

# **ST. DUNSTAN CATHOLIC SCHOOL**

## **Student / Parent Handbook 2011 - 2012**

# St. Dunstan Catholic School

1150 Magnolia Avenue Millbrae, CA 94030  
(650) 697 – 8119 Phone (650) 697 - 9295 Fax  
[www.st-dunstan.org](http://www.st-dunstan.org)

## Welcome to the 2011-2012 school year!

August 1, 2011

Dear Parents and Students:

This is our 58<sup>th</sup> year, as we continue to serve the mid-peninsula communities with excellence in Catholic education. St. Dunstan School graduates outstanding and well-rounded students. The foundation of their success is established here at St. Dunstan School where parents, in partnership with teachers and staff, collaborate on extensive curricular and extracurricular activities that directly benefit our most precious gift, our students.

The parent student handbook is established to place in writing the policies and procedures that make up the day-to-day operations of our school. These policies have been developed over many years. Each new year updates to the handbook are highlighted in the text. Please be careful to read the whole handbook as some policies have changed or have been added.

The theme for this year is *Catholic Schools: Faith, Academics, and Service*. Faith is the basis of our school and the foundation for all that we do. We are grateful to the Holy Ghost Fathers for their continued pastoral leadership. We are grateful to our teachers who provide faith formation and religious education. We are grateful to our parents for providing a supportive environment at home, in their parishes or places of worship.

St. Dunstan School, in partnership with parents, will continue to provide a challenging and outstanding academic learning environment that engages students to do their very best. Moreover, I find great joy in witnessing the academic growth and develop of students as they matriculate through their school years. We have a proven track record of producing academically successful students whose secondary school efforts are marked by excellence, not just in academics, but also in service.

“Service beyond self” is a Rotary Club slogan and reflects the work of our faith-based school. Parents give countless hours to our school and parish community. Students are involved with many service projects and activities along with our faculty and staff. Indeed, service is a hallmark our Catholic schools, and in particular here at St. Dunstan School. I am always grateful and appreciative of the generosity of time, talent, and treasure that marks our community. You have my commitment to journey with you. My God bless our school and parish community as we begin another school year. Thanks for all you do.

Sincerely in Christ,

**Dr. Bruce Colville**

Dr. Bruce Colville, Principal

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## CHILD SAFETY EDUCATION PROGRAMS

<b><i>Type Of Participant</i></b>	<b><i>Current Program (2007 / 2008)</i></b>	<b><i>Planned Standard (2008 / 2009 and beyond)</i></b>
<p style="text-align: center;"><b>CLERGY</b> (Priests and Deacons)</p>	<p style="text-align: center;"><b>Recognize, Report &amp; Prevent Child Abuse</b></p> <p style="text-align: center;"><a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a></p>	<p style="text-align: center;"><b>Recognize, Report &amp; Prevent Child Abuse</b></p> <p style="text-align: center;"><a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a></p>
<p style="text-align: center;"><b>STAFF</b> (Paid Employees)</p>	<p style="text-align: center;"><b>Recognize, Report &amp; Prevent Child Abuse</b></p> <p style="text-align: center;"><a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a></p>	<p style="text-align: center;"><b>Recognize, Report &amp; Prevent Child Abuse</b></p> <p style="text-align: center;"><a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a></p>
<p style="text-align: center;"><b>VOLUNTEERS</b></p>	<p style="text-align: center;"><b>Recognize, Report &amp; Prevent Child Abuse</b></p> <p style="text-align: center;"><a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a></p>	<p style="text-align: center;"><b>Recognize, Report &amp; Prevent Child Abuse</b></p> <p style="text-align: center;"><a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a></p>
<p style="text-align: center;"><b>STUDENTS (Preschool – Third Grade)</b></p>	<p style="text-align: center;"><b>Smart Kids; Safe Kids</b></p>	<p style="text-align: center;"><b>Talking about Touching</b></p> <p style="text-align: center;">Program has Parent Component for use at Home</p>
<p style="text-align: center;"><b>STUDENTS (Fourth thru Eighth Grades)</b></p>	<p style="text-align: center;"><b>Smart Kids; Safe Kids</b></p>	<p style="text-align: center;"><b>Kids Safety (Available Winter / Spring 2009)</b></p> <p style="text-align: center;">Course Automatically varies by Grade Level Fee for Child allows Parent to Take the Course as well.</p> <p style="text-align: center;"><a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a></p>
<p style="text-align: center;"><b>STUDENTS (Ninth thru Twelfth Grades)</b></p>	<p style="text-align: center;"><b>Creating Safe and Sacred Places</b></p>	<p style="text-align: center;"><b>Teen Safety</b></p> <p style="text-align: center;">Fee for Child allows Parent to Take the Course as well.</p> <p style="text-align: center;"><a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a></p>
<p style="text-align: center;"><b>PARENTS</b></p>	<p style="text-align: center;"><b>Out of Harm’s Way</b> Parents Train with Their Child</p>	<p style="text-align: center;"><b>DISCONTINUED</b> (Parents now Train as Indicated Above)</p>

# SAFE ENVIRONMENT PROGRAMS

Archdiocese of San Francisco

May 19, 2008

## ➤ **“Recognize, Report, and Prevent Child Abuse”**

This is an individualized, interactive on-line training course that educates Archdiocesan employees and volunteers who have on-going, unsupervised contact with minors on how to recognize signs of abuse and neglect and to be able to protect our children. This is found on Law Room’s website, [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

The cost is \$5.00 per employee/volunteer.

## ➤ **Talking About Touching**

This is a personal safety curriculum for Preschool – Third Grade children. Teachers and parents learn to provide rules for children and skill practice in common safety rules. They also teach the children how to ask for help when feeling unsafe or uncomfortable.

Two instructional kits are available. The cost is \$300 for kit #1 “*Preschool – Kindergarten*” -- and an additional \$300 for: kit #2, “*First Grade – Third Grade*”. Each school and / or catechetical program will need one of each of these kits.

## ➤ **“Kids Safety”**

This is an individual, interactive online course for Fourth Grade – Eighth Grade students. It is currently in development, and will be available for use in the 2008 / 2009 school year. Children will learn how to identify different types of harm and how to get help, grow in understanding personal boundaries, and how to practice safe internet use.

The cost is \$5.00 per student per year. Catholic School and Public School students will go through this course in their school or parish catechetical programs; parent(s) are encouraged to take this online training with their child. This course will also be found at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

## ➤ **Teen Safety**

This is an individual, interactive on-line course for Grades 9-12 and is available now. Youth in our school/parish programs will learn to identify different types of harm, deal with physical and sexual violence, enforce personal boundaries, practice safe internet use, understand relationships with adults, reject negative media influences and know the importance of respecting the dignity of self and others.

The cost is \$5.00 per student per year. This includes parent(s) being able to take the course under their teen’s name. This course can also be found at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

# COMMITMENT TO EXCELLENCE

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

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

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

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

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

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

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

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

## GENERAL INFORMATION

### Telephone Directory

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

Website: [www.st-dunstan.org](http://www.st-dunstan.org)

## SCHOOL HOURS

### Kindergarten

8:00 am – 2:20 pm (Monday)

8:00 am to 2:50 pm

### Grades 1 – 8

8:00 am – 2:30 pm (Monday)

8:00 am – 3:00 pm (Tuesday – Friday)

### Recess Period

#### Kindergarten

10:00 am – 10:30 am

#### Grades 1 – 8

9:50 am – 10:10 am

### Lunch Period

#### Kindergarten

12:30 pm – 1:10 pm

#### Grades 1 – 8

12:00 pm – 12:40 pm

### Minimum Day Schedule

(Third Monday of the Month)

#### Kindergarten

12:25 pm

#### Grades 1 – 8

8:00 am – 12:35 pm

# School Personnel

## ADMINISTRATION

Pastor	Rev Diarmuid Casey, C.S. Sp.
Assistant Pastor	Rev. Joseph Glynn, C.S. Sp.
Assistant Pastor	Rev. Patrick Donovan, C.S. Sp.
Assistant Pastor	Rev. John Fitzpatrick, C.S. Sp.
Principal	Dr. Bruce Colville
Vice Principal	Mrs. Sue Pallari

## STAFF

Secretary	Ms. Lori Coustier
Bookkeeper	Mrs. Louise Cordova
Scrip Coordinator	Mrs. Aurora Linak
Counselor	Mr. Steve Abrams
Extended Day Care Director	Mrs. Mary Anne Anderegg
Extended Day Care Staff	Ms. Carmelita Santa Cruz
	Ms. Melba Conde
	Ms. Alexandra Liu
Maintenance	Mr. Adan Arriaza

## FACULTY

Kindergarten	Mrs. Patricia Rodgers
Kindergarten Aides	Mrs. Angela Quillen, Mrs. Mary Anne Anderegg
Grade One	Mrs. Anne Hahn
Grades One and Four Aide	Ms. Dolly Beltrame
Grade Two	Ms. Laura Sandoval
Grade Two and Three Aide	Mrs. Ann Clifford
Grade Three	Ms. Cheryle Keohane
Grade Four	Mrs. Sue Pallari
Grade Five	Mrs. Karin Ostertag
Grade Six	Ms. Irma Pacheco
Grade Seven Homeroom, 7/8 Language Arts	Mrs. Cathy Aveson
Grade Eight Homeroom, 7/8 Social Studies & Algebra	Mr. Trey Cosgriff
Math 7 & 8, Science 4-6	Mrs. Charlene Calaunan
PE & Science 7/8	Ms. Carol Muller
Reading 1-4	Mrs. Judi Hamilton
Spanish K-8	Mrs. Mary Weng
Computer Science	Mrs. Theresa Sarappo
Resource Teacher	Mrs. Monica Ruane

## ST. DUNSTAN CATHOLIC SCHOOL ADVISORY BOARD

The School Advisory Board is a consultative board of nine members who assist in the areas of budget analysis, safety and maintenance, fundraising, public relations, development, board nominations, and communications. Both St. Dunstan parishioners and school parents may serve on the board. The St. Dunstan Catholic School Advisory Board meets once a month.

### SCHOOL ADVISORY BOARD MEMBERS 2011 - 2012

Pastor	Rev Diarmuid Casey, C.S. Sp.
Principal	Dr. Bruce Colville
Vice Principal	Mrs. Sue Pallari
Chairperson	Gabe Maldonado
Vice Chairperson	Marvin Laubacher

### MEMBERS

Finance/Budget	Ann Woolen
Maintenance/Safety	Paul Kinnaman
Maintenance/Safety	Miguel Martinez
Secretary	Diana Gomez
Marketing	Anna Wondany
Communications	Patricia Perez Du
Fundraising	Angelo Cosentino

### St. Dunstan Catholic School Men's Club Officers 2011 - 2012

#### President

Steven Bosso

#### Vice President

Anton Bader

#### Treasurer

Pramote Piriypoksumbat

#### Secretary

Marvin Laubacher

## ST. DUNSTAN CATHOLIC SCHOOL ATHLETIC BOARD

The Athletic Board is responsible for the school's extracurricular sports program. The board reports directly to the pastor and principal and must adhere to the guidelines and by-laws of the Peninsula Parish/Schools League (PPSL). The PPSL is under the jurisdiction of the Archdiocesan Department of Education. The St. Dunstan Catholic School Athletic Board meets once a month.

### ATHLETIC BOARD MEMBERS 2011 - 2012

Pastor Rev. Diarmuid Casey, C.S. Sp.	Principal Dr. Bruce Colville
Athletic Director Paul Hain	Treasurer Roy Eidson
Secretary Leta Labson	Publicity TBA
Fundraising Steve Almes	Apparel Amalia Solano
Girls Basketball Ramon Quintana	Boys Basketball Chris Hammond
Cheerleading Trina Quintana	Track & Field Larry Cappel
Baseball John Tynan	Volleyball Ben Colombo
Equipment Eric Linak	Uniforms Trina Quintana

### STUDENT COUNCIL 2011 - 2012

President	Jordan Chavez
Vice President	Matthew Lum
Secretary	Victoria Salem
Treasurer	Raul Gomez
Ecology	Annika Olives
Publicity	Marina Plume
Girls Athletics	Mele Kakatene
Boys Athletics	Sam Casco
Religious Affairs	Emilia Janiczek
Spirit	Ani Uikilifi
Traffic Commissioner	Angelica Du

# ST. DUNSTAN CATHOLIC SCHOOL

## MISSION STATEMENT

St. Dunstan Catholic School commits to carrying out the ministry of Jesus Christ in educating the youth of our community. In partnership with parents, we provide a student-centered program of academic achievement and faith formation. We prepare our students to value the uniqueness and diversity of every individual, to be of service to others, and to become responsible citizens.

## SCHOOL PHILOSOPHY

St. Dunstan Catholic School emphasizes the development of the whole person: spiritual, moral, social, intellectual, physical, artistic, creative, and emotional. Vital to this developmental process is the belief that parents are the primary educators of their children. Curricula and activities are designed to instill in each student a lifelong reverence for God and all creation, to affirm the rich cultural diversity of our community and to build positive school spirit and involvement. We provide an excellent Catholic education in order to send forth students equipped with personal confidence, academic skills, a sense of belonging, and a religious commitment to become contributing members of society.

## SCHOOL HISTORY

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

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

The Sisters of Mercy from Doon in County Limerick, Ireland, came to St. Dunstan School. The Mercy Sisters administered and taught at the school from 1972 until 1990, along with lay faculty and staff. During their tenure, a number of physical improvements were realized. These included the addition of the kindergarten class in 1977, construction of the Parish Center and Religious Education Office in 1983, and the refurbishing of a multipurpose room in 1986 that now functions as the math classroom for grades six to eight. The Sisters of Mercy returned to Ireland in 1990. From that time St. Dunstan Catholic School has had an all lay administration and faculty though in 2005 to 2011 St. Dunstan had a one sister on staff, the school's Learning Specialist.

# Student Wide Learning Expectations for Grades K-3

## ***Active Christians who:***

- participate at mass and pray.
- know and follow the teachings of God.
- make good choices.
- respect and help others.

## ***Life Long Learners who:***

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

## ***Responsible Citizens who:***

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

## ***Problem Solvers who:***

- are peacemakers.
- listen and try to understand other people.
- talk out their problems with adults and peers.
- are honest.

# Student Wide Learning Expectations for Grades 4-8

## ***Active Christians who:***

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

## ***Life Long Learners who:***

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

## ***Responsible Citizens who:***

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

## ***Problem Solvers who:***

- are peacemakers.
- listen while valuing and respecting other points of view
- talk out problems to resolve conflicts.
- are honest in word and action.

# Goals and Objectives

## RELIGIOUS EDUCATION GOAL

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

### OBJECTIVES

To realize this, we strive to:

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

## INTELLECTUAL GOAL

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

### OBJECTIVES

We strive to:

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

## **SOCIAL AND PSYCHOLOGICAL GOALS**

St. Dunstan Catholic School seeks to assist each student to develop a sense of self worth, to become more aware of the dignity of others, and to acquire a sense of responsibility to society.

### *OBJECTIVES*

We strive to:

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

## **PHYSICAL GOAL**

We recognize the children's physical awareness and well-being are essential to their mental and emotional stability and growth. Only by paying attention to all three parts – mental, emotional, and physical – can we hope to accomplish the ultimate goal of education - the development of the whole child.

### *OBJECTIVES*

We strive to:

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

## SACRAMENTAL CATECHISM

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

### SACRAMENT OF RECONCILIATION AND FIRST EUCHARIST

A program of catechesis is offered to eligible second grade Catholic students preparing for First Eucharist and First Reconciliation. Older Catholic students may prepare to receive this Sacrament following enrollment in the prescribed program. The catechesis covers family participation in the faith formation process including parent meetings, special prayer celebration and classroom instruction. Parental involvement in this program is essential. St. Dunstan Catholic School follows the Parish and Archdiocesan directives and guidelines for the reception of Sacraments and works in collaboration with the St. Dunstan Religious Education Office. The sacrament fee for first communion is \$40 (recommended by the Parish Finance Council and approved by Pastor Diarmuid Casey).

### SACRAMENT OF CONFIRMATION

Students in grade eight will receive the Sacrament of Confirmation as a result of special instruction in religion classes. Candidates will be confirmed after meeting the established criteria determined for the faithful reception of this Sacrament. A retreat for all confirmandi will be held prior to confirmation. All must attend. The sacrament fee for Confirmation I is \$60 and Confirmation II is \$60 (recommended by the Parish Finance Council and approved by Pastor Diarmuid Casey).

### CHRISTIAN FAMILY LIFE

This program aims to teach the student a respect for life and all living things in God's creation. It emphasizes the dignity of the human person. For the biological aspect, professionals are invited to special sessions. One permission slip will be given to the student at the beginning of the program. This permission slip will cover all the movies and talks presented to the different grade levels. Parents are encouraged to read and discuss the material in the student text with their child/children. The Christian Family Life program follows the approved curriculum, guidelines, and mandates of the Archdiocese of San Francisco Department of Education.

## **WORSHIP PROGRAM**

In order to grow as a dynamic faith community, students and teachers participate in a special worship program, consisting of prayer services and Eucharist celebrations. As partners in faith, it is expected that St. Dunstan School's Catholic parents support the faith formation ministry of the school, by consistently participating in the liturgical life of the Church. Moreover, this consistent liturgical practice (minimally Sunday Mass) is one criterion for the tuition status termed "fully participating".

## **SCHOOL MASSES**

School masses have been calendared for the year. Each class is assigned a month. In collaboration with the priests, the class chooses a theme and the readings for the full participation of the school community.

## **PRAYER SERVICES**

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

# EXTENDED DAY CARE PROGRAM

## MISSION STATEMENT

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

## GOALS

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

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

## ELIGIBILITY

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

## PROGRAM DESCRIPTION

### Before School

- supervised play.

### After School Program

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

## UNIFORM AND CLOTHING

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

## **NUTRITION**

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

## **PROGRAM HOURS**

The EDC is open from 7:30 a.m. to 8:00 a.m. and from dismissal until 6:00 p.m., Monday through Friday, except the minimum days preceding Parish Festival, Thanksgiving, Christmas, Easter, and summer vacation. EDC is closed on holidays during vacation periods. EDC will be closed on the first and last day of school, the Women's Club Halloween Party, and the end of the year picnic. Extended Care is not available for kindergarten after their graduation as they are dismissed right after the ceremony. STUDENTS ON SCHOOL GROUNDS BEFORE 7:45 a.m. OR 15 MINUTES AFTER DISMISSAL WILL BE SENT TO EXTENDED CARE. Failure to pick up your child at 6:00 p.m. will result in a \$2.00 charge each minute after 6:00 p.m. per child. This charge is due immediately to staff member on duty. There will be a \$5.00 charge for a child absent from a scheduled day without notice. Please call and leave messages at (650) 697-2231 or (650) 697-8119.

## **FEES**

Yearly registration is \$50.00 per family and due August 1, 2011; hourly is \$4.75 per child for more than 10 hours a month of extended care; drop-in fee is \$5.75 per hour/per child for less than 10 hours a month of extended care (one half hour minimum); late pick-up fee is \$2.00 per minute/per child, due immediately to extended care staff member on duty (excessive delinquent pick-ups may result in your child being removed from the EDC Program); absent fee is \$5.00 per child when child is absent without notice. Late fee of \$25.00 will be charged for payments received after the 15<sup>th</sup>. Return check fee of \$25.00 will be charged for any returned checks and further EDC payments must be paid by cashier's check or money order. Fees will be billed on an "as used" basis. Fees will be calculated at the close of every month, and bills for EDC service will be distributed by the 5<sup>th</sup> of the following month. Fees are considered delinquent if not paid by the 15<sup>th</sup> of the month. Families who are habitually delinquent with payments may be asked to withdraw from EDC. Families will be held responsible for attorney fees and collection of costs as necessary for collection of any amount not received when due.

## DISCIPLINE

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

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

## POLICIES AND PROCEDURES

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

- children arrive at EDC located in the Parish Center. Staff member signs in each child.
- when a child is dismissed, only the parent/legal guardian can sign out his/her child. Any authorized adult relative or neighbor may sign out a child if this person is registered on the Extended Day Care Emergency form.
- a photo ID is required when picking up a child.
- in the event of an emergency, children may be released to the parent/s or to a designated adult authorized by the parent/legal guardian.
- parents may use the EDC Program on a Drop-in basis. Parents call the EDC (650) 697-2231 or the school (650) 697-8119 in the morning and notify the staff. Drop-ins must be in EDC by 3:15 p.m. unless otherwise prearranged by the parents and EDC staff.
- it is the responsibility of the parent to see that students are picked up by the designated closing time at 6:00 p.m. After 6:00 p.m., the late charge is \$2.00 per minute per child due immediately to staff member on duty.
- all children who come to school before 7:45 a.m. or 15 minutes after dismissal are sent to the EDC and their parents charged for one full hour.
- there are no "in/out" privileges. Once students leave the school premises, they may not return for extended care.

## PARENTS' RESPONSIBILITIES

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

- my child is not allowed to come and go freely from St. Dunstan EDC. A parent or authorized person must accompany the child.
- my student will be checked in each day, and I (or an authorized adult) must sign them out each day.
- I must maintain communication with the program director about my child and keep her informed of any pertinent changes.
- I must notify the Program Director in writing of any daily departure changes. I realize that this is for my child's protection. I will be charged \$5.00 if notice is not given.
- it is my responsibility to notify EDC if I do not receive my statement by the 5<sup>th</sup> of the month so a duplicate can be made.
- prior to making a bid on a school fundraiser silent action item, any delinquent accounts owed to the school must be paid in full, including money owed to the Extended Care Program. Failure to do so will result in the respective bid being disallowed.
- if a medical emergency arises, St. Dunstan EDC will first attempt to contact the parent. If a parent cannot be reached, St. Dunstan EDC will contact the authorized person indicated on the emergency form. If the emergency is such that immediate medical attention is necessary, 911 will be called and the child most likely will be taken to an Emergency Care Facility. Parents will be responsible for all medical costs incurred except for what is covered by the Student Accident Insurance Program.
- the St. Dunstan EDC will operate on all regular school days, early dismissal days, as well as minimum days preceding vacation periods, except the Christmas Holiday, Parish Festival, Thanksgiving, Easter, and summer vacation. EDC will be closed on the first and last day of school, the Halloween Party, and the end of the year picnic. Extended Care is not available for kindergarten after their graduation as they are dismissed right after the ceremony. EDC will not be open on school holidays or during major vacations.
- the school will notify parents of any changes in the program through the school website.

## FINANCIAL INFORMATION

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

- 1) tuition fees,
- 2) monies earned through fundraisers, particularly the SCRIP Program and
- 3) the Parish subsidy.

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

- **REGISTRATION FEE:** A registration fee, due in the spring of each year, serves to hold a child's place for the next school term. This fee is established annually and is a non-refundable, per child fee. This fee pays for all S.F. Archdiocesan administrative costs. It also pays for annual textbooks and teaching materials.
- **TUITION:** Tuition is a yearly fee broken into twelve equal monthly payments due May through April. **Parents have the option to pay the total annual amount in full by July 5, 2011.**

### TUITION PAYMENT POLICY

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

All new families are required to enroll in the FACTS Automatic Tuition Payment Program. A FACTS informational brochure is available in the school office. Current families choosing to pay in 12 monthly payments are required to enroll in the FACTS Automatic Tuition Payment Program. **Current families with excellent payment histories may choose to pay the school directly the total amount by July 5, 2011.**

- at the end of the grading period, a child may be dropped from enrollment, if the family has made no payment toward their delinquent account, and made no effort to discuss the problem with the principal/pastor in a timely manner.
- if your tuition is delinquent at the end of a grading period, your child will not be allowed to attend school until your account is made current. Registration fees for the following school year will be applied first to outstanding balance due or to other school fees.
- prior to making a bid on a school fundraiser silent action item, delinquent accounts owed to the school must be paid in full, including money owed to the Extended Care Program. Failure to do so will result in the respective bid being disallowed.
- there is a \$25.00 fee for checks returned for insufficient funds. After two returned checks, a family will be required to pay all monies due by money order or certified check for the remainder of the school year.
- a family is held responsible for reasonable attorney's fees and collection costs as necessary for the collection of any amount not paid when due.
- St. Dunstan Catholic School may release the tuition account record along with other needed records, such as transcripts, when requested by any public and/or private school, local credit bureau or any school official, employee, or agent who has a legitimate educational interest in the information.

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

- children baptized into the Roman Catholic Church.
- have been registered in St. Dunstan Parish.
- worship regularly at St. Dunstan Church.
- contribute to the support of the Parish by making a minimum weekly donation of \$5.00 (a total of \$260 annually), using the Sunday Envelopes with the registration number indicated, and this should be completed by end of school day the May 15, 2012 (This minimum contribution is not tax deductible because it is required).
- participate in the Archbishops Annual Appeal with a minimum offering of \$100.00, which must be paid by end of school day the May 15, 2012. (This minimum offering is not tax deductible because it is required).
- contribute 40 service hours for a two-parent home / 20 service hours for a single-parent home (6 of the 40 / 3 of the 20-hour service requirement must be completed through volunteer work for the Parish Festival). Each family is also required to provide at least one lunch supervision (yard duty) per child per class during the school year. (Parents with more than one child in school shall be required to serve a maximum of two lunch supervision. For further details refer to Service Hours Program page 22 of this Handbook.) **First, Third, Fifth, and Seventh grade parents, in charge of the International Food Festival, MUST complete at least 3 service hours DURING the event. Service hours must be completed by end of school day the May 15, 2012.**
- purchase \$4,000.00 worth of Scrip or pay a one-time fee of \$275.00 (Friday of the second week of school, September 2nd, 2011) in lieu of the Scrip purchase. **Scrip requirement must be completed by end of school day the May 15, 2012.**
- a mandatory minimum purchase of a family ticket (\$100.00) to our Spring Fundraising Event – International Food Festival.
- adhere to all school rules and regulations as explained in the School Handbook.
- attend Mandatory Meetings and School Events: including Back-to-School Night, Parent-Teacher Conferences, winter and spring concerts (concerts are part of the school curriculum and children are required to participate.), and any meetings deemed mandatory by the school administration. These meetings, except in special circumstances, will be announced in a timely manner, with at least three week notice given to our parent community.

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

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

- contribute 40 service hours for a two-parent home / 20 service hours for a single-parent home (6 of the 40 / 3 of the 20-hour service requirement must be completed through volunteer work for the Parish Festival). Each family is also required to provide at least one lunch supervision (yard duty) per child per class during the school year. (Parents with more than one child in school shall be required to serve a maximum of two lunch supervision. For further details refer to Service Hours Program page 22 of this Handbook.) **First, Third, Fifth, and Seventh grade**

parents, in charge of the International Food Festival, MUST complete at least 3 service hours DURING the event. Service hours must be completed by end of school day the May 15, 2012.

- purchase \$4,000.00 worth of Scrip or pay a one-time fee of \$275.00 (due Friday of the second week of school, September 2nd, 2011) in lieu of the Scrip purchase. Scrip requirement must be completed by end of school day the May 15, 2012.
- a mandatory minimum purchase of a family ticket (\$100.00) to our Spring Fundraising Event – International Food Festival.
- adhere to all school rules and regulations as explained in the School Handbook.
- attend Mandatory Meetings and School Events: including Back-to-School Night, Parent-Teacher Conferences, winter and spring concerts (concerts are part of the school curriculum and children are required to participate.), and any meetings deemed mandatory by the school administration. These meetings, except in special circumstances, will be announced in a timely manner, with at least three week notice given to our parent community.

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

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

- adhere to all school rules and regulations as explained in the School Handbook.
- attend Mandatory Meetings and School Events: including Back-to-School Night, Parent-Teacher Conferences, winter and spring concerts (concerts are part of the school curriculum and children are required to participate.), and any meetings deemed mandatory by the school administration. These meetings, except in special circumstances, will be announced in a timely manner, with at least three week notice given to our parent community.

## **SPECIAL PROGRAMS, FUNCTIONS, AND ACTIVITIES**

### **FOURTH GRADE OUTDOOR EDUCATION PROGRAM \***

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

### **SIXTH GRADE OUTDOOR EDUCATION PROGRAM \***

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

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

## **EIGHTH GRADE GRADUATION FEES**

Families with eighth grade students must pay a non-refundable \$60.00 Graduation Fee due January 16, 2012 as well as additional fees – determined annually – for the eighth grade Graduation Dinner Dance and the special eighth grade activities planned for the end of the school year. (Please note: In order for eighth grade students to participate in any graduation activities, all outstanding tuition payments and other fees must be paid and Scrip and Service Hours commitments fulfilled by May 15, 2012).

## **TUITION CONFIRMATION LETTER**

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

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

## **ALEMANY SCHOLARSHIP FUND**

The San Francisco Archdiocese, in conjunction with the Private School Aid Service, offers families who need tuition assistance, an opportunity to apply for financial assistance. Applications are made in March. Families request PSAS Application forms from the school office. A family must complete the form and mail it directly to PSAS. The San Francisco Archdiocese notifies the school during the summer months whether or not a family has qualified for financial assistance for the following school term.

## **FUNDRAISERS**

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

### **1. SCRIP PROGRAM**

St. Dunstan Catholic School Scrip Program is the school's primary fund raising activity. All families are required to participate in this program. Families must purchase a total of \$4,000.00 in Scrip over the course of the school year or pay a one-time fee of \$275.00 in lieu of purchasing Scrip. If you choose to pay the \$275.00 fee, the payment is due on or before Friday, September 2nd, 2011

If you choose to participate in the Scrip Program but fall short of the \$4,000.00 minimum purchase amount, you will be assessed a fee equal to 10% of your *unpurchased* Scrip balance. For example, if you purchase only \$2,500.00 in Scrip during the school year, your *unpurchased* Scrip balance would be \$1,500.00. Your fee would be 10% of \$1,500.00 or \$150.00. Scrip requirement must be completed by May 15, 2012.

## 2. PARISH FALL FESTIVAL

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

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

## 3. INTERNATIONAL FOOD FESTIVAL (IFF)

St. Dunstan School has an annual festival in the spring. A mandatory minimum purchase of a family ticket (\$100.00) to the IFF will be assessed. Individual ticket prices for this year's International Food Festival have not been established at this time.

## Fundraisers / Class Assignments

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

The fundraisers and their assigned grades are identified below:

### **Fall Festival**

All Grades

### **Turkey Trot**

Primary Responsibility of Kindergarten

### **Teacher Appreciation Lunch**

Primary Responsibility of Fourth Grade

### **Candy Sales**

All Grades

### **International Food Festival**

Primary Responsibility of **First, Third, Fifth, and Seventh Grades**

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

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

## **PARENT PARTICIPATION POLICY**

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

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

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

## **SERVICE HOURS PROGRAM**

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

Mandatory hours must be completed through the following:

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

International Food Festival (IFF) - First, Third, Fifth, and Seventh grade parents, in charge of the International Food Festival, MUST complete at least 3 service hours DURING the event.

Lunch Supervision – Each family is responsible to provide at least one lunch supervision (yard duty) per child per class during the school year. (Parents with more than one child in the school shall be required to serve a maximum of two lunch supervisions.) Lunch Supervision assignments shall be divided equally between Grade K to 8. Each grade shall provide lunch supervision for approximately 15 consecutive regular and early dismissal school days (Minimum Days excluded) each year. Two parents per day will provide lunch supervision – one stationed at the North Yard and the other parent at the South Yard – from 11:55 a.m. to 12:40 p.m. Parents must come on their scheduled days OR trade with another family within their class. Parents scheduled for lunch supervision are still required to come even on rainy days. A calendar and sign-up procedure will be provided in advance by the Home Room Parent for each grade.

These service hours must be completed by May 15, 2012. We are appreciative of the many families who serve above and beyond the required service hours. Parents can earn service hours by attending parent organization meetings such as the Women and Men's Club.

If you plan to contribute time after May 15 of the 2011 - 2012 school year by working on year-end parties, assisting in a classroom, or taking Athletic Board inventory, for example, you must have your hours listed and signed off on the Service Hours form by the individual to whom the service hours commitment is made and submit your Service Hours form to the school office no later than May 15, 2012 to receive service hours credit for the 2011 - 2012 school year.

## **SCHOOL ORGANIZATIONS**

St. Dunstan parents are encouraged to join school organizations:

### **School Advisory Board**

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

### **Athletic Board**

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

### **Men's Club**

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

### **T.E.R.E.S.A. Committee**

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

# SCHOOL INFORMATION

## BACKPACKS

Due to space limitations and safety concerns within the classroom, rolling backpacks will **ONLY** be allowed for grades 4 and 5. Rolling backpacks will not be needed for grades K to 3. For grades 6 to 8, a doctor's note is required for students who need a rolling backpack for medical reasons. The note must be given to the school **prior** to the rolling back being used on campus. Teachers have been asked to keep the taking home of textbooks at a minimum.

- Backpack and rolling backpacks size may not exceed 19" x 13" x 7"
- Student backpacks must fit in the storage closets in the classroom. If backpack does not fit in the storage closets, student will be required to buy an appropriate sized backpack.

**For safety reasons, while inside the school building, handles of backpacks must be retracted. Furthermore, parents are requested to instruct their student on the proper use of backpacks.**

## TEXTBOOKS

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

## CELL PHONES

Students must turn off and leave cell phones in their backpacks during school hours and at Extended Day Care. During after school hours, cell phones can be used outside the school area (NOT in the lobby, hallways or locker area). **First violation:** parent notification, detention, and the phone is given to the principal for one week. **Second violation:** parent notification, detention, and the phone is given to the principal for a three-week period. **Third violation:** parent notification, one day suspension, and the student will lose the privilege of having a cell phone at school. **Consequences for misuse of a cell phone will be determined by the Principal.** Parents who need to reach their child during school hours are **required** to contact the school office.

## LUNCHES

Students, who are not in the Hot Lunch Program, **ARE EXPECTED** to bring their lunches with them to school each morning. Parents are NOT allowed to deliver lunches on a daily basis nor on a regular frequency.

- **In case the student forgets his/her lunch, parents may leave their child's lunch in the designated area outside the school office.**
- Lunches left at home should be delivered by 12:00 noon and should be properly labeled with the student's name and grade.
- **Parents MUST not bring lunches to the student's classroom or to the school yard.**
- We strongly encourage that student snacks and lunches are of nutritional value. **No fast food is allowed. Fast food in lunch pails is not allowed either.**

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

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

## VISITORS TO SCHOOL

All parents/visitors must come through the front door to the school office, sign in, and pick-up a visitor's pass. Parents may not accompany students into the classroom and linger in the halls during any part of the day, especially after school at dismissal. Students may not return to any classroom 15 minutes after dismissal or during CCD classes to retrieve any materials.

## WEDNESDAY COMMUNICATION AND SCHOOL WEBSITE USAGE

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

At the beginning of each month, a hard copy bulleted information communication titled "Knighly News" will be sent home with your youngest student in school.

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

Stewardship and economics are the basis of these efforts to utilize our excellent website as the main source for school information and updates. Parents are to contact the school office if they need assistance in the use of the website and related informational links.

## FIELD TRIPS

Field trips are scheduled throughout the year. Parents will receive advance notice of the trip, the date and time. A permission slip must be signed by the parent and returned on the designated date. Slips and monies if applicable must be returned to the teacher **two days prior to the day of the field trip** or the student will not be permitted to go on the trip and the student must come to school on that day. NO student will be allowed on a field trip without written permission. Permission by telephone or fax is not legally binding. **Field trips are part of the school curriculum and a required day of school, STUDENTS MUST ATTEND \*\*\*NO EXCEPTIONS WILL BE MADE\*\*\***

The following procedures must be followed during all school/church-sponsored field trips involving transportation by car and parent drivers/chaperones.

- according to the directives issued by the Archdiocese, younger siblings or other guests may not accompany any teacher or student on a school/church-sponsored field trip. The teacher will determine the number of parent chaperones needed for field trips.
- responsibility for student supervision rests both with the teacher and the parent.
- children are not allowed to share their snacks with each other during play or on field trips. Chaperones, without the prior approval/authorization of the teacher, are not allowed to hand out snacks/beverages. Chaperones, who do so, will no longer be eligible to chaperone on school fieldtrips during the remainder of the school year.
- a medical form will accompany a child on a field trip, outlining any medical problems.
- the classroom teacher will reinforce all these rules with chaperones before a field trip. During bus rides to and from field trips, all rules will be reinforced by the teacher and chaperones. Children will remain seated at all times and will observe any rules enforced by the driver or bus company. All buses will pick up and drop off students in the South Yard of the school.
- at the beginning of a school year, parents must meet with teachers to discuss any medical conditions that exist with their children.
- California State Law regarding Child Restraint Devices effective January 1, 2002: Simply stated, it requires that a child restraint device (appropriate child safety seat) must be used for children less than 6 years of age, or less than 60 pounds regardless of age. This law clearly has serious implications for schools and transportation of primary grade children (especially, field trips)
- parents are not allowed to stop and purchase snacks for students in their car.
- chaperones must use street parking when picking up and dropping off students for a field trip.

SB 567 expands existing California laws that require children 15 and under to be restrained regardless of seating position and children ages 5 and under or weighing less than 60 pounds to be restrained in an appropriate child safety seat in all seating positions.

Drivers may be subject to fines and license points on his/her record for safety belt and child restraint violations.

The law specifies exemptions on an either/or basis (6 years old **or** 60 pounds). So, if a child is 5 years old and weighs 65 pounds, the child-restraint seat is **not** required by law because the child exceeds the 60 pound exemption. A third grade student weighing 58 pounds, would **not** be required to be placed in a child restraint seat (but would be required to use an appropriate seat belt) because he exceeds the 6 year old exemption.

## **PARTIES**

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

If parents wish to provide treats for the class in recognition of a child's birthday, arrangements **MUST be made with the classroom teacher two school days prior to bringing in the treats.**

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

## TRAFFIC PROCEDURES

Parents/guardians who drive children to and from school must adhere to the following policy established for the safety and protection of both students and families:

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

### Morning Drop Off

- no double parking on Broadway and Magnolia.
- all cars enter the south yard from Magnolia Avenue driveway.
- all cars exit from the Broadway Street driveway.
- children enter the north yard from the Broadway Street driveway drop-off point.
- children who walk to school or who ride bicycles must enter the north yard by this same gate.
- no car is allowed to enter the south yard from the Broadway Street driveway or skirt around another car while dropping off children.

### Afternoon Pick Up

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

- all cars enter the south yard from the Broadway Street entrance.
- cars follow the path designated by the orange cones.
- children enter cars on the passenger side only and with the designated zone.
- cars exit via the Magnolia Avenue gate.
- students and parents are expected to follow the directions of the safety patrol and faculty on duty.
- children who walk home must walk on the sidewalk either on Broadway or Magnolia.
- cars continually pull forward while waiting to pick up children.

- **during dismissal time, no one is to exit by walking in the area between the rectory and parish center.**
- children and parents may not cut through the car line.
- no student or other children are to run around or play in the parking lot at dismissal.
- students will not be allowed to re-enter the classroom fifteen minutes after dismissal time.
- no double parking on Broadway and Magnolia.
- dogs and any other pets are NOT allowed on school grounds except for the blessing of animals on St. Francis Day.

# Academic Information & Policy

## ADMISSION POLICY

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

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

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

The admission process is as follows:

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

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

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

For this reason, participation in the faith life of the parish is a fundamental criterion for acceptance into our school. Since the center of our community's life is the Eucharist, joining the parish at Sunday mass is the primary means of participation. You and your child's attendance at Sunday Mass is thus the primary pre-requisite for acceptance into our school. If you have not registered as a member of the parish,

please do so immediately. Registration forms are available at the rectory or at the school office. In addition to this criterion, it is crucial that your child has the academic ability to participate to our program. Once it is determined that a child has met our academic requirements, the following criteria will be used in our acceptance procedure:

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

### **ANNUAL RE-ADMISSION POLICY**

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

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

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

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

## ACADEMIC EXPECTATIONS

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

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

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

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

## GRADING POLICY

### Report cards

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

### Archdiocesan Grading Scale

#### PRIMARY (Grades 1 to 3) MARKING CODE

- O = Outstanding**  
**S = Successful**  
**N = Needs growth in this area**

#### ACADEMIC (Grades 4 to 8) MARKING CODE

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

#### COMMENT CODE

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

#### CONDUCT/EFFORT CODE

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

# HONOR ROLL SYSTEM

## GRADES 6 - 8

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

## FIRST HONORS

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

## SECOND HONORS

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

## ACADEMIC MERIT AWARDS

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

## PROGRESS REPORTS

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

## REPORT CARD DISTRIBUTION

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

## CHANNELS OF COMMUNICATION

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

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

Parents likewise should use the following means of communication:

- The principal is given copies of written communication to parents.
- Parents are encouraged to request a conference with any teacher should there be a difficulty or concern. If resolution of the problem or concern is not reached at this conference, the principal is advised of the situation and asked to facilitate.
- Parents may request a conference with any teacher by sending a written note indicating the nature of the concern and giving several available dates.
- Telephone calls must be directed to the school office during school hours. Immediate communication fosters effective partnership between home and school.
- Teachers will advise parents early in the report card period of any difficulties in a student's academic progress or conduct and work habits. Sixth to Eighth grade students are encouraged to address their concerns with their respective homeroom teacher.

## HOMWORK POLICY

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

- To reinforce concepts and skills that have been presented to the class
  - To foster the student's creativity and discipline through enrichment projects or research
  - To train the students to work independently and to accept responsibility for completing a task
  - To be completed and turned in on time
1. Class work and homework will be recorded daily. The student will be given the missed assignments upon his/her return to school. The completion of assignments is up to the discretion of the teacher. Parents are discouraged from taking their children out of school for unscheduled vacations.
  2. If parents take their child/children out of school for non-scheduled vacations, they should not expect the teachers to prepare assignments for time missed. Students will be given up to three days to make up all work and tests after they return.
  3. If a student leaves school before the end of a regular day, all homework assignment due that day, must be turned in to teacher(s) before leaving.

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

Grades 1 & 2:	20 – 30 minutes	Grades 5 & 6:	60 – 90 minutes
Grades 3 & 4:	30 – 60 minutes	Grades 7 & 8:	90 – 120 minutes

# ACADEMIC PROBATION POLICY

## ACADEMIC PROBATION

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

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

## REPORT CARD AND ELIGIBILITY

At the end of each quarter, if a student's subject grade drops below a "C" (C- and below or 73 and below) or when the student earns lower than a 2 in Conduct or Effort in any subject, the student will be on probation for three weeks. The teacher and the principal will meet to determine if the student would benefit academically and/or socially by being removed from participating in a particular sport and any school-sponsored activities during the academic probation. If this seems beneficial, effective from the date of notice given to the parents, the student will be removed from participation in sports and all school sponsored activities for a period of three (3) weeks. (However, participation in skill evaluations conducted during the suspension period will be allowed.) At the end of the school year, students who are deemed ineligible based on grades and or conduct/effort, will start the Fall three-week period of ineligibility beginning with their team's first regular season league game.

After that time, a decision will be made whether to allow the student to fully participate once again and the student's progress will continue to be reviewed each week. Parents will be notified by the principal when a student is removed from, and/or returned to, participation. The principal will also notify the athletic director, who in turn will notify the necessary coaches. During the probationary period, the student must assume primary responsibility for not participating in practices and games

Any student with a "3" in Conduct or Effort in any class will be suspended from all athletic games and practices, all cheerleading events and practices, and all student council activities and any other extra-curricular activities for at least three weeks and until the student has shown definite improvement. The St. Dunstan Athletic Program Handbook explains this policy. Students participating in our athletic program must conduct themselves to maintain acceptable standards of conduct, effort and home study. Failure to do so may result in the child being suspended from participation.

# STUDENT BEHAVIORAL POLICIES AND EXPECTATIONS

## ATTENDANCE

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

### TARDY POLICY

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

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

- Parents will be contacted by the teacher to explain excessive tardiness when a student is tardy three (3) times per quarter.
- Three tardies will merit a Wednesday detention for thirty (30) minutes.
- A parent-principal conference will be required for five (5) tardies in a quarter.
- Habitual tardiness affects class performance and will result in immediate disciplinary actions, which may result in suspension and may impact the student's re-admission status for the following year.
- Tardiness counts against a student receiving perfect attendance, which will be recognized each quarter.
- Students who arrive after recess will be marked absent half a day.

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

### ABSENCE POLICY

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

When the student comes in late due to OR returning to school from a medical or dental appointment, the student must submit on that same day, to the Front Office, an officially signed note from the doctor or dentist.

## **ABSENCE DUE TO VACATION/FAMILY TRIPS**

St. Dunstan Catholic School discourages absences for vacations during the school year or vacations prior to vacations because they affect academic progress. Parents must contact the administration and teacher, two weeks in advance of any expected absence and obtain the approval of the principal. If parents choose to take their child/children out of school for non-calendared vacations, they SHOULD NOT expect teachers to prepare assignments ahead of time. Schoolwork will not be given in advance. Again, it is the student's responsibility to be accountable for missing assignments.

## **HEALTH POLICY**

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

## **PERMISSION TO LEAVE SCHOOL**

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

## **MEDICATION**

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

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

If a child becomes ill with any of the communicable childhood diseases (e.g. croup, chicken pox, measles, head lice, mumps, whooping cough etc.), the parents must notify the school so that the other parents receive notice that the children may have been exposed to the disease. In the case of head lice, the school will send a notice home to parents advising families of their child's exposure. Furthermore, the school will require families to get the proper protocol from the child's doctor's office for removal and precautionary measures for the child's return to school.

Children are required to participate in physical education classes unless a serious health problem or injury prevents him/her from doing so. If a student is to miss a PE class, a note of explanation is required. If a significant amount of time will be missed requires a doctor's note.

## **SCHOOL INSURANCE**

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

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

## **HEALTH IMMUNIZATION AND SCREENING**

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

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

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

# THE ARCHDIOCESE OF SAN FRANCISCO

## STUDENT-TO-STUDENT HARASSMENT POLICY AND PROCEDURES

### STUDENT-TO-STUDENT HARASSMENT

#### A. INTRODUCTION

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

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

#### B. HARASSMENT IN GENERAL

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

#### C. SEXUAL HARASSMENT

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

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

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

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

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

#### D. DISCIPLINARY ACTION

1. This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:

- a. While on school grounds;
  - b. While going to or coming from school;
  - c. During the lunch period whether on or off campus;
  - d. During or while going to, or coming from, a school-sponsored activity.
2. Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

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

E. STUDENTS' RESPONSIBILITIES

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

F. ADMINISTRATION'S RESPONSIBILITY

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

## **DISCIPLINE POLICY**

### **DISCIPLINE IN A CATHOLIC SCHOOL**

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

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

St. Dunstan Catholic School and classroom discipline is based on the philosophy and goals of the school. The purpose of discipline is to affect a positive and constructive change in the attitude and behavior of the student. Discipline reflects age-appropriate rules, regulations, and consequences. Whenever

possible, teachers discuss the discipline of the school, and the students participate in formulating classroom rules and regulations. School-wide rules and regulations are reviewed quarterly. Generally, school and classroom rules and regulations and consequences are posted in full view so that each child is aware of them throughout the year.

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

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

Parents will be involved early in any disciplinary action.

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

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

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

If the student is caught cheating a second time in the same academic school year, he/she will receive a zero, their conduct grade will be lowered, **will be suspended, and placed on an academic contract.** If a third offense occurs, the student not only receives a zero but has violated an academic contract, which is grounds for expulsion.

St. Dunstan students must adhere to the following rules:

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

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

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

## **DETENTION**

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

## **SUSPENSION**

The length of suspension is to be determined by the principal, during which time, the student is to satisfactorily complete all required work. A suspended student is not allowed to participate in any school-sponsored social or athletic activity during the period of suspension. The place of suspension is agreed upon at the time of the conference with the parents. Students will not be allowed to make up any tests or quizzes that are given on the day(s) of suspension. Upon returning to school after suspension, a student will be given two weeks to improve his/her behavior. A suspension will automatically earn a "3" in conduct for the current marking period. In a case of suspension, the mandatory two week ineligibility period for school sponsored activities including athletics will commence.

## **PROBATION**

If behavior is not improved within this two week period, a conference will be called with the parents and the Principal. The student will be placed on behavioral probation. Probation lasts four weeks. Parents will be informed weekly of the students progress. Students on behavioral probation **will** not be allowed to participate in school sponsored activities including athletics during the behavioral probation.

## **EXPULSION**

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

## **SUSPENSION/EXPULSION**

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

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

## **RECOMMENDED TRANSFER ON GROUNDS OF PARENT BEHAVIOR**

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

# STUDENT HANDBOOK

## STUDENT RULES

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

The student will:

- Show respect and courtesy toward each other, as well as to all school personnel and volunteer personnel at all times
- Behave in a manner in the classroom which is conducive to learning
- Obey general and school safety regulations
- Respect the property of the school and surrounding areas
- Conform to the uniform regulations at school
- Leave the campus during the school day only after checking out with the school secretary and be accompanied by an adult
- Be on time for morning prayers and assembly (warning bell 7:58 a.m., school begins 8:00 a.m.)
- Keep office area clear unless on official business
- Use the school phone only in cases of an emergency
- Not chew gum at any time during school hours
- Bring a note when absent
- Come prepared to class with home and class work completed, and bring all necessary supplies and materials
- Raise hand in class
- Participate in class, but also listen
- Use bathroom respectfully; keep it as clean as possible
- Play fairly and talk out disagreements using conflict resolution
- Refrain from vulgar and profane gestures and language
- Will not bring permanent markers or liquid white out to school

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

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

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

## SAFETY RULES

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

- Ride bicycles on the school grounds
- Bring small balls from home
- Play games that could injure a student. This refers particularly to “ball war”
- Play tag that would take students out of a particular play area and into that of another class
- Run in the halls
- Throw food at other people
- Run or play any games at morning assembly
- Bring skateboards, roller blades, iPods and/or other MP3 players, laser pointers, any current, faddist toys or high tech items (e.g. Pokemon). These will be confiscated and returned to the student at the end of the school year
- Cell phones may not be used on school grounds during the school day including in Extended Day Care. Cell phones **MUST** remain in backpack and **MUST** be turned off while on the school grounds and in Extended Day Care. (See cell phone policy, p. 24)

### **YARD RULES**

The student will:

- Use the bathroom correctly
- Play fairly and talk out disagreements
- Share equipment and use it correctly
- Line up quietly when the bell rings
- Sit in assigned areas while eating lunch
- Clean their area and will not be dismissed until they have done so
- May not leave assigned play area until dismissed by the yard supervisor
- May not run or play games at morning assembly

### **INTERNET**

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

### **SCHOOL LOCKER POLICY**

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

### **COMMUNITY SERVICE HOURS POLICY FOR 7<sup>th</sup> and 8<sup>th</sup> Grade Students**

- 7<sup>th</sup> graders need to fulfill a total of 20 hours (15 school and 5 Confirmation)
- 8<sup>th</sup> graders need to fulfill a total of 30 hours (20 school and 10 Confirmation)

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

## SCHOOL UNIFORM POLICY

St. Dunstan students in grades K – 8 are expected to conform to the uniform policy. The policy is intended to eliminate the distracting competition in dress, and to evidence a constructive spirit and pride in the school and each other. With the exception of non-uniform days, all students must wear the school uniform. Parent attention to uniform regulations is expected and appreciated so that valuable teaching time is not wasted on checking uniforms.

During school-sponsored field trips, students should be in school uniform as determined by the teacher. Students will not use visible, real or imitation body art including drawing or writing on self with markers or pens.

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

Students may not change clothes after school unless the student is going to track practice.

Complete uniforms must be worn to all school liturgies. The school sweater MUST be worn on Fridays.

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

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

## FORMAL UNIFORM

### GIRLS UNIFORM

#### Girls' Required Uniform Purchased from Dennis Uniform Company

- Khaki shorts or trousers with a plain dark brown or black belt
- Tartan green plaid jumpers for grades K - 5
- Tartan green plaid skirts for grades 6 - 8
- Green cardigan or v-neck sweater with St. Dunstan logo
- White over blouse

- White polo shirt with St. Dunstan logo (long or short sleeve) tucked in
- ONLY white crew socks, white knee socks, white tights; NO LOGO; no ped style allowed
- White turtleneck worn only under the blouse or polo shirt
- Dennis fleece vest or jackets are optional

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

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

## **BOYS UNIFORM**

### **Boys' Required Uniform Purchased from Dennis Uniform Company**

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

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

## **SWEATERS**

Official school sweaters from Dennis Uniforms (cardigan or V-neck) are mandatory the first week of school, each Friday, all school mass days, and on special occasions. Teachers and/or the principal will notify students and parents of any additional formal uniform days when sweaters are required. Eighth graders are required to wear their sweater for these formal occasions even though they have a class sweatshirt. Torn sweaters must be repaired or replaced.

## **FOOTWEAR**

A solid black athletic shoes, with laces tied on top of shoes is the required uniform footwear. Shoelaces must be solid black. Sturdy shoes are recommended. Platforms, backless shoes (tennis shoes or other), sandals, slip-ons, shoes with flashers, wheels, or any other shoes that do not protect the feet, may NOT be worn at any time. Students are to wear solid white **CREW** socks. No logos or stripes are permitted.

## ATHLETICS APPAREL

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

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

## NON-UNIFORM DAYS

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

Dress may be casual but not sloppy, and it should reflect school pride. Any clothing should be neat, clean, un-torn and appropriate for school. Any student in non-uniform must ensure that the choice of dress covers at least as much of the body as a uniform does. Administration reserves the right to determine which clothing is appropriate.

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

## SCOUT UNIFORM

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

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

## HAIR CODE

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

- No facial hair (i.e. no moustache, long side burns or beard) is allowed for the boys.
- Extreme hairstyles (long or short) for boys or girls are not permitted. Boys’ hair should be above the collar. **Hair may not be bleached, dyed, highlighted, or shaved.**

## **JEWELRY, MAKE-UP/FINGERNAIL POLISH/ARTIFICIAL NAILS**

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

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

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

## **CAPS AND HATS**

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

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

**PARENT – STUDENT HANDBOOK  
SIGNATURE PAGE  
2011 - 2012**

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

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

_____ Parent Signature	_____ Date
_____ Parent Signature	_____ Date
_____ Student Signature	_____ Grade
_____ Student Signature	_____ Grade
_____ Student Signature	_____ Grade
_____ Student Signature	_____ Grade