

**SAINT ROBERT CATHOLIC SCHOOL**

**PARENT/STUDENT HANDBOOK**

**2019-2020**

At Saint Robert Catholic School we strive to educate the whole child spiritually, intellectually, psychologically, socially and physically in a Catholic environment.

Saint Robert Catholic School  
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## **INTRODUCTION**

All parish and Archdiocesan school programs are governed by the policies and regulations of the Department of Catholic Schools as set down in the Administrative Handbook for Elementary and Secondary Schools, Archdiocese of San Francisco and in interim communications. These regulations have the same purpose and binding force as all other directives and enactments of the Ordinary (Statutes 147) (See 2121).

The Catholic schools in the archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and /or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at St. Robert School. The Catholic schools in the archdiocese of San Francisco do not unlawfully discriminate on the basis of race, color, 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.

This Parent/Student Handbook contains the philosophy, policies, and procedures for Saint Robert Catholic School for the 2019-2020 school year. Parents and students are to familiarize themselves with its contents and return the Parental Agreement Form no later than August 30th. The Parental Agreement Form is located in the Appendix.

# **I. ADMINISTRATIVE POLICY**

## **MISSION STATEMENT**

The students, faculty, staff, parents, and community of Saint Robert Catholic School (St. Robert School) are committed to creating a caring Catholic environment, which fosters and implements a Christ-centered and up-to-date academic program. Our vision is for our students to experience the rewards of positive self-esteem, self-discipline, respect for others, and a true sense of community spirit as they develop their skills as Respectful Christians, Effective Communicators, Accountable Citizens, and Lifelong Learners.

## **PHILOSOPHY**

We at Saint Robert Catholic School acknowledge that we are called to share the Good News of Jesus Christ with the children who have been placed in our trust. Therefore, we, in partnership with our parents, whom we consider the primary educators of our students, are dedicated to providing our children with a viable, complete, and comprehensive Catholic education.

This education enables our students to learn the message of our faith, whereby God reveals God's self to all people and unfolds the mystery of our salvation. We teach this message not as a lesson to be learned, but a lesson to be lived. We endeavor to provide our pupils with opportunities to develop a personal relationship with Jesus Christ. We understand our call to the ministry of education, and we seek to teach as Jesus taught.

Our education challenges our students to understand their roles as contributors to each community to which they belong. At Saint Robert Catholic School, we teach community by experiencing it. We believe that the feeling of belonging to a community leads to a sense of service. Our education encourages our students to recognize their call to grow spiritually, intellectually, physically, psychologically, and socially so that through their personal growth they may better serve the members of God's family.

## Personnel

**Pastor:** Rev. John Greene

**Principal:** Dr. Patrick T. Sullivan

**Vice Principal/Resource Teacher** Mrs. BriJit Lopez

### Faculty:

Mrs. Katherine Laupati	Kindergarten
Mrs. Aura Jose	Grade 1/2 Reading/Music
Mrs. Sara Killeen	Grade 1
Mrs. Joanne Nolan	Grade 2
Ms. Elisandra Santos	Grade 3
Mrs. Julie Doyle	Grade 4
Mrs. Pauline Sanchez	Grade 5
Mrs. Noreen McCullagh	Grade 6
Ms. Jennifer Marty	Grade 7
Mr. Lawrence Kong-Ellison	Grade 8
Mrs. Ann Clifford	Jr. High Science/Grade 5 Math
Ms. Joanne Bartolotti	Jr. High Math/Algebra/k-3 Computer
Mr. Michael Garcia	Grades 4-8 Computer/ School Tech

### Manager

Mr. Craig Gianinno	P.E/ Rhythm and Moves
Mrs. Sarah Lopez	Drama/ KidStock
Ms. Celia Paz Gonzalez	Spanish/IES

### Support Staff:

Mrs. Eileen Grealish	Business/Office Manager
Mrs. Mary McDonagh	Ext. Care Director
Mrs. Yvette Kinchen	Teacher Aide
Mrs. Yvette Walker	Teacher Aide/Ext. Care Aide
Mrs. Laurie Donahue	Teacher Aide/Ext. Care Aide

Mrs. Jackie Tarrazi  
Mrs. Bonnie Edwards  
Mrs. Sarah Ledesma

Teacher Aide  
Teacher Aide  
Teacher Aide

## **2019 – 2020 SCHOOL BOARD**

Rev. John Greene

Dr. Patrick T. Sullivan

Lisa Carbone

Megan Carey

Kevin Carey

Dexter Navarro

Gina Portolan

Lory Sangalang

Erin Tresmontan

BriJit Lopez

Meetings: 3<sup>rd</sup> Thursday of the month, September through May, in the Faculty Lounge, at 6:30P.M.  
Changes in the meeting date will be posted in the Wednesday Communication and meeting minutes are posted on the school website.

## **ADMISSIONS POLICIES**

The Catholic schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at Saint Robert Catholic School (St. Robert). The Catholic schools in the Archdiocese of San Francisco do 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.

Basis on which children will be admitted to St. Robert School:

- preference will be given to Catholic students registered in St. Robert Parish or St. Bruno's Parish
- children entering Kindergarten must be 5 years old by September 1<sup>st</sup>
- all new students will be screened and all new families will be interviewed before acceptance into St. Robert School is final

### **LEARNING DIFFERENCE**

St. Robert School will try to accommodate the special needs of each student. However, the school is not legally obligated to accept children with disabilities. Special accommodations made for individual students may be discontinued at the discretion of the School administration. See Appendix.

### **REGISTRATION**

There is a NON-REFUNDABLE registration fee per year for each student, \$280.00 for the first student and \$250.00 for each additional student. Registration fee covers insurance, books, Catholic Television Network, testing costs, FACTS fee, Archdiocesan fees, and agenda planners.

**P**

### **TUITION PLANS AND PARENT PARTICIPATION REQUIREMENTS**

#### **PLAN A - St. Robert Church Participating Families**

- Regular family attendance at St. Robert's Church for Sunday Mass.
- Scrip program and mandatory 40 service hours
- Support of the school's fundraisers, including the Parish Festival, Spell-a-thon, Dinner Dance, and Fun Run, which keep tuition affordable
- Agree to adhere to all school rules and regulations as explained in the school handbook

In this school year, a judgment will be made at the end of the first semester as to whether you have fulfilled the participation requirements of your agreement. If you have not, your tuition rate will automatically be changed to PLAN B.

**PLAN A Tuition rates**

One Child	\$6,233.00 - \$519.42 per month for 12 months July - June
Two Children	\$11,671.00-\$972.58 per month for 12 months July - June
Three Children	\$16,236.00-\$1,353.00 per month for 12 months July - June

**PLAN B Other Church Participating**

- A letter of verification from the Pastor must accompany registration indicating attendance/support.
- SCRIP program and mandatory 40 service hours by April 1, 2020
- Support of the school's fundraisers, including the Parish Festival,(four hour minimum encouraged) Spell-a-thon, Dinner Dance, and Fun Run, which help keep tuition costs affordable
- Agree to adhere to all school rules and regulations as explained in the school handbook

**PLAN B Tuition rates**

One Child	\$6,600.42-\$550.35 per month for 12 months July - June
Two Children	\$12,240.00-\$1,020.00 per month for 12 months July - June
Three Children	\$17,001.36-\$1,416.78 per month for 12 months July - June

**Families choosing PLAN A or PLAN B must also complete the following requirements:**

SCRIP PROGRAM: Each family will have one of two options:

Option A Agree to purchase \$3000 worth of SCRIP. \$1500 of SCRIP must be purchased by November 1, 2019 and the balance of \$1,500 must be purchased by April 1, 2020.

Option B At the time of registration pay an additional \$300 in lieu of SCRIP.

**PLAN C Non - Participating Families**

- Families not wishing to be a part of categories A or B
- Agree to adhere to all school rules and regulations as explained in the school handbook

**PLAN C Tuition rates**

Per Child	\$7,519.44-\$626.62 per month for 12 months July – June
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**Families using tuition PLAN A or B must complete a 40 Hour Service requirement.**

Parents are required to provide a minimum of 40 hours of service during the school year. The service commitment must be fulfilled by April 1st of the current school year. Each family will be provided with a 40 Hour Time Card, which will be submitted for review three times during the school year. These cards are to be kept in the possession of the individual family and are to be filled in by each family. It will be the responsibility of each family to ensure that all entries are correctly entered, time cards are submitted as indicated and all mandatory hour requirements have been met.

**Submission and Review**

When the Time Cards are submitted, they will be entered onto an on-going computer list. Pastor and the principal will review that list. Time cards will be submitted the weeks of: September 24th, 2019 and March 19, 2020.

### **General Guidelines**

- extra hours do not carry over to the next year
- hours may not be donated to another family
- any hours completed by aunts, uncles, siblings and other extended family members may be counted

### **Overview**

Below are a few examples of possible hour commitments. This list does not represent all areas of possible service.

- |                                       |                     |
|---------------------------------------|---------------------|
| 1. Yard duty                          | 11. School Board    |
| 2. Finance Council                    | 12. Athletic Board  |
| 3. Parent Liaison/Room Representative | 13. Parish Festival |
| 4. Office Assistance                  | 14. Dinner/Dance    |

### **Auction**

- |                                |                        |
|--------------------------------|------------------------|
| 5. Women's Guild Fundraisers   | 15. Little Church      |
| 6. Athletic coach or manager   | 16. School Maintenance |
| 7. Spell-a-thon                | 17. Field Trips        |
| 8. Morning Drop Off Duty       | 18. CCD- non-salaried  |
| 9. Golf Tournament             | 19. Parish Council     |
| 10. Men/Women's Guild Officers | 20. Fun Run            |

Other activities must first be approved by the principal or pastor in order to be considered for hours commitment.

### **TUITION ASSISTANCE**

The principal will keep parents informed of all scholarships and tuition assistance programs through notification in the Wednesday Communication as information becomes available. The current available funding sources for assistance are Archdiocesan Family Grants, Basic Fund, and parish aid. If assistance is needed, please contact the principal. All families requesting tuition assistance must complete a (TADS) tuition aid application.

### **GRADUATION REQUIREMENTS**

All contractual obligations, to include tuition, Scrip, and service hours must be fulfilled before a diploma will be issued at graduation. Families with outstanding obligations jeopardize the student's participation in school sponsored graduation celebrations to include the picnic, Awards Ceremony and party, and the graduation Baccalaureate. All financial obligations, including Scrip and June tuition must be fulfilled.

## **II. ACADEMIC POLICY**

### **ACADEMIC PHILOSOPHY**

St. Robert is an academic elementary school. We strive to provide the best possible program to meet the current needs of the students enrolled and to provide a foundation for their continued education. We provide a structured and disciplined environment that has a curriculum emphasizing religion, language arts, mathematics, social studies, science, and technology.

St. Robert Catholic School educates the whole child, spiritually, intellectually, socially, and physically. Our primary aim is to provide a quality Catholic education.

### **ACADEMIC EXPECTATIONS**

Students at St. Robert must actively participate in their education. Our students realize that their primary responsibility is to actively learn as respectful Christians. 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 and willing to participate in the lessons of the day. Copies of grade level expectations are given to parents at Back to School Night.

### **SAINT ROBERT'S STUDENT LEARNING EXPECTATIONS**

#### **1. Respectful Christians**

- I have a relationship with Jesus through prayer, scripture and service.
- I show I am a disciple of Jesus through my words and actions.
- I respect myself, others, and all of God's creation.

#### **2. Effective Communicators**

- I express my ideas, feelings and opinions in a positive way.
- I listen respectfully to the ideas, feelings, and opinions of others.
- I use conflict resolution to solve my problems.

#### **3. Accountable Citizens**

- I am aware of my responsibility to my school, community, and world environment.
- I take responsibility for my words, actions, and choices.
- I treat others fairly and equally.

#### 4. Lifelong Learners

- I am curious and excited about learning.
- I am prepared and organized to complete assignments and reach my goals.
- I work independently and cooperatively with others.

## CLASSROOM CONDUCT

Students are expected to be active participants in all class activities and to assist in maintaining order by refraining from disruptive conduct. School and class rules are to be observed at all times. Incomplete and/or missing class work or projects will result in a mandatory after school or recess detention. Further, incompletes or missing work will affect the students' grades.

## MATERIALS

Students are expected to bring all necessary materials to class. This includes all textbooks, workbooks, notebooks, pens and pencils, binder paper, and any other materials required by the teacher.

## HOMEWORK

Homework is planned to meet the needs of students and has an essential place in the educational program. Homework will be assigned to reinforce concepts and skills that have been presented in class, to foster the student's creativity and discipline through enrichment projects or research and to train the student to work independently and to accept responsibility for completing a task. Homework may be a combination of written assignments, study, and long-term projects. Assignments should be neat, complete, and on time. Incomplete and/or missing homework assignments may result in a mandatory after school detention period.

## TIME ALLOTMENTS

The amount of time which different students in the same grade spend doing homework will vary, however, the following table provides general guidelines for the amount of time the typical elementary student should spend daily in homework.

Grades K - 1	20 to 30 minutes, average
2 & 3	30 to 45 minutes, average
4 & 5	45 to 90 minutes, average
6,7 & 8	90 to 120 minutes, average

## ACADEMIC MARKING CODE

Grades K-1 - 2

E=Exceeds standard

M=Meets standard

W=Working toward standard

N=Not at grade level standard

/=Standard not addressed during current marking period

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 or below

## CONDUCT / EFFORT CODE

1 Outstanding

2 Meets Expectations

## COMMENT CODE

+ Areas of strength

/ Needs Improvement

- 3 Improvement Needed
- 4 Unsatisfactory

### **HONOR ROLL**

Students in grades 5 - 8 who earn a grade B or above in academic subjects, and 2 or above in conduct and effort in all subject areas, shall be eligible for the Honor Roll.

### **FINAL/ACADEMIC EXCELLENCE**

Students who have a minimum of 3 A's and no C's in academic subjects, and 2 or above in conduct and effort in all subject areas in the year average shall be eligible for the final/high honor roll.

Academic Subjects are Religion, English, Math, History, Science, Reading, Spelling/Vocab and Spanish.

### **CITIZENSHIP AWARD**

Students in grades 5 - 8 who earn a 2 or above in effort and conduct in all subject areas are eligible for citizenship awards.

### **REPORT CARDS**

Report cards are issued three times a year; refer to School Calendar for dates. If a student is absent twenty or more school days during the report card period, grades may be withheld until the student makes up the work missed.

### **PROGRESS REPORTS**

All parents of any student who is not meeting grade level expectations or earning a C- or below in any subject will receive a notification at the midterm of each trimester. Parents are asked to refer to the school Student Information System (Cornerstone) to review student grades. (Please see page 15, Academic Probation and Academic Suspension.)

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are held in December after the first report card period or at the request of parent or teacher. Any questions or concerns relating to a student's work, progress, grades, or conduct should be discussed with the classroom teacher.

### **ABSENCES**

Student absences must be reported to the school office by 9:00 A.M.. It is the responsibility of the student or parent to make arrangements to get all assignments when a student is absent. Students in Junior High are responsible for meeting with each teacher, when he or she returns from an absence to ensure each student understands all instruction and assignments missed. Although it is the final decision of parents/guardians to take a student out of class for any reason other than illness, you are reminded that it is a school and Archdiocesan policy that the school is under no obligation to provide tutoring, make-up work or special testing schedules for such periods of absence. Generally, students will be given a reasonable period of time to make up assigned school work. An example of a reasonable period of time is that a student would be given one day to make up work if he or she were absent one day; two days, the student is given two days to make up work and etc. Students who are absent may not practice or play in any St. Robert Sport activity during their absences.

**Studies have shown that students who frequently miss school instruction often perform poorly in school.**

## **PROMOTION/RETENTION**

To successfully implement the educational program of St. Robert, minimum standards of achievement are established at each grade level. To illustrate successful completion of one grade level and to ensure promotion to the next grade level, it is necessary that these standards be met. Parents shall be made aware of the grade level expectations at Back-to-School Night. Copies of these are also available in the school office. Additionally, excessive absences over 45 days in a school year may result in a student being retained. The final responsibility for a student's promotion or retention rests with the teacher and the principal.

## **ACADEMIC PROBATION**

The following infringements of school academic policy may warrant probation:

- consistent negligence of assignments
- failure to achieve potential in the required subjects due to indifference or insufficient study
- failure to maintain a 2.0 overall grade point average and at least a C- in all academic subjects

The probationary period will last until the next quarter report card. In the event of a serious offense, probation will be waived and suspension given automatically.

## **ACADEMIC SUSPENSION**

Suspension will be automatic for those students who fail to improve during the probation period, which will last until the next quarter report card. Students on academic suspension are ineligible to participate in all extracurricular activities, which include but are not limited to, St. Robert's sports.

## **WITHDRAWAL / TRANSFER / TERMINATION**

The Administration may ask that a student be withdrawn from St. Robert if, in the opinion of the Administration, the student is not benefiting from the school program. As a last resort, a student's enrollment at St. Robert may be terminated for poor academic performance or lack of effort. All new students are accepted for a probationary period of one year. If at the end of the year, or at any time during the probationary period, a student's conduct, effort and/or grades are found to be unsatisfactory, or parents have failed to meet the conditions outlined in this Parent-Student Handbook or the signed Tuition Contract, the student's enrollment will be reviewed and, if deemed necessary, terminated.

# III. DISCIPLINARY POLICIES

## SCHOOL DISCIPLINE PHILOSOPHY

Discipline in the Catholic School is to be considered an aspect of moral guidance. The purpose of discipline is to promote genuine human development to assist the growth of self-discipline, to provide an orderly atmosphere conducive to learning and to promote character training.

The principal determines the policies of the school according to the needs of the parish, but always in accordance with the regulations of the San Francisco Archdiocese. It is the responsibility of the principal, faculty, students, and parents to maintain a spirit of discipline that is wholesome and reasonable throughout the school.

All concerns should first be addressed to the classroom teacher. If the situation is not remedied, contact the principal.

## CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can best 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 all students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school. 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 Christian principles of the school, as determined by the school. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook of the school.**

These Christian 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.
- Students and parents/guardians will refrain from posting information regarding children, parents and school personnel on the internet, including social networking sites. This includes the posting of video from Saint Robert's events.

- 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 Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will 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 grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, at 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.

### **BEHAVIOR EXPECTATIONS**

1. Students are expected to conduct themselves in a manner appropriate to the Christian and academic nature of the school. Respect for teachers, administrators, staff, visitors, and fellow students is expected.
2. Students are expected to participate in all academic activities and not disrupt the learning process.
3. Students are expected to respect the rights and property of others.
4. Students are expected to observe all rules of the school for their own security and that of others.
5. Students are expected to follow all classroom rules established by the teachers.
6. Students have primary responsibility for their actions and are expected to practice self-control.
7. Students are expected to maintain the environment of the school plant and grounds. Parents will be held responsible for any destruction of property by students.

### **GENERAL RULES**

1. Students are expected to walk quietly in the corridors at all times.
2. Students are to be in complete school uniform each day, unless otherwise directed by their teachers.
3. Students are not to leave the school grounds during the school day unless signed out at the office by a parent or legal guardian, as indicated on the emergency form.

4. Taking care of school books, class materials is an important part of student training. School Books are to be covered at all times. If text or workbooks are lost or damaged it is the parent's responsibility to pay for replacement items.
5. Chewing gum and sunflower seeds are not permitted at school.
6. iPods, radios, gaming devices and other such electronic devices are not to be brought to school. These items will be confiscated from the students. Additionally, all cell phones must be turned off and deposited in the classroom phone box until the end of the school day. Any cell phone found with a student during the school day will be confiscated and given to the Principal. Parents will need to obtain any confiscated phone from the Principal.
7. Students are expected to use trash cans for litter and to keep our school litter free.
8. Bathrooms are not play areas, and they must be kept clean for others.
9. Water bottles and/or food are not permitted in the classroom during the school day, except during snack time, or by teacher designation.
10. Weapons-any objects, which might cause bodily and/or psychological harm (including toy guns, guns, knives, incendiary devices, or any items which may be construed as having the potential for harm, etc.) are forbidden and possession of such weapons is grounds for suspension/expulsion.

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.

## **HARASSMENT POLICY**

### **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 on the next page, student-to-student harassment can take many forms. To the extent it involves child abuse, as defined by law, Civil Law and the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities.

### **B. HARASSMENT IN GENERAL**

The Archdiocese of San Francisco affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of any student by any other students **on or off campus** 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; to include Email, text messaging, and any social media platform
- 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, gesture, display of sexually suggestive objects or pictures, cartoons, or posters

### **D. DISCIPLINARY ACTION**

1. This policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:
  - while on school grounds
  - while going to or coming from school
  - during the lunch period whether on or off campus
  - during, or while going to, or coming from, a school sponsored activity
  - during, or while going to, or coming from, an athletic activity
2. Any student who engages in the sexual 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 that 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 should assure them that they need not endure any form of harassment. The school will treat allegations of harassment in a prompt, professional, and thorough manner.

A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student harassment, is available in the school office.

### **DETENTION**

Students in grades 4-8 may be required to stay for detention after school for infractions against school policy and procedures. This includes incomplete work, violation of the general uniform rules and disciplinary problems. Parents will be notified in advance of the length of the detention and the date. Detention more than five times for repeated infraction will necessitate a parent/student/teacher conference.

### **DISCIPLINARY PROBATION**

The following infringements of school policy may warrant probation and suspension:

1. abusive language and constant profanity
2. defacing school property
3. fighting
4. stealing or cheating
5. outward 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
6. possession or use of alcohol, tobacco, drugs, construed weapons, incendiary devices, or any item which could be detrimental to the student or to others
7. repeated infractions of school or class rules
8. immorality in talk, action or materials
9. conduct detrimental to the reputation of the 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. The length of the probation period is the remainder of the current report card quarter and the next report card quarter. All students on disciplinary probation will be placed on a behavioral contract to include specific expectations and consequences. In the event of a serious offense, probation will be waived and suspension given automatically.

### **DISCIPLINARY SUSPENSION**

Suspension will be automatic for those students who fail to improve during the probation period. A student may be suspended for any action or accusation during or after school hours if said action or accusation is, or could be, detrimental to the school. During a suspension, a student will be afforded an opportunity to do make-up work, including tests.

### **EXPULSION**

Regarding expulsion, St. Robert follows the policy as outlined in the Archdiocesan Administrative Handbook, Section 5177. A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended one or more times. Prior to probation, suspension, or expulsion, the parent/guardian and the student will be made fully aware of the seriousness of and the reasons for the action.

### **WITHDRAWAL / TRANSFER / TERMINATION**

The Administration may ask that a student be withdrawn from St. Robert if, in the opinion of the Administration, the student is not benefiting from the school program. As a last resort, a student's enrollment at St. Robert may be terminated for unacceptable conduct. Acceptance of all new incoming students is considered probationary for the first year, based on the above criteria.

## IV. GENERAL PROCEDURES AND POLICIES

### ATTENDANCE

#### SCHOOL SCHEDULE

The following schedule for grades 1 - 8 will be in effect daily:

<b>Monday</b>		<b>Tuesday - Friday</b>	
School starts	8:00 A.M.	School starts	8:00 A.M.
Recess	9:50 a.m-10:05 A.M. (grades 6-8=10:05-10:20)	Recess	9:55 A.M.-10:10 A.M.
Lunch	11:40 A.M.-12:20 P.M.	Lunch	11:50
A.M.-12:30 P.M.			
Dismissal	1:45 P.M.	Dismissal	3:00 P.M.

Kindergarten has a special schedule (please see website calendar) until Labor Day.

Students should not arrive at school before 7:40 A.M. unless requested to arrive early by a teacher or attend morning extension.

All Students are expected to be picked up from school by 3:10 P.M. unless they are detained by a teacher or they attend Extended Care. See section VI Extension Program for further information.

Any student who is present on school grounds before 7:40 A.M. and after 3:10 P.M. without a teacher request will be placed in Extended Care and parents/guardians will be billed for the service.

Students are not to use the front door entrance of the school unless they arrive after 8 A.M. (Tardy) Students are to enter and leave school through the middle yard.

#### EARLY DISMISSAL/ MINIMUM DAYS

Early dismissal is 1:45 P.M. Early dismissal days are calendared most Mondays.

Minimum Day dismissal is 12:30 P.M. Minimum days are calendared during the first and last weeks of school, preceding holiday vacations, for teacher - inservice days. 12:00 pm days are during the days of parent conferences. Check the school calendar for specific dates.

Please pick up students promptly at dismissal time. Students who remain on school grounds after dismissal will be placed in Extended Care and parent/guardians will be billed.

#### TARDINESS

Students who arrive at school after 8:00 A.M. are considered tardy. Tardy students must enter through the front entrance and check in at the school office before going to class. Students who are tardy more than five times in a quarter will have their effort grade lowered to a 3.

#### ABSENCES

At no time during the daily school session, including the recess and lunch periods, shall a student be allowed to leave the school grounds, except by previous arrangement with parent/guardian, and with the permission of the principal.

Parents are to call by 9:00 A.M. to inform the school of their child's absence. Upon returning to school, the student is to bring a written excuse stating the reason for the absence. These excuses must be dated and signed by a parent/guardian. They shall be kept on file until the close of the current year.

Early dismissal for medical or dental appointment may be granted when a written request is made by the parent/guardian in advance. Parents are urged to keep such requests to a minimum and are encouraged to make arrangements for medical/dental care during vacation periods or after school hours.

If a student is to be dismissed early from school, the parent must come to the office to properly release the student and notify the teacher. We will not release any student to anyone other than parents or legal guardians as designated on school emergency forms without express written permission from parents/guardians.

The school office must be notified immediately whenever a student contracts a communicable disease so that exposure notes may be sent home to the parents of other students in the class. Please do not send a sick child to school. Children must be fever free for 24 hours before returning to school. We wish to protect others from infection.

### **ALTAR SERVERS**

Boys and girls will learn to serve on the altar beginning in 6th grade. They will be notified when instruction begins. Being an altar server is a privilege, an honor, and a responsibility. Students are strongly encouraged to become altar servers.

### **AUTOMOBILES**

Parents/guardians who drive children to and from school must let them out and pick them up in the lower parking lot or on the 1300 block of Crystal Springs **only**. Stop and go traffic in front of the school leads to hazards along the street for cars and children. Illegal double parking, blocking driveways, and jaywalking are hazards. Please **do not** park on the 300 block of Oak Avenue for drop off or pick up.

**ARRIVAL:** All Students are to be dropped off in the lower parking lot or on Crystal Springs by the rectory between 7:40 A.M. and 8:00 A.M. Please instruct students to have all of their belongings ready and exit from the **right** side of the auto. The flow of traffic must not be delayed. Right turn only into and out of the parking lot. Upon arrival, students are to remain in the middle yard. No ball playing or running is permitted in the yard before the morning bell.

**DISMISSAL:** All students are to be picked-up in the lower parking lot within 10 minutes after dismissal. Right turn only into and out of the parking lot. Students and parents are expected to follow the directions of the crossing guards and adults on duty and to use the crosswalk, which begins at the stairs in the center of the lot and runs across its width.

Students who walk to or from school must cross Oak Ave. in the designated crosswalks. Those students who cross Crystal Springs Rd. must do so at Donner Ave. with the crossing guard. Parents are not to designate areas off of school grounds for student pick-up. Once students leave the school grounds, we cannot be responsible for their safety.

No students or other children are to run around or otherwise play in the parking lot area at dismissal. Students and parents are to wait inside the coned-off area on the bench side of the lot, and not in the parking places across from the stairway. When crossing to parked cars, parents and students should always obey crossing guards at the crosswalk.

### **BIRTHDAYS**

Simple treats for birthdays are allowed. Healthy snacks are definitely preferred. Please inform the teacher a day ahead of the birthday, so students and teachers will know they are having a snack. The treat should be delivered before school. No drinks, please. It is unacceptable to have singing telegrams, balloons, or the delivery of flowers to celebrate students' birthdays.

### **PARTY INVITATIONS**

We ask that the feelings of all students be taken into account when party invitations are distributed. Unless the entire class (or just the boys or girls) is invited to a party, invitations may not be distributed at school.

### **COMMUNICATIONS**

Teachers are willing to help with any school related concern. Parents are advised to call in advance for appointments. Please do not expect teachers to be available for "drop-in" conferences. At no time should a parent/guardian interrupt a teacher during school hours. Please do not call teachers at their homes or on their cell phones.

If an emergency arises, please call the school or see the principal. The principal is available to parents/guardians before school, during school hours, and after school. If it is a non-emergency issue, please call in advance for an appointment.

In an effort to keep parents informed of student progress, papers will be sent home on a regular basis. According to individual classroom policy, some papers will require parent signature and are to be returned to school.

No notices or communications are to be distributed or placed in class mail boxes without the approval of the principal.

### **COUNSELING**

A guidance counselor is available to all students. We consider counseling a positive aspect of education. It is intended to help students, not punish them. Parents may request a form from the school if they wish their child to see the counselor. Teachers may also recommend students for counseling for academic or personal difficulties or for conflict resolution. The counselor also conducts conflict resolution sessions with classes if warranted.

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

New forms are required to be completed for each student, each school year. It is the responsibility of parents/guardians to notify the principal in writing of any changes in emergency information during the year. Emergency information enables the school to contact parent/guardian in the event of illness, injury, or school evacuation. Please keep all contact information current as the welfare of the students depends on the school's ability to reach parents. (**Crisis Plan/Evacuation – see Appendix**)

### **EXTENSION PROGRAM**

St. Robert Extension Program (Child Care) for before and after school care is offered to St. Robert students nearly every day that school is in session. See Section V for specific information and dates.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities provide our students with additional opportunities to extend their knowledge and interact outside the regular curriculum. Activities are grade level appropriate and open to all students within each grade. Components of the extra-curricular program include religious, service oriented, social, academic, and athletic activities. At the discretion of the administration or faculty, students may be restricted from participation in extracurricular activities for poor academic performance or inappropriate conduct. See Parish Sports Handbook for specific information on athletics.

### **FIELD TRIPS**

Field trips are a privilege, and students can be denied participation for failure to meet academic or behavioral requirements. The proper permission form must be submitted for participation in a field trip. Students who fail to submit the proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. See Appendix for proper form. The number of parent chaperones needed for field trips, will be determined by the teacher. Chaperones must have completed "Shield the Vulnerable." No siblings or other guests may accompany classes on field trips.

Parents who volunteer to drive for field trips must follow teacher directives. Drivers may not stop for treats while en route to or from field trips. Drivers must fill-out the proper forms for field trips. These forms and a copy of the driver's license and proof of insurance must be given to the teacher.

### **LUNCH**

Please label all lunch containers or bag lunches with the student's name and grade.

Students are not to bring glass containers of any sort to school. Fast Food lunches are not allowed, even those delivered in plain paper bags or lunch boxes. Please do not disregard this policy.

### **HOT LUNCH PROGRAM**

Daily hot lunch is provided for a fee. Lunches for students are available on **prepay** basis. Please see choice lunch web link [customerservice@choicelunch.com](mailto:customerservice@choicelunch.com) for further information and ordering.

### **MASS**

There is a student Mass once a month in the church. The joy of celebrating Mass together and participation in the singing are part of the student's educational experience. Parents are welcome to attend. Students must wear the formal uniform for Mass - skirt/jumper for girls, long pants for

boys, and a sweater or sweatshirt with white polo or blouse depending on grade. Additionally, students are expected to attend Sunday Mass with their families to further develop their religious faith.

### **MEDICATION**

Students may not bring any form of prescription or non-prescription medication to school to include aspirin (of any type), cough medicine or cough drops, antibiotics, etc. The only exception is an asthma inhaler, which may be kept in the classroom. If students require any medication during school time, the medication must be kept in the school office and must be accompanied by the Archdiocesan permission form. These forms are available in the school office. Without the Archdiocesan permission form, medication may only be administered to students by their parents.

### **MESSAGES**

**Unless it is an emergency**, the school cannot be responsible for delivery of messages to students. Forgotten homework/books, or different parent picking up, is not an emergency.

### **NON-CUSTODIAL PARENT**

St. Robert abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **OUTDOOR EDUCATION PROGRAM**

The sixth grade students participate in an Outdoor Education Program sponsored by CYO Caritas Creek. Students travel by bus to Caritas Creek in Occidental to participate in instruction and outdoor activities for one week. The date of this program is prearranged according to availability of the campsite and in conjunction with CYO Camp Caritas Creek and St. Robert School calendar. The sixth grade teacher travels to Caritas Creek to be with the students.

Any chaperone participating in the OEP must have completed the "Shield the Vulnerable" program applicable for overnight programs. Fingerprinting is part of this program.

Cost for this program is the responsibility of the parents. Students beginning in January of their fifth grade year until December of their sixth grade year are responsible with their parents for the donut sales after the 9:30 Sunday mass. Participation in donut sales is a requirement for attending Outdoor Education.

### **PARENTAL COOPERATION**

Parent cooperation and support in religious formation, financial obligations, academic, and disciplinary matters is essential for the welfare of the students. If, in the opinion of the Administration, lack of parental cooperation seriously interferes with the teaching/learning process, the school may require parents to withdraw their child/children and sever the relationship with the school.

## **PROPERTY**

Please encourage your children to respect all property. Parents/guardians will be liable for any damage done by their children to school and/or parish property. Any damage or possible hazard should be reported immediately to the principal.

## **ROOM PARENTS**

Room parents are under the direction of the principal. Room parents are expected to assist in field trips, as requested by the teacher, to take responsibility for class parties, to provide class pictures for the yearbook, and assist administration preparing for Catholic Schools Week. Please remember that all written communications home needs to be sent to the Principal as well. In addition, all fund raising activities need to be approved by the Principal and the Pastor.

## **SAN BRUNO SNACK BAR**

Students who remain after school for cheerleading or other activities must remain on the school premises. No student will be allowed to leave the school grounds to go to the snack bar at San Bruno Park or to any other location.

## **STUDENT COUNCIL**

Students in Grade 7, who have been in St. Robert School for two or more years, may run for student government offices.

### **A. President, Vice President, Secretary, Treasurer**

1. grades for the first three quarters of 7<sup>th</sup> grade must have a combined average of B or better in academic subjects and C or better in each non-academic and elective area, to include, drama, art, music, and PE. A student is automatically ineligible to run for a Student Council office if they have received a D or an F on their 7<sup>th</sup> grade report card.
2. conduct and effort grades for the first three quarters of 7<sup>th</sup> grade must average 2 or better in all subject areas and in general conduct.

### **B. For all other offices**

1. grades for the first three quarters of 7<sup>th</sup> grade must have a combined average of C or better in the academic subjects and C- or better in each non-academic subject and elective area, to include, drama, art, music, and PE. A student is automatically ineligible to run for a Student Council office if they have received a D or an F on their 7<sup>th</sup> grade report card.
2. conduct and effort grades for the first three quarters of 7<sup>th</sup> grade must average 2 or better in all subject areas and general conduct.

C. Students must maintain grades, conduct and effort averages in the fourth quarter to be inaugurated. Any elected officer who receives grades of D or F in any subject area or 4 in conduct and/or effort in any subject area or in general conduct in the fourth quarter will not be inaugurated and the office will go to his/her qualifying opponent. Any officer who receives a D or F in any subject area or 4 in conduct and/or effort in any subject area on their report card in Eighth grade will be placed on suspension from Student Council until the grades or conduct/effort grade has improved.



## **STUDENT SUPERVISION**

Students are not allowed to remain in classrooms during recess or lunch periods, nor are they allowed to remain in other parts of the school or school grounds unless supervised by a faculty or staff member. This is a State of California law.

**TECHNOLOGY**      See Appendix

## **TELEPHONE**

The telephone in the school office is not at the disposal of students, except in an emergency. Before using the school telephone, students must have the permission of their teacher.

## **UNIFORMS**

Uniforms are an integral part of the discipline in a Catholic School and help to promote school pride. **The formal school uniform for St. Robert students is as follows:**

### **GIRLS:**

#### **Kindergarten – 3 (optional 4<sup>th</sup>)**

Virginia plaid jumper with white Peter Pan collared blouse  
navy cardigan or v-neck pullover sweater or SR logo sweatshirt or SR fleece sweatshirt  
all white or all black, laced or Velcro tennis shoes or black leather Mary Janes  
solid white socks which are above the shoe top and cover the ankle; white knee socks or white tights; **no logos** on the socks (Velcro tennis shoes are preferred in Kinder)

#### **Grades 4 – 8**

Virginia plaid skirt with white Peter Pan collared blouse or white knit polo shirt  
navy cardigan or v-neck pullover sweater or SR logo sweatshirt or SR fleece sweatshirt  
all white or all black, laced or velcro tennis shoes or black leather Mary Janes.  
solid white socks which are above the shoe top and cover the ankle; white knee socks; **no logos** on the socks

\*\*\*\*Skirt Length –just above/or below knee - not mid thigh

#### **Optional Items: (may not be worn to school mass)**

##### **Kindergarten - 8**

long, navy twill pants and navy twill shorts  
Grades 6 through 8 may wear a SR logo navy polo

#### **Kindergarten - 8      PE Uniform:** to be worn only on PE day

navy school shorts or navy school pants  
red SR logo t-shirt, white knit polo shirt, or for grades 6,7,8 the SR logo blue polo  
navy SR logo sweatshirt  
all white or all black, laced or velcro tennis shoes  
solid white socks which are above the shoe top and cover the ankle; white knee socks; **no logos** on the sock

### **BOYS:**

#### **Kindergarten - 8**

navy, narrow wale corduroy pants or navy twill pants  
black or brown belts for boys in grades four through eight  
white collared shirt or solid white knit polo shirt (tucked in for mass)  
navy cardigan or navy v-neck pullover sweater or SR logo sweatshirt or SR fleece sweatshirt  
all black or all white, laced or Velcro tennis shoes (Velcro preferred for Kinder) or all black oxford dress shoes  
solid white socks which are above the shoe top and cover the ankle, **no logos** on the socks  
no baggie or over-sized pants allowed  
\*NOTE: All boys in grades 4-8 must wear belted pants.

**Optional item: (may not be worn to school mass)**

**Kindergarten – 8**

navy twill shorts

Grades 6 through 8 may wear a SR logo navy polo

**Kindergarten –8 PE Uniform**-to be worn only on PE day

navy school shorts or navy school pants

R logo T-shirt or white knit polo shirt

navy SR logo sweatshirt

all black or all white, laced or Velcro tennis shoes

solid white socks which are above the shoe top and cover the ankle; **no logos** on socks

**Please note, the uniform shorts are optional and do not replace the formal school uniform.**

Uniforms are available at: **Simply Uniforms**  
**7801 El Camino Real**  
**Colma, 94014**  
**757-5722**

**DRESS CODE**

We expect our students to take pride in the uniforms and remember that while they are wearing the uniform, they are representing St. Robert School. It is the responsibility of each parent and student to ensure that the uniform rules described below are adhered to daily. Please make sure all uniform clothing is labeled with your child's name and current grade.

- Formal school uniform must be worn for all school liturgies.
- Uniforms, as described in the uniforms section of the handbook, should be neat, clean, pressed and size appropriate.
- Shoes should be clean. Socks should be above the ankle.
- Hair should be kept combed, neat, and orderly. Dyed, tinted or bleached hair is not permitted for boys or girls. Matching uniform color (s) of red, white, or blue headbands/ small bows, are allowed for girls, however, large bows, flowers, feathers etc. are not allowed. Boys' hair must be shorter than the collar of their shirt. Extreme or flamboyant hairstyles for boys or girls, such as a shaved head or partially shaved heads, mohawks, fauxhawks, etc. are not allowed.

- Costume jewelry is not allowed. Girls with pierced ears may wear appropriate small post earrings in the ear lobe only. No drop earrings are allowed. Multiple earrings are not allowed.
- Jackets may be worn at recess and lunch only if the school sweatshirt is also worn. Jackets may not be worn in class.
- Hats are not to be worn to school.
- Make-up is not allowed, to include nail polish, foundation, blush, lip-gloss, eye make-up, acrylic or false nails, etc.

No deviation from the regulation uniform will be permitted. Violations may necessitate a parent-Principal conference, detention and/or suspension.

### **“MODIFIED DRESS” CODE**

Attire should be appropriate for school. Appropriateness of attire is at the school’s discretion. Tank tops, tube tops, spaghetti-strap tops, cropped tops, halter tops, short-shorts, mini skirts/dresses, bare midriffs, spandex or yoga inspired pants, jeggings or leggings are not allowed. Oversized clothes, low-rise pants, sagging pants, jeans with rips or T-shirts with questionable prints/sayings are not acceptable on modified dress days. Students dressed inappropriately will be sent home. Hats are permitted on these days, however they are not to be worn in the classroom.

### **VACATION/FAMILY TRIPS**

Students are not permitted to leave school during the school year for vacations or family trips unless it is an emergency or special circumstances warrant such a trip. If a student must be taken out of school for an extended period of time, a request must be made in writing to the Principal giving the dates of departure and return to school. Assignments will not be given out in advance and make up work will not be allowed unless special permission is given by the teacher and principal.

### **VISITORS**

All visitors to school must enter through the front office and inform the school of the purpose of the visit. Parents who wish to see their children during recess or lunch must wait in the school office for the student(s). Parents are not to go to the play areas or the school hallway. This is for the safety of the students.

### **WEDNESDAY COMMUNICATION**

The weekly Wednesday Communication will be available by Wednesday, as close to 3pm as possible, on the school website. Any notice for the Wednesday Communication must be sent to the principal electronically by noon on Monday. We make a special effort to keep our parents informed of special dates and activities each week. It is very important to read all school communications weekly and check the web calendar for updates.

### **YARD DUTY**

Yard Duty is under the jurisdiction of the principal and the faculty/staff, with the assistance of volunteer personnel. Students are expected to give the same courtesy and respect to any yard duty personnel as they give to the principal and faculty/staff. Any volunteers for yard duty must have completed Shield the Vulnerable.

**PRINCIPAL’S RIGHT TO AMEND**

The principal retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

# V. EXTENSION PROGRAM HANDBOOK

## St. Robert Extension Program

St. Robert Extension Program provides before and after school care for regularly enrolled students. It is staffed by school personnel, serves only the children enrolled at the school and operates only on days when school is in session.

### **Organizational Structure**

The Extended Care Program is part of the total school program. It is therefore under the supervision of the school Principal and its finances are cleared through the school's financial account. Extended Care Programs are to be set up so that all the expenses are covered by the income of the program. Fees are the sole support of the St. Robert Extension Program. It is not subsidized by the school or parish. The Director of the program and all other program personnel are to be hired by the principal.

### **Philosophy - Goals**

The Extension Program provides professional care, supervision, recreation, and enrichment activities. It serves working families who desire both parochial school education and supplementary day care in a Christian environment for children enrolled at St. Robert School in grades kindergarten through eight.

This professionally operated program allows children to experience a diversity of activities planned to complement the philosophy and value systems of the school and family. Arts and craft projects, games, and recreation, rest for the younger children, and snack time are just a few of the program components. Additionally, there is time set aside for homework completion.

Within a large family environment, the program strives to provide individual attention, security, consistency, and fair treatment of children of working parents. The Extension Program is staffed by an experienced Director and devoted, committed aides. These people, employed on a full-time or part-time basis, work together to help each child grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others is realized.

## **IMPORTANT PARENTAL RESPONSIBILITIES**

### **Emergency/Safety**

With the children's safety and well being in mind, it is most important that the parent fills out all pertinent registration, health, and emergency forms and then adhere to the instructions given.

Whenever a child arrives or leaves the Extension Program, he or she must be signed in and out by an authorized adult. Parents or guardians may not take children from the schoolyard or other areas without first notifying the Extension Program staff and signing the child out. No child will be released to anyone who is not listed on the emergency form unless the parent has given special written permission.

With the exception of Children's Choir, Chess or Robotics, there are no "in/out" privileges. Once students leave the school premises, they may not return for extended care.

### **Fees and Pick Ups**

Parents are responsible for fee payment and prompt pick up of students. As previously mentioned, the Program is entirely financed by its fees. Regular and prompt payment will assure the continuation of personnel and the provision of ample supplies, equipment, and snacks.

If a parent or guardian fails to meet the Extension Program fee payment due by the first week of each month, and arrangements have not been made with the Director, the child will not be allowed to continue in the program. Payments made after the 15th of each month will incur a \$10 late charge.

Staff members are employed only until 6:00 P.M. It is only common courtesy to respect the time of closure. A substantial fee will be assessed for late pick-ups.

## **SPECIAL PROVISIONS AND PROCEDURES**

### **Illness or Accident**

In cases which appear to be of a minor nature, First Aid will be administered on the premises. In cases which appear serious, the Program Director will make an effort to carry out the instructions as given on the emergency form.

Parents are expected to make provisions for taking sick children home. The Extension Program does not have facilities for children who are ill or for transportation of children.

### **Homework**

Each day a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignment. The Extension Staff has no way of knowing what work, if any, has been assigned to students.

### **Absences**

If you know in advance that a child will be absent from the Extension Program for any amount of time, please notify the Director in writing.

## **EXPECTATIONS FOR CHILDREN'S BEHAVIOR**

As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. Students are expected to show respect for and to the directions of the Extended Care staff at all times. Students are expected to be courteous and respectful to one another. Inappropriate behavior such as fighting, obscene language or gestures, continued willful disobedience, or defacing of property, may result in a student being dismissed from the program.

Extended Care behavioral expectations and procedures are consistent with those of the school. Parents will be notified in writing of recurring behavioral problems and fair warning must be given when contemplating dismissing a child from the program.

This is for all grades. There is a non-refundable Registration Fee of \$25.00 per child or \$50.00 per family.

**WHEN:** August 22, 2019 – May 31, 2020

**HOURS:** 7:00 A.M. - 8:00 A.M. On all school days (Extension before 7:40 A.M.)  
3:00 P.M. - 6:00 P.M. Regular school days  
1:45 P.M. - 6:00 P.M. Early dismissal days  
12:30 P.M. - 6:00 P.M. Minimum days

**OPEN:** Only on school days. Never on holidays, or vacation periods.

**ELIGIBILITY:** Only current St. Robert students in grades Kindergarten – Eighth

**WHERE:** Kindergarten Classroom

**PROGRAM COMPONENT:** 1) supervised homework  
2) arts and crafts  
3) recreational activities  
4) morning session includes breakfast, afternoon snack  
(Approx. 4:00 P.M.)

**FEES:** Full-Time - \$230.00 per month for one child: each additional child in family is \$155.00 per month per child.

Part-Time - \$8.00 per hour. These children will be regularly enrolled on a part-time basis and pay hourly. Maximum hours for part-time will not exceed 10 hrs. per week.

A. M. only - \$8.00 per day (7:00-8:00 AM)

**FEES:** Due and payable on the 1st of each month. Payment not received by the 15th will be charged a \$10 late fee.

Late charges: There is a \$30.00 charge per child if the parents pick up their child between 6:00 P.M. and 6:10 P.M. After 6:10 P.M. there is a \$1.00 per minute charge. This is to discourage late pickups and extra costs for the staff. Late charges will be billed on the monthly statement.

## **VI. APPENDIX**

### **TELEPHONE DIRECTORY (650 Area Code)**

School	583-5065
Extended Care	872-2353
C. C. D.	588-0477
Church Rectory	589-2800
School Fax	583-1418

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Included in Appendix:

**LETTER FROM ARCHBISHOP CORDILEONE**

**CRISIS/EVACUATION PLAN**

**TECHNOLOGY POLICY**

**FORMS TO RETURN:**

1. Parental Agreement
2. Student Photo/Information Release
3. San Bruno Park Permission
4. Counseling Release and Consent Form
5. Children with Disabilities Release



# THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF THE ARCHBISHOP

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

My dear friends,

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

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

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

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

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

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

Sincerely yours in our Lord,

Most Reverend Salvatore J. Cordileone  
Archbishop of San Francisco

## **ST. ROBERT SCHOOL EMERGENCY/EVACUATION PLAN**

1. Faculty/Staff/Rectory notified of plan to evacuate
2. Administration and office staff will notify the Blackboard Connect Notification Service to contact all student primary contacts.
3. Faculty and staff prepare students for evacuation
4. Administration and office staff secure building; lock upper and lower gates; post signs advising of student location point; set up command post
5. All classes are escorted by faculty and staff to predetermined locations in the middle yard
6. Emergency forms are given to each student
7. Students are grouped alphabetically and sit in family groups
8. When all is secure, the administration will begin admitting parents or other authorized persons to the command post to sign-out students
9. Faculty and Staff administer to the needs of the students while waiting for dismissal; In the event of injury, those students will be attended to before dismissal procedures begin.
10. Administration, faculty and staff will remain with the students. We will make sure each student is cared for and safe. School personnel will not leave until all students have been properly released. In the event that some students are not released several hours after the evacuation, the administration will continue to try to contact family members/emergency contacts. If no contact can be made, students, accompanied by administrative personnel, will go to the nearest San Bruno emergency shelter and notification will be posted at the school.
11. In the event that the middle yard is unsafe, students will be escorted to another safe area. Depending on severity, the closest safe areas are the lower yard, SR church and San Bruno Park.

**ST. ROBERT SCHOOL  
POLICY AND PARENT/STUDENT CONTRACT PERTAINING TO  
THE ACCEPTABLE USE OF TECHNOLOGY  
GENERAL POLICY**

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

**CONTRACT**

Please read this document carefully. When the parental agreement is signed by you (the user) and your parent /guardian, it becomes a legally binding contract.
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Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to disciplinary action. The use of the information system is a privilege and not a right. Inappropriate use of technology may result in cancellation of those privileges and further disciplinary action. The administration of St. Robert School may require that the System Administrator deny, revoke or suspend use to students who have violated these privileges. The school administration will decide what is appropriate use and their decision is final.

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

- Using the network for any illegal activity, including violation of copyright or other contracts
- Use of the information services for commercial activities for profit or product advertising
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Wastefully using finite resources
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user without authorization
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing unlawful information on a system
- Using abusive or otherwise objectionable language
- Sending messages that are likely to result in the loss of recipients' work or systems
- Sending "chain letters", "broadcast" or "chat" messages to a list of others
- Political lobbying
- Any other use which would violate the policies of St. Robert School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.

**Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the System Administrator.**

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

**St. Robert School has a Christian Code of Conduct for all students that details appropriate behavior, outlines the rights and sets expectations for students. The school's discipline policy applies to the use of technology by St. Robert Students at all times.** Therefore, this technology contract is an extension of the school's Christian Code of Conduct and the Parent/Student Handbook..

**PARENTAL AGREEMENT**

**I have read the Parent/Student Handbook, have discussed its contents with my child/children, and agree to be governed by the policies and procedures of Saint Robert Catholic School.**

**FAMILY NAME (Please Print)** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SIGNATURE OF EACH STUDENT** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Please sign and return this form to your child's homeroom teacher no later than Friday, August 30, 2019.**

**Saint Robert Catholic School  
345 Oak Avenue  
San Bruno, CA 94066  
(650) 583-5065  
FAX (650) 583-1418**

**Parental Permission Form  
Student Photographs/Information**

During the course of the school year, Saint Robert Catholic School publishes a website, a school brochure, periodic newsletters and other materials for information purposes. Within the context of photographs of school sponsored activities and events, as well as students and faculty, are usually included. Please complete and return this form indicating your permission preference.

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I/We do hereby give permission as indicated below, for Saint Robert Catholic School to use photographs of my/our child(ren) as part of a school brochure, newsletter, school website or other promotional materials as indicated below.. I understand that neither I/we, nor my/our child(ren), will receive any financial remuneration for this publicity.

I/We give permission to use my child(ren): (PRINT NAMES OF ALL CHILDREN IN THE SCHOOL.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Photograph	Yes	___	No	___	
Name	Yes	___	No	___	
Grade	Yes	___	No	___	
On Website	Yes	___	No	___	(Names will not be included with a picture on the official school website.)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Mother or Legal Guardian

\_\_\_\_\_ Date: \_\_\_\_\_

Father or Legal Guardian

**Please sign and return this form no later than Friday, August 30, 2019.**

**Saint Robert Catholic School  
345 Oak Avenue  
San Bruno CA 9406**

Dr. Patrick T. Sullivan,  
Principal

650/583-5065

ARCHDIOCESE OF SAN FRANCISCO  
PARENTAL PERMISSION FORM

ACTIVITY: Walk to San Bruno Park with the class for various school, academic, and sports activities throughout the school year. Teachers will accompany class.

Please complete a form for each attending child. Thank you!

CHILDREN'S NAME(S) \_\_\_\_\_

PARISH \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

(Street, City, Zip)

SCHOOL \_\_\_\_\_ GRADE(s) \_\_\_\_\_

BIRTHDATE(s) \_\_\_\_\_

PARENT/GUARDIAN'S NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_

(Street, City, Zip)

PERSON(S) (OTHER THAN PARENT) TO NOTIFY IN CASE OF EMERGENCY:

Name \_\_\_\_\_ Phone \_\_\_\_\_

I, the parent (grade in) of the above named Child, hereby give my permission for his/her participation in the activity named above. I agree to direct my child to cooperate and conform with the directions and instructions of the parish, school or Archdiocesan personnel responsible for the activity.

I agree that in the event my child is injured as a result of his/her participation in the above named activity, including transportation to and from the activity, whether or not caused by the negligence (active or passive) of the parish/school or Archdiocesan youth activities program, or any of its agents or employees, recourse for the payment of any resulting hospital, medical or related costs and expenses will first be had against any accident, hospital or medical insurance, or any available benefit plan of mine or of my spouse.

I am not aware of any medical condition of my child, which would render it inappropriate for him/her to participate in any such activity.

I hereby give permission to the physician selected by the youth activities supervisory personnel than present to render medical treatment deemed necessary and appropriate by the physician.

PARENT/GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Please sign and return this form no later than Friday, August 30, 2019.**

**Saint Robert Catholic School**  
**SCHOOL COUNSELING RELEASE FORM**

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

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

**Date:** \_\_\_\_\_

**Family Name (Please Print)** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Please sign and return this form no later than Friday, August 30, 2019.**

# Saint Robert Catholic School

## CHILDREN WITH DISABILITIES RELEASE FORM

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

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

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

Family name (please print) \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

**Please sign and return form no later than Friday, August 30, 2019.**