be recognized.

PROGRESS REPORTS

Parents will be notified by mail of academic and/or behavioral problems with a progress report. Progress reports are to be signed and returned. Progress reports will be distributed **mid-trimester** for each **trimester** if grades fall at or below C-, for a 3 in conduct, or for low test scores. If a parent did not receive a progress report and wishes to receive one, then a request must be made in writing to the teacher.

REPORT CARD DISTRIBUTION

Report cards are distributed each **trimester**. Parent/Teacher conferences are scheduled for the report card period ending November. If a student is absent fifteen or more school days during the report card period, grades may be withheld until the student makes up the work missed. Please remember that during an absence, a student has missed the classroom instruction on which assignments are based.

HOMEWORK POLICY

HOMEWORK is planned to meet the needs of the students and has an essential place in the educational program. Homework is assigned:

- To reinforce concepts and skills that have been presented to the class
- To foster the student's creativity and discipline through enrichment projects or research
- To train the students to work independently and to accept responsibility for completing a task
- To be completed and turned in on time

Home assignments are given to provide practice in the basic skills and to encourage independent study and research. If children are spending an unreasonable amount of time on homework, parents should contact the teacher. Time will vary because of the ability of each child. Assigned reading and study are included in the time allotments. Recommended maximum time allotments:

Grade K: 15 - 20 minutes

Grades 1 & 2: 20 - 30 minutes

Grades 5 & 6: 60 - 90 minutes

Grades 3 & 4: 30 - 60 minutes

Grades 7 & 8: 90 - 120 minutes

ACADEMIC PROBATION POLICY

ACADEMIC PROBATION

If a student is experiencing academic deficiencies, parents will be advised and the student will be given two weeks to improve his/her work. If work does not improve within this period, a conference will be called with the parents, the student, teacher (s), and the principal. The student will be placed on academic probation.

Probation lasts four weeks. Parents will be informed weekly of the student's progress. Students on academic probation may not be allowed to participate in school-sponsored activities during the academic probation. If at any time during this period, the student fails to improve and maintain satisfactory work, the student is subject to suspension. Another conference to place the student on suspension must be held. This may be done by note or a phone call.

REPORT CARD AND ELIGIBILITY

At the end of each **trimester**, if a student's subject grade drops below a D or if a student earns a 3 in Conduct or Effort in any subject, the student will be on probation for three weeks. The principal will notify the parents, Athletic Director, and student council moderator that the student will be suspended from all athletic games and practices, cheerleading events and practices, all student council activities and any other extracurricular activities for at least three weeks.

The St. Dunstan Athletic Program Handbook explains this policy. If this occurs in the **third trimester** of a school year, students who are deemed ineligible will start their probation in the Fall of the following year, starting with first practice. (However, participation in skill evaluations conducted during the suspension period will be allowed.) The Athletic Director will notify the necessary coaches.

At the end of three weeks, the student's progress will be reevaluated to determine whether to allow the student to fully participate once again, and the student's progress will continue to be reviewed each week. Parents will be notified by the principal when a student is removed from, and/or returned to, participation.

DISCIPLINE POLICY

DISCIPLINE IN A CATHOLIC SCHOOL

“Discipline in the Catholic School is an aspect of moral guidance and refers to those reasonable controls, which promote the individual student’s development and self-discipline, in a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld.” (Archdiocesan Administrative Guide)

Discipline is not a punishment. The aim of discipline is to institute and maintain satisfactory study conditions free from distracting behavior. Based on respect for authority and the welfare of the group, discipline should develop the student’s ideals, attitudes, and habits required for good Christian living.

St. Dunstan School and classroom discipline [policy](#) is based on the philosophy and goals of the school. The purpose of discipline is to affect a positive and constructive change in the attitude and behavior of the student. Discipline reflects age-appropriate rules, regulations, and consequences. Whenever possible, teachers discuss the discipline of the school, and the students participate in formulating classroom rules and regulations. School-wide rules and regulations are reviewed quarterly. Generally, school and classroom rules and regulations and consequences are posted in full view so that each child is aware of them throughout the year.

If the student presents any serious disciplinary problems, the following procedures will be followed:

- Teacher-student conference
- Principal-student conference
- Principal-parent-student conference
- Suspension with possible expulsion

Parents will be involved early in any disciplinary action.

Reasonable disciplinary rules and regulations will be discussed openly and in depth with the entire school community. Individual teachers enforce specific classroom/yard consequences for inappropriate behavior.

St. Dunstan School strives for excellence in education and promotes integrity of the whole person. Therefore, honesty is an important value at St. Dunstan. St Dunstan School does not accept dishonesty in communication or any schoolwork (homework, quizzes, tests, etc.). If a student puts himself or herself in a situation where cheating is suspected, there will be both academic and disciplinary consequences.

When cheating is suspected, the student’s assignment, quiz, or test will be confiscated and will receive a zero. The student will be required to write a letter to his/her parents describing what happened plus serve two half-hour detentions (DETENTIONS ARE SERVED AFTER SCHOOL. NO EXCEPTIONS WILL BE MADE). Also, their conduct grade for the current quarter will be lowered. If the student is under any contract or probation at that time, further consequences will apply.

If the student is caught cheating a second time in the same academic school year,

1. he/she will be suspended,
2. he/she placed on an academic contract,

3. conduct grade will be lowered, and
4. he/she will receive a zero.

If a third offense occurs, the student not only receives a zero but has violated an academic contract, which is grounds for expulsion.

St. Dunstan students must adhere to the following rules:

- All items in the Code of Behavior section of this Handbook
- Gum chewing is not permitted in the classroom or on the school grounds, **which includes extended care.**
- Large sums of money or other valuables should not be brought to school. The school cannot assume the responsibility for the safety of these items
- Uniform policy, Dress code, Non-Uniform Dress regulations, Hair Code are expected to be followed
- All general safety rules and regulations that govern a student's well-being especially traffic safety standards are to be obeyed
- Students are not permitted to leave the school grounds without permission and unaccompanied by an adult during school hours
- Use of the school telephone or Parish Center telephone is not permitted without the school's permission

Since no list of norms can cover every situation, any inappropriate behavior unbecoming of a Christian student will be considered a violation of school rules.

Students who break any of these school rules and regulations may receive a detention or conduct referral. Three detentions/conduct referrals per quarter may warrant a parent-teacher conference and possible suspension from school. Students who habitually break school rules must have a parent-teacher conference during which time the student will warrant a suspension or the student may be asked to withdraw from St. Dunstan School.

DETENTION

Parents are informed when a student has received a detention for unexcused absences, excessive talking, disobedience, disrespect, failure to complete class work, uniform violation, lack of class materials, poor attitude, disturbing the class, mischief, littering, etc.

SUSPENSION

The length of suspension is to be determined by the principal, during which time, the student is to satisfactorily complete all required work. A suspended student is not allowed to participate in any school-sponsored social or athletic activity for a mandatory period of two weeks. The place of suspension is agreed upon at the time of the conference with the parents. Students will not be allowed to make up any tests or quizzes that are given on the day(s) of suspension. Upon returning to school after suspension, a student will be given two weeks to improve his/her behavior.

PROBATION

If behavior is not improved within this two week period, a conference will be called with the parents and the Principal. The student will be placed on behavioral probation. Probation lasts four weeks. Parents will be informed weekly of

the students progress. Students on behavioral probation will not be allowed to participate in school sponsored activities including athletics during the behavioral probation.

EXPULSION

If the student fails to cooperate, the student may be refused continuation at St. Dunstan School the following **trimester**. A student who has received two suspensions in one school year is subject to expulsion. There is no second behavioral probationary period for a given student in one year. The principal and the pastor shall decide expulsions in accordance with Archdiocesan regulations.

SUSPENSION/EXPULSION

Certain acts constitute grounds for suspension or expulsion from school. Among these offenses are the following but not limited to:

- Possession of any weapon, including knives, firearms and paraphernalia, fireworks, matches, lighters
- Physical, sexual, verbal, written harassment
- Outright defiance to those in authority, lack of respect and courtesy to the principal, teachers, aides or those to whom authority has been delegated by the principal
- Immorality in talk, actions, materials
- Use, sale, distribution or possession of drugs, tobacco, or alcoholic beverages
- Actions gravely detrimental to the moral and spiritual welfare of other students
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Threat of force or physical violence toward students or school personnel
- Habitual and persistent violation of school regulations
- Theft of school or personal property
- Malicious damage or destruction of school or personal property
- Abusive language and constant profanity
- Repeated infractions of school or class rules
- Conduct detrimental to the reputation of the school

St. Dunstan School has a "ZERO TOLERANCE POLICY" regarding any form of "CHEATING". This includes, but is not limited to copying from another student and asking for answers from another student during a test; copying/downloading from the computer and copying word for word from a book (plagiarism.) The school reserves the right to determine, at its discretion, what disciplinary action will be taken, including expulsion.

RECOMMENDED TRANSFER ON GROUNDS OF PARENT BEHAVIOR

Normally a child is not to be deprived of Catholic education or otherwise penalized for actions of parents. However, a student may be required to transfer to another school when parents have been persistently and overtly uncooperative with school staff, policies, regulations, or programs, or in the case of frequent delinquent tuition and/or non-payment of tuition. A student may also be recommended to transfer to another school when parents have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children

EXTENDED DAY CARE PROGRAM

MISSION STATEMENT

St. Dunstan Extended Day Care (EDC) Program will provide a warm, nurturing environment for children needing day care before and/or after school hours. We recognize that our Extended Day Care is meant to serve our parents and children within a Christian setting; thus, giving our school community the experience of a safe, productive, and responsible child-care program.

GOALS

Working together as a team, St. Dunstan EDC will:

- provide an atmosphere that is supportive and structured so that each child can spend his/her before and/or after school hours in a safe and constructive environment.
- promote each child's positive self-awareness and self-esteem.
- promote each child's awareness of and respect for social skills.
- promote the importance of mutual respect, understanding, caring and getting along with others.
- instill the necessity for understanding the rules and regulations governing their protection and safety.
- provide snacks for children after school.

ELIGIBILITY

This program is open to any child enrolled in St. Dunstan Catholic School. However, parents must enroll their child individually with the EDC by filling out the Registration Form.

PROGRAM DESCRIPTION

Before School

- supervised play.

After School Program

- homework, study time (for 2nd to 8th Grade ONLY).
- circle snack time.
- indoor/outdoor activities: ball games, board games, arts, and crafts.

UNIFORM AND CLOTHING

All EDC students may bring a change of clothing for after school care. Each child is responsible for his/her own school uniform and shoes. Therefore, it is essential that all uniform items be marked with the child's first and last names. A labeled backpack or sports bag should be used to safeguard the child's uniform clothing and personal belongings.

NUTRITION

Nutritious snacks and a beverage will be served daily. Parents are free to donate snacks/juice. Any donation is greatly appreciated.

PROGRAM HOURS

The EDC is open from 7:30 a.m. to 8:00 a.m. and from dismissal until 6:00 p.m., Monday through Friday, except the minimum days preceding **School** Festival, Thanksgiving, Christmas, Easter, and summer vacation. EDC is closed on holidays during vacation periods. EDC will be closed on the first and last day of school, Halloween, and the end of the year picnic. Extended Care is not available for Kindergarten after their graduation as they are dismissed right after the ceremony. **STUDENTS ON SCHOOL GROUNDS BEFORE 7:45 a.m. OR 15 MINUTES AFTER DISMISSAL WILL BE SENT TO EXTENDED CARE.** Failure to pick up your child at 6:00 p.m. will result in a \$2.00 charge each minute after 6:00 p.m. per child. This charge is due immediately to the staff member on duty. Please call and leave messages at (650) 697-2231 or (650) 697-8119.

FEES

Yearly registration is \$60.00 per family **will be included in first invoice. Registration forms are due by August 1, 2020**; hourly is \$6.00 per child for more than 10 hours a month of extended care; drop-in fee is \$7.00 per hour/per child for less than 10 hours a month of extended care (one half hour minimum); late pick-up fee is \$2.00 per minute/per child, due immediately to extended care staff member on duty (excessive delinquent pick-ups may result in your child being removed from the EDC Program). Late fee of \$25.00 will be charged for payments received after the 15th. Return check fee of \$30.00 will be charged for any returned checks and further EDC payments must be paid by cashier's check or money order. Fees will be billed on an "as used" basis. Fees will be calculated at the close of every month, and bills for EDC service will be distributed by the 5th of the following month. Fees are considered delinquent if not paid by the 15th of the month. Families who are habitually delinquent with payments may be asked to withdraw from EDC. Families will be held responsible for attorney fees and collection of costs as necessary for collection of any amount not received when due.

DISCIPLINE

Children are expected to follow the basic rules of the school, outlined in this Handbook. All rules and regulations for discipline are in effect for the EDC, and students will be held accountable for them. In addition, the EDC also has a few guidelines for which the students are responsible:

- courtesy and order will be maintained during study/game/snack time, and students clean up after themselves.
- stage area and piano are off-limits at all times.
- all EDC materials/equipment are to be treated with respect and care.
- nothing is to be thrown against the windows or walls.

POLICIES AND PROCEDURES

The following policies and procedures are listed below and full support and cooperation is expected from our EDC families:

- children arrive at EDC located in the Parish Center. Staff member signs in each child.
- when a child is dismissed, only the parent/legal guardian can sign out his/her child. Any authorized adult relative or neighbor may sign out a child if this person is registered on the Extended Day Care Emergency form.
- a photo ID is required when picking up a child.
- in the event of an emergency, children may be released to the parent/s or to a designated adult authorized by the parent/legal guardian.
- parents may use the EDC Program on a Drop-in basis. Parents call the EDC (650) 697-2231 or the school (650) 697-8119 in the morning and notify the staff. Drop-ins must check-in within fifteen minutes of dismissal, unless otherwise pre-arranged by the parents and EDC staff.
- it is the responsibility of the parent to see that students are picked up by the designated closing time at 6:00 p.m. After 6:00 p.m., the late charge is \$2.00 per minute per child due immediately to the staff member on duty.
- all children who come to school before 7:45 a.m. or are in the schoolyard 15 minutes after dismissal are sent to the EDC and their parents charged.
- there are no "in/out" privileges. Once students leave the school premises, they may not return for extended care.

PARENT RESPONSIBILITIES

Parent responsibilities are listed below. Parents' completion of the EDC Registration form signifies their agreement to abide by all the EDC policies, procedures, and practices. Therefore, it is important that parents read everything listed below:

- my child is not allowed to come and go freely from St. Dunstan EDC. A parent or authorized person must accompany the child.
- my student will be checked in each day, and I (or an authorized adult) must sign them out each day.
- I must maintain communication with the program director about my child and keep her informed of any pertinent changes.
- I must notify the Program Director in writing of any daily departure changes. I realize that this is for my child's protection.
- it is my responsibility to notify EDC if I do not receive my statement by the 5th of the month so a duplicate can be made.
- prior to making a bid on a school fundraiser silent auction item, any delinquent accounts owed to the school must be paid in full, including money owed to the Extended Care Program. Failure to do so will result in the respective bid being disallowed.
- if a medical emergency arises, St. Dunstan EDC will first attempt to contact the parent. If a parent cannot be reached, St. Dunstan EDC will contact the authorized person indicated on the emergency form. If the emergency is such that immediate medical attention is necessary, 911 will be called and the child most likely will be taken to an Emergency Care Facility. Parents will be responsible for all medical costs incurred except for what is covered by the Student Accident Insurance Program.
- the St. Dunstan EDC will operate on all regular school days, early dismissal days, as well as minimum days preceding vacation periods, except the Christmas Holiday, **School** Festival, Thanksgiving, Easter, and summer vacation. EDC will be closed on the first and last day of school, Halloween, and the end of the year picnic. Extended Care is not available for kindergarten after their graduation as they are dismissed right after the ceremony. EDC will not be open on school holidays or during major vacations and the school will notify parents of any changes in the program through the school website.

THE ARCHDIOCESE OF SAN FRANCISCO

**STUDENT-TO-STUDENT HARASSMENT
POLICY AND PROCEDURES**

STUDENT-TO-STUDENT HARASSMENT

A. INTRODUCTION

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

As indicated below, student-to-student harassment can take many forms. To the extent it involves child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

B. HARASSMENT IN GENERAL

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

C. SEXUAL HARASSMENT

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

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

Written Harassment: Suggestive or obscene letters, notes, or invitations.

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Visual Harassment: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.

D. DISCIPLINARY ACTION

1. This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the lunch period whether on or off campus;
 - d. 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 verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

E. STUDENTS' RESPONSIBILITIES

It is the student's responsibility to conduct himself or herself in a manner, which contributes to a positive school environment. Students will not commit acts, which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

F. ADMINISTRATION'S RESPONSIBILITY

To promote an environment free of harassment, the principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.



ST. DUNSTAN CATHOLIC SCHOOL
PARENT - STUDENT HANDBOOK
SIGNATURE PAGE
2019-2020

The information policies, guidelines, practices and procedures outlined in this Parent - Student Handbook are a guide for all St. Dunstan Catholic School families. Read the Handbook carefully in order to become familiar with Saint Dunstan Catholic School's policies and procedures. Please note the Archdiocesan Harassment section and then sign below thereby indicating that you have read and will abide by the policies and guidelines set forth in the St. Dunstan Catholic School Parent - Student Handbook.

WE HAVE READ THE CONTENTS OF THIS PARENT STUDENT HANDBOOK AND WE WILL ABIDE BY THE POLICIES AND GUIDELINES AS THEY ARE SET FORTH IN THIS HANDBOOK.

_____ Date
Parent Signature

_____ Date
Parent Signature

_____ Grade
Student Signature

_____ Grade
Student Signature

_____ Grade
Student Signature

_____ Grade
Student Signature