

SAINT HILARY SCHOOL PARENT-STUDENT HANDBOOK

2020-2021



Compassionate, Innovative, Future-Ready

The Parent/ Student handbook has been prepared to help you understand more fully how we as a Christian faculty strive to educate your children. The Catholic schools of the Archdiocese of San Francisco are committed to the mission of the Church by providing quality learning communities rooted in academic excellence and the Catholic tradition for the children entrusted to our care. The development of the whole child, regardless of race, culture or economic background, is achieved through the collaboration of our school staff, parents, clergy, religious and the parish community. Our faith-centered, child-focused, family-sensitive education fosters within our children a strong personal relationship with God, prepares them for leadership within the Church and the world and empowers them to live the Gospel values of love, peace, justice, respect and service in their everyday lives.

Father Roger Gustafson
Ms. Marie Bordeleau
Mr. Neil Caynan
Mrs. Jawanda Smart

Pastor
Principal
Dean of Students K-4
Dean of Students 5-8

School Office Hours: 7:30 AM to 4:00 PM
School Phone Number: (415) 435-2224
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“Saint Hilary School does not unlawfully discriminate against any applicant for employment on the basis of age, sex, disability, race, color, and national and/or ethnic origin.”

MISSION STATEMENT

Saint Hilary School is a faith-filled community where children receive a strong religious and academic foundation allowing them to develop their unique personal and intellectual gifts.

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The principal retains the right to amend this Handbook for just cause and parents will be given prompt notification if changes are made.

I. SAINT HILARY SCHOOL PHILOSOPHY

Saint Hilary School is a community of faith that encourages and supports the role of parents as the primary educators of children. It is the joint responsibility of students, teachers, and parents to build a faith-filled community where the purpose of education and helping students reach their potential is enlivened by a Gospel spirit of charity.

We affirm that Catholic education encompasses the whole of human life: spiritual, intellectual, aesthetic, cultural, psychological, physical, and social. We strive to foster and provide for growth in all of these areas for every child, based on Christian values. Ideally, our graduates are educated to recognize and embrace the importance of pursuing lifelong learning, and to ultimately acquire adult perspectives of Catholic principles and values so that they can become contributing members of their families, parish, civic community, and society.

SCHOOLWIDE LEARNING EXPECTATIONS (TIGERS)

Saint Hilary School graduates **ARE**:

True Christians who:

- a. Demonstrate Christian values in daily life
- b. Develop a relationship with God through prayer
- c. Appreciate the uniqueness of each individual
- d. Possess knowledge of church teachings and participate in liturgical celebrations

Inspired Learners who:

- a. Recognize and share their knowledge and talents
- b. Work independently and cooperatively
- c. Are curious and enthusiastic self-starters
- d. Apply critical thinking and problem solving skills
- e. Analyze alternatives in making informed, effective, and moral choices

Goal Setters and Achievers who:

- a. Set goals and evaluate progress
- b. Apply knowledge
- c. Persist in tasks
- d. Demonstrate a strong foundation in the basics of all curricular areas
- e. Use study and research skills effectively

Effective Communicators who:

- a. Are confident, poised speakers

- b. Communicate clearly both orally and in writing
- c. Are active listeners who show respect for the opinions of others
- d. Effectively use technology to expand their knowledge and to communicate
- e. Understand music, art, and drama as forms of communication

Responsible Citizens who:

- a. Take responsibility for their actions
- b. Understand the basic civic responsibilities of a citizen
- c. Are actively involved in the parish/school and larger community
- d. Are aware of global issues
- e. Appreciate cultural diversity

CATHOLIC IDENTITY

As a Parish School, our spirituality makes us unique. The moral and character development of our students is an integral part of our education. Beyond being strong academically, we pride ourselves on the types of young people that Saint Hilary students become. Over the course of time that a child attends Saint Hilary, we help to establish a solid foundation built on compassion, love, and justice that will guide them for the rest of their lives.

It would be impossible to call an education “whole-child” without addressing the spiritual needs of a student. Where other schools look to bring in an external character development program to address student needs, Saint Hilary was built to help guide young people on their spiritual journey.

All of our students, from all faiths, participate in individual class liturgies and celebrations and spiritual retreats, as well as daily prayer. Our daily religion classes offer a time during the day to learn about and cultivate the students’ spiritual development. The school calendar features host grades for Thursday and Sunday masses, as well as a number of all school masses. For Catholic students, Grade 2 is the year they prepare for the Sacraments of First Reconciliation and Eucharist and in Grade 8, they participate in Confirmation.

Working in conjunction with parents as the primary educators, our teachers and staff are proud to help students learn and grow in all aspects of life. It is the spiritual, emotional, and social growth, however, that ultimately helps the students to become the moral and just young adults of the future.

ACCREDITATION

Saint Hilary School is accredited by the Western Catholic Educational Association (WCEA) and is co-accredited by the Western Association of Schools and Colleges (WASC).

II ACADEMICS

CURRICULUM

Saint Hilary School academic program is a challenging, engaging school that strives to inspire a life-long love of learning in its students. Saint Hilary School's core curriculum includes Language Arts, Social Studies, Religion, Math and Science, and specialty classes in Spanish, Music, Studio Art, Christian Leadership and Physical Education. At Saint Hilary School, a community of teachers, assistants, specialists, and administrators provides a small student/teacher ratio, which allows for dedicated attention throughout the day.

More than a third of Saint Hilary School talented staff have Master's degrees, two with doctorate level degrees and all of Saint Hilary School core curriculum teachers are credentialed. Saint Hilary School teachers actively participate in ongoing professional development. Working to ensure success for each student's capabilities, we facilitate support services and modify curriculum as necessary. In addition to Saint Hilary School full-time Resource Specialist, a full-time Reading Specialist is available to students and their families. We are also able to coordinate and host the services of an Education Therapist for private, one-on-one occupational care, as well as a family counselor who is available weekly.

Saint Hilary School is able to offer these additions to the curriculum:

Physical Education: The program is designed to promote perceptual motor abilities which include body image, balance, spatial awareness, hand-eye and foot-eye coordination, laterality, directionality, and form discrimination. The program assists all students regardless of ability, in acquiring essential motor skills to live a healthy and balanced life.

Technology Education: In a world where technology is increasingly ubiquitous, Saint Hilary School strives to provide students with the tools necessary to navigate the information age with a firm grounding in Catholic values. Saint Hilary School's technology program utilizes a 1:1 iPad Program and MakerSpace to empower students to create, evaluate and analyze through project-based instruction and supports teachers' efforts to differentiate the curriculum. Students are able to access the curriculum in a variety of subject areas and are taught the skills needed to manage their workflow using cloud-based technologies such as Google Drive and Google Classroom.

Saint Hilary School's Educational Technology instructor helps teachers integrate technology into their classrooms on a regular basis. We use a variety of apps and web-based tools including, but not limited to, Renaissance Reading, iMovie, Grafio, iBooks and Keynote. Teaching students to collaborate and communicate effectively using technology is a point of pride at Saint Hilary School. Saint Hilary School graduates leave well prepared and confident in their use of technology in high school.

Achieving a healthy approach to media and technology is critical to ensuring students use technology in a safe and moral way. To support this effort Saint Hilary School uses lessons from *Common Sense Media*. These lessons help students learn new skills, explore new worlds, build new ideas, and change the world in a way that is safe and aligns with the Catholic values that Saint Hilary School is based.

Art: All Saint Hilary School students receive art instruction integrated into the core curriculum of every grade level. The art teacher assists and collaborates with homeroom teachers, create rich lessons where students will learn to value the creative process, and nurture his or her innate abilities. Students will value originality, and learn to appreciate how history and culture influence art. Students will learn to use a variety of media, from drawing to painting and collage, to crafts, textiles, sculpture, and photography.

Music: Music plays a crucial role in the development of school-aged children. Besides the wide body of research correlating the link between learning music and enhanced mathematical comprehension, as well as overall higher grade point averages for students who learn music as compared to students who have no musical background, there is the irrefutable reality that music is good for the soul.

All students learn to listen, analyze and critique music, identify the relationship between music and other disciplines, and continue to increase their music vocabulary and reading skills. Ensemble instruments include violin, viola, cello, bass, flute, clarinet, oboe, alto saxophone, tenor saxophone, bassoon, French horn, trumpet, trombone, tuba, guitar, bass guitar and percussion. Students may choose any ensemble instrument that has been studied with a teacher for one year.

Resource Program: Students with learning differences are assisted by resource teacher. If learning differences require more assistance than Saint Hilary School is able to provide, families are counseled towards a more appropriate educational placement for their child.

Christian Leadership (Junior High Only): Throughout life, our young people will be in situations that require their leadership. Leadership opportunities are embedded in all areas of life; academics, sports and nearly every other activity our young people undertake. The Saint Hilary Christian Leadership course will help students build confidence and develop communication and team-building skills, as well as encourage creative thinking about leading in a variety of situations in everyday life. With an emphasis on Catholic values and teachings.

HOMEWORK

The value of homework to an individual child depends on his/her attitude toward continuing the learning experience. The student profits from homework when s/he understands the following:

- It has a definite purpose.
- It is preparation for sharing with others something that s/he has discovered, read, or created.

- It is practice to improve basic skills learned in class.
- It is planned to meet the needs of the students and has an essential place in the educational program.
- Homework is designed to:
 - Reinforce concepts and skills that have been presented in class.
 - Foster creativity and discipline through enrichment projects or research.
 - Train the student to work independently, manage their time and to accept responsibility.

Family time is important; therefore, Saint Hilary will not assign homework to be completed over holiday breaks. In grades Kindergarten through 4th grade no homework will be expected to be completed over the weekend. A minimal amount of homework will be given over the weekend in grades 5-8. Students may need and are encouraged to use weekends and holiday breaks to address late work, larger projects or to manage their overall family schedule as needed.

During extended school breaks:

| Teachers should... | Teachers should not... |
|---|---|
| Recommend books that relate to class learning | Require students to do any newly assigned work |
| Encourage students to visit a museum, see a film, or participate in any other educational experience | Offer “extra credit” assignments that will be collected, evaluated, or assigned some points or a grade. |
| Allow students to make up missed work (only if in line with class/school policy and at teacher’s discretion). | |
| Allow students to revise any completed work that did not meet expectation | |

*This chart was adapted with permission from Marin Catholic High School

Homework should be doable by the student independently. However, if a student is confused or in need of clarification, they are encouraged to be self-advocates. **If they do not understand, contact the teacher and they will work it out with the student. Parents are not expected to teach the students, but rather provide the environment needed for them to complete the work, stay organized and use their available resources (books, websites, teacher, etc).** Starting in 4th grade students should be contacting their teachers directly. Teachers will respond as quickly as possible and make communication with students a priority. However, emails after 6 PM may have to wait until the following day.

As assignments, content and subject allow, teachers are encouraged to offer flexible due dates and student choice. Student choices engage their autonomy and individual learning preferences, allow students to pick a certain number of problems on a particular page, for example, or to choose between the problems on two different pages. Some students will be perfectly happy writing spelling words a certain number of times each; others will learn better by using the same words in a story or puzzle. As a school we understand that families have busy schedules and students can have a *bad night*. For this reason we also try (when possible) to offer flexible submission dates. Students and parents are encouraged to watch for information from teachers regarding choice in homework policy and flexible due dates. This is designed to offer both suggested due dates that support strong time management and a final due date. Nightly homework will be fully posted by 4PM each day, if not earlier.

The amount of time which different students in the same grade spend doing homework will vary. However, the following table provides guidelines for the maximum amount of time the typical elementary student should spend daily on homework. Teachers design homework based on these time limits; however, it is dependent on students using their class time wisely. Teachers plan time for students to begin their assignments. Students are strongly encouraged to use their class time wisely so their homework load remains reasonable.

Approximate homework times:

| | |
|--------------|----------------|
| Grades 6-7-8 | 60-120 minutes |
| Grades 4-5 | 45-60 minutes |
| Grades 2-3 | 30-60 minutes |
| Grades 1 | 20-30 minutes |

Parents, here are some helpful hints to support your child's completion of homework:

You can help your child succeed by encouraging them to have scholarly habits and to keep a positive attitude about the class and their own abilities. Consistent effort and perseverance is key for success in any challenge.

Observe your child when he or she is doing their homework:

- Are they using their in-class work, notes, textbook, and other resources?
- Are they doing their work in an organized manner?
- Are they noting questions that occur to them as they work? Mental notes can be easily forgotten.
- Is your child getting distracted while doing homework? Television, other people and music with lyrics can be distracting. Please have students put away cell phones and close all non-relevant Apps on the iPad during homework time.

Observe your child when he/she is studying for an assessment:

- Does your child know what concepts will be on the assessment?

On a regular basis, ask your child about the work they are learning in class. If they cannot explain it after reviewing their resources, then encourage them to seek help by asking questions in class or seeing their teacher at an appropriate time.

Encourage your child to take responsibility for their education:

- Encourage your child to meet one-on-one with the teacher if they are having issues with the class or if the homework takes too much time. Encourage your child to send an email to the teacher to arrange a meeting.
- Reinforce the fact that consistent hard work is key to success in school, and that attitude and an honest effort are key to success everywhere.
- Encourage your child to be positive about learning and not to give up on difficult assignments. Let them know that it's okay to be confused because everyone struggles from time to time, but struggle is a normal and necessary part of the learning process.

We live in an increasingly complex world, and your children's generation will be faced with very difficult problems that will need perseverance and insights to solve. Developing a positive approach to learning and working through the challenges they experience in class will not only help them retain the concepts they are learning, but it will help them to develop 21st century learning skills.

ASSESSMENT

“Assessment is an integral part of instruction, as it determines whether or not the goals of education are being met. Assessment affects decisions about grades, placement, advancement, instructional needs, curriculum, and, in some cases, funding. Assessment inspire us to ask these hard questions: "Are we teaching what we think we are teaching?" "Are students learning what they are supposed to be learning?" "Is there a way to teach the subject better, thereby promoting better learning?" (Wiggins April 2015)

Saint Hilary School uses the following assessments (in addition to classroom assessments, observation and classwork) to determine student progress towards meeting the learning outcomes.

AR Star Math and Reading assessment: An adaptive reading assessment that provides teachers with valid, reliable, actionable data in about in a timely manner so it can effectively be used to guide instruction and meet the individual needs of the student.

In addition, internal Grammar, technology and writing benchmark assessments are also used to determine the level of student learning being achieved.

REPORTING STUDENT PROGRESS

REPORTING STUDENT PROGRESS: In grades 4-8 online gradebooks are available for students and parents to view. This allows for a full understanding of the learning that is taking place. Progress reports are issued four times per year (grades 1-8). Teachers will regularly

communicate with parents regarding successes and/or improvements or deficiency in their child's academic standing through these progress reports. A conference may be scheduled at any time to discuss student progress.

Parents are strongly encouraged to speak with their child when they have a concern with feedback provided via online grades *prior* to contacting the teacher. Often the student can provide the explanation and/or information needed.

Report cards are issued four times a year. Parent/teacher conferences are held in mid-November.

Parents can expect to hear from the teacher at any point throughout the school year to discuss successes and concerns in their academic and behavioral progress.

GRADING CODE CRITERIA

As dictated by the Archdiocese of San Francisco

Grading: Teachers are to grade all subject areas including physical education, technology, art and music with the designated marking codes.

Behavioral Expectations/ Learning Skills:

- I = Exceeds Expectations
- 2 = Meets Expectations
- 3 = Improvement needed
- 4 = Unsatisfactory

Grades 3-8:

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

Grades K-2 Co-Curricular Subjects (art, music, physical education, technology):

- P = Participation
- NP = Does Not Participate

REPORT CARD AND PROGRESS REPORT MARKING CODES

OVERALL CONDUCT

1. Exceeds Expectations
2. Meets Expectations
3. Improvement needed
4. Unsatisfactory

AREAS OF STRENGTH

5. Makes valuable contributions to class discussions
6. Seeks help appropriately
7. Engages enthusiastically in learning
8. Consistently demonstrates pride in work
9. Exhibits intellectual curiosity
10. Thinks critically
11. Works well cooperatively
12. Is well organized

AREAS FOR GROWTH

13. Needs to seek help appropriately
14. Has difficulty working cooperatively
15. Needs to show initiative
16. Needs to participate in class discussion
17. Needs to improve presentation of work
18. Needs to improve organization skills
19. Has difficulty expressing ideas
20. Resists correction
21. Talks excessively/disrupts instruction
22. Assignments
 - a. incomplete assignments impact success
 - b. Late assignments impact success
 - c. Missing assignments impact success
23. Low test/quiz scores impact success
24. Absences impact success
25. Needs to improve effort
26. Lack of serious approach to studies
27. Lack of attention
28. Difficulty transitioning
29. Unprepared for class
30. Other

STUDENT RECOGNITION

Honor Roll: Each trimester, students in grades 6-8 will be eligible for the school Honor Roll. This will require a grade point average of 3.3 or higher in the academic subjects of religion, English, reading, math, science, spelling/vocabulary, and social studies (with no grade lower than a C). Grades will not be rounded. Students must also earn 2 or higher in Conduct. Honor Roll will be based on the following scale:

| | |
|----|-----|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |

Principal's Award: Goes to the students who best exemplify the Student Learning Expectations of Saint Hilary School. Specifically students who ARE:

- **True Christians** who demonstrate Christian values, lives a life of prayer, takes part in individual appreciation, and has knowledge of our faith.
- **Inspired Learners** who share their knowledge and talents, work independently and cooperatively, are curious and enthusiastic, and critical thinkers.
- **Goal Setters and Achievers** who set goals, apply knowledge, persist in tasks, demonstrate a strong foundation in multiple subject areas, and use study skills effectively.
- **Effective Communicators** who are confident speakers, communicate clearly both orally and in writing, are active listeners, effective with technology, and understand music, art and drama as forms of communication.
- **Responsible Citizens** who take responsibility for their actions, understands the basic civic responsibilities, are actively involved in the parish/school, are aware of global issues, and appreciate diversity.

All of the above are evaluated equally when considering the award. Behavior in and outside the classroom is taken into consideration as well. Only two awards are given each trimester. The Principal's Award is assessed on a trimester by trimester basis and earned by the student through their actions during those 9 weeks.

Christian Leadership Award: Students receiving this award demonstrate the characteristics and behaviors of our Catholic faith. A Christian Leader is a witness to their faith; a person of integrity; respectful; committed to helping others; collaborative; determined for justice; and a role model for fellow students. This person is a community builder, a steward of the environment and active in community life and actively lives the Gospel message.

III SCHEDULES

School hours are 8:00 a.m. to 3:04 p.m. Monday through Friday with the following exceptions:

- Kindergarten classes are dismissed at 2:00 p.m.
- All Grades are dismissed at 12:30 p.m. on the early dismissal days according to our school calendar with **no lunch period**. On these days, Extended Care begins at 12:30 p.m.

ATTENDANCE

School attendance is the responsibility of the parent and of the school and must be accurately recorded. Providing education is based upon consistent student and teacher classroom activities of discussion, explanation, participation, homework, tests, and study.

Arrival and Dismissal at School: Morning supervision begins at 7:40 a.m. For safety reasons, we ask that children do not arrive at school before that time. Upon arrival, all students are to proceed to the gym. Dismissal: Children who remain on campus 15 minutes after the dismissal bell will be sent to Extended Care and parents will be charged for their care. Students staying for clubs, sports, or other after school activities must abide by all school rules for supervision and must immediately check into Extended Care after those supervised activities end, if they remain on campus.

Tardiness: Students are tardy once the 8:00 a.m. assembly has begun. It is up to the discretion of the principal if there is a question regarding an “excused” tardy. Excessive tardiness may result in a parent conference with the principal. Students who arrive late are asked to check in with the office and can join their class after assembly.

Absence: A parent is requested to phone the school before 8:30 a.m. if his/her child will not be present that day. (A message may be left on the school’s voicemail prior to 8:30 a.m.) If a child is absent and the school has not received such a phone call, the school will call the parents to verify the child's absence.

If a student is absent for fifteen (15) days or more during a trimester period, **report cards may be withheld and incompletes given**. Advanced assignments will only be provided in the event of a major student illness or family emergency.

Parents are urged to keep medical appointments to a minimum during the school day. **Parents must provide a written note to the school signed by the medical office. Please bring this note upon arrival at school after the appointment.**

The school does not concede to the parent the right to alter the school calendar for personal reasons. The school is not under any obligation to provide tutoring, re-testing, coaching, or special scheduling for such a period of absence.

Medical Leave of Absence: If a student will be absent for a significant period of time due to illness, arrangements must be made for missed schoolwork to be completed. The school office should be notified in writing well in advance, when possible, of any extended student absence. All requests for assignments are to be directed to the homeroom and specialty teachers. If a child is home with a brief illness, textbooks and homework assignments may be obtained if the school office is called **before 10:00 a.m.** Parents may collect work and/or books after 3:00pm if these are unable to be sent home with a neighbor or sibling. This arrangement is usually not necessary unless the student is behind in class work. It is impossible for teachers to provide work for a sick child without this advance notice, and the general consensus is that students should be making up work when they are healthy.

Excused Absences

Circumstances:

- Short-term and long-term Illness
- Medical, dental, and orthodontic emergencies
- High school visits
- Counseling
- Accidents
- Family and home emergencies
- Religious Obligation
- Funerals
- Travel emergency and delay
- School and emergency closure
- Community and home disasters

Request for Excused Absence Procedure: Parents are asked to complete a *Request for Excused Absence Form* for extended absences **at least two weeks prior to the requested absence.** The form is available on the school website at www.sainthilaryschool.org under *Forms*. The principal and classroom teacher will take into consideration student's prior history of absenteeism before making a decision regarding approval of excused absence. School administration will consider exceptions depending upon special circumstances. An approval or denial will be made on a case-by-case basis. If a meeting with the principal is necessary, parents will be contacted. The principal's office will notify families whether the request has been approved or denied.

Assignments Make-Up Procedures: Teachers will indicate work needed for grading purposes. Student must make up all missed assignments and exams. Student is responsible for obtaining all assignments from the teacher. If either an assignment's due date or the administration of an exam is missed due to absence, it will be made up upon the student's return to school, at the convenience of the teacher.

Excused Absence Make-Up Procedure: Students may make up tests and homework missed upon return to school. It is the student's responsibility to go to his/her teachers to request time for making up the work and completing deadlines. It is also the student's responsibility to comply with the dates given by the teachers. Long-term assignments officially due during the

absence may be required before the student leaves. Designated times for making up tests and homework would be at lunchtime or after school or at teacher's discretion. Tests will not be administered during class instruction time.

Consequences For Unexcused Absences: If a student has an unexcused absence, the standard rule is that missed work is due the day the student returns. If the student is able to acquire this work from another student or resource, and is prepared to submit upon his/her return, he/she can earn full credit. However, teachers are not responsible for preparing work missed during a student's unexcused absence. Any assignment turned in after the return date will be considered late and subject to applicable credit penalties. Missed tests must be made up on the day of return from absence.

IV SCHOOL DISCIPLINE

Statement of Discipline

Rules exist so that many personalities can come together to work toward personal and common goals. A student at St. Hilary School assumes the personal responsibility for his/her conduct. While students may sometimes perceive discipline as restrictive, it is boundaries and limits that provide young people with both guidance and security. Disregarding this conduct policy may result in detention, suspension, or expulsion of the student at the discretion of the principal and teacher(s) as outlined in the Archdiocesan Handbook.

Each student is expected to conduct himself/herself according to the principles of Christian and civic behavior:

1. To be honest, courteous, attentive and respectful in all dealings with fellow students, teachers, school personnel and visitors.
2. To obtain permission from the proper authority for use of the school facilities or materials.
3. To be responsible for the care of all materials loaned to the student for the course of studies during the year. All books must be neatly covered.

School Rules

Students should be aware of all school rules and understand the consequence of breaking such policies. All demeaning behavior, including harassment, bullying, hazing, name-calling, and threatening, is wrong and will not be tolerated.

The violation of the following school rules will result in severe consequences.

- Possession, selling, or use of drugs, alcohol, or tobacco on school premises, at school functions, or at a time and place that directly involves the school.
- Carrying or use of guns, knives, firecrackers, fireworks, handcuffs or other dangerous weapons.
- Fighting, instigating, fighting or biting
- Bullying (cyber, verbal or physical)
- Defacing or destroying school or personal property

- Leaving school grounds for any reason without proper supervision
- Harassment
- Inappropriate use of the Internet
- Theft
- Plagiarism
- Cheating
- Lying
- Vulgar or other inappropriate language both verbal or written
- Disrespect of staff, teachers, and all volunteers
- Any other violation of good order and discipline which, in the evaluation of the school staff, results in misconduct.

The above offenses may result in detention, probation, suspension, and/or expulsion.

Other disciplinary problems include, but are not limited to, the following:

- Disrupting class
- Having or using cell phone on campus during school hours
- Riding bike on campus without a helmet
- Students may **not** ride their bikes downhill in front of the rectory
- Skateboard riding on school grounds is not allowed at any time
- Chewing gum on campus or on field trips
- Throwing balls against the school buildings
- Being in the school building before 8:00 a.m. and after 3:00 p.m. without reason or permission
- Failure to follow school uniform code
- Excessive tardies

Violating such policies can result in detention, but if made a habit, may lead to suspension and/or expulsion.

Student behavior outside of school should be representative of Saint Hilary School's expectations and standards of behavior. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school and/or negatively impacts the learning environment the school strives to maintain. Thus, inappropriate use of technology (for example, on a home computer), or defamatory or threatening statements made on social media can result in discipline of the student account holders. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. No one may use the school name or logo on any type of social media or in any other way, e.g., putting name on t-shirts, for example, without the express permission of the principal or pastor. Students and parents/ guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Lunch Time Rules

- Children are supervised while they are eating lunch
- Children must eat in assigned eating area

- Children must remain seated in their assigned areas while eating. Supervisors will dismiss students when they have completed lunch and cleaned their eating area
- Children should not sit on the wall or on the ground to eat their lunches

School and Playground Rules

- Children cannot leave the playground to retrieve balls unless a yard duty supervisor gives permission. Absolutely **no** retrieving of balls from the street (Rock Hill Drive) unless supervised by an adult
- No pegging or rough play
- No Personal Display of Affection (PDA)
- No loitering in the bathrooms or locker area
- Vandalism to any school property will be treated seriously
- Entrance into a classroom during lunch must be authorized by yard duty supervisor
- Children cannot climb wall or hills at any time, including after school hours
- No toys or electronic equipment can be brought from home
- Playing on or sitting on fence or wall is prohibited
- Appropriate language and sportsmanship is required at all times
- Gum chewing is never allowed

DETENTION

After School Detention is a supervised period from 3:05 to 4:00 pm on Thursdays. The periods are disciplinary in nature and are **not** tutoring sessions.

SUSPENSION

School administration has the right to suspend a student for a serious violation of any major behavioral rule, or any other conduct not listed which jeopardizes the welfare or learning environment of others. While on suspension, the student is prohibited from participating in school-related activities.

NOTICE OF DISCIPLINARY ACTION

Failure to meet any of these expectations will result in disciplinary action. Parents are required to sign Notices of Disciplinary Action and return them to the school.

HARASSMENT

Occurs when an individual is subjected to treatment or to a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. It includes, but is not limited to any or all of the following:

1. Verbal Harassment: epithets, derogatory comments, slurs, and jokes, threatening words spoken to another person.
2. Physical Harassment: unwanted physical touching or contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

3. Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, photography, written words, drawings or gestures.
4. Sexual Harassment: unwelcomed sexual advances and propositions, threats or demands, and other verbal or physical conduct of a sexual nature. Specific examples include but are not limited to: use of sexually degrading words to describe an individual or an individual's body, telling inappropriate or sexually-related jokes.
5. Retaliation: reprisal or threat for having reported or having threatened to report harassment or bullying.

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

BULLYING

Bullying is understood as repeated physical, verbal or psychological attacks or intimidation directed against a person who cannot properly defend themselves because of size or strength, or because the person is outnumbered or less psychologically resilient. Specific examples of bullying include, but are not limited to:

1. Assault
2. Tripping
3. Intimidation, rumor spreading and isolation
4. Demands for money
5. Destruction of property, theft of valued possessions
6. Destruction of another's work
7. Name-calling
8. Bullying of staff and volunteers by students
9. Electronic name calling or other written intimidation
10. Sexual or racial harassment

Since no list of norms can cover every situation, school administration presumes that common sense, mature judgment, and Christian conduct are the guides by which every Saint Hilary School student should measure his/her actions. School administration has the final recourse in all disciplinary decisions. Below are the interventions that serve as a guide.

Intervention:

1. Once identified each bully, victim and witnesses will be spoken with, and all incidents or allegations of bullying will be fully investigated and documented.
2. Students and staff identified by others as bullies will be informed of allegations.
3. Both bullies and victims will be offered counselling and support.

4. If student bullying persists family will be contacted and consequences implemented.
5. If staff bullying persists the principal will commence formal disciplinary action.

Post Violation:

1. Consequences for students will be individually based and may involve:-
 - Exclusion from class.
 - Exclusion from yard.
 - School suspension.
 - Withdrawal of privileges.

2. Support Structures for both the bully and the victim
 - Ongoing monitoring of identified bullies.
 - Rewards for positive behaviour.
 - Counselling
 - Period of monitoring

V UNIFORMS

The Saint Hilary School Uniform and Dress Code requires that students keep themselves well-groomed, modest, neat and clean. All students must be in uniform every day. If there is a time when the prescribed uniform cannot be worn, a note from the parent/guardian must be written to the Principal. Special Free Dress days will be announced during the course of the school year. (A dress code for such days is included in this section.)

| Legend | |
|---------------|---|
| Required | ✓ |
| Optional | ● |
| Not Permitted | ✗ |
| | |

Additional Optional Clothing

Navy Rain Jacket ●

Navy Zipper Fleece •

Hats (STRONGLY ENCOURAGED) •

[Saint Hilary Spirit Gear](#) and CYO
Sweatshirts (Worn on Fridays Only!) •

| BOYS Uniform Options | Grades | |
|---|--------|---|
| | K-7 | 8 |
| White, Gray or Navy Polo (short or long sleeve) | ✓ | ✓ |
| School Logo V-Neck Sweater (Red, Gray, or Navy) | ✓ | ✓ |
| School Logo Sweatshirt (Red, Gray, or Navy) | ✓ | ✓ |
| Navy Pants (No cargo) | ✓ | ✗ |
| Navy Shorts (No cargo) | • | ✗ |
| Khaki Pants (No cargo) | ✗ | ✓ |
| Khaki Shorts (No cargo) | ✗ | • |
| 8th Grade Sweatshirt | ✗ | ✓ |
| Belt (Black, blue, or brown) | • | • |
| Shoes (Black, blue, gray, white, red) Solid colors w/same colored laces. No bright, neon colors | ✓ | ✓ |

Grades 6-8 PE Red Shorts w/SHS or CYO logo, Navy T-shirt w/SHS logo and Navy, Red or Grey elastic ankle Sweatpants

✓ ✓

| GIRLS Uniform Options | Grades | | |
|---|--------|-----|---|
| | K-3 | 4-7 | 8 |
| White, Gray, or Navy Polo (short or long sleeve) | ✓ | ✓ | ✓ |
| Uniform Plaid Jumper | ✓ | ● | ✗ |
| School Logo Sweatshirt (Red, Gray, or Navy) | ✓ | ✓ | ✗ |
| School Logo Cardigan (Red, Gray, or Navy) | ✓ | ✓ | ✗ |
| 8th Grade Sweatshirt | ✗ | ✗ | ✓ |
| Uniform Plaid Skirt | ● | ✓ | ✗ |
| Navy Skirt | ● | ● | ✗ |
| Navy Short | ● | ● | ✗ |
| Navy Pants | ● | ● | ✗ |
| Khaki Skirt (Note: Khaki Skort is NOT an option!) | ✗ | ✗ | ✓ |
| Khaki Pants | ✗ | ✗ | ● |

Khaki Short



Grades 6-8 PE Red Shorts with SHS or CYO logo, Navy T-shirt with SHS logo, and Navy, Red or Grey elastic non-ankle Sweatpants



Full Dress Uniform (required for 2018-2019):

Liturgy days and special occasions require more formal attire than regular school days. The following wardrobe items are required for these occasions:

- Boys: Sweater, Long Pants, (Shorts are not permitted.)
- Girls: Sweater, Plaid Jumper, Skirt or Skort. 8th Grade girls are NOT permitted to wear the khaki skort.

Uniform Regulation Notes

1. Boys' and Girls' pants must touch the top of the shoe in front and back and may not have worn or tattered hems
2. Caps/Hats, neck or head scarves may be worn on the playground but not in the classroom or the gym.
3. Jackets/vests may be worn in cold weather OVER the uniform sweatshirt, but not in its place.
4. Oversized or baggy shorts or pants are not permitted.
5. Sweatshirts, coats and lunches must be clearly marked with the full name and grade of the student.
6. Girls skirt length: Girls skirt length should be no more than one inch above the knee. Please adjust skirt length as children grow throughout a school year.

Free Dress Days Guidelines

On Special Occasions, Free Dress days will be allowed. Dress code regulations will be announced by the school for a special event. Often this will be a “**spirit day**” that the Student Council is sponsoring. Boys and girls can wear clean, presentable pants, jeans or t-shirts.

Wearing caps/hats inside the classroom is at the discretion of the teacher. No underwear may be visible. T-shirts must have sleeves and be of an appropriate size to the student. No bare shoulders, partial bare shoulders, or spaghetti straps are allowed. Shorts may be worn provided they are the length of walking shorts. Shoes must be appropriate for outdoor play.

Non-uniform dress is regarded as a privilege and therefore, students are expected to dress appropriately. Styles that have extreme or political statements are not allowed. The decision of the Principal as to what is acceptable for any student is final. Those students in violation will be asked to call home for acceptable dress or will be sent home.

Personal Grooming

- Students are expected to be neat and clean. Hair must be neat and a natural color (not dyed, rinsed, highlighted, bleached, or streaked). Hair must be clean and well groomed. No student may wear makeup to school and only clear nail polish is permitted.
- Jewelry guidelines: post earrings (one in each ear lobe only); **dangling earrings are not permitted. Necklaces must be religious in nature. One watch may be worn.** The only approved bracelets are the **authentic “cause” bracelets**, such as Livestrong, etc. No more than three “cause” bracelets may be worn. Ankle jewelry is not acceptable.

UNIFORM/PERSONAL GROOMING VIOLATIONS MAY RESULT IN A DETENTION.

Additionally, Saint Hilary hosts a free uniform exchange program. Families with students who have either graduated or outgrown their uniforms donate items in good condition so that others may use them. We simply ask that families leave what they can and take what they need. More specifics on the uniform exchange will be provided later in the school year. For school year 2018-2019, Saint Hilary families will be able to purchase school uniforms, including clothing with SHS logo, from Lands’ End. You can enter either the school name or SHS school code, 900153057

Saint Hilary will receive a percentage of all uniform purchases when you set up an account.

Please be sure to put your child’s name on all clothing, even jumpers and shirts or blouses. Help keep our Lost and Found box empty!

TIP: Clothing labels can be purchased at labeldaddy.com

Additional Uniform Notes

1. Shoes can be Dress, Athletic or Tennis shoes with shoe laces or Velcro (slip-ons OK). Shoes may be at the ankle, $\frac{3}{4}$ ankle, or high-tops. Laces must match shoe color and shoes must be tied at all times. No bright neon colors, lights, dominant logos, sparkles, shiny material.
2. Socks must be worn and visible at the top of the shoe. No stripes on sides or top. Leggings must be worn with socks.
3. Caps/Hats may be worn on the playground but not in the classroom or the gym. SHS encourages students to wear hats outside for sun protection.
4. Jackets/vests may be worn over the uniform sweater or sweatshirt, but not in its place.
5. **Khaki skorts are NO LONGER allowed for 8th grade girls.**

VI EMERGENCY PROCEDURE

Disaster Plan: In the event of a grave emergency such as an earthquake, our school follows the school's Emergency Operations Plan. In the event of a disaster during school hours, all students will be safely evacuated depending on the nature of the emergency. They will assemble according to class. No student will be released from the grounds except to a parent. No student will be released to another relative or neighbor unless specific written instructions from the parent are on file. Parents will be requested to sign out their children with the school personnel. Messages and updates will be posted via the school website to notify families of where to pick up children. Safety is our primary concern. Be patient and understanding during an emergency.

Emergency Drills: These are conducted monthly. Drills include fire, earthquake, lockdown or any drill found necessary. Students practice with their classes and teachers the procedures for essential behaviors.

SAFETY

Bicycles: Bicycle helmets must be worn by any student who bicycles to school (see School Rules). Bicycles should have locks. The school is not responsible for bicycles brought to school. **Students may not ride their bicycles on the school campus** and must walk them from the end of the hill to the bike rack. At dismissal time, bicyclists must walk their bikes with the flow of cars toward the middle school and exit by the seventh grade classroom. They may **never** ride downhill in front of the rectory.

Skateboards: Skateboard riding on school grounds is not allowed at any time (see School Rules).

Social Events: Students should not be dropped off at school social events without parents remaining to supervise their children. Playing is not allowed inside school buildings, or behind the school, including the play structure.

Toys: Toys and play equipment from home should not be brought to school. The school is not responsible for lost toys or equipment.

SAFE ENVIRONMENT PROGRAMS
Archdiocese of San Francisco

Adult Programs

All adults working with children must be trained using the Adult Program described below. Maximizing a church's role as a child-safe environment begins with making adults more aware of the ways children and adults interact with each other. The Protecting God's Children program educates and trains adults (clergy, religious, teachers, staff, volunteers, and parents) about the dangers of abuse, the warning signs of abuse, the ways to prevent abuse, the methods of properly reporting suspicions of abuse, and responding to allegations of abuse.

Parents are required to take the online class prior to volunteering on campus. Classes can be accessed at www.virtusonline.org

VII TECHNOLOGY

Mission of Technology at Saint Hilary School

Saint Hilary School strives to create the best Catholic educational experience and to meet the needs of every individual learner. By providing the most innovative and comprehensive educational tools for every child, students learn to create, communicate, research, and develop critical thinking skills through the use of technology.

Apple Distinguished School: Saint Hilary School is the proud recipient of the Apple Distinguished Program, a special designation reserved for educational organizations that are recognized centers of educational excellence and leadership and for programs that integrate Apple technology in education and meet best practices: visionary leadership, innovative learning and teaching, ongoing professional learning, compelling evidence of success, and a flexible learning environment.

Saint Hilary School's Technology Program features an innovative integration of technology that engages students and provides tangible evidence of academic accomplishment. The school's Technology program supports the way students live and how they want to learn. Saint Hilary's tech program features class-specific applications, iPad and computing centers for Kindergarten, Grades 1-2, and in Grades 3-8 the school provides a 1:1 iPad program. All the classrooms have wireless connectivity to display student projects and presentations from their iPads.

Read more about our Technology program under the Academics Section

Saint Hilary School Technology Agreement and Acceptable Use Policy

Saint Hilary School students will be provided with a computer for their school use. The computer is an extremely useful tool that when properly used can truly enhance learning.

Though the computer can be used for many purposes, you must remember that its main purpose is as a learning tool. In order to ensure that you get the most out of your computer, we ask you to read this carefully and observe the guidelines and policies it describes.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

1. Respect and protect the privacy of others.

- Use only assigned accounts.
- Do not view, use, or copy passwords, data, or networks to which they are not authorized.
- Do not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

3. Respect and protect the intellectual property of others.

- Do not infringe copyrights (no making illegal copies of pictures, music, games, or movies).
- Do not plagiarize (Plagiarism is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work").

4. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accordance with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Communicating with others over the internet is very much like communicating with people in person. You must be respectful of others at all times, and you can expect them to be respectful of you in return. These are basic rules of communication to follow.

Students will:

- Use clear and precise language whenever possible.
- Treat others as you'd like to be treated.
- Be polite and courteous, whether you are writing to a friend or to a teacher.
- Keep your emails brief and to the point.
- Respond to emails promptly to assure that information gets to where it needs to go.
- Let an adult know immediately if you see something inappropriate on a web page, email, or other technology resource.

Students will not:

- Use slang or swear words
- Include any explicit sexual content in your writings.
- Be rude or aggressive towards others.
- Send others offensive files or messages.
- Use the Saint Hilary School School email account as a means of resolving a personal feud.

Remember that all email can be read by the technology team and administration. Don't write anything you'd be afraid to show your parents or teachers.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Damage done to technology equipment provided to students occurring as a result of negligence on the part of the student will result in the family covering the cost of repairs and/or replacement of equipment. Damage is expected to be reported to the teacher within 24 hours.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the

health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Use of the computers at school, email and other account information is a privilege, not a right, and you must try your best to follow the rules identified above. Significant consequences will result if students do not follow this Acceptable Use Policy.

By signing below, I acknowledge that my child and I have read and agree to the Saint Hilary School Computer Use policies. I also acknowledge that Saint Hilary School School will provide my child with a Google Email Account. I further acknowledge that other web accounts may be set up for educational purposes, and that my student(s) will use due care in following data and identity safeguards established by the school.

VIII ARCHDIOCESE OF SAN FRANCISCO HARASSMENT POLICY

STUDENT-TO-STUDENT HARASSMENT POLICY AND PROCEDURES

I. 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:

| | |
|-----------------------------|---|
| <i>Verbal Harassment:</i> | Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets. |
| <i>Written Harassment:</i> | Suggestive or obscene letters, notes or invitations. |
| <i>Physical Harassment:</i> | Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement. |
| <i>Visual Harassment:</i> | 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. STUDENT'S RESPONSIBILITY

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 shall 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.

II. STUDENT HARASSMENT ADMINISTRATIVE PROCEDURES

A. DISSEMINATION OF POLICY

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

1. will be posted in a prominent location in the administrative building on each campus;
2. shall be provided to all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired; and
3. a summary of the policy shall appear in the parent and student handbooks at each local site.

B. COMPLAINT PROCEDURE

- Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances, it may be better to directly contact an adult, such as those listed below.
- If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or to a school counselor, principal, or assistant principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.
- The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Archdiocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

IX EXTENDED DAY CARE PROGRAM

Extended Care is offered for all students, Kindergarten through 8th Grade, from dismissal until 6:00 pm. The Extended Care Program follows the same calendar as Saint Hilary School WITH THE EXCEPTION OF SPECIAL DAYS SUCH AS THE LAST DAY BEFORE CHRISTMAS AND SUMMER VACATION. Notification will be given well in advance.

The same conduct and courtesy required of Saint Hilary School students is expected of each and every person in the Extended Care program. As members of a Christian community, children are expected to respect the staff, each other, the materials and the environment. Children may be asked to leave Extended Care if behavior is disruptive to the program.

Children are expected to abide by all school rules. They must **never** leave the building or grounds without explicit permission of the staff of Extended Care.

Time is available every afternoon for students to work on homework. The staff will oversee the homework time but cannot take responsibility for completion of homework assignments, nor provide tutoring.

Children are not to bring toys from home. Often, items are very personal and important so the child feels the toy must be defended and protected. This is not consistent with the sharing atmosphere encouraged in Extended Care.

FIELD TRIPS: For Parents: Field trips are used to enhance the educational experience of the student. Your presence as a designated chaperone is essential in advancing the learning of the students in a different environment that is outside the classroom. To this end, it is neither a social activity for parents nor a private, personal outing with your child. Parents must complete ALL required approved driving and insurance forms prior to being considered as field trip drivers. Either the room parent or the homeroom teacher assigns the field trip carpools. Often, there is a rationale for why or how the carpools are compiled and the final list of drivers/chaperones and students in each car should not be expected in advance of the day of the trip. This decision is not a subject for negotiation by parents. Any parent may elect to drive his/her own child on any field trip if the parent has not been assigned as a chaperone, with the understanding that they may not be able to participate in the event.

For Students: Field trips are privileges afforded to students. Any student can be denied participation if a student does not meet behavioral expectations. **No student will be permitted to participate in a field trip without presenting a signed Archdiocesan Field Trip Form to the teacher.** The school cannot accept other forms, notes, telephone calls or faxes in lieu of the official Archdiocesan form (for your convenience, an Archdiocesan Field Trip Form is available on the website under “Forms”).

XI CYO ATHLETIC PROGRAM

Saint Hilary Catholic Youth Organization: The CYO Athletics program is designed to be representative of the Christian values of respect, love, compassion and support for each other. Through sports, competition and teamwork, CYO Athletics provides healthy growth and development through games, practices and the life lessons that sports teach.

CYO Athletics in the San Francisco Archdiocese serves Marin, north coastal San Mateo and San Francisco counties and offers Boy’s and Girl’s Soccer, Boy’s & Girl’s Basketball, Girl’s volleyball (co-ed during the summer) and Co-ed Track & Field and Cross Country. Additionally we have a Physical Education program that we offer throughout the Archdiocese. Currently, we serve over 11,000 kids in 3 counties and continue to build leaders every day.

To learn more about how you can get your child involved with St. Hilary CYO Athletic program, contact the school’s Athletic Director (see school directory) or visit:

<http://athletics.cccyo.org/home/>

XII PICKUP/DROP OFF PROCEDURE

Saint Hilary Traffic Procedures - Keep our children safe

The biggest impediments to safety and efficiency are:

1. Backing out of parking spots during drop-off and pick-up (causes jams; safety hazard)
2. Speeding in parking lot (safety hazard)
3. Foot-traffic crossing the parking lot (safety hazard)
4. Delays in getting children in/out of cars (slows the line)
5. Kids waiting/playing in front of classrooms near the curb at drop-off and pick-up (safety hazard)

How You Can Help

1. Drive no faster than 10 miles per hour. Don't rush to get on or off campus. Take the extra 30 seconds to be safe.
2. Notify your teacher if your children will be picked up by someone else.
3. If you do need to park at pick-up or drop-off, arrive early enough to back into a parking spot before line forms.
4. Be mindful of, and courteous to, others and remember that we are a community.

Traffic Guidelines for Drop-off, Pick-up and Parking

The safety of our students is the most important factor to keep in mind when dropping off and picking up students. The traffic patterns and parking guidelines are designed to ensure everyone's safety, acceptable speed limits, and organized traffic flow to meet the Town of Tiburon and the Fire Department requirements.

| | |
|---------------------------------|--|
| GENERAL OVERVIEW | The Lower Rock Hill entrance is permanently one-way only entering the campus. There is <u>no exit</u> from this driveway. |
| | The Upper Rock Hill exit is permanently one-way only exiting the campus. There is <u>no entrance</u> from this driveway. |
| | Hilary Drive is permanently a two-way street. No one should ever come up Hilary Drive on the left side. |
| SCHOOL MORNING DROP-OFF | Kindergarten – Fifth Grade: Enter on Hilary Drive, proceed past the fountain roundabout and move as far forward as possible toward the front of the gym. After dropping off student/s, leave campus via Upper Rock Hill exit. |
| | Middle School: Enter on Lower Rock Hill, proceed up driveway to Middle School classrooms. Drop students at curb on right. Exit through Upper Rock Hill. |
| | Families with Kindergarten-Fifth Grade and Middle School students: You may choose either method of drop-off. |
| | Because all drop-off traffic must leave through the Upper Rock Hill exit, courteous merging to allow incoming Junior High drivers and exiting JK-5 drivers must be remembered. |
| | When exiting onto Rock Hill, be cautious and attentive to traffic. |
| SCHOOL AFTERNOON PICK-UP | Kindergarten: Pick-up takes place at the curb in front of the main office on 12:30 and 2:00 dismissal days. 3:00 p.m. pick-ups |

| | |
|----------------------------------|---|
| | from after-care or electives will be from gym along with the 1 st -5 th grade. Students will be escorted to the gym. |
| | First through Fifth Grades: Enter the campus via Hilary Drive only. Drive as far forward as possible toward the front of the gym. Faculty will direct waiting students to appropriate cars. |
| | Middle School: Enter on Lower Rock Hill, proceed up driveway to Middle School classrooms. When waiting in line, please observe the white line and do not block traffic. Do not park along the classrooms and do not stop in the red zone . Exit through Upper Rock Hill exit. |
| | All traffic must exit the campus via the Upper Rock Hill exit. <u>Do not go around the Fountain Roundabout to exit the campus.</u> |
| | There is NO PARKING alongside the school buildings during dismissal times. |
| | After 8:15 a.m. and prior to school dismissal, enter and exit the campus via Hilary Drive. The Lower Rock Hill gate closes at 8:15 a.m. and reopens five minutes prior to dismissal. |
| | The parking lot is our students' playground. The parking area is closed by 9:30 a.m. by barricading the entrance to the parking lot. If you need to park within the barricaded area, you must move your car before 9:30 a.m. |
| SCHOOL DAY ACCESS | All visitors must sign in at the main office upon entering campus. |
| | If you need to park during drop-off or pick-up times, please park on the side nearest the bay only. Exit your parking place with great caution. |
| PARKING | Parking on the Rock Hill ramp is reserved for <u>teachers and staff only</u> . |
| | Parking in the Fountain Roundabout designated spaces is reserved for Mass Attendees ONLY prior to 9:00 a.m. After 9:00 a.m., parents and visitors may use these spaces. |
| | There is no school parking in the five spaces across from the rectory. These spaces are reserved for church and rectory visitors only. |
| | There is no parking in red zones or in crosswalks. |
| | It is recommended that pedestrian/bicycle access be from the Lower Rock Hill entry. There are no designated sidewalks so caution and care are needed at all times. |
| | If crossing to the campus from neighboring streets, please use pedestrian crosswalks. |
| PEDESTRIAN/BICYCLE ACCESS | For your safety and that of our students, the speed limit on campus is 10 mph. |
| | Please be courteous to and respectful of our neighbors by observing the posted speed limits on adjoining streets. |

| | |
|---|--|
| SPEED LIMITS & SAFETY CONCERNS | Tardiness is not an acceptable reason to speed either on the campus or on neighboring streets. |
| | For your child's safety, your child may not meet you off-campus to avoid the pick-up process. |

XIII HEALTH

Immunization records must be complete, in accordance with state law, and recorded in the school office before a child may attend school. A current physical (within 18 months) is a requirement for all new students. Please send a note to school if your child has a medical condition that limits his/her ability to fully participate in school programs.

Medications: Saint Hilary School personnel are not allowed to distribute aspirin, Tylenol or any other medication. Your child is not allowed to carry any form of medication on their person or in their belongings, including backpacks. Aspirin, inhalers or cough drops will be allowed with written permission from the parent or guardian on file in the office. All other medication **must** be kept in the school office. It must be brought to the office with a doctor's note including directions for administering the medication, including dosage and time of day.

Asthma inhalers and Epipens can be carried by the student when a written notice from both the doctor AND parent is on file in the office. (see above)

Classroom Allergen Policy

Saint Hilary School prides itself on being a safe, welcoming and inclusive community for all its students and families. The following policy has been put in place to ensure that the school remains a safe and welcoming atmosphere for all students within our community: "Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others." Philippians 2:3-4

Classroom celebrations

Classroom celebrations are a special time for children, but can be a difficult time for a child with a severe food allergy. Within our small community, there are children whose exposure to certain foods may result in severe discomfort, hospitalization or even death. Because we are a community-minded school, we believe that it is incumbent upon us to help protect those within our community, especially within each of our smaller classroom communities.

In line with this belief, the school will collect information regarding food allergies present within each classroom at the beginning of each school year. The teacher will then notify the parents that a student within the classroom community has a documented food allergy or food intolerance and that all classroom and grade level celebrations.

The teacher will send out a list of foods that are safe and welcome for any celebration or project within your classroom community. Additionally, classroom communities are encouraged to consider non-food items for celebrations, such as stickers, pencils, a book or game for the classroom. *We are a community and we hope everyone works to ensure all students, parents and teachers feel welcome and included.*

The administration acknowledges that this may be cumbersome for some parents and classroom communities but believes that we are a community that can embrace this challenge, especially as we are reminded of Matthew 25:40 in which the King replies “Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.” If, however, you have any questions or concerns about this policy, parents are encouraged to speak with the administration.

Birthdays, Celebrations and Sugar oh my!

To align with our school’s Healthy Student Initiative, birthdays will be celebrated at the discretion of the teacher. Room parents will coordinate with the teacher as to what day the celebration will take place and what will be brought in by the parents for the children. All foods brought into the classroom must be respectful of the identified allergens of the classroom and in accordance with the Every Child Safe – Classroom Allergen Policy set forth above.

For birthdays and other special class celebrations it is always fun to enjoy a special treat. On campus fundraisers (e.g. bake sales) will work to have healthy alternatives to ensure we respect the goals of *student safety and all things in moderation*.

If you have any questions or concerns about this policy, please speak with your homeroom teacher or the principal.

As a community, students, parents and staff members share the responsibility of preventing allergic exposures and responding appropriately should an exposure occur.

Student Responsibilities

1. Discuss with your parents and your health care provider what your food allergies are and what may happen to you if you have an allergic
2. Only eat food brought from home.
3. Do not eat food items with unknown ingredients or allergens.
4. Be aware of what may happen if you have an allergic reaction and notify a SHS staff member immediately if you feel you are having an
5. Be proactive in the care and management of your food allergy as instructed by your healthcare provider.

Parents Responsibilities

1. Provide SHS with written notification from your child’s health care provider stating the child’s allergies and treatment.
2. Provide SHS with updated and complete written medical documentation, instructions and medication related to your child’s allergy, advise SHS immediately if there are any changes to your child’s condition.
3. Provide complete and updated emergency contact information and advise SHS immediately of any changes.
4. Provide the SHS office with any medication your child may need. Label all medication and replace when expired.
5. Educate your child in the self-management of his/her food allergy. This may include identifying safe and unsafe food, strategies for avoiding unsafe food, identifying allergic

symptoms, communicating he or she may be having allergic symptoms, and politely refusing unsafe food if offered.

School Responsibilities:

6. Be informed of the US Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs. These These can be found at: [Click Here](#)
7. Inform SHS staff of students who have allergies, what those allergies are, and how to prepare for, identify and respond to allergic
8. Train SHS staff on the administration of medication needed in the event of an allergic reaction and the location of the medication.
9. Train SHS staff in food allergy management and prevention techniques, including managing psycho-social issues students with allergies may have
10. Train students in food allergy management and prevention techniques, and awareness of psycho-social issues students with allergies
11. Designate specific seating locations where allergen products may be consumed

Food allergies at SHS include peanuts, gluten, tree nuts, shellfish, dairy, eggs, sesame seeds, corn, kiwi, cherry, and legumes. Please keep these allergies in mind if you are preparing food for a school event. Your child's teacher can tell you which allergies are present in that classroom. This information may also be helpful when planning activities with students outside school.

The Staff of SHS sincerely appreciates your time and attention to this matter, and your respect and support for these guidelines. We need your support to provide a safe learning environment for all of the Students at Saint Hilary School.

XIV MISCELLANEOUS

After School Enrichment

An after school program offering various learning activities for our children is organized for a separate fee by a committee. School behavior rules extend into after school enrichment.

Visitors on Campus

ALL parents and visitors must check in at the school office and wear a **Visitor's Badge**, while in the school building and on the grounds, **at all times**.

Parents and visitors need to arrange for appointments, meetings and/or specific volunteer times prior to visiting campus.

PETS

Students' pets are not allowed on school grounds at any time without prior permission of a staff member.

XV PARENT PARTICIPATION / VOLUNTEER POLICY

We are proud of our community and all that it provides for the students and families. As a school, we are also grateful for parents who give their time and energy as volunteers. As part of our agreement, all families provide 40 hours of volunteer hours each school year. We need and want all families to meet this requirement. However, in conversation with you - our volunteers, Parent Guild and the Parent Advisory Board it has been concluded that we can do better. The following policy has been constructed with the goal of encouraging volunteerism, strengthening our community and improving accountability for volunteer expectations and ensuring the safety of our students.

Signing Up and Logging Volunteer Hours

Sign-up and track your hours in [Track It Forward](#). If you have questions, contact Tigers Parent Association President, Tina Setzer.

Parents with children in grades K thru 8 will be required to complete a minimum of 40 hours of service to Saint Hilary Catholic School during the school year. For single parent families, the requirement will be 20 hours for that parent. Hours must be completed and recorded by June 1. Many families meet and exceed their hours and we are looking forward to encouraging greater volunteerism. We are working to:

1. Better enable parents to track their hours and encourage the parents to log all of their hours, especially those over the minimum (as many stop logging although they keep volunteering),
2. Lessen the time and effort it takes for teachers and the "Tiger Parent Association" to get the well-known and fun activities organized
3. Allow the parents of each class to know at the start of the year what events they are going to be able to use their creativity to undertake and this will ideally help foster a camaraderie to take on their assigned role
4. Enable parents to calendar the dates right up front so there are no surprises during the year, as we respect their busy schedules.

Below is a list of class assignment events that offer families an opportunity to complete their hours. In addition, throughout the school year administration, Tigers Parent Association and teachers will ask for volunteers with the myriad of events that take place on campus.

- KINDERGARTEN: Blessing of the Pets** and auction clean up***
- 1ST GRADE: First Holy Communion Reception** and auction set-up***
- 2ND GRADE: Father/Daughter Dance***
- 3RD GRADE: Crabfeed***
- 4TH GRADE: Mother/Son Dance***
- 5TH GRADE: Book Fair***
- 6TH GRADE: Grandparents Day***

- 7TH GRADE: Graduation Reception**
- 8TH GRADE: Community Coffees**

**Chair and support

***Support already identified chairs

Additional events that are supported by volunteers:

- Donut Sundays
- Pasta Nights
- Tiburon Thrift Shop
- Elocution Contest
- Spelling Bee
- Concerts
- Open House
- Innovation Fair
- Talent Show

***Information is available on the school website for how to sign up.

Please note:

In order to count towards volunteer hours the volunteer must be assigned as a chaperone by the teacher. Any hours attending the field trip with chaperone duties will be counted as volunteer hours. This includes both day and overnight field trips.

Anything specific to a specific child or family does not count toward service hours. For example, sending in cupcakes for a child's birthday does not count toward volunteer hours. But, sending a class treat (requested by a child's Teacher or Home Room Parent) would count for one (1) volunteer hour. Parents, guardians and family members have many opportunities to volunteer. If the activity contributes toward the betterment of the school as a whole (or a class), it counts toward the required volunteer hours. If in doubt, please ask.

Volunteer Terms and Conditions

Volunteers are required to complete a criminal background check, which includes fingerprinting and Child protection class through www.virtusonline.org. It is a 90 minute online class. The school receives verification that the volunteer has successfully completed the class. The class provides volunteers with information, awareness and vigilance around the signs that a child is in crisis. This awareness session teaches volunteers to understand the signs of child abuse, the methods and means by which offenders commit abuse, and five steps one can use to prevent it.

Volunteers who have passed the screening are permitted to interact with students. Live Scan Fingerprinting is the method used by law enforcement agencies and private facilities to scan, process and file fingerprints and palm prints electronically. Live Scan Fingerprinting can be completed at any

- UPS store (drop-in)
- Any local police station (by appointment only)

- Marin County Sheriff's Office (by appointment only, [Click Here to Make an Appointment](#))

Saint Hilary Volunteer 5 Step Process

The entire volunteer process consists of 5 easy steps:

Step 1. Background check – A background check form needs to be filled out and submitted to the school office. The Archdiocese of San Francisco Criminal Background Check form is available at the school office or on Rediker, go to *School Links and Files* and click on the Forms and then on Files.

Step 2. Fingerprinting through Live Scan – Please go online to schedule your Live Scan fingerprinting at one of the school authorized website locations.

The Live Scan Instructions and website location sheet is available at the school office and on Rediker, under the volunteer tab.

While the fingerprinting and background check do not have to be accomplished in a particular order, they must be completed around the same time. If both steps are not completed in a timely manner, the Archdiocese will purge unmatched records within 6 months. Once your fingerprint and criminal background check are complete, the Diocese will send the school's front office your completed background check form with authorization to volunteer with our children. This information will be kept on file at the school office. The fingerprint and criminal background check must be repeated every 5 years.

Step 3. Please go to www.virtusonline.org to complete the class. The school administration is alerted when you have completed the class successfully.

- Create an account
- Complete the class "*Protecting God's Children® for Adults*"

Step 4. Volunteering and tracking your hours

Each SHS family will be responsible for tracking their own family volunteer hours. Please submit your volunteer hours EACH time you volunteer by logging into your Track It Forward account and adding volunteer hours under the Family Information > Service Hours. Please be sure to enter your volunteer hours as soon as possible – preferably as you serve them.

Unmet volunteer hour fees will be billed by the school office at the end of the school year.

- Unmet service hours billed @ \$25 an hour (this is considered a penalty for not meeting service requirement, therefore it is not tax deductible per IRS)

All service hours must be completed and recorded by June 1 of the current school year. Hours completed after June 1 will be applied to the coming school year. For graduating 8th grade families hours must be recorded and fees paid prior to graduation.