



Saint Patrick School

Sponsored by the Daughters of Charity

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Student-Parent Handbook

Dear Students and Parents/Guardians:

Welcome to Saint Patrick School. Whether you have recently joined our community or have been with us for some time, we are excited to begin a new school year with you and your family. To support all members of our community, we are providing you with this Student-Parent Handbook to inform you of important school policies and procedures.

Please begin the year by reading it thoroughly to understand these important policies. In the case of students who may not yet be able to read independently, we encourage parents and students to read the handbook together. Adherence to the provisions in the Student-Parent Handbook is considered to be a contract between the student, parents/guardians, and the school.

This document is not a comprehensive compilation of all school policies and procedures and does not cover all possible circumstances and exceptions that may arise. Please address any specific questions regarding the interpretation or applicability of school policies and procedures to the Principal. Please note, the Principal is the final recourse and reserves the right to amend this handbook. Parents will be notified of amendments.

Students will be given a deadline by which they and their parents must read the Student-Parent Handbook and sign the Student/Parent Policies Agreement Form. **The Student-Parent Policies Agreement Form must be submitted to the school office via TADS or in a hard copy to the school by the assigned deadline.**

Again, welcome to Saint Patrick School!

Lara de Guzman, Ed.D.
Principal

History

Saint Patrick School (SPS) is a Catholic elementary and junior high school located in the heart of downtown San Jose. The school was established in 1925 through the generosity of parishioner Edward McLaughlin and the presence and commitment of the Sisters of the Presentation of the Blessed Virgin Mary. Countless numbers of students have received their formation here. Viet Thanh Nguyen, 2016 Pulitzer Prize winner, Genevieve Santos, local artist and illustrator, Phil DiNapoli, real estate developer, and Kristina Luscher, the first female principal at Bellarmine College Preparatory, are just a few of our notable alumni. The school is a San Jose City Landmark.

The Sisters of the Presentation continued their presence at SPS until 1985, providing sixty years of love and service to the Saint Patrick School community. The Sisters of the Holy Spirit followed and assumed the leadership and the responsibilities of running the school until 1988, when the first lay principal was appointed.

In 2004, the Daughters of Charity began its sponsorship of Saint Patrick School as one of the 11 elementary schools they sponsor in the Western United States. This sponsorship is based on the Daughters of Charity's mission to provide economically poor school children with the opportunity for Catholic education. We are blessed to have their presence on staff and their spirituality to guide us. In 2011, SPS joined the Drexel Initiative in the Diocese of San Jose. This initiative provided the tools for our teachers to begin data-driven instruction and provided opportunities for our students to work on individualized learning plans. With the generous support of the Daughters of Charity and the Drexel Schools initiative, Saint Patrick's has become a center of Vincentian spirituality and exceptional academics.

Philosophy

United and supported by our bond with Jesus Christ, Saint Patrick School is a faith community that recognizes parents as the primary educators of their children. Together, teachers, staff, students, and parents pursue the educational mission of the Catholic Church to proclaim the message, as well as to live in fellowship and service.

The Gospel values of human dignity, justice, peace, and love are essential to our Catholic school education. We recognize that each child is unique, and we strive to accommodate learning experiences that foster positive growth of the individual. We acknowledge that parents, teachers, staff, and students share responsibility for creating and maintaining a positive Christian atmosphere in the school through the use of self-discipline and social skills. We understand our responsibility to educate the whole child by creating an academic environment that maximizes each child's potential, teaches children to be morally responsible individuals, and nurtures a sense of community.

Mission

Saint Patrick School is a community where faith is nurtured, knowledge is cultivated, and always in the service of others.

Daughters of Charity Schools Vision Statement

It is our vision as Daughters of Charity Schools that our students become people of service who see the face of God in everyone, committed to living their Vincentian Catholic values.

School-Wide Learning Expectations

Saint Patrick School students are Vincentians because we SERVE:

S - Spiritually active students of faith who:

1. Participate daily in prayer and lead schoolwide and class prayer.
2. Demonstrate understanding of Scripture and Catholic tradition.
3. Make moral decisions based on Christian values.

E - Educationally prepared students who:

1. Read with comprehension; write and speak clearly.
2. Think critically and apply problem-solving skills.
3. Utilize educational technology resources, creative arts, and athletics for learning and expression.

R - Responsible students who:

1. Are self-disciplined and take responsibility for their actions.
2. Collaborate and work effectively with others by using socio-emotional skills.
3. Respect self and others with acceptance and tolerance of diversity.

V - Visionary students who:

1. Are able to promote ideas and solutions that are innovative.
2. Are open-minded to different possibilities and ways of completing a task.
3. Allow God's inspiration to foster one another's creativity.

E - Empathetic students who:

1. Serve the community with respect and dignity.
2. Embrace each other's uniqueness and giftedness in both actions and words.
3. Practice humility by seeing God in all things.

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Academic Integrity Policy

Personal integrity is demonstrated by being honest and truthful in one's decisions and actions. Academic integrity is a significant component of personal integrity. It is important that students realize that each choice to copy, cheat, or plagiarize not only violates the academic integrity policy but also diminishes personal integrity and compromises relationships with fellow students, teachers, and parents as well. Additionally, assessments are vital to measuring a student's growth and progress towards mastery. Academic dishonesty affects a teacher's ability to assess where students need support, extension, or formative feedback essential to learning.

Theft of academic material, cheating, copying, and plagiarism are violations of academic integrity. Additionally, inappropriate parental involvement in projects, assignments, and other assessments may be considered violations of academic integrity.

Academic dishonesty will be addressed as a disciplinary concern. Students who are found to have engaged in academic dishonesty will be required to provide evidence of their actual level of learning.

Academic Program

Core academic classes include English Language Arts, Mathematics, Reading, Religion, Science, and Social Studies. Courses, grade-level content, curriculum, and instructional materials are aligned with [California Common Core State Standards](#). All religion courses are based on the Catechism of the Catholic Church and approved by the Bishop of the Diocese of San Jose. Additionally, co-curricular classes include Physical Education, Art, and Music.

Accreditation

The School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Admission Policies

Roman Catholic Schools in the Diocese of San Jose base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Catholic Schools in the Diocese of San Jose, mindful of its mission to be a witness to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the School. The Schools do not discriminate on the basis of race, color, national origin, ethnicity, age, sex, or disability in the administration of educational policies, scholarship and loan programs, and athletic and other

School-administered programs.

This policy is subscribed to by all Catholic elementary schools in the Diocese of San Jose, whether owned or operated by the parishes within the Diocese, the Department of Catholic Schools, or religious communities.

California law requires a child to be six years old on or before September 1 to be legally eligible for First Grade (EC Section 48010). As such, students must be five years old on or before September 1 of the academic year to be eligible for Kindergarten and four years old on or before September 1 of the academic year to be eligible for Transitional Kindergarten.

Any student new to Saint Patrick School must present the following:

- Baptism certificate (if Catholic)
- Immunization document for the State of California
- First Grade students are required by law to present the school within 90 days of entrance a signed "Report of Health Examination for School Entry" form, either that the child has received a mandated health assessment within the prior eighteen months or that they claim exemption for religious or personal reasons.
- Students in First through Eighth Grade must present the latest report card.

PROCESS FOR ENROLLMENT (*New Families*)

All interested families are encouraged to call for an appointment for a school tour at any time throughout the year. This process is in addition to scheduled open houses in November and January.

Transitional Kindergarten: Our Transitional Kindergarten program welcomes children who will be at least four years old by September 1 of the academic year in which they will start school. Their assessment can be done as early as January of the same academic year in which they will be starting school. Students who are already five years old by September 1 could qualify for Transitional Kindergarten if they tested as not yet ready for Kindergarten.

Kindergarten: Kindergarten student assessment is part of the beginning of the school year process of getting to know our students. If a parent has specific concerns about Kindergarten readiness, the school is open to exploring assessment practices to better understand a child's readiness. This is on a case-by-case basis.

Grades 1-8: Potential students entering grades 1-8 will visit the school and be given an assessment in the areas of reading and math. Recommendation forms, report cards, and birth and/or baptismal records are required. The student's final acceptance at the school will be contingent upon the student's visit, testing, academic data, space availability, the category their family fits into from the order listed previously, and the return of the completed registration materials and fees. After a child's test has been reviewed, the parent/guardian will receive formal notice as to their child's enrollment status. Acceptance at the school is not final until all of these steps have been completed.

Each new incoming student is placed on probationary status for the first trimester in attendance. In some cases, the probationary period is extended beyond the end of the first trimester.

Transfer Student Process and Requirements

Any student transferring to Saint Patrick School from another school is expected to be scheduled for an orientation/assessment. He/she will spend a full day at Saint Patrick School for an informal assessment before acceptance is determined. Admission of the student is at the discretion of the principal after conferring with teachers, careful examination of school records, and teacher recommendations.

Admission will be on a probationary period for the first trimester a student attends Saint Patrick. Moving from probationary status to regular enrolled status will be based on academic and behavioral performance as determined by teacher observation.

After School Activities

After school activities are available to parents. As long as a student is engaged in school-sponsored programs or activities, the student is expected to follow school policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities. In instances where students are picked up, parents are expected to make arrangements to pick up their children at the end of the program or activity. Students will be released only to a parent or a person previously specified by the parent. Program fees are expected to be paid in full upon being invoiced. Past due balances may result in your child not being allowed to participate in the program until their accounts are brought up to date.

Among the after-school activities we offer are: Student Council, Student Ambassadors, Student Gazette, Vincentian Marian Youth (VMY), STEM, Folklorico, and Choir.

Vincentian Marian Youth (VMY)

Vincentian Marian Youth or “VMY” is an international association that began in 1830 when the Blessed Mother appeared to Catherine Labouré with special requests. Mary asked that young people be organized in her name and that “graces would be bestowed upon them.” Today, this group spans the globe in 65 countries with over 110,000 members.

At Saint Patrick, our group invites students from 4th – 8th Grade who want to energize their faith, grow closer to Mary, each other, and the poor. Several of our teachers lead the students, helping them achieve this goal. This after-school club allows our students to embrace and connect with the broader community while making a real contribution.

Altar Servers

Students in Grades 6-8 are eligible to be altar servers. The training and scheduling are arranged through the school and parish office.

Sacramental Programs

Parents of second-grade students, who wish their child to celebrate the Sacraments of Reconciliation and First Communion, are required to attend parent meetings. Parents with children in other grades who wish to have their child prepared for Baptism, Reconciliation, or Eucharist must communicate with the principal to make arrangements and also attend the required parent meetings.

Parents of 8th grade students, who wish their child to celebrate the Sacrament of Confirmation, are required to attend parent meetings, and the students are required to attend catechetical sessions after school and a Confirmation retreat.

Students preparing for First Reconciliation, First Eucharist, or Confirmation must attend Mass weekly on Sundays at their parish.

Student Council

The Student Council sponsors activities and promotes spirit for the student body of Saint Patrick's. Getting involved with the student council or school government allows students to have a say in what activities and events are planned during the school year. Council members are elected yearly by their classmates and become respected leaders in their communities. Through these activities and more, members of the council gain valuable experience in student government and become more responsible, active members of the school and local community. Student Council elections are held in late May for the next school year.

Student Ambassadors

Student Gazette

Folklorico Dancing and Choir

Students are invited yearly to participate in Folklorico Dancing and the choir. The weekly classes are announced with the particular grades that are invited to participate. There is no charge for participating in the classes. There might be some fees for the special clothing that needs to be used at the different events planned.

Arrival/Dismissal Procedures

Daily Schedule

Schedule for Students in Transitional Kindergarten through 8th Grade

Regular Day – 8:00 a.m. – 3:00 p.m.

Minimum Day – 8:00 a.m. – 12:30 p.m

Drop-off/Pick-up

Parents are expected to drive into the school through the 8th Street gate to drop off students and to drive out of the school on 9th Street. The same procedure is expected to pick up students at the end of the school day.

Attendance

In the State of California, full-time education is compulsory from age six to age eighteen. Regular attendance is the responsibility of the child(ren)'s parent or guardian.

Excused Absence: A child's absence is excused for the following reasons: illness; quarantine; medical, dental, optometric, or chiropractic appointments; attendance at a funeral; court appearance; or visiting with immediate family members on active military duty. All other absences are unexcused.

Tardy: A child should come to school even though he/she may be late. All tardies are recorded and marked on the report card. Parents will be consulted about chronic tardiness, and the child may be required to make up missed time.

If a student arrives after 8:00 a.m., they must go to the Main Office to obtain a tardy slip.

When a child is absent, parents are required to contact the school by 9:00 a.m. or as soon as possible.

Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to ensure that does not happen. If a child needs to be dismissed during the school day, the parent or adult (18 years of age or older) must visit the school office to sign out the child. The school should be informed ahead of time about such occurrences.

The State of California defines chronic absenteeism as missing 10% or more days in a school year. If a student is chronically absent, the Principal will meet with the student's parents/legal guardians to determine appropriate next steps to support student learning.

Leaving School During the Day

Procedures: Saint Patrick does not expect parents to make medical or dental appointments during the school day. Any student needing to leave campus for any reason will be cleared through the school office. Parents are required to sign the student out in the binder in the office.

Parents who are Out of Town

Parents who plan to be away from home while school is in session should notify the school in writing as to who will be legally responsible for their son or daughter during this time.

Homework for Students Who are Sick

A student and their parent always have the option to call the school office, email teachers, and check

class websites or ParentSquare for homework.

Anti-Harassment and Anti-Bullying Policy

Saint Patrick School is committed to providing a safe school environment that respects Catholic values, where all members of the community are treated with dignity and respect, and that is free from harassment and bullying in any form. Harassment or bullying of any student by any other student, teacher, coach, staff member, or school volunteer is prohibited. Specifically, bullying or harassment on the basis of actual or perceived traits or characteristics: age, color, national origin, race, religion, physical or mental disability, medical condition, sex, sexual orientation, physical attributes, political party preference, political belief, socioeconomic status, or familial status is prohibited. The school is committed to responding promptly to all allegations of prohibited bullying or harassment, and further commits to taking all reasonable steps to eliminate any ongoing harassment.

No employee, volunteer, or student shall engage in harassing behavior based on this list of traits or characteristics, or in bullying for any reason. Harassing conduct by students towards other students or towards school employees may result in corrective or disciplinary action, up to and including suspension or expulsion from the school. Harassment of students by employees will result in corrective or disciplinary action, up to termination of employment. This policy may be applied to both on-campus and off-campus conduct.

Harassment can take many forms, and may include verbal, written, physical, or visual conduct. What constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, or an innocent joke, may reasonably be viewed as harassment by another person. Therefore, students should consider how their words and actions might reasonably be viewed by other individuals. It is important to note that harassment can occur even if there is no intent to harm or when the conduct is not directed at one individual.

Verbal, Visual, and Physical Harassment Defined and Prohibited

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited, including:

1. Verbal conduct, including threats, epithets, derogatory comments or slurs, whether communicated verbally, in writing, electronically (such as email, instant message, text message, digital images, website postings - including social media) that intimidates, abuses or humiliates another based on an individual's protected characteristic, and that the reasonable person would also find to be intimidating, abusive, or humiliating;
2. Visual conduct, including derogatory posters, photographs, cartoons, drawings, or gestures designed to intimidate, abuse, or humiliate another based on a protected characteristic;
3. Physical conduct, including intimidating conduct, touching a person or a person's property, hazing, assault, stalking, unwanted touching, or blocking normal movement because of an individual's protected characteristic;
4. Offensive and unwanted communication via electronic media of any type of images, words, or threats that are sexual or related to a protected characteristic.

Bullying Defined and Prohibited

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber stalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods

Students should keep in mind that sending or receiving nude images may also be a criminal act, as it is against the law to possess, produce, or distribute obscene matter depicting children under 18 years of age.

Protection against Retaliation and False Reporting

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who: reports sexual misconduct, discrimination, harassment, or bullying; provides (or could provide) information during an investigation of such behavior; or witnesses or has reliable information about such behavior. Retaliation against any individual for reporting violations of the policy, or for participating in an investigation, will not be tolerated. Each retaliatory offense will be investigated and, if appropriate, sanctioned. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

An individual who knowingly files a false bullying or harassment complaint and a person who knowingly gives false statements in an investigation shall be subject to discipline by appropriate measures.

Discrimination, Harassment, Retaliation, and Abusive Conduct Complaint Procedure

Any student who believes that he/she has been harassed, discriminated against, or subjected to retaliation or abusive conduct should immediately report their concerns to any school employee. When a report is received, the school will review the complaint in a fair, timely, thorough, and objective manner and will respond in a manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. In the case of anonymous reports, the school will take reasonable steps to address the reported conduct, but the school’s ability to do so may be

limited, depending on the nature of the information received.

If the complaint relates to an area where the school employee has a reasonable suspicion of child abuse or neglect, he/she must immediately file a mandatory report, and the information will be provided to Child Protective Services (CPS) or other outside agencies/parties per state law. The outside agency will then determine the appropriate course of action.

Whether or not a complaint is referred to an outside agency, any complaint alleging a potential violation of this policy will be referred directly to the principal.

When the allegations, if true, might result in a suspension or expulsion, the school will investigate the allegations. All members of the school community are expected to cooperate fully with any investigation under the Anti-Harassment and Anti-Bullying policy. In conducting an investigation, the school will take the following steps:

- Notice to the accused student and his/her parents, including a basic overview of the allegations, the name of the victim/complainant (if necessary and appropriate), the date and location of the incident, and a reminder of the school's prohibitions against retaliation;
- The opportunity for both parties to offer relevant evidence and to suggest relevant witnesses;
- An opportunity for the respondent to meaningfully respond to the allegations;
- A thorough and neutral review of the evidence gathered;
- Additional interviews of either party or any witness, if appropriate (i.e., should new facts come to light during the course of an investigation, there might be a second interview with either party);
- In the event there is a finding of responsibility, a determination of sanctions that are reasonably calculated to end the harassment and prevent its recurrence;
- Communication to all parties at the conclusion of the investigation process, with an overview of the process used and the rationale for the conclusion(s).

Upon completion of the review, the school will communicate its conclusion to both parties. If the school determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including student expulsion or employment termination. Appropriate action will also be taken to deter any such conduct in the future.

Camera Use and Video Policy

A parent and/or student may never take photographs or video while at school unless expressly authorized and permitted by a school employee for a co-curricular activity or academic class.

Child Custody

At the time of school entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the Principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information

- regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

In cases of legal separation and/or divorce, California state law gives the custodial parent/guardian and non-custodial parent/guardian with visitation rights the right to access and examine student records. However, only the custodial parent/guardian may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent/guardian without visitation rights has no right of access to records of any kind.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

Code of Christian Conduct

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in the Student/Parent handbook.

These Christian principles include, but are not limited to:

- 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.
- In a place where a School employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the Principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the Principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

Note: these provisions do not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

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

Communication

Parents are the child's first teachers and our partners in education. Therefore, regular communication between parents/guardians and the school is an essential part of a child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

Teachers are expected to be reasonably available to parents throughout the school year in order to keep open the lines of communication in the best interest of the students. A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question, and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in a private location, such as a classroom, to ensure confidentiality; never in a hallway or on the street. A parent who is refused such a meeting should notify the Principal.

Parent-teacher conferences will be scheduled each year in conjunction with trimester 1 report card distribution to provide an opportunity for in-depth discussion of student growth.

Parents should expect regular, transparent communication from both school leadership and classroom teachers in the form of email, the school communication system, and other reliable means of written communication.

Parent Communication on www.ParentSquare.com

The administration and the teachers communicate with parents via ParentSquare (the school's online communication system). We request that all parents have an account with ParentSquare to be able to access critical information (homework posted, communications from teachers and administration, emergency messages, parent meetings, sign up for conferences and volunteer opportunities, etc.).

School Website - stpatrickschool.org

All current information, as well as general information about the school, is posted weekly on the school website. Many forms are located on the website as well.

Confidentiality

There is a professional, legal, and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the school employee has the responsibility to share the information with the Principal.

- Under California Penal Code Section 11165.7, school employees are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (See section on Mandated Reporters).

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always, the sense of confidentiality should prevail.

Conflict Resolution

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith in the spirit of the Gospels. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Addressing Complaints at the Local Level: Schools

First, the person bringing the complaint must try to resolve the complaint in good faith by discussing it with the people who are directly involved at the school.

Next, if the complaint is not resolved, the person bringing the complaint should follow the school's established chain of command to seek resolution (or if the Principal is the subject of the complaint, the pastor, where applicable).

After reviewing the facts and facilitating discussion of the problem, the Principal will respond to the person bringing the complaint.

Escalating Complaints to the Central Level: Department of Catholic Schools

If the complaint is not resolved at the local level, the complainant may request additional review in writing to the associate superintendent at the Department of Catholic Schools.

The associate superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to resolve the matter in keeping with the policies and/or regulations of the Diocese and School. If an agreed-upon outcome is not possible, the associate superintendent shall make a final and binding determination and communicate that determination to all parties.

Daily Schedule Information

The following schedule will be observed by Grades TK - 8:

Full Days: Monday, Tuesday, Thursday, and Friday (unless marked as minimum days) - 8:00 a.m. to 3:00

p.m.

Minimum Days: All Wednesdays and days marked as Minimum Days - 8:00 a.m. to 12:30 p.m.

Before **7:30 a.m.** and after **5 p.m.** the school does not have staff available to supervise children on school grounds. Students must not arrive on the school grounds prior to **7:30 a.m.** and parents must arrange pickup at dismissal times. From the hours of 3:00 p.m. and 5:00 p.m. on Full Days and from 12:30 p.m. to 5:00 p.m. on Minimum Days, extended care is offered at the cost described below:

- 1st Child in the family \$ 10 per hour
- Each additional child in the family \$ 8 per hour
- Maximum monthly cost for 1st Child in family \$350 per month
- Maximum monthly cost for each additional child \$315 per month

Fees are calculated for every 15 minutes. For students not picked up after 5:00 p.m., a fee of \$15 for every 5 additional minutes may incur.

To avoid interruption during the school day, any messages, forgotten lunches, books, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

On Wednesday, classes will be dismissed at 12:30 p.m. for teachers to attend professional development and collaboration.

Discipline Code for Student Conduct

The goal of discipline is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects oneself, other persons, and those in authority.

By enrolling a child in an elementary school in the Diocese of San Jose, the parent agrees to be supportive of the rules and regulations that we deem critical in the spiritual, academic, and behavioral growth of the child. Additionally, parents and students understand that they are held responsible for the [DSJ Youth Code of Conduct](#).

Teachers support students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete school uniform; not completing assigned homework; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher ensure that inappropriate behavior is modified.

School employees are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the Principal of the school immediately by students and/or parents.

Occasionally, some classroom discipline issues are referred to the administration of this school. This

would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior. School administrators and faculty will work in partnership with families to create support plans for students exhibiting inappropriate behavior, supporting whole-child growth and development. Plans may include (but are not limited to) more frequent meetings with students and parents, additional accountability measures, and qualified external professionals as necessary. Repeated violation of these rules and regulations may result in suspension from school or the non-registration of the child for the next school year.

For more serious acts of misbehavior, such as, but not limited to, fighting, stealing, vandalism, and harassment, the student may immediately be suspended for a period of one to five days, or as long as an investigation is active. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent.

In cases where a child engages in a fight that causes injury to another child or adult, the police may be summoned, and then the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to request an expulsion by the Department of Catholic Schools for such an offense.

In cases in which a child brings a weapon (or an item that may be used as a weapon) to school, the police are summoned, and then the parents are called. The school reserves the right to request expulsion by the Department of Catholic Schools for any serious offense.

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors, are taken seriously. Upon knowledge of the threats, the Principal will notify the Department of Catholic Schools and call the parents. The Principal, in consultation with the Department of Catholic Schools, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral, and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time, could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, may result in a child's expulsion.

Dress Code

The school uniform confirms attendance at the school and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that students take pride in their appearance by wearing the complete uniform, always remembering that by wearing it, students are representing the school, and student behavior should be a credit to both themselves and the school community.

The school uniform is to be worn each school day. All students are expected to be neatly dressed during the school day. It is the responsibility of both parents and students to wear clean school uniforms. Uniform dress means a shirt or blouse tucked inside pants/skirt. Boys' pants are to be worn at the waist. Girls' skirts are to be below the knee and not rolled up.

Girls Transitional Kindergarten – Eighth Grade	Boys Transitional Kindergarten – Eighth Grade
• white/green polo shirt for girls • Jumper- Grades TK - 4 -- Black Watch • Skirt - Grades 5 - 8 --- Black Watch Plaid, Length of jumpers and skirts must be to the knee. • Skort - Grades TK-8 -- Black Watch Plaid • White knee-high socks for girls • Green sweater vest or sweater with or without school logo • Green hooded nylon jacket with or without school logo (no sweatshirts are allowed) • Athletic shoes that are black or white or a combination of black & white with No decorations, no wheels, or no lights are allowed in shoes • Pants - Uniform Khaki pants (School Apparel or Becky Thatcher brand) may be worn throughout the year. Dickies brand is not allowed. Pants are to be appropriately sized and worn. Skinny or tight-fitting pants are not allowed. No CARGO pants are allowed. No pants on formal uniform days. • Walking Shorts - Uniform Khaki shorts may be worn only on non-Formal Dress Uniform Days, August through October, and April through June, only on non-Formal Dress Uniform Days	• Khaki pants-(Tom Sawyer or K-12 Gear brand). Dickies brand is not allowed. Pants are to be appropriately sized and worn. Skinny pants or tight-fitting pants are not allowed. No CARGO pants are allowed. • White/green polo shirt for boys • White crew socks for boys • Green sweater vest or sweater with or without school logo • Green hooded nylon jacket with or without school logo (No sweatshirts are allowed) • Athletic shoes that are black or white, or a combination of black & white with no decorations, no wheels, or no lights are allowed in shoes • Walking Shorts - Uniform Khaki shorts may be worn August through October and April through June only on non-Formal Dress Uniform Days

Girls Transitional Kindergarten – Eighth Grade Formal Dress Uniform · Jumper, skirt, or skort · a white short-sleeve Peter Pan blouse · Black Watch Plaid cross bow tie for girls in grades TK-4 · Black Watch Plaid long tie for girls in grades 5-8	Boys Transitional Kindergarten – Eighth Grade Formal Dress Uniform · Khaki long pants, no shorts · white short-sleeve or long-sleeve broadcloth shirt · solid green long necktie
Only an ALL WHITE shirt is allowed under the uniform shirt or blouse	Only an ALL WHITE shirt is allowed under the uniform shirt or blouse
PE Uniform • P.E. Shirt - White P.E. T-shirt with school logo may be worn only on P.E. days. • Sweatpants/P.E. pants/ P.E. shorts with school logo may be worn only on P.E. days • Socks must be visible/over ankle (No no-show socks.)	PE Uniform • P.E. Shirt - White P.E. T-shirt with school logo may be worn only on P.E. days. • Sweatpants/P.E. pants/P.E. shorts with school logo may be worn only on P.E. days • Socks must be visible/over ankle (No no-show socks.)

New uniforms may be purchased at Merry Mart, 33 Washington Street, Santa Clara, CA 95050, (408) 296- 0423. You may also order online at www.MerryMartUniforms.com

Jewelry

Students are allowed to wear a watch (No smart watch), one appropriate ring, and a medical ID bracelet. Loop or hoop-type earrings are not allowed. Girls may wear one stud earring in each ear. These are post-type earrings that do not hang below the earlobe. Boys are not allowed to wear earrings.

Make-up

Make-up of any kind is not allowed at school. Students are not to wear nail polish, false fingernails, or lip gloss. Only clear Chapstick is allowed.

Hair

Hair should be neatly styled. Hair is to be its natural color; it may not be lightened, dyed, or streaked with color. Boys' hair is to be to the neckline, no longer than mid-ear, and not over the eyebrow, and it should not be spiked. Girls' hair is to be neat and not over the eyebrows.

Dress Down/Free Dress Days

Dress Down/Free Dress Days are a privilege granted by the principal to students who are in good standing. Dress is to be appropriate for school.

Appropriate attire means the following:

Boys - Dress slacks, shorts, or jeans and shirts designed for sportswear. Writing or designs on shirts must be in good taste. Faded or torn jeans are not permitted; baggy, skinny, or tight clothing of any kind is not allowed; neither are tank tops, open-toe shoes, or pajama pants.

Girls - Dress, skirt, and blouse or sweater; dress slacks, shorts, jeans, and dress top, sweater, or jumpsuit. Writing or designs on shirts must be in good taste. Leggings by themselves may not be worn as pants. Faded or torn jeans, baggy, skinny, or tight clothing of any kind is not allowed; pajama pants, miniskirts, short-shorts, open-toe/platform shoes, tank tops, tube tops, halter tops, low-cut/revealing tops, or bare midriffs are not permitted.

Students are prohibited from wearing baggy or tight/skinny-fitting pants and any type of clothing that may be considered gang attire. The school reserves the right to send home any student who comes to school inappropriately dressed.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, the school will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Principal immediately.
- The principal will verify the teacher's observation and will notify parents.
- If the student confirms suspicion or appears unstable, the student should be brought to the attention of a medical professional.
- If necessary, the Principal will call 911.
- The police may be called if the student is in possession of an illegal substance.
- Parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the school principal if the child is to continue in the school.
- Any student who appears to be under the influence of alcohol or any drug and appears at a school function in questionable condition will be barred from attending or participating in that school function, such as a ceremony, party, dance, or school outing.
- Parents will be notified, and appropriate action will be taken, which may include suspension or expulsion from the school.

Electronic Devices

Electronic devices can be dynamic tools in the 21st-century school environment, provided they are used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff, and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the

course of the school day and after school. (i.e., cell phones, iPads, iPhones, Smart Watches, and other personal electronic devices). In the event an electronic device, including a student cell phone and smart watches, is believed to contain evidence of a violation of school policy and/or a threat to the school community, the individual possessing the electronic device is obliged to grant the administration of the school access to the device and the information on the device to ensure compliance with policy and the safety of the school.

The privacy of all students and employees is protected during the school day. All electronic devices, except for the school iPad, shall be kept out of sight and turned off at all times until the school day is over. Personal items that can take and/or transmit electronic images, including the iPad, digital cameras, cell phones, computing devices, and video cameras, cannot be used to take or transmit images at any time during the school day. The school reserves the right to confiscate and review information on any electronic device from students who violate this rule.

Since cell phones and smartwatches are not permitted on school premises, students should use the office or After School Care phone if they need to make a call. Parents are not to call their son/daughter on a cell phone. Call the school office if there is a need. If the cell phone is used, it will be taken away, and a parent may come to retrieve the phone. If there is a second occurrence, the cell phone will not be allowed at school for the remainder of the semester.

The school is not responsible for any electronic devices or cell phones that are damaged or stolen.

Acceptable Use on Saint Patrick Wi-Fi and General Computer and iPad Use

All students must abide by the Diocese of San Jose Acceptable Use Policy for Internet, Equipment, Software & Technology Communications, which is presented to parents during the Back-to-School Night Meetings.

Emergency/Crisis Information

All actions taken shall be for the safety and well-being of both students and staff members. In the event of a major disaster, the school will not be dismissed and children will remain under the supervision of school authorities. Students are to be released only according to a predetermined plan and only to persons authorized by parents/guardians.

The following school emergency plans are outlined below:

Fire

At the sound of the alarm, students will leave the building in silence while going out the nearest unblocked exit. Students will walk to assigned places and answer when the teacher calls the roll. When the bell rings, students will walk back to the building quietly. Fire drills are held once a month during the remainder of the school year. Different times of the day and different circumstances will be used. We acquaint children with the closest exit to library, lavatories, etc. so that all children may leave the building quickly and then join their class. They will then be given a visitor's badge to be worn during the duration of their visit. This is to insure the safety of the children and the smooth running of classes.

During school hours, all messages, lunches, etc. are to be taken to the office. Unless it is an emergency or arranged with a teacher, visiting parents may not disturb classrooms, as it proves very disruptive to classes. If a message needs to be delivered, someone in the office will do it at a time so as not to disturb the classroom.

Earthquake

The school practices earthquake drills with the students. When the earth begins to shake, students will duck, cover, and hold on. Students will stay under their desk area until the shaking has stopped and the teacher takes the roll and checks for injuries. Teachers will follow the school building evacuation plan. Students will remain outside of the building until they are picked up in the event of a real earthquake.

Power outage

We are currently developing a plan.

Intruder on campus (shelter in place; lockdown)

When the command “Lockdown” is given, everyone gets inside the building and classrooms as quickly as possible

- Lock the doors of the building.
- Contain all students and staff in the classrooms and office.
- Close blinds, lock classroom doors and windows. Keep everyone away from the windows.
- Use jackets, sweatshirts, or towels to cover the bottom of doors (especially if the event involves toxic spill/fumes.)
- Take attendance and document student status report on Emergency Attendance List in the emergency bag. Notify the office of any missing students.
- If students are passing to a class or at recess/lunch, they should go into the nearest building/room. Teachers must notify the office where these students are located.
- Ignore all bells.
- Use telephones for emergencies only and to report injuries and any missing persons to school office and/or school administrators.
- Wait for further information and stay inside until it is announced that all is clear.

When the command “Blue Rain” is given, it is indicated that all is safe and clear, and all return to their place and activity.

Bomb threat

We are currently developing a plan.

Extended Care Program

No *Before-School* care is offered. Students need to arrive at the school between 7:30 a.m. and 8:00 a.m.

All school rules apply when a student is in Extended Care.

From the hours of 3:00 p.m. and 5:00 p.m. on Full Days and from 12:30 p.m. to 5:00 p.m. on Minimum Days, extended care is offered at the cost described below:

- | | |
|--|-----------------|
| - 1 st Child in the family | \$10 per hour |
| - Each additional child in the family | \$8 per hour |
| - Maximum monthly cost for 1 st Child in family | \$350 per month |
| - Maximum monthly cost for each additional child | \$315 per month |

Fees are calculated for every 15 minutes. For students not picked up after 5 PM, a fee of \$15 for every 5 additional minutes will be incurred.

Field Trips

Field trips must serve an educational purpose, and their value should be an integral part of the school's instructional program. Field trips broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the schools within the Diocese that out-of-state trips, trips to water parks, amusement parks, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary for each grade level.
- Field trips are permissible when advanced planning, location, and experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor conduct or behavior.
- The Diocesan permission form, signed by the parent, is required before a child will be permitted to attend a field trip (see [Parent/Guardian Permission Form](#)). Verbal or faxed permission cannot be accepted.

Financial Policies

Enrollment Fees

The school assesses enrollment fees each school year, and they must be paid before any student can attend. The enrollment fee secures a child's seat in his/her classroom while also allowing school administrators and teachers to prepare for the school year in advance of tuition payments by families. The enrollment fee is non-refundable once paid. Should a family choose not to attend Saint Patrick School after completing enrollment or should a student attend for only a partial year, the fees cannot be refunded.

Tuition

Tuition is charged to support the learning environment of all children attending the Saint Patrick School. Tuition supports the school's regular day-to-day operations and long-term sustainability.

Saint Patrick School offers 3 payment options:

- One installment - Due in August
- Two installments - Due in August and January
- Ten installments - Due in August through May

Families choose their preferred tuition payment plan when completing the Tuition Agreement in the tuition management system. All tuition payments are made through the tuition management system and are due on the day of the month chosen at the time of accepting the agreement.

A late fee of \$40 is assessed by the tuition management system if the tuition payment is not made.

Tuition and fees are considered delinquent if charges are one month past due. A meeting with the Principal will be scheduled with any family whose account is delinquent, with the goal of reaching alternative arrangements to prevent families from falling further behind. Should an account fall two months delinquent, a meeting with the family and the Principal will be scheduled.

If a family's financial obligations are not fulfilled at the time of enrollment for the following school year and the family has not established and/or maintained a suitable payment schedule, student(s) will not be permitted to enroll for the next school year.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Deny a student enrollment for the following semester
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma

In addition to tuition, Saint Patrick School charges incidental fees for the use of Extended Care, to participate in Athletics, and for other incidental and class fees that may surface during the school year. These fees will be added, as appropriate, to the next month's tuition invoice through the tuition billing system unless other prior arrangements have been made. Payment of these fees is due at the time of the tuition payment.

Fundraising Activities

Fundraising activities provide an opportunity to create engagement among the Saint Patrick School families and the larger parish community. Fundraising activities also provide vital and essential funding to the school to support school programming and tuition assistance. Tuition does not cover the cost of educating each student. The cost is over \$15,500 per year per student. The difference is made through donations, subsidies, and fundraising. The fundraising required per family is \$400.00 (via major school fundraisers). If the family has an 8th-grade student, the second half of the fundraising requirement needs to be completed by March 31st.

Saint Patrick School Fundraising activities include

- Jog-A-Thon - in October
- Read-A-Thon - in February

Grading and Reporting

Teachers are responsible for the evaluation of each student's progress through the continuum of skills or the sequence adopted by the school for each area of the curriculum. A variety of techniques and means should be utilized for the demonstration of mastery or level of achievement. In order to achieve this, the following guidelines are expected for measuring, grading, and reporting student progress:

- Student behaviors (including, but not limited to, effort, participation, and adherence to class rules) will be excluded as a factor in grade calculation.
- When evidence of learning is missing, teachers will work to obtain evidence of that student's learning. Teachers will not penalize students or use a lack of evidence as a factor in grade calculation.
- Academic dishonesty will be addressed as a disciplinary concern. Students who are found to have engaged in academic dishonesty will be required to provide evidence of their actual level of learning.
- To the greatest extent possible, student compliance (completing, submitting work on time, etc.) will be addressed outside the context of academic grades.
- Teachers must provide clear descriptions of mastery expectations for each activity, lesson, and unit of study; grades will be based on individual students' mastery of these objectives.

- Students will be allowed multiple opportunities to demonstrate mastery, including retakes and revisions of assessments.

In addition to ongoing, proactive, and transparent communication of student progress, the school has the obligation to report student progress to the parents of each child through a regular and established procedure at the end of each academic trimester.

Homework

Homework should be planned intentionally as part of the larger learning plan to support student mastery. Homework should be assigned:

- to reinforce and practice concepts and skills that have been presented in class;
- to foster the student's creativity and discipline through enrichment projects or research;
- to prepare students for a new concept;
- to train the student to work independently and to accept responsibility for completing a task.

Apart from make-up work and long-term assignments, homework should be limited over weekends or school vacations. Wherever students have several teachers, a cooperative faculty plan for assignments will be developed.

Immunizations

Students are required to have all vaccinations as required by the Department of Health before admission to and for continued attendance at the school. [Linked here is the most recent required immunization list for students in California](#). It is the responsibility of the parents and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

Families seeking a medical exemption to any of the immunization laws for students in California must follow [CDPH protocols and laws](#).

Mandated Reporters

California State Law, Article 2.5 of the Penal Code, provides reporting requirements for child abuse whether sexual abuse, physical non-accidental injury or neglect. School personnel will comply with those requirements promptly and exactly as required by law.

Media/Public Relations

School students may appear in school-produced media releases, school publications, other public media outlets, and any other school-related social media outlets, as well as on the following:

Website: stpatrickschool.org

Twitter: TBA

Facebook: TBA

Instagram: TBA

Any such photograph and/or video recordings become the property of the school and may be used for educational, instructional, or promotional purposes in broadcast and electronic media formats now existing or created in the future.

The school, as well as its representatives, agents, employees, administrators, managers, trustees, and directors, are released from any and all claims and demands related to publication, dissemination or use of a student's story or media image(s), including, but not limited to, any and all claims for invasion of privacy, royalties, infringement of a child's right of publicity, defamation, libel, false light and/or any other personal and/or property rights. Such images/recordings are the sole property of the school and revocation of this release does not extend retroactively to images/recordings which have already been disseminated, but only to future use.

Parents who do not want their students to appear in such media must indicate this in the media release form shared with families annually.

The school must own and control all of its internet presence, including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school.

Medications

The Diocese of San Jose strongly recommends that schools not administer medication to students unless absolutely necessary. If schools must administer medication, students may only be administered medications that are prescribed for them personally by a licensed physician. Any medications they bring to school that are not prescribed for them will be confiscated, and the student may be subject to appropriate discipline. The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The [Medication Authorization and Permission Form](#) must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.

- Medication administered at school must be in the original packaging or container and the original label and shall be stored in the school office, unless a student is required to carry the medication on his/her person.
- Generally, the student shall come to the office for medication.
- Due to the risk of students sharing medications, they are not allowed to carry any medication for self-administration at school. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, arrangements may be made to have the student's family or a trained staff member assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

Money

Money that is brought to school for a specific purpose (class trip, book fair, etc.) must be put into an envelope with the child's name, grade, and amount. If a student brings money to school, it should be kept with their teacher and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be, and is not, responsible for lost money.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active

involvement in the school's parent organization.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and other school meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

We seek to provide an atmosphere where all are welcome and ideas are exchanged with the intent to listen to and be heard by both sides. We seek to maintain a safe, harassment-free workplace for our students, faculty, and staff. We encourage positive communication and discourage volatile, hostile, or aggressive actions. Parents who engage in phone and email mass communications without the approval of the administration do not promote open dialogue nor show respect for our parents, teachers, or administration. No meeting regarding school matters should be called by a parent or a small group of parents without prior administrative approval.

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud, abusive, or offensive language or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property by the school's principal or administrative designee. Should the individual persist, law enforcement officials will be called.

The school reserves the right to determine when a parent's actions fall short of meeting the mission and philosophy of the school. Failure to follow these principles will result in a verbal or written warning to the parent/guardian. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action. This disciplinary action may include, but is not limited to, the suspension of the parent/guardian's privilege to come on campus and/or participate in school activities. In more severe incidents, repeated conflicts or breaches of the code of conduct, the administration may require parents/guardians to withdraw their child from the school with or without previous warning.

Service Hours

The sponsorship of the Daughters of Charity allows us to offer substantial financial aid to our families. To make this possible, the Daughters of Charity require our families to offer a set amount of service hours throughout the year. Parent service hours are 40 hours of volunteer service per two-parent family per year and 20 hours per one-parent family. Parents are responsible for recording their service hours on ParentSquare. This includes parent meetings, fundraising events, helping on field trips, assisting during school sports events, and other meetings that are school-related. In order for parents to complete their service hours on campus, they must first be fingerprinted and cleared by the Diocese of San Jose, and then take the Safe Environment Training online at virtusonline.org. At the conclusion of the training, print out the certificate and provide a copy for the school. If parents are not able to complete their volunteer service hours, they will be charged \$15/hour. Families must complete their volunteer service by April 30th. If the family has an 8th-grade student, their volunteer service needs to be completed by March 31st.

Yard Duty Supervision Guidelines and Directions

The teacher or a yard duty parent should carefully supervise their section of the yard.

1. Yard duty personnel should be attentive to the students and avoid activities that would distract them, such as visiting with other parents and students.
2. Cell phones may not be used while on yard duty.
3. Yard supervisors are asked to move from group to group as the children play, and see that the children play organized games in their assigned areas.
4. Yard supervisors should check the bathrooms regularly.
5. The yard supervisors dismiss the students from the lunch benches after checking that the students have left the area in order. If tables are littered, students will be told by the yard supervisor to clean them before dismissal.
6. If there is a student accident in the yard, it is the responsibility of the person on yard duty to notify the office immediately.
7. When the bell rings at the end of recess, students line up on the blacktop and walk to their classroom with their teacher.
8. Yard supervisors should take care of any discipline problem when possible. A teacher should be notified of any problem that arises.

Parent Contact with Students during the School Day

It is our expectation that arrangements for transportation and other family business be handled outside of school. The school's office staff may not relay personal messages about transportation, appointments, etc., to students.

During the school day, students are not allowed to check their cell phones for text or voicemail messages. Therefore, parents must refrain from contacting their students during the school day via cell phone. If there is an emergency and a parent needs to contact their student, they may call the main office.

Parent Organizations

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school.

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with diocesan policy that govern the structure and operation of such an organization

Re-Enrollment

If the re-enrollment fee is not paid by the due date as outlined by the school, the school may not be able to guarantee a seat for your child for the upcoming school year.

Release of Students (during school day)

During the school day, the school will only dismiss a student into the direct custody of a parent/guardian or an adult (18 years or older) designated by the parent/guardian. When requesting to release a student, the parent/guardian or an adult designated by the parent/guardian must come to the school office to sign out the student.

In the event of a student's illness during the school day, the parent/guardian or an adult designated by the parent/guardian must come to the school and take the child. If the parent/guardian cannot be contacted, the office staff will contact the name listed on the child's emergency contact record. Emergency records are completed annually and must be updated as necessary.

Resources for Students and Families in Crisis

Santa Clara County Services for Children & Young Adults

Other Resources:

Bill Wilson SOS Crisis Hotline

Crisis Hotline

Phone: (408) 278-2585

Community Solutions SOS Crisis Hotline Local

Hotline for Youth in Crisis

Phone: (408) 683-4118

Crisis Text Line

Support for Youth in Crisis

Phone: Text BAY to 741741

www.crisisextline.org

National Suicide Prevention Lifeline

Suicide Hotline

Phone: (800) 273-8255

Child and Adolescent Mobile Crisis

In-Home Crisis Response Team for Youth in Crisis

Phone: (408) 379-9085

Alum Rock Counseling and Mobile Crisis Service

Crisis Response Team to Respond In-Home for Youth in Crisis

Phone: (408) 294-0579

Short-term Emergency Assessment and Stabilization for Youth in Crisis

Phone: (408) 364-4083

American Foundation for Suicide Prevention *Suicide Prevention Info and Resources* afsp.org

Psychology Today

Broad-based Info and Therapist Locator

www.psychologytoday.com

Santa Clara County Mental Health

Phone: (800) 704-0900

Santa Clara County Mental and Behavioral Health Resources

Mental Health Resources in Santa Clara County
santaclara.networkofcare.org/mh/services/category.aspx?cid=8247&targetgrp

National Health Council for Behavioral Health

www.thenationalcouncil.org

Student Information System

Schools are responsible for managing Student Information Systems (SIS) in order to ensure home-to-school-based collaboration. These tools allow parents and students access to a student's grades, homework assignments, and attendance record. Parents and students may access the site with a school-issued username and password. Teachers are responsible for inputting students' grades and learning data into the SIS in a timely manner, and parents are responsible for monitoring their students' progress. Parents are encouraged to reach out to teachers and school administrators for clarification and understanding of student data received through the SIS.

School Publications

All student or parental publications are subject to review and approval by the school administration prior

to publication. The Principal must have on file all current login information for any digital publication, email, or social media accounts that represent or use the school name. Parents, volunteers, and external consultants must submit any and all postings for approval in advance. Maintaining a positive public image for the school is the responsibility of the Principal.

School's Right to Amend

The school reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

Social Media and Digital Communications

Saint Patrick School students, with parental or guardian approval, may appear in school-produced media releases, school or diocesan publications, school or diocesan websites, and any other school or diocese social media outlets, as well as on the following:

Website: www.stpatrickschool.org

Facebook: TBA

Instagram: TBA

Twitter: TBA

Website: www.dsj.org

Facebook: [@DioceseSanJose](https://www.facebook.com/DioceseSanJose)

Instagram: [@DioceseSanJose](https://www.instagram.com/DioceseSanJose)

Twitter: [@DioceseSanJose](https://twitter.com/DioceseSanJose)

Any such photograph and/or video recordings become the property of Saint Patrick School and the Diocese of San Jose and may be used for educational, instructional, or promotional purposes in broadcast and electronic media formats now existing or created in the future.

Saint Patrick School and the Diocese of San Jose, as well as its representatives, agents, employees, administrators, managers, trustees, and directors, are released from any and all claims and demands related to publication, dissemination or use of a student's story, name, or likeness, including, but not limited to, any and all claims for invasion of privacy, royalties, infringement of a child's right of publicity, defamation, libel, false light and/or any other personal and/or property rights. Such images/recordings are the sole property of Saint Patrick School and the Diocese of San Jose, and revocation of this release does not extend retroactively to images/recordings which have already been disseminated, but only to future use.

Parents who do not want their students to appear in such media must indicate this in the media release form shared with families annually.

The school must own and control all internet presence, including all social media profiles and websites. Each school social media profile should have a minimum of two administrators, who are adults and have successfully completed Safe Environment training, to allow for continuous monitoring and updating of social media sites. At least one of the social media profile administrators must be an employee.

Schools are asked to use the hashtag #DSJCatholicSchools in all their social media posts.

Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry with school or diocesan logos. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school.

Standardized Testing

The school will administer Renaissance STAR testing as planned annually by the Department of Catholic Schools during the assigned testing windows. Individual test results will be given to students and their parents and analyzed by teachers, administration, and the Department of Catholic Schools.

STAR data is used to inform instructional decisions and targeted learning support for students.

Visitor Policy

The school welcomes parent and community involvement, and schools are often centers for the surrounding community. However, it is the responsibility of the school to ensure that the environment is safe, secure, and conducive to learning. Schools are not considered open to the public or a public forum. Instead, schools are considered a “limited public forum” and may limit public access in accordance with reasonable regulations set by the school.

Visitors are encouraged to make an appointment with the school employee they would like to speak to in order to ensure accessibility and availability.

All campus visitors must report first to the Main Office to receive permission to be on campus during the school day.

Volunteer/Vendor Requirements

Our school is fortunate to have community members willing and able to support our school through volunteer efforts and enrichment activities. All volunteers and vendors must comply with the [DSJ School Volunteer / Vendor Requirements](#) before serving in any elementary school in the Diocese of San Jose.

We require all adults affiliated in any way with the school to maintain appropriate adult-student relationships at all times, both on and off campus. All interactions between members of the school community should be based on mutual respect and trust, and should be consistent with the mission and values of the school. Every member of our community should expect an environment free of abuse, misconduct, and harassment, where appropriate employee-student boundaries are respected and maintained. This [code of conduct](#) applies to adults working with youth and minors.

Withdrawals and Transfers

A transfer request must be obtained from the school office. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former school. Schools may disclose a student's cumulative record (i.e. permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

The school reserves the right to request the parent to withdraw his/her child from the school due to serious disciplinary issues.

Parent/Student Policies Agreement Form

(Please print except where signatures are required)

Our family has received or accessed the Saint Patrick School Student-Parent Handbook online and read it. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and notify us of any amendments, and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities and obligations under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our responsibilities and obligations according to the requirements of the Handbook.

Parent/Guardian's Signature (1) _____ Date _____

Parent/Guardian's Signature (2) _____ Date _____

Print student names and grades:

Student's Name _____ Grade _____

Signature if Student is in Grade 2 or higher _____

Student's Name _____ Grade _____

Signature if Student is in Grade 2 or higher _____

Student's Name _____ Grade _____

Signature if Student is in Grade 2 or higher _____

Student's Name _____ Grade _____

Signature if Student is in Grade 2 or higher _____

Please return this signed form to the School Office by September 1st of the current school year.