SAINT SIMON PARISH SCHOOL

STRONG MINDS. COMPASSIONATE HEARTS

Saint Simon Parish School Student-Parent Handbook 2025-2026

Saint Simon Parish School

1840 Grant Road, Los Altos, CA 94024

Phone: 650-880-1402

Website: stsimon.school

Dear Students and Parents/Guardians:

Welcome to Saint Simon Parish 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. In order 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.

We ask that you begin the year by reading it thoroughly in order 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 through AnswerMe! In Schoology by the assigned deadline.**

Again, welcome to Saint Simon Parish School!

Ann Kozlovsky, Principal

History

In 1961, Father James L. Spooncer, the founding pastor of Saint Simon Church, and four Sisters, Servants of the Immaculate Heart of Mary (IHM), of Immaculata, Pennsylvania began the ministry of Catholic education for Saint Simon Parish children. Saint Simon Parish School (SSPS) opened to 200 children in first through third grades. New classes were added each year until there were two classes of every grade, first through eighth. In 1985, kindergarten was added. Saint Simon opened Little Saints Preschool, which offers preschool and pre-kindergarten programs, in 2009. Saint Simon Parish School was named a 2021 National Blue Ribbon School in the Exemplary High Performing category.

The IHM Sisters served the school until their withdrawal in 2003. At that time, the school was transitioned over to lay leadership; however, the charism of the IHM Sisters continues to be reflected in the school. When the IHM Sisters withdrew from SSPS, the Dominican Sisters of Mission San Jose were invited to live in the Saint Simon convent, and they have since been in residence.

Philosophy

Saint Simon Parish School, as a ministry of the Parish, is committed to educating the whole child in a nurturing, student-centered atmosphere. Supported by the framework of our Catholic values, we foster each student's spiritual, intellectual, emotional, moral, social, and physical growth. As a school and as a community, we are clear about the commitment we have made to educate, inspire, and prepare students to make a difference.

Our goals are to:

- ➢ Instill a passion for excellence and provide a challenging, well-rounded education with faculty who inspire children to reach their full potential.
- ➢ Foster attitudes, values, and actions that reflect our Catholic traditions and the teachings of the Gospel.
- ➢ Offer opportunities for children to discover and develop their gifts and lead by example.
- ➢ Engage students and families into full and active participation in the Saint Simon Parish community.
- ➢ Promote the human dignity of each person.
- ➢ Inspire a commitment to serving the community and an understanding of the value of helping others.

We recognize that parents are the primary educators of their children and collaborate with parents to fulfill this role. In accordance with each child's gifts and abilities, we strive to provide students with the environment needed to become children who are Spiritual, Academically prepared, Inquisitive, Neighborly, Trustworthy, and Strong (S.A.I.N.T.S).

Mission

At Saint Simon Parish School, we strive to build a welcoming community, grounded in academic excellence, where students are guided by Catholic values, encouraged to discover and develop their talents, and inspired to lead lives of service.

Table of Contents

Academic Integrity Policy

Academic Program

Accreditation

Admission Policies

After School Activities

Arrival/Dismissal Procedures

Attendance

Anti-Harassment and Anti-Bullying Policy
- Verbal, Visual and Physical Harassment Defined and Prohibited
- Bullying Defined and Prohibited
- Protection against Retaliation and False Reporting
- Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure

Child Custody

Code of Conduct

Communication

Confidentiality

Conflict Resolution

Daily Schedule Information

Discipline Code for Student Conduct

Dress Code and Uniform Guidelines

Drug and Alcohol Policies

Electronic Devices

Emergency/Crisis Information

Extended Care Program

Field Trips

Financial Policies
- Enrollment Fees
- Tuition

Food Allergies

Forgotten and Lost Items

Fundraising Activities

Grading and Reporting

Health and Attendance Office

Homework

Illness or Accidents

Immunizations

Interaction with Youth (AB500)

Lunch Program

Mandated Reporters

Media, Social Media and Public Relations

Medications

Missed Work for Absent Students

Money

Non-Profit Status

Outreach and Social Justice Ministry

Parents as Partners

Parent Contact with Students during the School Day

Re-Enrollment

Release of Students (during School day)

Resources for Students and Families in Crisis

School Publications

School's Right to Amend

Schoology

Sports

Standardized Testing

Student Supervision Outside of School Hours

Student Support

Technology Expectations

Visitor Policy

Volunteer/Vendor Requirements

Withdrawals and Transfers

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 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, religion, science and social studies. Courses, grade level content, curriculum and instructional materials are aligned with California Common Core State Standards and the Next General Science Standards. All religion courses are based in the Catechism of the Catholic Church and approved by the Bishop of the Diocese of San Jose.

Co-curricular classes include art (Grades K – 8), library (Grades PK - 3), music (Grades PK – 5), physical education (Grades PK – 8), and Spanish (Grades K – 5 and as an elective in Grades 6 - 8). In addition, students in Grades 4 -8 have office hours/tutorial periods.

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 their mission to be witnesses to the love of Christ for all, admit students of any race, color and national and/or ethnic origin to all the rights, privileges and activities generally accorded or made available to students at the schools. The schools do not discriminate on the basis of race, color, national and/or ethnic origin, 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 to be eligible for kindergarten and four years old on or before September 1 to be eligible for transitional kindergarten.

Please see the school's website for details about the admissions process.

After School Activities

After school activities are available to students. While a student is engaged in school sponsored programs or activities, the student is expected to follow all school policies. 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.

Please see the school's website for details about our after school activities.

Arrival/Dismissal Procedures

Arrival
School drop-off begins at 7:30 a.m. Students who arrive on campus before 7:30 a.m. must go to Extended Care, which is available beginning at 7:00 a.m. The school day for grades K to 8 begins at 7:55 a.m. A line-up bell rings at 7:52 a.m. All students who arrive to morning assembly after the second bell at 7:55 a.m. will be considered tardy and must report to the Health and Attendance Office before they can be admitted into class.

Dismissal
Students in kindergarten are picked up from their homeroom at 2:55 p.m. (12:25 p.m. on early dismissal days, including every Wednesday). Students in grades 1- 3 are brought from their homeroom to the designated dismissal area in front of the Parent Center at 2:55 p.m. (12:25 p.m. on early dismissal days, including every Wednesday). Students in grades 4-8 are dismissed from their homerooms by 3:05 p.m. (12:30 p.m. on early dismissal days, including every Wednesday). Students in grades K-8 not picked up by 3:15 p.m. will be taken to Extended Care. Students may not remain on campus unsupervised.

Traffic Safety Procedures
The safety of all Saint Simon students is our top priority. The street traffic and heavily congested parking lot before and after school creates a challenging situation for students, motorists, and school personnel. Patience, courtesy and adherence to safety and traffic regulations are needed and expected. It is important that you and all those you allow to pick up or drop off your child(ren) follow all safety rules:

- Do not cross the parking lot without using a crosswalk.
- Do not drive through the center crosswalks, but rather back out from all spots.
- Students and parents are expected to listen and follow all instructions given by all staff or student traffic guards and other school personnel.

- ➢ The students in the blue and yellow vests are the morning safeties. They will help open your car door. Make sure your student exits from the right side of the car and has their backpack and lunch so they are ready when the door is opened.
- ➢ Cell phones are not to be used while driving in the parking lot. Please wait until you have parked your car before you use your cellphone.
- ➢ The center aisle parking in front of the Church is reserved for faculty and staff. If you walk your child into school, please park along the fence facing Grant Road.
- ➢ Please refer to Appendix 1 for the traffic flow map.
- ➢ It is not safe for students to be dropped off or picked up along Grant Road.

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, with the exception of school-sanctioned absences, are unexcused.

School-sanctioned absences include travel for St. Simon sports or robotics, which must be approved by the administration, and high school shadowing. The Athletic Coordinator or Robotics Chair will notify the students' teachers two weeks in advance of their absence. Students must notify their teachers of absences due to high school shadowing at least one week prior to the event.

Tardies: 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 tardies, and the child(ren) may be required to make up missed time.

Students who arrive late (after the second bell has rung), must check in at the Health and Attendance office to receive a tardy slip. Students must present the tardy slip in order to be admitted to class.

Absence Procedures: When a child is absent, a parent or guardian is required to contact the Health and Attendance Office by phone (650-880-1412) or via email to healthoffice@stsimon.org before 8:15 a.m. If no message is received, the school will call a parent of the absent student. We ask parents to return any message regarding student attendance as promptly as possible. Both the Health and Attendance Office and your child's homeroom teacher should be notified of any absences. If a student is expecting to be absent for health reasons for more than one week, please notify the homeroom teacher and administration.

If the absence lasts more than one day, it is not necessary to call each day, except at the beginning of a new week or if the reason for the absence changes. For any absence due to illness that is more than 3 days, the student must have a doctor's note to be readmitted to school.

On the day the student returns to school, the parent must send a note or email message to the homeroom teacher that includes: the student's name, the exact reason for the absence, the date(s) of

the absence, and the parent's signature. Without this note, students may not be admitted to class.

Students absent from school for any portion of the day (other than for an excused doctor's appointment or other appointment approved in advance by the administration) may not participate in any school-related activity on the day(s) of the absence including sports practices/events and dances.

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 it is necessary for a child to be dismissed during the school day, the parent or adult (must be 18 years of age or older) chosen by the parent must come to the Health and Attendance Office to sign out the child. The school should be informed ahead of time about such occurrences.

Students are responsible to make up any missed assignments, tests, and/or quizzes due to an absence. Please see the section titled Missed Work for Absent Students for more information.

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.

Anti-Harassment and Anti-Bullying Policy

Saint Simon Parish 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, school volunteer, or parent 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 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 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
- Threats
- Intimidation
- 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
- Spreading of rumors or 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 old.

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 gives knowingly 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 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.

Backpacks

To maintain orderly classrooms as well as increase student safety, Zuca carry-alls may not be brought to school. There are hooks placed outside the classrooms for hanging backpacks. Since the Zuca does not have the capability to be hung and they are relatively large, they are not conducive to our school environment.

The school reserves the right to search all backpacks.

Birthday Celebration Policy

Each student will be honored on or near his/her birthday with a special blessing at morning assembly. Those whose birthdays fall on holidays or during vacation periods will likewise be acknowledged. PLEASE DO NOT SEND treats for your child to share on his/ her birthday. Additionally, no gifts and/or social invitations may be distributed at school.

Due to the level of activity that occurs within our classrooms, we cannot accommodate birthday balloons or decorating of student cubbies.

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

Before a student attends school for the first time 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 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 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 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 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 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 a 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 the classroom or someplace that ensures privacy; 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 trimester 1 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.

The regular school communications are the Tuesday Newsletter and the Principal's Friday Update. Various resources are available through Schoology, the Learning Management System used by Saint Simon Parish School. Teachers also send out periodic communications, and more information will be provided regarding this at Back-to-School Night. In addition, the school communicates with parents via email, and in the case of emergency via text, as needed. Teachers and administration strive to respond to email messages within 24 hours, however, when there is a high volume of email messages or if the communication is received when school is not in session, this might be delayed.

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. 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 contact the administration to seek resolution. If the principal is the subject of the complaint, the person bringing the complaint should contact the pastor.

After reviewing the facts and facilitating discussion of the problem, the principal (or pastor, if appropriate) will respond to the person bringing the complaint.

Escalating Complaints to the Diocesan 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 K - 8:

The school day for grades K to 8 begins at 7:55 a.m. A line-up bell rings at 7:52 a.m. All students who arrive to morning assembly or their classroom, if appropriate, after the second bell at 7:55 a.m. will be considered tardy and must report to the Health and Attendance Office before they can be admitted to class. An exception may be made due to inclement weather and/or unusually heavy traffic.

Students in grades K - 3 are dismissed at 2:55 p.m, except for on Wednesdays and other early dismissal days when they are dismissed at 12:25 p.m. Students in grades 4 -8 are dismissed at 3:05 p.m., except for on Wednesdays and other early dismissal days when they are dismissed at 12:30 p.m. Wednesdays are early dismissal days in order to free teachers for professional development and collaboration.

Before 7:30 a.m. and after 3:15 p.m. the school does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students who arrive at school prior to 7:30 a.m. or have not been picked up within 15 minutes of the final dismissal time will be brought to Extended Care. Extended Care is offered from 7:00 a.m. to 7:30 a.m. and from dismissal until 6:00 p.m., for a fee. Please do not pick up children other than your own unless you have specific permission from the parent for that day and the Health and Attendance Office has been notified.

To avoid interruption during the school day, any messages, forgotten lunches, books, etc., must be taken to the designated table outside the main entrance and not to the classrooms while school is in session.

Discipline Code for Student Conduct

In partnership with each of our school families, the administration, faculty, and staff of Saint Simon Parish School strive to create a caring community which promotes respect for God, self, and others; accepts individual differences; encourages personal responsibility; teaches ways to resolve conflicts as they arise; and instills a sense of school pride and spirit in which both the good of the individual and the good of the whole are valued.

In school, as well as in each family, discipline is one factor required for the overall growth and development of the child. At Saint Simon Parish School, we establish and carry out the discipline of our students based upon the following values and beliefs, all of which we view as essential for all children:

- ➢ Jesus is the model who shows all of us how to foster the growth of the individual and of the community when we make mistakes; and how to be accepting, forgiving, encouraging, and challenging with ourselves and with each other.
- ➢ Children need structure, guidance, support, and clear expectations to be secure and happy.
- ➢ Children thrive when they are challenged, guided, and inspired to ideals and virtues such as kindness, fairness, truthfulness, and responsibility.
- ➢ Children are empowered to develop their own conscience and to grow in an ability to be self-reflective and self-disciplined when adults relate to them in a manner that encourages mutual trust, understanding, and respect.
- ➢ Children are more capable of learning the lessons of discipline when all the adults, both at home and at school, are consistent, supportive of each other, and united in the best interest of the child.

To best support the whole child as well as provide a comprehensive values-based education, students are expected to follow the Schoolwide Learning Expectations (SLEs) and other behavior guidelines outlined in this handbook and as implemented throughout the school.

General Behavior Guidelines

- ➢ Display courtesy, friendliness, and respect toward all in word and manner
- ➢ Display personal pride in one's work, manner, and appearance
- ➢ Show respect for the rights and property of others
- ➢ Demonstrate a willingness to resolve conflicts with directness, kindness, truthfulness, and non-violence
- ➢ Arrive on time prepared for school and ready to learn
- ➢ Refrain from bringing inappropriate items (e.g., electronic gaming devices, toys, slime, silly putty, etc.) to school
- ➢ Fully participate in all classroom and school activities
- ➢ Dress in full uniform; dress appropriately on free dress days; be neat in appearance
- ➢ Keep a clean school environment
- ➢ Do not bring chewing gum on school premises
- ➢ Use materials and equipment responsibly and appropriately
- ➢ Follow all school, classroom, and safety rules
- ➢ Do not cheat in *any* form, including unethical academic behavior or plagiarism of any kind

- ➢ Do not log into an account that is not your account
- ➢ Respect personal space (safe hands, feet, body)

The goal of discipline in a Catholic school 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 one's self, 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 as critical in the spiritual, academic, and behavioral growth of the child. Additionally, parents and students understand that they are held responsible to 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 to 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 immediately by students and/or parents.

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-re-enrollment 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 in which a child engages in a fight that causes injury to another child or adult or a child brings a weapon (or an item that may be used as a weapon) to school, 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 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.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not limited to: stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in consequences including suspension 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.

Academic Consequences

Acceptable academic progress is essential for students' personal growth. Middle school students who have a 1 (Standard Not Yet Met) at mid-trimester or the end of the trimester for more than two standards in any academic subject or a 1 for any co-curricular course or have a 1 (Not Yet) in any Lifelong Learning Skill may be subject to the loss or restriction of school privileges (including, but not limited to participation in school sports, Junior High Youth Group (JHYG) dances, Student Council, or Robotics Tournaments, etc.). Additionally, this consequence may be applied to students in grades 4-5 where the administration believes it appropriate. It is the parents' responsibility to check their middle school students' grades in Schoology to monitor their progress.

Prior to the removal of school privileges, the student, parents, teacher(s), and administrator will meet to discuss the circumstances of such a consequence. An academic contract or other instrument may be put in place as an intermediate alternative.

Students will be removed from school privileges until the issuance of a progress report showing that they have raised their grade to above 1 and have maintained adequate academic progress in all other core classes and have been earning a 2 or above for all behavior expectations. If a student has had their school privileges removed due to deficient academic progress, they can petition the teacher of the class they had the previously deficient grade in (i.e., a 1) for a progress report no sooner than 4 weeks into the new trimester.

Should the new progress report show the student has raised their grades for the new trimester to or above a 2, they have adequate academic progress in the other core classes and are earning a 2 or above

for all lifelong learning skills, they will have their school privileges reinstated for the remainder of the trimester. However, if the student after the reinstatement of school privileges lets their grades for two or more standards drop to a 1, after any retake opportunities, or any of their Lifelong Learning Skills drop to a 1 during the remainder of the trimester, they will lose their school privileges for the remainder of the trimester with no opportunity for reinstatement.

Any reinstatement of school privileges does not include the right to be placed on a sports team that has already been formed or other similar rights.

Recess and Lunch Guidelines

Grades 1 - 8 Lunch Procedures

1. Students will follow the directions of all adults on duty.
2. Students will sit or stand at the table while eating for their 20-minute lunch period.
3. Students obtaining lunch from the Lunch Program provider will walk to and from Spooncer Hall.
4. Students should not share food.
5. Epi-pens are available in the Health and Attendance Office, athletic office, and faculty room.
6. Students may not sit or walk on tabletops, nor walk on benches.
7. Students will ask permission to go to the restroom. They will go with a partner at the discretion of staff.
8. Students will wait to be dismissed from tables after the second bell rings.
9. To be dismissed, all food will be put away and all trash picked up.
10. Students in grades 1-8 will sit with students in their own grade.
11. Students will eat at the tables only, not on the sloped hill by the back fence.
12. No student may be in the hallway without permission.
13. A Health and Attendance Office station will be available outside during lunch and recess.

Grades 1 - 8 Playtime Procedures (lunch and morning recess)

1. Students will follow the directions of all adults on duty.
2. Students must be dismissed for recess.
3. Students will walk through the breezeway and in any other area that requires safety measures due to the large number of students/people.
4. All students will assist in the picking up of play equipment and place it on the rack.
5. Only school-provided equipment from the turf tote is allowed on the turf.
6. Only school-provided equipment is allowed on the black top. When it is raining or when the ground is wet, students may not use the balls and other play equipment.
7. Running or playing tag on the sidewalks or black top is not allowed.
8. Kicking a ball at any time is not allowed, unless playing soccer or kickball on the turf. Also, excessively launching a ball/play item in a manner that is dangerous (e.g., throwing a ball near windows or beyond play areas) is prohibited.
9. Any student hit in the head during recess / play must go to the Health and Attendance Office and report the incident.

10. No eating is allowed in play areas; students eating must be seated in designated areas. Students may eat their snack, throw away trash, and then play.
11. Students should not do their homework during recess unless they are working directly with a teacher.
12. All play stops when the first bell rings.

When the school bell rings, all students must freeze until the second bell has rung (or they are otherwise directed by a supervising adult) and then they can be dismissed to lunch, recess, or back to their classrooms, as appropriate.

Dress Code and Uniform Guidelines

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.

Regular Uniform Requirements

Girls	Boys
1. Grades K – 8 Top: White or gray St. Simon knit polo shirt with a blue St. Simon cardigan or pullover or, for Middle School students, a navy-blue uniform sweatshirt. Short or long-sleeved shirts are allowed. 2. Grades K – 4 Bottoms: Uniform jumper or "School Apparel" or similar brand navy pants, shorts, or skort. A black or navy belt must be worn with the pants or shorts by students in Grades 2 - 4. All shorts and skorts must be to the knee in both front and back. 3. Grades 5 – 8 Bottoms: Plaid uniform skirt or "School Apparel" or similar brand navy pants or shorts. A black or navy belt must be worn with the pants or shorts. All skirts and shorts must be to the knee in both front and back. 4. Grades K – 8 Socks: Plain white, black or navy crew socks with no logo, white, black or navy footed tights, or white, black or navy leggings with crew socks. Socks must be free of bows and lace. 5. Grades K – 8 Shoes: Solid black or navy-blue low top shoes. Shoes can have white or black soles. Platform shoes are not allowed. Shoes can tie or strap. Grades 5 – 8 can also wear solid black or navy slip-ons on non-P.E. days. Vans are ok; Tom's are not permitted.	1. Grades K – 8 Top: White or gray St. Simon knit polo shirt with a blue St. Simon cardigan or pullover, or for Middle School students, a navy-blue uniform sweatshirt. Short or long-sleeved shirts are allowed. 2. Grades K – 8 Bottoms: "School Apparel" or similar brand navy pants or walking shorts. A black or navy belt must be worn by students in Grades 2 - 8. Shorts must be to the knee. 3. Grades K – 8 Socks: Plain white, black, or navy crew socks with no logo. Socks must be free of bows and lace. 4. Grades K – 8 Shoes: Solid black or navy-blue low top shoes. Shoes can have white or black soles. Platform shoes are not allowed. Shoes can tie or strap. Grade 5 – 8 can also wear solid black or navy slip-ons on non-P.E. days. Vans are ok; Tom's are not permitted.

Plaid Day Uniform: Girls must wear their jumpers or skirts, as applicable, with white socks with no logo and boys must wear long pants. All students must wear a white polo and the blue uniform sweater. Advanced notice of these days will be given. On plaid days, the plaid uniform is worn the entire day.

Modified Plaid Day Uniform: Students should follow the plaid day uniform guidelines except that boys may wear either long or short pants.

Mass Day Uniform: All students must wear their Saint Simon Parish School sweater. Students may wear their regular uniform for all other pieces.

P.E. Uniform: The uniform for P.E. is as follows:

1. St. Simon t-shirts (including commemorative t-shirts.)
2. St. Simon P.E. sweats or St. Simon P.E. nylon shorts. Shorts should be a loose fit and fall between

the knee and below mid-thigh.

3. St. Simon P.E. sweatshirt
4. Low top athletic shoes. They should have a non-marking sole. The shoes may not light up.
5. Plain white, black, or navy crew socks with no logo or the 2021 National Blue Ribbon School logo crew socks.

All uniform items may be purchased from one or more of the vendors listed on the uniform page of the school website.

Dress Code

- ➢ Faded, tattered, torn, or defaced uniforms are unacceptable.
- ➢ Shirts must be worn tucked in.
- ➢ Length of the girls' skirts, jumpers, or skorts must be to the knee in both front and back.
- ➢ Length of regular uniform shorts must be to or just above the knee
- ➢ Skirts, skorts, and shorts must not be rolled.
- ➢ Pants must fit properly and be neat in appearance. Sagging of pants or shorts is not allowed, and low-rise and bell-bottom pants are not allowed.
- ➢ Regular uniform and P.E. uniform pieces may not be mixed. For example, the P.E. sweatshirt may not be worn with the uniform jumper, skirt, skort, pants, or shorts.
- ➢ Shoelaces must always be tied.
- ➢ Merchandise bought at https://teamlocker.squadlocker.com/#/lockers/saint-simon-saints-swag is not part of the student uniform and cannot be worn to school with the regular or P.E. uniform.
- ➢ All students must wear uniform sweaters or sweatshirts rather than non-uniform garments in the classroom. Students may wear St. Simon logo jackets in the classroom.
- ➢ Hats may be worn outside for sun protection. Hats may not be worn in the classroom without explicit permission.
- ➢ Non-uniform jackets may be worn to school and during outdoor recess and lunch. Non-uniform jackets may not be worn in the classroom.
- ➢ **All articles of clothing are to be labeled with the student's name.**

Hair should be clean, out of the face, and kept neat in appearance. Altering of natural hair color and extreme or exaggerated hairstyles are not permitted. Excessive use of hair styling products is not permitted. All males are expected to be clean shaven.

Makeup is not allowed. *Only* clear nail polish is permitted. Tattoos are not allowed. Students with makeup or nail polish will be sent to the Health and Attendance Office to have them removed.

Jewelry, other than a watch, one ring and/or a small necklace or bracelet, is not permitted. Earrings are limited to stud style earrings, no more than one earring in each ear. No Smart Watches of any kind are permitted.

Hats may be worn outside for protection from the sun or cold, but they may not be worn inside.

St. Simon Uniform Pieces

Boys Kindergarten - 8th Grade

Regular School Day



P.E.



Middle school students have the option of a navy crewneck sweatshirt (not pictured) instead of the sweater on regular dress days

St. Simon Uniform Pieces

Girls Kindergarten - 8th Grade

Regular School Day



P.E.



The scoop neck version of jumper (not pictured) is acceptable

Middle school students have the option of a navy crewneck sweatshirt (not pictured) instead of the sweater on regular dress days.

The Peter Pan collared blouse is no longer required for K-4 for girls for plaid day, but it is an option if preferred.

Girl and Boy Scouts
Students who participate in Girl or Boy Scouts may wear their complete uniform on all days that they have a meeting or event, except for Plaid Days and special class days. If a scout chooses not to wear his or her scout uniform, the school uniform must be worn.

Free Dress Guidelines
Occasionally free dress days will be designated. On free dress days, this dress code must be followed:

- ➢ Students are to wear clothing that is appropriate for our Catholic school setting. Students are expected to be clean and neat in their appearance. Styles should be modest, in good taste, and without extremes.
- ➢ Shorts, dresses, and skirts must be of appropriate fit and modest length – no shorter than 2 inches above the knee.
- ➢ Pants must be of appropriate fit. Joggers or other athletic pants may be worn; however fitted yoga pants, bike shorts, and pajama bottoms are not appropriate for school free dress days. Leggings may be worn if covered with a tunic top that extends to no shorter than 2 inches above the knee.
- ➢ Shirts, blouses, and dresses must have sleeves. (No tank tops or spaghetti straps)
- ➢ Tops and pants that are low-cut, torn, cut, tattered, or show the midriff are not allowed.
- ➢ Logos and/or messages on clothing must be appropriate for a Catholic school.
- ➢ The hair, make-up and jewelry guidelines specified above apply.
- ➢ A full shoe must be worn; open-toe shoes, backless shoes, Uggs or Uggs-like shoes are not permitted. Athletic shoes must be worn if the student has P.E. on a free dress day.
- ➢ Students may wear their uniform, following all guidelines, on free dress days.

Dress Code Infractions
If students are not following the dress code, parents will be notified. It is expected that dress code infraction(s) will be corrected within a reasonable amount of time, as coordinated with the homeroom teacher. If dress code violations are not corrected as agreed upon, the student will lose the privilege of wearing free dress on the next free dress day. Repeated dress code violations will be treated as a disciplinary matter.

The school will conduct quarterly uniform education that will be supported by periodic unannounced uniform reviews.

If the teacher or administration determines that a student's free dress clothing is inappropriate, the student will lose the free dress privilege for the next free dress day and will be provided a St. Simon uniform to wear for the day or will need to call home for a change of clothes.

Theme Dress Days
On occasion, the school will have theme dress days. The guidelines for these days will be provided prior to the dress day. All of the other dress guidelines listed above must be followed.

Drug and Alcohol Policies

In recognition of the seriousness of potential drug and alcohol problems to which the students might be exposed, the school will follow the policies 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 the suspicion or appears unstable, principal will recommend to parents that the student 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 comes to 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 may be dynamic tools in the 21st century school environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices (i.e., cell phones, iPads, iPhones, Smart Watches and other personal 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. In the event an electronic device, including a student cell phone, 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 the policy and the safety of the school.

Inappropriate use of any electronic device may result in serious consequences as stated in the Technology Use and Internet Policy Agreement, which is accessible through your TADS account.

Cell Phone Policy

Cell phones may be brought on campus. However, they **are not to be used** at any time during the school day (7:30 a.m. – 3:15 p.m.) nor during Extended Care or sports events (7:00 a.m. – 7:30 a.m., 3:15 p.m. – 6:00 p.m.) or other school events, and must be turned 'off' (not on silent/mute) unless given explicit permission by a faculty or staff member. Students must turn in any such device to their homeroom teacher every day. They will be returned at the end of the school day. If students need to use a cell phone,

they must obtain the permission of a faculty or staff member and use the device in the presence of that faculty or staff member. Students may not walk and use devices as they leave the classroom or while on campus.

The disciplinary action for students caught violating the Cell Phone Policy is as follows:

1. First offense - The cell phone will be confiscated for the day, and a written warning will be issued.
2. Second offense - Restitution will be assigned.
3. Third offense - The student will meet with administration.

Please also refer to the discipline guidelines for potential consequences for not following school policies – the administration may also ban electronic devices (i.e., cell phones) should there be a determination that they are a continued interference with the school environment. Students bring the devices to campus at their own risk. The school will not be held responsible for lost, damaged or stolen devices.

Smart Watch Policy

Students may not use smart watches of any kind during the school day (7:30 - 3:15). If a smart watch is brought to campus, it must be turned off and given to the student's homeroom teacher for the day. They will be returned at the end of the school day. The school will not be held responsible for lost, damaged or stolen devices.

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.

If an emergency were to occur, Saint Simon faculty and staff are prepared with first aid kits, as well as food and water for students. The default student pick-up location is in the inner parking lot (refer to the map in Appendix 2). If this location is deemed unsafe, an alternate location will be designated. Only parents, guardians and individuals listed as emergency contacts may pick up a student (enter via TADS). Identification is required.

The school emergency plans are accessible through this link.

Extended Care Program

The Saint Simon Extended Care personnel includes the Extended Care Director and the Extended Care staff assigned to monitor specific grades levels. The Extended Care telephone number is 650-880-1415.

Purpose of Saint Simon Extended Care

Extended care provides appropriate and safe care for Saint Simon Parish School students prior to and after the normal school day. It is designed to supplement, but not substitute for, the parent's responsibility for the protection, development, and supervision of their children.

Program Overview

Saint Simon Parish School Extended Care is designed to meet the needs of the parents. We provide a safe, nurturing, and social place for your child to go before and after school hours. Our program will positively support, challenge, and encourage children by offering appropriate settings conducive to their social, intellectual, emotional, moral, and physical development needs. A variety of productive and formal activities are available, ranging from art and crafts to free playtime. A time and place will be provided for studying and homework. Grades 4 – 8 will have access to computers for homework assignments requiring a computer. All technology guidelines and rules utilized in the classroom also apply at Extended Care or any after school activity.

Days and Hours of Operation
Extended Care is available Monday through Friday on all days that school is in session. It is available from 7:00 a.m. to 7:30 a.m. and from school dismissal to 6:00 p.m. It is not available on faculty-in-service days, national holidays, weekends, or during the summer.

Any student who arrives on campus before 7:30 am or is on campus at 3:15 or later without adult supervision will be brought to extended care. Students must be in Extended Care if they are waiting for a sports practice or another extracurricular activity to begin, and no adult supervision is available. Students may not wait in the parking lot or any building without adult supervision.

Registration
All children who are registered at St. Simon Parish School are eligible to attend Extended Care; there is no separate registration form to fill out.

Fees
- ➢ The rate is $11.00 per hour, prorated for the time attended, for both morning and afternoon extended care.
- ➢ The annual registration fee for the program is $50 per child or $100 per family. The fee is non-refundable and will be assessed once the child attends at least $50 worth of extended care.
- ➢ All billing and collection of fees are done through Community Brands TADS. Late fees apply consistent with the tuition agreement.

After Hours Fee
Extended Care closes promptly at 6:00 p.m. There will be a late charge of $15.00 per quarter hour per child starting at 6:01 p.m. This fee will not be prorated.

Snacks
- ➢ Please advise the director if your child has a food allergy. Nut-free snacks manufactured in a nut-free facility are provided at Extended Care. Examples of provided snacks include crackers, cheese, fruit (apples, oranges, watermelon, grapes), cereal bars, pretzels, water, popcorn, milk, and juice. Lemonade is provided on special days.
- ➢ Students may bring additional snacks from home to supplement the snack provided by Extended Care.

Drop-Off and Pick-Up Procedures
- ➢ When dropping off your child in the morning, please accompany her/him to the school library.
- ➢ Pickup will be from the breezeway before 4:30 p.m. and from the library or art room after 4:30

p.m..

- ➢ When a child leaves the facility, except for school functions, the person responsible for picking up the child must sign her/him out at the designated location. The person picking up your child must be 16 years old or older.
- ➢ No child will be released to any person not included on the authorized release list (provided via TADS) unless prior notice is given by a parent or guardian.
- ➢ For the safety of the children, no siblings can play outdoors or on the play structure without a parent present.
- ➢ If your child attends Extended Care regularly and participates in after school programs, please email us at afterschoolactivities@stsimon.org and provide the following information:
  - o Date
  - o Student Name
  - o Details (release to e.g., Coach Name/Location/Time)
  - o Time Returning to Extended Care
  - o Or Indicate if not returning to Extended Care
- ➢ It is the parent's responsibility to provide or arrange for a means of transportation to and from sports/activities outside of Extended Care. We do not have additional staff to walk your child to and from such activities.
- ➢ Students may not leave the school campus and then return to Extended Care unless they leave campus for a school function or for a medical appointment.

Schedule

Regular Dismissal Days

Children in 1st – 8th grades proceed directly from their classroom and kindergartners are walked over to the breezeway, where the Extended Care staff sign in the students.

3:00 – 3:45	K – 8th graders eat a snack and then play in the back area or on the playground.
3:45 – 4:30	K – 2nd graders remain playing outside in the back area or playground.
3:45 – 4:30	3rd – 8th graders have a study hall in the Library.
4:30 – 6:00	K – 8th graders have an option between unstructured social time or structured study hall time. Students in unstructured social time have choices for participation in outdoor activities. Structured study hall time continues for those not yet finished with their homework. We offer some homework assistance, but we are not responsible for checking or correcting homework.

Rainy days: Students are brought indoors to the library or art room.

Early Dismissal Days

12:25- 12:45	1st – 8th graders go directly to the breezeway where the Extended Care staff sign in the students. These children will eat their lunch in the back area behind the breezeway. Kindergarten students are walked over to Extended Care at 12:45. Kindergartners will have already eaten lunch. The children will then play on the playground, turf, gym, or black top. The same playtime/ lunch rules stated in the school handbook apply to our extended care students during playtime.
12:30-1:45	Children will eat lunch and play.
1:45-3:00	K - 2nd grade continue to play outdoors, weather permitting
1:45-3:00	3rd – 8th graders have study hall time in the library.
3:00-3:45	K – 8th graders have snack in the back area of the breezeway.
3:45-6:00	K – 8th graders can engage in indoor or outdoor activities, weather permitting, or continue with study hall.

Student Expectations in Extended Care
Students are expected to exhibit school appropriate behavior. All rules and regulations that apply during regular school hours are applied to Extended Care.

Discipline Policies
We want every child to feel safe at our facility. All students are expected to conduct themselves according to the Schoolwide Learning Expectations (SLEs). If your child's behavior becomes a problem, the Extended Care Director will follow up directly with the parents about the concern, and, should the behavior continue, a parent/principal conference will be set up to address the issue. Further actions could result in a suspension, or your child could be asked to leave the Extended Care program.

Other Policies in Extended Care
- ➢ In compliance with school policy, personal toys (including fidgets), equipment and electronics (iPods, iPads, tablets, or handheld games, etc.) may not be used during extended care time.
- ➢ Remember to label all clothing worn to Extended Care. Articles of clothing left at the facility will be taken to the school lost and found.
- ➢ Extended Care is not responsible for any lost, stolen, or broken items.
- ➢ Children may change into play clothes after school, but all clothing must follow the free dress policy of the school. Children must be able to change independently.
- ➢ If students forget any items in the classroom, they may not return to their classroom unless they are supervised by a staff member.

Computer Rules
The same computer rules that are in force during the school day, apply while using computer resources at extended care. Review this handbook as well as these reminders:

- ➢ Only schoolwork may be done on the computers/iPads

- Students must sign out computer/iPad
- Use any laptop/iPad on a flat surface (desk or table)
- Put the computer/iPad back and plug it in for recharging
- Log off or sign out of your account when you are done
- Do not change the screen saver
- Do not lift or carry laptops by the screen
- Do not install apps or programs on the laptops or iPads
- Do not eat or drink while using a laptop/iPad
- Do not change other students' accounts
- Do not take photographs of other students

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 at each grade level.
- Field trips are permissible when advanced planning, location, and the 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 DSJ Field Trip Permission Form 1.23). Verbal or faxed permission cannot be accepted. A form for each field trip will be provided electronically by the school.

Financial Policies

Enrollment Fees

The school assesses enrollment fees each school year that 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 Simon Parish 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 Saint Simon Parish School. Tuition supports the school's regular day-to-day operations and long-term sustainability.

Saint Simon Parish School offers three payment options:

- ➢ One installment - Due July 10th
- ➢ Two installments - Due July 10th and December 10th
- ➢ Ten installments - Due the 10th of each month from July 10th through January 10th and March 10th through May 10th

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 10th of the month.

A late fee of $25 will be assessed on day seven following a missed tuition payment if alternate arrangements have not been agreed upon between the family and principal.

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 among the family, the Principal and the pastor 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 trimester
- ➢ Deny a graduating student participation in graduation ceremonies and/or withhold a diploma

In addition to tuition, the Saint Simon Parish 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 are due at the time of the tuition payment.

Food Allergies

Saint Simon Parish School recognizes that students have allergies with varying degrees of severity. The school's primary goal is to provide a safe environment for all children, and, as such, parents have a responsibility to fully disclose the severity of such conditions so that we may assess the school's ability to reasonably manage such conditions. The policy outlined below has been designed to reduce the risk to students by implementing procedures that will prevent symptoms from occurring.

Student Responsibility

- ➢ Eat only food/snacks known to be safe (either brought from home or purchased through the lunch provider).
- ➢ Avoid food items with unknown ingredients or unknown allergens.
- ➢ Notify school staff immediately if symptoms of a reaction occur.

- ➢ Be proactive in the care and management of their food allergy and reaction based on their developmental level.

Parent Responsibility

- ➢ Notify the school of their child's allergies by entering and updating the information in TADS as needed. Proactively work with the school staff to develop a plan that accommodates the child's needs throughout the school day.
- ➢ Proactively provide school staff with updated and complete written medical documentation, instructions, and medication, as needed to effectively manage the condition.
- ➢ Provide complete and updated emergency contact information.
- ➢ Provide to both the classroom and Health and Attendance Office, as needed, any necessary and properly labeled medication and replace medication after use or upon expiration.
- ➢ Educate your child in the self-management of their food allergy, including safe and unsafe foods, strategies for avoiding unsafe food, identifying allergy symptoms, how to communicate a need for help, and how to politely refuse unsafe food when they are offered.

School Responsibility

- ➢ Be reasonably informed of and follow all applicable federal laws.
- ➢ Inform and train school personnel on how to properly administer medications.
- ➢ Create an allergen-minimized classroom, as is reasonably possible under the circumstances.
- ➢ Notify parents of the students of teacher placement, if requested, in a timeframe that allows for time to establish a classroom plan.

Forgotten and Lost Items

Forgotten Items

Forgotten lunches and other items are to be left at the drop-off location near the front entrance, where students are responsible for picking up the articles at recess or lunch. Items will be brought to kindergarten students.

Lost and Found

All items of clothing, lunch bags, and other personal belongings should be marked with the child's name and checked periodically to be certain the name can be seen. Found items are placed on the "Lost and Found" rack or in the bin located near the breezeway. Any items that have not been claimed by the end of each trimester will be given to a charitable organization.

Fundraising Activities

Fundraising activities provide an opportunity to create engagement among the Saint Simon Parish School families and the larger parish community. Fundraising activities also provide additional funding to the school to support school programming and tuition assistance.

Saint Simon Parish School Fundraising activities include:

Community Fundraising

- Fr. Murray Tournament for Athletics (January)
- Cash Calendar
- Saint Simon Parish and School Auction - every other year
- Rock-a-Thon (Walk-a-thon) - every other year, opposite the Auction
- Book Fairs for Library

Service Learning Donations

- Food Drives (Monthly)
- Catholic Relief Services Rice Bowl (Lent)
- Catholic Charities' Kinship Center
- St. Vincent de Paul Giving Tree

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 are utilized for 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, adherence to class rules) will be excluded as a factor in subject 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 subject 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, factors not related to academic content (completing and submitting work on time, etc.) will be addressed outside the context of academic (subject) grades.
- ➢ Teachers will provide clear descriptions of mastery expectations for each activity, lesson, and unit of study; subject grades will be based on individual student's mastery of these objectives.
- ➢ Students will be allowed multiple opportunities to demonstrate mastery, including retakes and revisions of assessments, as appropriate. Teachers will communicate through their syllabus or other means how this will be applied in their classroom.

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. The schedule for when report cards are issued is included in the school calendar.

Kindergarten – Grade 8
In Kindergarten through grade 8, Saint Simon Parish School follows the guidelines from the Department of Catholic Schools, Diocese of San Jose, for standards-based report cards. Standards-based report cards give the students and parents explicit information about what students should know, do, and understand relative to the skills and concepts necessary to be successful at that grade level. The goal is for the student to be at standard at the end of the year.

Student progress is reported in this way:

- ➢ 1 Standard Not Yet Met - Cannot yet demonstrate mastery of the standard without assistance
- ➢ 2 Standard Partially Met - Demonstrates independent mastery of some components of the standard
- ➢ 3 Standard Met - Demonstrate independent mastery of all components of the standard
- ➢ 4 Standard Exceeded - Demonstrates independent mastery at a depth or complexity greater than what is required by the standard.

Health and Attendance Office

The Health and Attendance Office (Health Office) is located off the main lobby of the school. A Health Office supervisor manages this office during school hours. The purpose of the Health Office is:

- ➢ To care for minor cuts and bruises, and to take care of other assorted illnesses that arise at school.
- ➢ To assist in keeping daily attendance records.
- ➢ To report student emergencies and illnesses.

A complete Emergency Form is kept on file in the Health Office for each student. The information on this form comes from TADS. Parents should leave the medical alert section in TADS blank if their child has no medical alerts. *It is the parents' responsibility to update their child's emergency information in TADS as changes occur*.

Homework

Homework is planned intentionally as part of the larger learning plan to support student mastery. Homework is 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. Students in grades 1 - 8 will have some summer work assigned.

Illness or Accidents

Parents or their authorized designee will be notified and required to pick up their child in the event of, but not limited to, any of the following:

- ➢ Temperature of 100 degrees or more
- ➢ Nausea, vomiting, or diarrhea
- ➢ Evidence of a communicable disease
- ➢ Presence of any undiagnosed skin rash

Transportation for a child who is sent home will be the responsibility of the parent or the authorized designee.

Parents are asked to keep their child home from school when:

- ➢ A fever of 100 degrees or more is present *and* for 24 hours *after* the fever has subsided with no medication.
- ➢ Whenever vomiting and/or diarrhea is present, and for 24 hours after symptoms have subsided.
- ➢ The child has symptoms of or a diagnosis of a communicable disease or an undiagnosed rash.

Parents must immediately notify (1) the Health and Attendance Office *and* (2) the homeroom teacher in the event of any of the following diagnoses: chicken pox, fifth disease, scabies, roseola infantum (baby measles), strep throat, scarlet fever, mumps, ringworm, pinworms, impetigo, pink eye, head lice*, hand, foot, mouth disease, shigella, salmonella, giardia, campylobacter, COVID-19, or any other communicable disease.

**To return to school students must have a letter from a certified lice removal service or doctor. There are NO exceptions.*

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.

Interaction with Youth (AB 500)

Assembly Bill 500 requires local educational agencies and K-12 private schools that maintain policies on employee interactions with students in its employee code of conduct to, commencing July 1, 2018, provide a written copy of those policies to the parent or guardian of each enrolled student at the beginning of each school year. The Diocesan Code of Conduct is being provided to our staff and to the parents of students taught by our staff through this handbook.

I acknowledge I have clicked this link to read/receive this document.

Learning Management System

Schools are responsible for managing the Learning Management System (LMS) in order to ensure home to school-based collaboration. Depending on the student's grade level, these tools allow parents and students access to a student's grades, homework, calendar, various applications, and student and parent resources. 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 LMS 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 LMS. Please see the section on Schoology for more detailed information.

Lunch Program

Saint Simon coordinates with Choice Lunch for the school lunch program. They prepare lunches packed with balanced, nutritious foods. Additional information about the lunch program may be found in the Resources section of Schoology.

Lunch or other food and beverage items from restaurants should not be brought or delivered to campus.

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, Social Media and Public Relations

Saint Simon Parish 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: stsimon.school
Facebook: https://www.facebook.com/stsimonschool/
Instagram: https://www.instagram.com/stsimonschool/

Website: www.dsj.org
Facebook: @DioceseSanJose
Instagram: @DioceseSanJose
X: @DioceseSanJose

Any such photograph and/or video recordings become the property of Saint Simon Parish 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 Simon Parish 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 Simon Parish 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 submitted through TADS.

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.

Medications

The Diocese of San Jose strongly recommends that schools do 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. The school may not administer any over the counter medications without a physician's note. Any medications students 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 Health and Attendance Office, unless a student is required to carry the medication on his/her person.
- Generally, the student shall come to the school Health and Attendance Office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered 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 and Attendance 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 Health and Attendance 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.
- Under no circumstances will a narcotic be dispensed at school; a student who requires such intense pain medication should be kept at home for observation.

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.

Missed Work for Absent Students

Students are expected to make up the schoolwork missed due to an excused absence and should obtain their missed work by contacting the individual teacher(s) or visiting the class Schoology site(s). Students will receive time equivalent to the number of days missed to make up missed assignments within a trimester. Students must schedule a time to make up missed tests or quizzes with the teacher.

Students with unexcused absences are responsible for all work missed and may not be afforded one additional day to complete makeup work for each unexcused day. If a student needs to make up work, upon return to the classroom it is the student's responsibility to make arrangements with the teacher as to the allowed time to make up the work.

If a student has a planned absence, notification should be given to all the student's teachers at least two weeks prior to the student's absence or as soon as possible if not known two weeks in advance. It is the responsibility of the student and their family to proactively contact the teachers prior to the absence to discuss the effect the absence will have on the student's schoolwork and to reach an agreement regarding the time, if any, that will be allotted for submitting missed work. The school is not under obligation to provide tutoring, make-up work or special testing schedules for such absences. Please note that work missed due to travel in the week before the end of a trimester may not be able to be made up.

Given adequate notice prior to the planned absence, the following may take place at the discretion of the teacher:

- ➢ Work will be accessible through Schoology.
- ➢ Work may be provided to the student prior to the planned absence.
- ➢ If appropriate, due to the nature of the planned absence, alternative assignments may be given.
- ➢ Work is provided when the student returns.

If notice is not provided, teachers may in their reasonable discretion decide if the work may be made up, and the terms and conditions of such make-up work

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 does bring money to school, the money should be kept on the student's person and not left in a bag, coat pocket, lunch box, or desk. The school cannot be, and is not, responsible for lost money.

Non-Profit Status

Saint Simon Parish School is a non-profit educational organization. Donors of gifts or endowments may be entitled to tax benefits provided under the Internal Revenue Code (please consult your tax advisor). Tuition is not tax-deductible.

Outreach and Social Justice Ministry

Service learning is a major component of Saint Simon Parish School 's Catholic Identity. Service learning connects school-based curriculum with the inherent caring and concern young people have for their

world, whether on their school campus, at a local food bank, or in providing for an impoverished family in a developing country. Many of their experiences can be lifelong lessons for students and foster a stronger society for us all.

When service learning is structured in a way that connects the classroom curriculum to community needs, students begin to:

- ➢ Apply their academic, social, and personal skills to improve their school, community, and the world
- ➢ Develop leadership skills and make decisions that will have real results
- ➢ Grow as individuals and gain respect and empathy for others and their situations
- ➢ Gain a deeper understanding of themselves and their role as members of the society

Our school outreach program is developed in support of the parish pastoral plan and in conjunction with the religion and social studies curriculum. The Social Studies Framework calls for students beginning in kindergarten to be more civic minded and to give back to their community. As part of the learning, students will gain exposure to local and/or statewide issues regarding the environment, immigration, housing costs, homelessness, and care for the elderly.

There are multiple aspects to the Outreach Program:

1. Every grade has a service responsibility to the school. These activities do not count towards service hours required in grades 6 – 8:

Grade	Service Learning Activity	Frequency
K-2	Make cards for Mass attendees and others and decorate placemats for special occasions.	Monthly
3	Do an equipment and clothing sweep after lunch	Daily
4	Write “Good Neighbor Notes” to our neighbors on Thurston and Morton. Take out garbage and compost bins before recess.	Periodically Daily
5	Return garbage and compost bins after lunch (recess on early dismissal days). Help students as they sort lunch trash into compost and garbage.	Daily
6	Set up chairs in church for Masses.	Weekly
	Gather food for food drives.	Daily during monthly drives
7	11 students open car doors at morning drop-off.	Daily
8	6 students are crossing guards at dismissal.	Daily

2. The school performs monthly activities that support local agencies in our community. Examples include: collecting food for the Saint Vincent DePaul Society, making lunches that are served at the Opportunity Center to those who are homeless, making cards.

3. Liturgical Advent and Lenten projects are done as a school, in school families and within classrooms (Giving Tree, Kinship Center (Back-to-School backpacks, Christmas, Easter), CRS Rice Bowls).

4. Unique projects are surfaced by individual grades and classes. These tend to be more global. Examples include: Water for Sudan, Heifer International, Casa de Clara, Save the Children, Loaves and Fishes, Shriner's Children Hospital.

5. The school community participates in projects that support the parish activities. Examples include: Coat drive, Refugee dinner, homeless lunches, Tijuana BASICS Ministry, Help One Child, Grassroots Ecology.

6. Each of the service activities incorporates personal reflections to deepen the understanding and purposefulness of the individual service.

Grades 6 – 8 Service Hours
In every school year, grade 6 students each perform 10 service hours, grade 7 students, 15 service hours, and grade 8 students, 20 service hours. Students may not bank excess hours for the next year. In grade 8, five of the 20 hours must be direct service hours with the elderly, homeless, or impoverished.

Many students fulfill their annual service hours through on-campus activities. Other students enjoy providing service through off-campus activities. Suggestions for activities, events, and organizations at which students can volunteer to earn service hours include:

- ➢ Pre-school of Religion
- ➢ Children's Faith Formation (CFF) program
- ➢ Vacation Bible School (VBS) camp in the summer
- ➢ Extended Care after school
- ➢ Library at lunch
- ➢ Teacher support (1 x a week at lunch for an entire school year)
- ➢ Coordination of play equipment on and off the playground
- ➢ Setting up of equipment / gym for athletic games (with Athletic Coordinator)
- ➢ A camp or school during the summer
- ➢ Getting a classroom ready for school year
- ➢ St. Vincent de Paul Society food bank
- ➢ Sacred Heart Community Services
- ➢ Parish BBQ
- ➢ Monster Mash
- ➢ St. Patrick's Day dinner
- ➢ Act as an assistant to a coach of a lower grade team
- ➢ Visit a nursing home and read a story to seniors
- ➢ Help an elderly or disabled neighbor (take trash cans out and in every week, do some yard work, help put up Christmas decorations)

- Make cards for children in the hospital
- SPCA
- Pick up garbage in a park
- Kinship Center party

Activities that are not eligible for service hour credit include:

- Jobs that each grade is assigned / responsible for as part of being a SAINT:
  - 8th grade crossing guard duty
  - 7th grade safety duty in the morning
  - 6th grade food collection, chairs in church
- Jobs the student was paid for
- Babysitting, even if not paid for

Tracking Student Hours

- It is the responsibility of each Grade 6-8 student to confirm their hours are correctly recorded through the Schoology Engage! app by the annual deadline (May 15). Both students and parents can click "See My Dashboard" (upper right corner under their name) once in the app.
- On-campus Engage events will be approved electronically by the event coordinator.
- Off-campus service requires approval. Click See my Dashboard, then click the Special Request link (**blue** link next to their total hours, middle of the page)
  1. Enter the description, approximate hours, and email address of the event coordinator for sign-off.
  2. This request goes to the school's Service Coordinator to approve or deny.
  3. Watch your request status move from Requested to Approved (or denied). Perform the service, if approved.
  4. When done, click on that request on your dashboard, click CLICK WHEN DONE WITH SERVICE button, which will email the coordinator to approve.
  5. Watch your request status move from Confirming to Completed.

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 for the P.E. uniform, is enforced, and insisting that children dress according to values of modesty and 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 when able.
- ➢ 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 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 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.

Communication Covenant

The parents or guardian and school agree to the following guidelines:

1. If an issue or concern arises that involves classroom procedures, homework, classwork, classroom or playground behavior or involves another student, parents are asked to contact the applicable teacher first. Sensitive or confidential issues are ***not*** to be brought up in front of students or while a teacher is on duty during the regular school day, including on the school playground or at pick-up time. Please schedule an appointment with the teacher to discuss sensitive or confidential issues.

2. If the concern is more serious, the parent or guardian should inform the administration, after talking with the teacher. Due to school responsibilities, the administration may not be immediately available; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to address your concerns in a timely manner.

3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy, and respect when problems are presented, and a sincere effort to approach and resolve problems and misunderstandings in a manner that expresses genuine concern for the welfare for your child spiritually, academically, emotionally, morally, and physically, and also the welfare of his or her fellow students.

4. Parents and guardians are expected to show the same concern and respect for the staff of St. Simon, as well as the other children and families of our community. We will not tolerate intimidation or verbal abuse of any member of the community – in person or in writing.

5. Parents understand they have a financial and ethical responsibility to be current with all payments, including but not limited to tuition, damaged book fees, lunch vendor account and field trip fees. The year-end report card (and diploma if grade 8) can be withheld until these issues are resolved.

6. Failure to fulfill any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:
   - ➢ Limiting or refusing permission to enter or use the school grounds or facilities.
   - ➢ Asking that someone other than the person exhibiting poor behavior to represent the child's interest on school matters.
   - ➢ Refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

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. 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 or other unforeseen circumstance and a parent needs to contact their child, they may call the Health and Attendance Office at (650) 880-1412 with the message that will be delivered to the student in writing. Please do not go to the child's homeroom or seek your child out on the playground to give messages.

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

School Community Council

The School Community Council (SCC) serves as an advisory body chartered to help, support, guide, and make recommendations for the educational process and programs at the school. Its members include the pastor, the principal, and the vice principal as ex officio members and seven parents, one community representative, one alumni representative, and two faculty members, one from kindergarten to grade 4 and another from grade 5 to grade 8, as appointed members. The term for the parent members and community representative is three years. The term for the alumni representative and faculty members is two years. Two or three parent members are replaced each year. The two faculty members are replaced in alternating years.

Pets on Campus

Pets, unless they are a designated service animal, are not allowed to visit the Saint Simon campus between 7 a.m. and 6 p.m, including during drop-off and pickup. Service pets should have a vest or collar identifying it as a service animal. While on campus, the service animal should not interact or play with any students.

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 Health and Attendance Office to sign out the student.

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

Required Materials

Students in grades 5, 6, 7, and 8 are required to carry and maintain a student planner. They are to be used to record assignments and tests, and as necessary, as a communication tool for teachers and parents.

Each student is loaned the required textbooks. He or she is responsible for their care. Textbooks must always be covered, and fees for damaged or lost textbooks will be charged. All textbooks and fees must be submitted before the final report card is given.

Computers are assigned to each student. Students are required to maintain their care throughout the year in compliance with the Technology Use & Internet Policy, which is accessed and acknowledged through TADS.

Resources for Students and Families in Crisis

Santa Clara County Services for Children & Young Adults

Other Resources:

Bill Wilson SOS 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

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 log-in 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.

Schoology

Saint Simon Parish School uses the Learning Management System Schoology for communication among parents, staff, and students.

- Parents log in at Login.schoology.com. Students log in at schoology.stsimon.org using their school Gmail account.
- Groups use Schoology for communicating, calendaring, parent resource material (sports, scouts, Robotics, after school activities), etc.
- Parents can receive a 5:00 p.m. daily summary of student grades, calendar events and teacher notes if they click Settings (under their name at the top right in Schoology), click their student's name in the same dropdown menu, click the student's Settings and click the Notifications tab to set up the delivery schedule.
- Middle School students can submit assignments online, check grades, and have a combined calendar of their academic and extracurricular activities. Assignments cannot be submitted under a parent's Schoology account.
- Middle School teachers build, deliver and grade tests online; use blogs and albums, and provide resource material, etc.
- Schoology emails sometimes end up in your Junk folder, so please check there periodically. Please also allow emails coming from @stsimon.org and @stsimon.com by clicking the "Not Spam" / "Not Junk" if your email has that option. Also look at the From / Sender email address and add that email address to your Contacts.

Click the 4-squares icon in the top row of Schoology to access these office apps (if on a small device or browser window, look for the MORE link to access the App Center):

- Activity SignUp! (After-school activity signup)

- AnswerMe! (Electronic document delivery)
- DocViewer (Access report cards, progress reports, and Star Testing results,)
- Engage! (For Volunteering)
- Passwords (Secure repository of students' usernames/passwords to curriculum support sites)
- PTC (Parent Teacher Conferencing)

Sports

The Sports Handbook will be provided in a separate document.

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 of students. Results are posted to your Schoology Docviewer app.

Student Supervision Outside of School Hours

There is limited supervision on the school grounds prior to and after school hours. Extended Care is mandatory for all students arriving before 7:30 a.m. or remaining on the school grounds past 3:15 p.m. on regular dismissal days or 12:45 p.m. on early dismissal days. Parents will be charged accordingly. Please do not take children other than your own unless you have specific permission from the parent for that day and the Health and Attendance Office has been notified.

Students are always to be supervised by an adult when they are on school grounds. They may not enter buildings, including the school, church, Spooncer Hall, or the parish center, without an adult engaged in the effective supervision of the child(ren). An adult must accompany students who need to use the restroom or change clothes in the church or parish center after school hours.

When attending evening or weekend events on school or church property, parents/responsible adults must actively supervise all children. Please do not allow your children to play outside, including on the playground, unsupervised during evening, weekend, or sporting events. Children must always stay with their parents or be directly supervised by a designated adult.

Student Support

Students who have had psychoeducational testing, a medical diagnosis, or a mental health diagnosis are eligible for a Learning Support Plan, under which they will receive documented accommodations that the school is able to provide (preferential seating, extended time, specialized testing parameters, etc.). For further information about the Learning Support Plan process, please contact the principal.

Saint Simon actively identifies readers in grades K – 3 needing support and offers pull out services as a part of the academic offerings. The school actively identifies students in grades 4 - 8 who need reading and/or writing support and offers push in and/or pull out services as well. Social/emotional support for all grade levels is also provided onsite through a private agency (Nugent Family Counseling) at no extra cost.

Technology Expectations

Saint Simon Parish School provides students with access to the school network, the Internet, and a wide variety of computer equipment and programs. All Saint Simon Parish School community members are expected to exhibit proper use of these materials as outlined in the Technology Use & Internet Policy, which is accessed and acknowledged through TADS. The school uses technology as a tool for education. Ill-use of technology, programs, or devices will result in suspension of its use and manual submission of work.

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 volunteers and visitors are required to sign in each day using the kiosk near the reception desk. This helps to ensure the safety of our students, volunteers, and visitors. Every volunteer is required to wear a name tag while on campus. Name tags are issued through the Kiosk's badge printer. When parents volunteer, younger siblings are not allowed.

Volunteers and visitors are not allowed to disrupt a teacher while class is in session or while they are on duty before school, at recess, at lunch, or at dismissal. Parents and guardians may not seek out their child to deliver a message or any other items during class, recess, or lunch. If anything needs to be delivered it should be brought to the designated drop-off location outside the main school entrance.

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. Please note that the ratio guidelines specified in the DSJ Code of Conduct do not apply to schools or school-sponsored events. At Saint Simon Parish School, adult clearance is tracked through the Engage App in Schoology.

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

When a student transfers or withdraws from the school, the student must return to the school all books, electronics, or other materials belonging to the 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. 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.