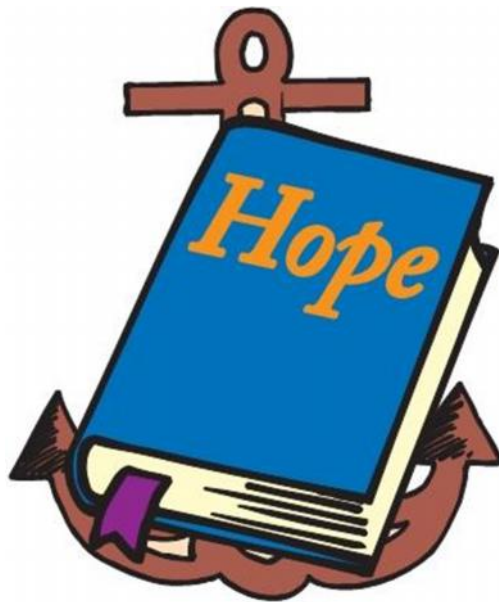


Parent-Student Handbook

St. Clare School

2011-2012



**"May the God of hope fill you with joy and peace in believing
so that you may abound in hope by the power of the Holy Spirit"
(Romans 15:13)**

(Revised March 10, 2012)

Parent-Student Handbook

St. Clare School

725 Washington Street
Santa Clara, CA 95050

Office Telephone (408) 246-6797

Office Fax (408) 246-6726

Cool Kids Zone (408) 246-2513

www.stclareschool.org
office@stclareschool.org

Office Hours

7:30am to 3:30pm
Monday thru Friday

School Hours

First Bell (line up): 8:05am
Second Bell (assembly begins): 8:10am
Dismissal: 3:00pm
Early Wednesdays Dismissal: 12:30pm

Cool Kids Zone Hours

Morning Care: 7:00am to 8:05am
Afternoon Care: Dismissal to 6:00pm

**This handbook is subject to change throughout the school year.
Please refer to the weekly newsletter to updated information.**

**The Principal is the final recourse and
reserves the right to amend this handbook at any time!**

“Do not use harmful words, but only helpful words, the kind that build up and provide what is needed so that what you say will do good to those who hear you” • Ephesians 4:29

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Non-Discrimination Policy

St. Clare School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Clare does not discriminate on the basis of race, color, national and ethnic origin in the administration of their educational policies, admission policies, scholarship programs, athletic and other school administered programs.

Diocesan School

St. Clare School is a school of the Diocese of San Jose and adheres to and is bound by the policies of the Diocese of San Jose.

Overview

This Parent-Student Handbook has been created to share important information with our families. We have prepared this Handbook with great care. Please read it carefully.

Mission Statement

We, the community of St. Clare, believe that Catholic education is an expression of the mission entrusted by Jesus Christ to our church. Recognizing parents as primary educators, we focus on the ongoing development of the whole child. Through our Silver Box program, we foster the values of worshipping, learning, caring and growing in a Christ-centered environment where the uniqueness of every child is valued.

Schoolwide Learning Expectations

Students at St. Clare School are Worshipping

They will:

- Express/share a relationship with God
- Act with Jesus as a role model
- Model the teachings and practices of Catholicism
- Give the gifts of "Silver Boxes" to others

Students at St. Clare School are Learning

They will:

- Demonstrate responsibility for schoolwork and learning
- Read, write, compute, and problem-solve effectively
- Think critically and creatively
- Possess a strong work ethic

Students at St. Clare School are Caring

They will:

- Act respectfully towards self and others
- Serve others with care and compassion through school/church outreach programs
- Cooperate with others in various settings
- Recognize and appreciate the gifts and talents of others

Students at St. Clare School are Growing

They will:

- Practice thoughtful decision-making skills
- Take responsibility for their own actions
- Learn and grow from their mistakes
- Express themselves creatively

Faculty & Staff

Staff

Principal	Madeline Rader	mrader@stclareschol.org
Vice-Principal / Religion Coord.	Sr. Ann Marie Dress, B.V.M.	amdress@stclareschool.org
Pastor	Fr. George Aranha	garanha@dsj.org
Parochial Vicar	Fr. Norman Segovia	nsegovia@dsj.org
Office Administrator	Cherell Rizzo	office@stclareschool.org
Office Assistant	Pudge Graybill	pgraybill@stclareschool.org
Bookkeeper	Cyndie Gerbasi	bookkeeper@stclareschool.org
Dir. of Development & Technology	William Dempsey	wdempsey@stclareschool.org
Facilities Manager	Ed Almazol	ealmazol@stclareschool.org
Communications, Technology	Marina Saavedra	mсаavedra@stclareschool.org
Photographer	Marina Saavedra	mсаavedra@stclareschool.org
Athletic Director	Peter Rodriguez	prodriguez@stclareschool.org

Faculty

Kindergarten	Leann Witherspoon	lwitherspoon@stclareschool.org
First Grade	Ann Peters	apeters@stclareschool.org
Second Grade	Annette Elias	aelias@stclareschool.org
Third Grade	Sarah Tapay	stapay@stclareschool.org
Fourth Grade	Alison Larsen	alarsen@stclareschool.org
Fifth Grade	Eleanor Jones	ejones@stclareschool.org
Religion – Grade 5	Sr. Ann Marie Dress	amdress@stclareschool.org
Sixth Grade	Ranae Marengo	rmarengo@stclareschool.org
Math – Grade 6	Cici Martinez	cmartinez@stclareschool.org
Seventh Grade	Greg Sereno	gsereno@stclareschool.org
Eighth Grade	Analiza Filion	afilion@stclareschool.org
Science – Grades 6 – 8	Cici Martinez	cmartinez@stclareschool.org
Spanish	Marina Saavedra	mсаavedra@stclareschool.org
Art – Grades K – 5	Ky Hulton	office@stclareschool.org
Art – Grades 6 – 8	Ranae Marengo	rmarengo@stclareschool.org
P.E. & Health	Valerye Moore	ckz@stclareschool.org
Resource Teacher/Music/Choir	Maria Dempsey	mdempsey@stclareschool.org

Paraeducators

Kindergarten	Beatriz Dominguez
First Grade	Tammy Garcia
Second Grade	Brandy Perez
Third Grade	Maryanne Toy
Fourth Grade	Ky Hulton
Fifth Grade	Christine Frea

Cool Kids Zone / Cool Tween Zone

Director	Valerye Moore	ckz@stclareschool.org
Group Leaders	Sue Davidson, Peter Rodriguez, Pat Hopkins, Rose Breedlove, Jamie Devoll, Ismael Reynoso, Athena Zapeda, Gage Rizzo, Ryan Cougill, Ky Hulton	

Boards & Committees

School Advisory Council

St. Clare School Advisory Council was formulated for a four-fold purpose:

- Oversee the financial health of the school
- Assist the principal with long range planning
- Create a development strategy unique to St. Clare School
- Provide support for the principal and develop a solid academic after-school program

The School Advisory Council advises the Principal regarding decisions about enrollment, academic standards, facility issues and long range planning and finances. The Council is advisory in nature and does not act as a governing board. The members are nominated from the Council and approved by the principal and the pastor.

School Advisory Council Members

Chairperson	Caryl Kruse
Member	Sheila Yrure
Member	Tim Maloney
Member	Ed Cuevas
Parish Liaison	Kathleen Schneider
Principal	Madeline Rader

Parent-Teacher Group (PTG)

All parents are members of the St. Clare Parent Teacher Group (PTG). There are no membership dues.

All Families are expected to contribute forty hours of service to the school. When everyone participates, a strong community sharing a common vision is strengthened.

The PTG Board meets at 6:00pm on the second Tuesday of the month. You are always welcome to come to the meetings.

The PTG is generally responsible for action in the following areas:

- Coordinating school fundraising projects
- Coordinating the Parish Festival
- Planning parent social functions
- Assisting with parent education and enrichment activities
- Providing parent volunteers for school projects and activities

PTG Executives

President	Yvette Sessions
Vice-President	Barbara Hartman
Secretary	Martha Dominguez
Treasurer	Rania Perry
Advisor	Rosemary Barnes
Publicity/Communications	Mai Mai Cantos

PTG Room Representatives

Room Rep Lead	Natalie Plecque
Kindergarten	Andrea Malae
First Grade	Leilani Borer
Second Grade	Jami Phipps
Third Grade	Teresa Yasuda / Cindy Fota
Fourth Grade	Theresa Hingston
Fifth Grade	Lena Brancatelli
Sixth Grade	Julie McManus
Seventh Grade	Greg Romano
Eighth Grade	Eileen Shydrowski

PTG Event Chairs

Begin/End of Year Barbecues	Juan Reyes
Box Tops/Soup Labels	Michelle Fowler
Dinner Out Coordinator	Danielle Souza
Escrip/School Pop	Michelle Fowler
Halloween Party	Stephanie Barragan
Holiday Fundraisers	Jami Phipps
Hospitality	Rochelle Fernandes
Ice Cream Social	Maria Silva
Innisbrook Wrapping Paper	Sigrid Jacobsen
Candy Sale	Leslie Bell
Jog-a-Thon	Natalie Plecque / Danielle Souza / Shirley Mata / Cyndie Banaag
Pasta Dinner	Jennifer Altieri / Cathy Avila-Linn
Project Cornerstone	Natalie Plecque
Scholastic Book Fair	Jessica Reyes
Social Justice/Outreach	Anne McMahan
Sock Hop	Donna Baclig / Malissa King
Sports Liaison / Sports Banquet	Melanie Osborne
Teacher Appreciation	Melanie Osborne
Uniform Exchange	Diana Leopold
VIP Day	Iara Farinha / Ana Nunes
Volunteer Coordinator	Leslie Bell / Teresa Yasuda
Winter Event	Shydrowski / Dowd / Nunes / Sandoval Families

The information shown above is subject to change.

Silver Box Philosophy

“Do not use harmful words but only helpful words, the kind that build up and provide what is needed, so that what you say will do good to those who hear you.” Ephesians (4:29)

The *Silver Box* philosophy, based on this passage from Ephesians, is our models for the academic, personal, social and spiritual development of our students, faculty and staff. This philosophy is expressed throughout our school and is reflected in our policies, methods and vocabulary.

Our educational strategies and methods, our business policies and our decisions are all centered on our practice of *building up* and *providing what is needed* in a *helpful – nor harmful* manner.

Our liturgies are the focal point for the program. Each room contains a Silver Box, all wrapped and shiny, to symbolic remind our community of our philosophy.

All communication is designed around the use of Silver Boxes. Students are expected to use correct language at all times. The faculty and staff publically recognize Silver Box speech and behavior and praise students as an incentive to all. The students get the idea very quickly. The classrooms have bulletin boards developed around the Silver Box theme and everyone is encouraged to “give Silver Boxes”. The faculty and staff have selected and use vocabulary designed to provide students with a greater understanding of “Silver Boxes” in their daily life.

One of our students described,

“a Silver Box is a good feeling you get when you do something for someone else for no reason, except to make them feel good.”

Another student explained Silver Boxes to his parents,

“I know that the Holy Spirit is at our school because we are nice to one another, and we take care of one another. At my other school we were mean to one another, and we got into trouble a lot.”

Good manners and polite vocabulary are expected at all times. In order to promote a strong community, we remind the students and each other to be friendly, polite and helpful, not only to adults, but also to one another.

The faculty and staff of St. Clare School are committed to the Silver Box philosophy and will work with all students to develop strategies across all grades to ensure its success.

Liturgies & Sacraments

Liturgical Seasons

We celebrate liturgical seasons and teach students how these seasons fit into their spiritual development. We do not celebrate Santa Claus or the Easter Bunny.

We also teach our faith's desire that we reach out to others in need throughout these seasons.

Masses

School liturgies are scheduled monthly and are usually held on the first Friday at 9:00am. Students plan these liturgies with the assistance of their teachers. We announce liturgies in weekly newsletters and monthly calendars. Parents, friends and parishioners are always invited to celebrate with us.

St. Clare School also assists at the Family Mass on the second Sunday of each month. We encourage all families to come to this mass. You will be reminded of the dates through our monthly calendars.

Still and video cameras are not permitted at masses and other sacramental events in church without the prior permission of the pastor.

Prayer Services

The entire student body assembles at 12:55pm on the second and fourth Wednesdays of each month in the church for a prayer service. One of our classes prepares the service and music on a rotating basis. The theme of the service is usually related to the Gospel reading for the following Sunday. Students understand the Gospel message more fully when it is presented in different ways. Parents, friends and parishioners are welcome to pray with us.

If you have a special intention that you would like the school to pray for, please add your petition to the Prayer Log available in the School Office.

Sacrament Preparation Program

Celebrating the sacraments of Reconciliation and Eucharist for the first time takes place in the second grade for most children. The Director of Religious Education for St. Clare Parish and our second grade teacher educate students and parents as they prepare for deeper participation in the worship of our church. Parents have a responsibility to participate in the preparation for these sacraments by discussing the importance of your faith with their family. It is essential that your family attend mass on Sundays either in your local parish or at St. Clare. Students need to understand how we Catholics celebrate and witness our faith.

In accordance with Diocesan guidelines, the sacrament of Eucharist is celebrated with the entire community and not in a private ceremony.

First Eucharist

First Eucharist takes place in the month of May. Families will receive details from the school and parish.

Reconciliation

For students in second grade, First Reconciliation takes place in January.

For students in third through eighth grades, Reconciliation takes place during Advent and again during Lent. Students are notified by their teachers about the date/time of the sacrament and it is on the monthly calendar. Please note that funerals may require the school to reschedule these sacraments.

Baptism

Students and families seeking Baptism after age five are required to make arrangements with the parish. All children five and older must attend RCIC (Rite of Christian Initiation for Children) classes in order to receive the sacrament of Baptism.

Community Service & Outreach

Philosophy

St. Clare School seeks to develop a community of care and concern for the needs of others. We teach, as part of the core values of the Gospels, the value of becoming servants to others and to see Christ in all things.

Our Schoolwide Learning Expectations include Caring and Worshipping and the Expectations document states:

- Students at St. Clare School are Caring. They will:
Serve others with care and compassion through school/church outreach programs.
- Students at St. Clare School are Worshipping. They will:
Express and share a relationship with God.
Act with Jesus as a role model.
Give the gifts of "Silver Boxes" to others.

These expectations are met, in part, by developing the value of *service to others* in our students and families.

Expectations

All families are expected to volunteer, each year, in some way that serves St. Clare School (service hours). The service work is not precisely defined or limited because almost any effort performed by families on behalf of St. Clare School qualifies as service to the school. Service is frequently performed at school, but work done elsewhere frequently qualifies as service to the school if it is valuable to the school.

Common examples include supervising students at lunch time (yard duty), driving on field trips, helping in the classroom, serving on a school group, assisting with a school function or event, assisting a classroom teacher with a project at home.

- Each family shall provide forty hours of service to the school each year. In the event that a family has only one adult in the household, then that family shall provide twenty hours of service.
- Additionally, each family shall serve at the St. Clare Community Festival each year. The Festival is held on the first weekend in June. Each family with one child enrolled in school shall serve one work shift. Each family with two or more children enrolled in school shall serve two work shifts. A work shift is usually two or three hours in duration.
- Families are strongly encouraged to support various formal and informal outreach efforts throughout the year. These efforts include canned food drives, meal preparation and delivery events, food box campaigns and the like.
- Families are strongly encouraged to support special fundraising campaigns during the Christmas and Easter seasons.
- Families are strongly encouraged to support Student Council service events such as fundraisers for worthy causes. We place great value on the generosity and thoughtfulness toward others of our Student Council.

School Policies & Procedures

School Doors/Gates Are Locked

All exterior main building doors are locked throughout the day for security and safety. Gates are closed and locked after approximately 8:25am which is at the end of Morning Assembly.

Please press the front door buzzer to enter the building.

Drop-Off & Pick-Up Routines

These procedures are to be followed before and after school:

- You may not double park or pick up students in the street.
- All students must use crosswalks.
- You will be cited by the Santa Clara Police Department if you leave your vehicle unattended.
- If you stop at the curb, your child must go directly to or from the schoolyard and you must move on as soon as your child is safely secured in the car.
- If you wish to visit with friends you must park on a side street or in the school lot.
- The Police Department patrols periodically and will issue citations to drivers.
- St. Clare School will contact the Police Department when a vehicle is creating a safety hazard.

Morning Drop-Off Routines

Students may be dropped off at school no earlier than 7:50am as there is no supervision before this time.

Families needing to drop off their students earlier than 7:50am must enroll in Morning CKZ child care. Students are to walk, talk or sit before school starts. Students are not allowed to play ball or use the play structure before school.

All students (and adults) must enter school property through the gates on Lexington or Santa Clara Streets and not through the school building. Adults may enter through the CKZ Room and proceed to office for business reasons.

Middle School students must be dropped off at the Primary School playground and not in the main parking lot. These students are to keep all belonging in their possession and not drop off anything in front of their classroom.

Afternoon Pick-Up Routines

In order to create a smooth transition from the classroom to either CKZ or home, students exit the main building according to instructions from the teacher.

Kindergarten, First and Second Grade Students exit through the end of the building and gate on Santa Clara Street. You are to enter the playground to pick up your student. If you are recognized, we will escort your child to your car. Students in these grades are dismissed only through this gate.

Third, Fourth and Fifth Grade Students exit through the end of the building and gate on Lexington Street.

Middle School Students are dismissed by their teachers to the parking lot area. Please watch for students and parents who are walking in this area.

Middle School Students are to be picked up in cars that are either parked in spaces adjacent to the classrooms, or while pausing in the parking lot driving lane. Parents may wait in cars in other parking spots, but children may not cross the driving lane to get to the cars without an adult escort. Students are to walk only underneath the overhang nearest the classrooms. No students are to walk unattended through the parking lot. Students may only

exit school through the breezeway with an adult escort.

Students on campus after 3:15pm on regular days, after 12:45pm on minimum days or after Homework Club will be sent to Cool Kids Zone or Cool Tween Zone. Families will be charged regular child care rates for all such days. *There are no exceptions.*

The School Safety Patrol assists students at major crossing areas. Students and parents must be cautious of the traffic and follow the directions of the Safety Patrol who are trained by the Public Safety officer from the Police Department. A member of the Safety Patrol will also be patrolling traffic in the hallway of the main school building.

Read our weekly newsletter to be informed about the traffic updates!

Visitors at School

Parents and other visitors must always start at the School Office before proceeding to their destination to sign in and out of the property and they must wear a Visitor's Badge. Prior arrangements must be made with a teacher, office staff or the Principal before visiting the school. Lunch time and recess are provided for the social and physical development of students. Parents and other visitors may not visit with students during these times.

Delivering Items to Students

If you need to drop off an item to your child after 8:10am, you must leave it at the front office. Be sure that your child's name and grade are on the item. We will see that the items is delivered to your student. Parents with Middle School students **may not** interrupt the classroom, leave items off on the benches, or visit with students at any time.

Parking

Parents are asked to follow the instructions of the School Safety Patrol and Police Department when parking on campus. Parking around the campus is regulated and timed. Please park in the parking lot when visiting school. Parking will be limited on P. E. days and during lunch hours. St. Clare School is not responsible for any damage or loss to your private property. Ensure that your car is locked and that valuables are secured in a safe location.

Absent Students

Parents are expected to contact the school office, via telephone or email, each day a student is absent or tardy. If report is made via e-mail, parents must notify both the office and the student's teacher(s).

Report via telephone: (408) 246-6797

Report via E-Mail: office@stclareschool.org and teacher's email

We will contact you to verify an absence if no call or message is received.

When a student is absent from school, the student **must return with a written excuse** signed by the parent or guardian stating the reason for the absence. The note must be presented to the classroom teacher when the student returns to school. The teacher will send the note to the office.

The office should be notified immediately if a student has had an illness such as chicken pox, pink-eye, head lice, etc. Students returning to school after having a communicable disease will need to provide a written clearance from a doctor. **Students with communicable diseases may not be in school.**

Students who are absent are responsible for meeting with their teacher for any make-up work once they return to school.

St. Clare School understands that students may miss school for family time together such as visiting distant family and special events. Sometimes this means a student will be out of school for several days traveling to other countries. The student will be asked to make up a portion or all of the work upon their return. At the discretion of

the teacher, absent students may be assigned schoolwork to complete during their absence. Parents should check with each teacher when planning trips.

Parents should understand these attendance definitions:

When a student	That student is
Misses school all day.....	Absent
Arrives after the second bell and before Morning Recess	Tardy
Arrives after Morning Recess.....	Half Day Absent
Leaves at Lunch or later.....	Half Day Absent

Absence/tardy is deemed to be excused when the student was absent/tardy due to illness, medical or dental appointment or attendance at a family member’s funeral service *and the student presents a written note* from parent, physician or dentist when she/he returns to school.

Tardy Students

The first bell rings at 8:05am. Students are to line up with their class at this time. The second bell rings at 8:10am, which marks the start of the school day. **Students are tardy if they are not lined up with their class at this time.**

Students who have been tardy three times will serve a detention on Thursdays from 3:10pm to 4:00pm. If special circumstances arise, parents are to contact teachers.

Medical & Dental Appointments

Parents are strongly encouraged to schedule medical and dental appointments during non-school hours. If necessary, students may leave school for medical or dental appointments. In this event, parents must come to the school office and sign the student out for the appointment. If the student returns to school that day, the parent must come to the school office and sign the student back in.

Please make every effort to provide advance notice to the child’s classroom when a student needs to leave school early.

Student Health & Safety

Please note the following:

- Families must file a Health Form with the School Office for each student before the start of school.
- State law requires special booster car seats for children younger than six years old or who weigh less than sixty pounds.
- Head lice are a problem in Santa Clara County and we have contracted with a local agency to periodically inspect our students for head lice. All girls are required to keep their hair pulled back.
- A current phone number for each family must be on file with the School Office in case of emergencies.
- The school has no facilities to care for sick children, therefore, students who are ill will be sent home.
- Parents will be called to take care of their children who have bowel movements or urinate in their clothing if the student cannot clean themselves properly. Provisions must be made by the parents for this, since county health regulations require parents to come to the school to do this.

Injuries at School

Parents will be notified and asked to pick up their child if an injury occurs that cannot be attended to by basic first aid care. **Parents will be notified in the event of any type of head injury.**

Illnesses

Students must stay home when they are sick. **Students will be sent home if they register a temperature of 99.9 or higher.** Students must be fever free (without the use of fever reducing medicines) for 24 hours before they can return to school. It is strongly recommended that students stay home if they show any flu type symptoms. If they are sent to school with mild to moderate cold symptoms it is at the discretion of the teacher or principal to allow them in class.

Students leaving school due to a sudden illness must be signed out at the school office by a parent.

Medication

Parents must notify the school regarding special medication or other health problems concerning their child. All medications are kept in a locked cabinet. Only authorized staff may distribute medication to students.

No over-the-counter (aspirin, cough drops of any kind, ointments, etc.) or prescription medication may be kept by a child at school.

Medicine can only be dispensed to a child if written permission is submitted to the School Office. The medicine must be in the original packaging or prescription bottle. Over-The-Counter medicine must be clearly labeled with the student's name and grade on the original package.

Students who have potentially life threatening illnesses, such as asthma , diabetes, etc., and require medication or equipment, may be allowed to keep inhalers and insulin kits with them on their person, provided there is documentation from the doctor. MISUSE OF THIS SPECIALIZED MEDICAL EQUIPMENT WILL RESULT IN PARENTS ADMINISTERING THE MEDICATION.

Emergency Cards

Emergency cards must be on file and current for each child enrolled in the school. It is essential that this card is completed by the parents and returned to school. In the case of an emergency, NO student may be sent home with an adult unless authorized on the emergency card. Please notify the office immediately if you have any change of phone numbers or addresses.

Make certain that your child's emergency card in the School Office is ALWAYS current and complete.

Emergency Medical Attention

When your student is in need of emergency medical attention and we cannot reach you, we make decisions that provided the best benefit of your child. Sometimes that means we call an ambulance. Please make sure we can always reach you during the school day.

Area Emergency Events

DO NOT CALL THE SCHOOL: Telephones will be needed for outgoing emergency calls or may be overloaded.

UPON ARRIVAL AT SCHOOL: Report to the designated release area. This area may be the main parking lot, parish hall, church or other location. All students must be signed out by a parent or a person designated on the emergency list. There will be no exceptions. Be prepared to show personal identification. Classroom teachers or staff members will direct parents.

DURING AN EMERGENCY: Parents with first aid training or other special training may be asked to help.

AFTER THE EMERGENCY: Children remaining at school after the emergency may be sent home with a school family you designate if and only if we have permission in writing. The staff strongly recommends that classes buddy up families in the case of an emergency. No child will ever be left unattended.

Custodial Rights

St. Clare abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. *All custodial issues must be addressed with the Principal and not school staff.*

Lost or Damaged Property

Lost or damaged school property, furniture, materials, books or computers will be repaired or replaced. The family of the student that caused the loss or damage will be invoiced to cover the expense if the loss or damage was caused by carelessness or deliberate act. Payments collected for lost or damaged books must be turned into the bookkeeper.

Student Insurance

All students receive limited insurance coverage through the Diocesan Department of Education Insurance Program at no cost to families. Please contact the school office immediately after a school related accident for a claim form.

Field Trips

Field trips can be an important addition to classroom instruction and any class may take field trips as long as these policies are followed:

Please read this section very carefully. Contact the School Office if you have questions.

- A signed permission slip is required before any student participates on a field trip.
- No changes in the destination or unscheduled stops are to be made for any reason.
- All permission slips must be returned to the teacher **no later than the day before** the scheduled trip.
- **Parents may not give permission via telephone or e-mail.**
- Students without permission slips will not attend the field trip.
- Each driver of a private vehicle must have a valid California driver's license, be over the age of 21, carry liability and collision insurance, and have a seatbelt for every passenger.
- A copy of the Driver's Driver License and Proof of Insurance must be filed in the School Office prior leaving school on the field trip.
- Drivers/Chaperones must be fingerprinted and TB tested prior to participating on the trip.
- **No unscheduled stops may be made at any time.** Travel must be direct between the school and destination.
- Drivers/Chaperones may **NOT** bring other persons such as children, siblings, family members, friends, pets, etc. on field trips.
- Students may not leave any field trip to go to any other location such as home or an appointment, etc.
- Parents may not take custody of their own children and remove them from a field trip without signing out.
- All students need to leave from school and return only to school.
- No person other than a Driver/Chaperone or student may attend a field trip.

Student Work While Absent

When parents wish to take their children out of school for personal reasons (i.e. vacations), the parent should contact the teacher and discuss the effect such an absence would have on the student's progress.

The school is under no obligation to provide class work, tutoring, make-up work or special testing schedules for such a period of absence. However, the teacher may provide assignments, handouts and homework. Students who miss school are responsible to make up their assignments so they can keep up with the class. Make-up tests will be given at the discretion of the teacher.

If a student is absent for any reason (including suspension) he or she may not participate in any extracurricular school activity (e.g., sport activity, school dance, skating party, etc.) after school or in the evening of the day the student is absent from school.

Parent Communication

Parents are expected to communicate with teachers regarding concerns as they arise. You will receive a response much faster by involving the teacher. Parents are expected to be supportive of the Principal, faculty and staff at all times. If you have questions about the policies of the school, please schedule an appointment with the Principal.

Teachers are available to meet with parents. Please call to schedule an appointment.

Family Envelope

A semi-monthly envelope is one of our methods of communicating with you. Envelopes are sent home on the Thursday following a minimum day. If you want information to be sent home, please provide the information to the School Office by Wednesday morning for delivery on Thursday. **All information sent home must be approved by the Principal in advance.** Watch for the Family Envelope and ask your student about its whereabouts if you do not find it. The envelope is a good way to teach student responsibility. Please remove all the papers from the envelope, sign the back of it, and return it to the teacher. There is a \$5.00 fee to replace lost envelopes. **Please remind your student that it is their responsibility to bring the envelope home.**

School Newsletter

The school newsletter is emailed and can be found on the school website. This newsletter is published every Thursday by the school (or PTG on the third week of the month) and contains important information and details about activities and events. If you do not have email or access to the internet, contact the office to request a paper copy. We encourage parents to visit the website weekly.

Sending Paperwork/Payments to School

Please label all material (paperwork, forms, payments, etc.) that you send to the office with your Family Name and the name of your *youngest child*. We have many families with the same last name and it can be difficult to track items that are unclear.

Do not send loose cash or checks to school. All cash or checks sent to school must be in a sealed envelope with your Family Name, the child's name and the purpose of the check printed on the outside of the envelope.

You may use the drop box outside the School Office door when the Office is closed. You may use this box for any kind of paperwork that needs to be returned to school. We empty the box each morning.

Volunteering, Fingerprinting and TB Testing

All parents and outside volunteers must be fingerprinted and show proof of being tested for TB. This is a Diocesan policy.

For instructions on fingerprinting and getting a TB test see the Family Section of our website.

Textbooks

Textbooks are loaned to students each year. Students are responsible for lost or damaged books and will be charged for replacements. Books must be covered at all times and covers are to be clean and free of marking.

Cell Phones & Personal Electronics

Students are not allowed to use the school telephone for outgoing calls unless an emergency requires it and they have faculty or staff permission.

Students are not allowed to use cell phones *or personal electronics* during the school day. Cell phones must be turned off and remain in backpacks during school hours.

If a student is caught using the cell phone, the phone will be confiscated and kept in the office until a parent comes to pick it up. Abuse of cell phones will have consequences, including suspension from school.

Liability for Damages & Expenses

Parents will be invoiced to cover the expense of lost or damaged school property, furniture, materials, books or computers if this loss or damage was due to their student's carelessness or deliberate act.

Invitations for Private Parties

Students may pass out party invitations at school **only if they are inviting every student in the class to the party.** If you are not inviting everyone to a party, you must send invitations in the mail. This is a courtesy to all students, faculty and staff members.

Celebration deliveries (i.e. flowers, balloons, etc.) to students are not allowed.

Bicycles at School

Bicycles are to be walked on the sidewalks and playground areas. All bicycles must be locked in the bicycle racks. Bikes are to be parked immediately upon arrival at school and left in the racks until dismissal time. No one is allowed to loiter around bike racks.

Animals on Campus

No animal may be brought onto school property or to school events without the prior approval of the Principal.

Academic Reports

**St. Clare School does not *give* grades.
Grades reflect student mastery of standards in each subject.**

Curriculum

The school provides a general education curriculum that satisfies the private school requirements of the California Education Code and the Diocese of San Jose. The adopted curriculum includes instruction in religion, social science, language arts, listening, speaking, reading, writing, spelling, mathematics, science, health, safety, physical education, art, music. Family Life education and guidance are correlated with the appropriate subject. Technology is integrated into all curriculum areas.

Progress Reports

Progress reports provide information about academic and behavioral performance. Progress reports are sent home with students in the middle of each trimester. These reports are to be signed by the parent and returned to the teacher within one week. The reports provide students and parents with the opportunity to review performance before the end of the trimester. Parent/Student/Teacher conferences take place in October.

Report Cards

St. Clare School is on the trimester grading plan where students receive a report card every twelve weeks. First and second trimester report cards must be signed by the parent and returned to school within one week.

Report card grades reflect the progress toward mastery of curriculum standards. Teachers assess student learning in a variety of ways, including formal tests and quizzes, projects, group activities and informal observations. At St. Clare School, students are given the opportunity to demonstrate their learning in a variety of ways.

Homework

Homework is a very important statement about our work expectations at St. Clare School. Homework develops effective work habits and responsibility for personal work among students. Homework is meant to be a creative and constructive reinforcement of class activities, not work for the sake of additional work. Homework is not meant to be punitive.

Parents must monitor their child's homework effort. If your child is experiencing difficulty with homework, please contact the teacher or encourage the student to ask for help.

Homework is posted on the class web pages for students in fifth through eighth grade. The class web pages are located in the Family section of the school web site. Your child's teacher will provide information about homework.

Incomplete class work may be sent home for completion.

The following is an approximate length of time for homework (not including any unfinished class work):

Grades 1 & 2	20 minutes
Grades 4 & 5	45-60 minutes
Grade 3	30-45 minutes
Grades 6 to 8	60-90 minutes

Homework Club is offered for students in fourth and fifth grades on Monday, Tuesday and Thursday from 3:10pm until 4:00pm. Students who do not complete schoolwork will be required to attend Homework Club. Homework Club is not substitute child care. Cool Kids Zone enrollment may still be necessary since students may not always

be in Homework Club. This service is provided to help students be more productive academically.

Middle School: Teachers may require that selected tests be signed by a parent and returned to school within three days of receipt. Students who do not comply will receive a detention. This policy is designed to keep parents informed about student performance.

Grading Scales

The following grading scales are defined by the Diocese of San Jose:

Grades K to 2:	4	Exceeding (Beyond end of year grade level standards)		
	3	Meeting (At end of year grade level standards)		
	2	Approaching end of year grade level standards)		
	1	Below (Making limited progress toward end of year grade level standards)		
	NA	Standard Introduced but Not Assessed yet		
	X	Standard not yet introduced		
	E	Exceeding (regularly exceeds grade level expectations)		
	M	Meeting (regularly meets grade level expectations)		
Grades 3:	N	Need Improvement (does not currently meet grade level expectations)		
	O	outstanding academic performance		
	S	successful grade level academic performance		
Grades 4 to 8:	N	needs improvement in academic performance		
	A	93%-100%	C	73%-76%
	A -	90%-92%	C -	70%-72%
	B+	87%-89%	D +	67%-69%
	B	83%-86%	D	63%-66%
	B -	80%-82%	D -	60%-62%
	C +	77%-79%	F	below 60%

Honor Roll

Middle School students whose report card grades fall within the following grade point averages (GPA) will be included on that trimester's Honor Roll. The report card grades for Religion, Reading, Language Arts, Spelling, Mathematics, Social Studies and Science are used to compute grade point averages.

First Honors	3.75 to 4.00
Second Honors	3.50 to 3.74

Students whose GPA falls within the appropriate Honor Roll requirements, but receive a grade of C- or below in Conduct or Effort will not be named on the Honor Roll list for that trimester.

Standardized Testing

The Department of Education requires that all schools participate in the Iowa Tests of Basic Skills (ITBS) for all children in second through eighth grades. These tests assess the areas of reading, mathematics, language arts, social studies, and science. Testing begins on approximately the third week in September. Tests are meant to provide the school and family with information about the knowledge that your student has retained since entering school.

These tests are used as a diagnostic tool to help your student grow in academic areas. Please make an effort to have your child in school all day on these days and avoid appointments or family trips.

A general evaluation of a child's performance in such tests will be sent home with the first report card.

Please avoid scheduling absences for your child during the testing period.

Uniforms & Free Dress

Students wear uniforms at St. Clare School to create an environment that focuses on school work instead of attire.

Uniforms are required every day except for Free Dress Days which occur on the last Friday of each month. Classroom teachers discuss and enforce the appropriate selection of Free Dress Clothes. *Full Uniform* means shorts, shirt, sweatshirt, socks and shoes. It could also mean skirt or long pants, with the other items. At liturgy, students are always expected to wear Full Uniform including a school sweatshirt. The uniform should be clean and neat at all times. Students may receive a written warning about violations of this policy. Parents are asked to sign the warning and help the student make the necessary corrections to prevent another violation.

These policies help parents make correct judgment about the appropriateness of certain accessories when buying for their students. **Parents are expected to enforce these policies with their student.** Many times students know they are violating these policies. Teachers do not want to take academic time to solve problems that need not exist. Please review these guidelines with your student and place responsibility for following them on your student.

All uniform items are available at Merry Mart, Washington and Newhall Streets, Santa Clara.

The teacher and principal have the final approval about the appropriateness of student clothing.

Uniform for Girls

- Cord or twill pants, regulation shorts or capris
- Plain, white polo shirt, gray polo with school logo
- Pleated jumper (kindergarten through third grade) or skirt (fourth through eighth grade)
- Sweatshirt: navy blue with school logo or gray hooded with school logo (seventh and eighth grade only)
- Optional: Windbreaker jacket with school logo or pull-over fleece with school logo

Skirts and shorts must fall no higher than two inches above the knee.

Girls may wear white, navy blue or black tights. No leg warmers, spandex, footless tights or other decorative stockings may be worn.

Make-up, nail polish, acrylic nails and excessive jewelry are not allowed.

Uniform for Boys

- Cord or twill pants or regulation shorts
- Plain, white polo shirt, gray polo with school logo
- Sweatshirt: navy blue with school logo or gray hooded with school logo (seventh and eighth grade only)
- Optional: Windbreaker jacket with school logo or pull-over fleece with school logo

Notes for Girls and Boys

1. Jackets and other outerwear may not be worn in the classroom. Only the school sweatshirt, school fleece pull-over or school windbreaker may be worn in class.
2. At liturgies, the full uniform must be worn which, depending on the weather, includes sweatshirt. Students will have to change or add items if they are in violation. A detention may also be assigned.
3. Students must wear white, navy, black or gray shoes with laces (or Velcro in Kindergarten), skid-less soles and backs. Sandals, boots or open-toe, slip-on, zippers, backless, platform, high heel, platform or fashion shoes are not allowed. *Check with your teacher when in doubt.*
4. Socks must be worn every day and they should match the colors of the uniform. At least one half of an inch of sock must be visible above the top of the shoe.

5. Hair length and style must be appropriate for an elementary school. Hair color must be the child's natural color. Colored, highlighted or dyed hair is not allowed. Girls must wear their hair pulled back into a pony tail or braids every day.
6. Religious jewelry (crosses, pins, etc.) or a reasonable size is acceptable.
7. Boy and Girl Scouts may wear their uniforms on meeting days.

P.E. Uniform Requirements

P. E. uniforms are worn on P.E. Days (Tuesdays and Thursdays):

- Tennis shoes with laces (or Velcro in Kindergarten)
- Gray T-shirt with school logo
- Solid Navy sweats or school shorts

T-shirts relating to school sports, the Jog-A-Thon or other school event may also be worn on P.E. days.

Brand logos (i.e., Nike swish, Adidas stripes, etc.) are not allowed to be displayed on any clothing.

Lost Uniforms

Please be sure that school sweaters, coats, sweatshirts, lunch boxes, and other personal property are **marked with your child's full name and grade**. Lost articles may be claimed at the Lost and Found. Lost and Found items may be found in the Workroom area which is located across from the office and next to third grade.

Unclaimed articles will be given away periodically. **St. Clare is not responsible for any lost or stolen items.**

Free Dress

Students may wear Free Dress on the last Friday of each month.

Only appropriate school clothing is allowed on Free Dress Days.

Tank tops, spaghetti strap tops, see-through shirts, "short" shorts, "short" skirts, low-hanging pants or oversized pants are not allowed.

Skirts and shorts must fall no higher than two inches above the knee.

The teacher and principal have the final approval about the appropriateness of student clothing.

Student Services & Activities

Cool Kids Zone / Cool Tween Zone

Valerye Moore • Program Director • (408) 246-2513 • ckz@stclareschool.org

St. Clare provides a child care program for all students enrolled in our school. It is open on all school days, faculty in-service days and selected holidays.

Cool Tween Zone is our daily, on-site after-school child care program for Middle School students. It is housed in Room 5 and offers a variety of activities. Under the supervision of CKZ staff, Middle School students have the opportunity to complete homework and work with others on a variety of projects, as well as planning, organizing and leading many of their activities. The Cool Tween Zone program is intended to develop the leadership skills of our students.

Registration for these programs is required on an annual basis to participate in this program. You may sign up at any time during the year.

Child Care Hours

Monday - Friday	Before School: 7:00am to 7:50am. After School: Dismissal to 6:00pm.
Minimum Days	12:30pm to 6:00pm.
In-Service Days	(as arranged with Program Director)

It is very important that you pick up your student no later than 6:00pm. There is a late-pickup fee of **\$1.00 per minute**. Child care is **not** offered on the last day of the school year. **Only students enrolled in school may use this program.**

Social Events

During the school year, parents plan school-wide social events that are for enjoyment rather than fundraising. Some of these events include a Halloween party for students, Ice Cream Socials, Sock Hop, Book Fair and more. Check the weekly envelope and/or school newsletter so that you will not miss the dates for these events.

Instrumental Music

Students in fourth through eighth grades have the opportunity to take instrumental music lessons at various skill levels. This program is offered by the M.U.S.E Band Program whose website is www.museband.com. There is a fee for this program and it is paid to them.

D.A.R.E. Program

D.A.R.E. is a program designed to help fifth graders recognize and resist the pressures that may influence them to experiment with tobacco, alcohol or other drugs. They will also learn how violence hurts everyone. There is a graduation ceremony sponsored by the Santa Clara Police Department in April or May for all students and parents.

Safety Patrol

St. Clare School is very proud to participate in the Santa Clara City Safety Patrol Program. The Safety Patrol program helps maintain a safe and secure environment during the school day. This program is coordinated by a member of the Santa Clara Police Department. The Police officer meets with the students, trains them for duty, empowers them to do their job and recognizes their achievements. A faculty member moderates this program at school. All sixth grade students are asked to participate in the program. Seventh and eighth grade students are invited to accept leadership roles in the program.

Science Camp

Sixth grade students attend Walden West Environmental Education Program. Walden West provides preparation visits at school, five days of at-camp instruction and a follow-up visit after students return. The approximate cost is \$200.00 per student. This includes transportation, teaching staff, meals and lodging. Walden West Camp is located in the Santa Cruz Mountains above Saratoga. Science Camp usually takes place in November.

Seventh Grade Activities

Seventh grade parents and students participate in the preparation and hosting of the eighth grade graduation dinner/dance. This is an exceptional community experience and a great service to the eighth grade class. The class representative will be sending information home about this service.

Eighth Grade Activities

Eighth grade is a very busy year as students prepare high school applications and complete graduation requirements. Eighth grade students plan and take part in an annual overnight retreat. The highlight of their year is the Graduation Liturgy Dinner/Dance for graduates and their parents. **Attendance at the Retreat and Graduation Liturgy are requirements of graduation.**

Student Council

St. Clare School is proud to have a very active Student Council. Student Council leads our Morning Assembly each day. Additionally, Student Council directs service projects, clothing and food drives, fundraising and school rallies. Our Student Council is a wonderful and active group, meeting with their Faculty Advisor frequently. Council Elections take place in the spring.

Student Council Members for the 2011-12 School Year are:

President..... Donald W.
Vice President Ashley O.
Secretary..... Tucker M.
Treasurer..... Maya S.
Director of Religion..... Brody T.
Historian..... Ford W.
Assistant Historian Sarah E.
Commissioners or Spirit & Publicity Matthew L & Tom M.
Commissioners or Safety & Ecology Emily P. & Ingrid S.
Commissioners or Boys Athletics..... Cooper W.
Commissioners or Girls Athletics..... Mary Claire S.
Student Council Advisors..... Karyn N., Kristine P. & Laila O.

Science Fair

The Science Fair is a part of the science curriculum and is directed by our science teacher and classroom teachers. Student projects will be displayed during the Fair for viewing by family and friends. They will be graded according to the rubrics established by the science teachers. The Science Fair is an opportunity for our students to explore the scientific method first hand. It is always wonderful to view their experiments. Science Fair participation is mandatory for Middle School students and optional for all other students.

Spanish

The School offers a Spanish language program for students interested in developing a stronger understanding of the language. Program content is determined by the ability of the students. An additional fee is required for program textbooks and supplies.

Technology Program

Students use laptop computers on a one-to-one basis. Students will learn keyboarding, other computer skills and presentation procedures. We believe the students are best served when they are taught a variety of programs and are asked to integrate their skills in practical ways throughout the curriculum. We are connected to the Internet and students will use this resource under supervision. Teachers are encouraged to use technology as an integrated part of all curriculum areas.

Each student and family is required to acknowledge and abide by the Student Technology Policy each year.

Counseling Program

The Bill Wilson Center provides class counseling services and assistance to students and family members. Parents must complete a permission form prior to their student's participation in any counseling activities. The following services are provided:

- Peer support groups
- Conflict resolution training in the classroom
- Parent education classes
- Consultation with administrator, pastor, faculty, staff
- Observation of children upon parents' or teachers' request

Student Pictures

Each year LIFETOUCH photographers take individual pictures of each student. Pictures are taken in both the fall and spring. Parents may purchase copies of these pictures, but there is no obligation to do so.

Fall pictures are required for school records and all students must have their picture taken. These pictures require full school uniform with a sweatshirt!

Free dress is worn for the optional spring picture. Graduation pictures are taken for eighth grade students. Parents may purchase these pictures, but they are not obligated to do so. Students must dress appropriately for all pictures at school. Students not dressed appropriately will have to call home for other clothing. An optional spring "outdoor" portrait may be offered by Michael Kohl Photography, Santa Clara.

Lunch Program

The Lunch Master, a division of Nob Hill Catering, offers a catered lunch program Mondays through Thursdays for a fee. Parents may order lunches online at www.thelunchmaster.com. Lunch prices vary depending on the item ordered. The Lunch Program is not available on minimum days.

We offer Pizza Lunch on Fridays to benefit student events. You must **pre-order** pizza lunch. An order form is sent home each month and is available on the Downloads page of the school web site.

Yearbooks

St. Clare School publishes a yearbook filled with school photos and memories. Any student may purchase a yearbook at a cost of approximately \$25.00 each. If you do not order a yearbook, you will not receive one as we do not order extra books. Yearbook order information is sent home in the spring. You must purchase your yearbook with a Check or Money Order only as we will not accept cash.

Discipline Policies

"Do not use harmful words, but only helpful words, the kind that build up and provide what is needed, so that what you say will do good to those who hear you." Ephesians 4:29

St. Clare School discipline policies are to be considered as an aspect of moral guidance and not simply a form of punishment.

The purpose of our discipline policy is:

- To promote genuine student development in proper behavior.
- To increase respect for duly-constituted authority.
- To encourage motivation for self-discipline.
- To provide an orderly school environment that supports learning.

To achieve these purposes, the school, in conjunction with the Diocese of San Jose, establishes policies for student conduct and behavior. These policies regulate conduct in the classroom, on the school yard, in church, and at school-related functions and events.

These policies regulate both on and off campus conduct.

They also deal with the protection of equipment and property of the school and parish. They are explained to students at the beginning of the school year. Reading this handbook together assures that all parties understand the rules.

The school believes that the rules are reasonable and that they should be observed and supported by students and parents. The faculty and administration intend to apply all rules firmly and fairly, with reasonable consistency, and necessary good judgment. With the understanding and cooperation of all concerned, there should be few serious problems. If problems arise, however, corrective action may include detention, probation, suspension or expulsion.

All students are expected to behave in a manner consistent with the Silver Box program. Any behavior that is not rooted in this philosophy, such as teasing, gossiping, violating playground rules and being disrespectful to others, will have specific consequences.

Disciplinary Action Policy

It is not possible to list all instances of misconduct that require disciplinary action. Parents, teachers, students and administrators share the responsibility to provide a respectful and conflict free environment. It is necessary for all parties to trust one another where disciplinary action is concerned. Parents and students are encouraged to discuss the action taken. However, it is important to understand that violation of certain rules and regulations and the willful disrespect of anyone on the campus will bring with it the strictest consequences.

Additional classroom policies for Middle School students are announced in class and described on the web site.

The following list of behaviors may require disciplinary action, detention, suspension and/or expulsion. All consequences are determined by the faculty and Principal.

- Disrespectful behavior toward any adult.
- Conduct that interferes with the rights of others to learn without interruption.
- Willful disobedience of classroom or school regulations.
- Refusal to work to potential.
- Habitual vulgarity or profanity.
- Actions detrimental to the moral and spiritual welfare of other students (e.g., stealing, threats, etc.)
- Defacement or destruction of property.
- Use or possession of controlled substances
- Use or possession of knives or guns, or anything that could be thought of as a weapon.
- Any non-physical or physical act of retaliation.
- Use of any controlled substance off campus, prior to participating in activities on campus

Consequences

Discipline consequences are not negotiable and each student is expected to take responsibility for his or her part in the action that caused the consequence. **There is no consequence at St. Clare School that is too harsh for a student to accept. Accepting responsibility and consequences is character-building and helps students make better decisions.**

The policy of the school in matters of corrective action is consistent with that of the Diocesan Department of Education. As parents, your reinforcement of the school's discipline policy is essential for the health and welfare of your child. If school and parents are in conflict regarding these policies, then students are confused and successful administration of a code of discipline is impossible. Students and parents must be aware of these

policies, and should note that acknowledgement of this handbook serves as acceptance of school policies.

St. Clare School works cooperatively with the Santa Clara Police Department. Any student accused of a crime may be suspended or expelled until the investigation is completed.

Compliance with the philosophy and policies of St. Clare School is required of all parents and students. Those unable or unwilling to comply will be asked to leave the school. Complete cooperation by all parties is necessary for the success of the students at St. Clare School.

Harassment Policies

St. Clare Elementary School believes in the sanctity and integrity of all persons. We are created in God's image and are of inestimable value. Any form of harassment is completely contrary to this belief and St. Clare School is committed to providing an environment free of harassment. Therefore, all students and employees of St. Clare School are forbidden from engaging in any harassing behavior which is directed at any member of the community – adult, adolescent or child. This policy also extends to any campus visitor or guest. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, if the school determines that harassment has occurred, it will take effective remedial action (including dismissal) commensurate with the severity of the offense. In addition, appropriate action will be taken to deter any future harassment. Students or employees found to have filed false and frivolous charges will be subject to disciplinary action, including suspension, expulsion or dismissal.

Harassment occurs when an individual is subjected to treatment or to an environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur during school hours or school-related activities either on or off campus. Harassment includes, but is not limited to, any or all of the following.

1. **Verbal Harassment:** Epithets, derogatory comments, slurs, jokes and threatening words spoken to another person.
2. **Physical Harassment:** Unwanted physical touching or contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement.
3. **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, photography, written words, drawings or gestures.
4. **Sexual Harassment:** Unwelcome sexual advances or propositions, threats or demands to submit to sexual requests, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment status or progress.
 - b) Submission to such conduct by an individual is used as the basis of academic or employment decisions affecting the individual.
 - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile or offensive environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually-related jokes or stories.
- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

- Taking inappropriate pictures or video images.
5. **Retaliatory Harassment:** Reprisal or threat of reprisal for having reported or having threatened to report harassment.

Responsibilities of St. Clare School

- St. Clare School shall implement this policy and, through regular education, ensure that all faculty and staff understand the policy and its importance.
- St. Clare School shall make all students and parents aware of this policy and the commitment of the school toward its strict enforcement.
- St. Clare School shall remain watchful for conditions that create or may lead to a harassing environment.
- St. Clare School shall establish practices designed to create a school environment free from discrimination, intimidation or harassment.

Responsibilities of Individuals

- Individuals shall conduct themselves in a manner which contributes to a positive environment.
- Individuals shall avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Individuals shall immediately tell anyone harassing him or her that the behavior is offensive and unwelcome.
- When told that an he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, the individuals shall that person must cease the conduct immediately.
- Individuals shall report all incidents of discrimination or harassment to the principal.

Complaint Filing and Investigation Procedures

St. Clare School encourages all individuals to immediately report any incidents of harassment so that complaints can be quickly and fairly resolved. The following procedures must be followed for filing and investigating a harassment claim:

1. The individual alleging harassment should tell the individual causing the harassment that his or her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment to the Principal or to a teacher/supervisor who will report it to the Principal.
2. The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will begin with a meeting of the person(s) accused of the harassment, the persons to whom it was first reported, and the Principal. At the meeting, the nature of the allegations and the name(s) of the person(s) bringing the allegations will be presented. If appropriate, the accused student(s) will be suspended and/or the accused adult(s) will be placed on administrative leave during the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide whether disciplinary action is warranted. This disciplinary action will consider the nature, context, and seriousness of the harassment, and can include any appropriate response including immediate termination or expulsion.
5. If the complaint is against a person who is not a student or employee of St. Clare School, the school will

take steps, within its power, to investigate and prevent the recurrence of the problem.

Student Threat Policies

St. Clare expects everyone to help keep our school safe for all. St. Clare School will respond to threats to inflict harm very seriously. St. Clare School has an obligation to keep the school environment safe for all. If you become aware of a threatening situation, you should immediately report it to a faculty member or the Principal.

Student Threats Procedures

Step One: Initial Response of School to a Student Threat

The principal or his/her delegate should immediately:

- A. Keep the student who made the threat in the school office under supervision.
- B. Gather information about the threat (e.g. interview reporting/witnessing parties, gather past history on the student, interview the student who is alleged to have made the threat, interview the student's parent/guardian.)
- C. Notify the parent/guardian of a student who has made the threat.
- D. Carefully document all information on the situation. This documentation may be kept for a period of at least one year beyond the time the child leaves the school as a result of expulsion or withdrawal by parent/guardian.

Step Two: Preliminary Assessment of Risk of Harm

Based upon the information gathered, the principal or his/her delegate should assess the potential risk of harm. There are two basic assessments of risk of harm: the student presents little or no risk of harm or some potential risk of harm. These levels are defined as follows:

- A. Little or no risk of harm: Upon assessment it appears there is insufficient evidence for any risk of harm. Situations under this level can include misunderstandings, poor decision-making, insensitive remarks, inappropriate slang, false accusations from peers, etc.
- B. Some potential risk of harm: Upon assessment it is clear or unclear that the student is potentially dangerous to self or others.

Step Three: School Response to Preliminary Assessment

The principal or his/her delegate should respond as follows to either risk of harm:

- A. Response to little or no risk of harm: The school should take whatever disciplinary action it deems necessary to prevent a reoccurrence of the problem and allow the student to return to school.
- B. Response to some potential risk of harm: The principal or his/her delegate should:
 1. Notify the police.
 2. Keep the student in the school office under supervision until the police arrive.
 3. Seek the police officer's assessment of the risk of harm after he/she has conducted an investigation. Police investigations may entail:
 - Interviews with reporting/witnessing parties;
 - Interviews with school representatives to gather information about the student;
 - Interviews with the student's parent/guardian;
 - Interviews with the student;
 - Searches of the student's home(s) or other property; and/or
 - Arrest and detention of the student.

Step Four: School Response after a Police Assessment of Risk of Harm

The principal or his/her delegate shall respond as follows to preliminary police assessment of risk of harm:

- A. If the police and school conclude that there is little or no risk of harm: The school should take whatever disciplinary action it deems necessary to prevent a reoccurrence of the problem and allow the student to return to school.
- B. If the police and school conclude that there is some potential risk of harm: The school should:
 1. Suspend the student and not consider the readmission of the student to the school until the following steps have been completed:
 - a. If the parent/guardian of the student wants his/her child to be readmitted to the school, he/she must give the school the requested permissions (as listed below) and fully cooperate with the school.
 - b. A school appointed psychiatrist or a psychologist with a Ph.D. must conduct a comprehensive mental health evaluation/risk assessment. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a Ph.D. psychologist for psychological consultation and/or testing. If a Ph.D. psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The cost of all evaluation/risk assessments shall be the responsibility of the student's parent/guardian.
 - c. The school shall provide the mental health care professional (psychiatrist and /or Ph.D. psychologist), with the written permission of the parents, with all relevant facts, including but not limited to, aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - d. The mental health care professional, with the written permission of the parents and child, shall provide the principal a written, comprehensive, detailed evaluation, report, and documented treatment plan stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address any other concerns raised by the principal to the mental health care professional.
 - e. This evaluation and report and all subsequent reports shall be made available to the principal who will share them with the school's pastor/rector, the Superintendent of Catholic schools, and any legal and/or mental health care consultants including the school counselor (if available) assisting the principal in his/her decision regarding the readmission of the student to school.
 - f. With the concurrence of the school's pastor/rector and the Superintendent of Catholic Schools, the principal may notify the student's parent/guardian when he/she may be readmitted to the school. If the student is determined to be a possible danger to self or others, the school may remove the student from the school.
 - g. The mental health care professional shall provide, to the Principal, a follow-up assessment of the student within 30 days of readmission to the school. This follow-up assessment and/or evaluation shall inform the principal if therapy, counseling, and/or treatment will be needed and/or provided.
 2. Contact the parent/guardian of any students who have been indicated as potential victims.
 3. Make counseling available to a victim of serious threatening behavior if it is determined that such is warranted or requested.

Documentation from mental health care professionals concerning any student shall be placed in a separate, confidential file and shall not become part of the student's academic or disciplinary file. This documentation may be kept for a period of at least one year beyond the time the child leaves the school as a result of expulsion, withdrawal by parent/guardian or graduation.

Use of Technology

Each family will receive a copy of the Student Technology Policy document which describes school policies concerning the use of technology including computers, networks, the internet, software, websites and related items and devices. The St. Clare Technology Policy is derived from policies of the Diocese of San Jose and the Safe Environment guidelines of the U. S. Conference of Catholic Bishops.

Please refer to the Student Technology Policy document included with this Handbook for complete text of the policies in place at St. Clare School.

Significant points in the Policy are summarized below:

- Technology is provided for academic use only.
- Technology must be used in an appropriate and supervised manner.
- Each student is responsible for their use of technology.
- Conduct that is harmful to others or in violation of the law is prohibited.
- Technology Equipment is shared by many users and must be treated carefully.
- Information stored on or transmitted via the Technology is not private and may be shared.
- Use of or access to Technology is a privilege that can be revoked if warranted.
- The School is not responsible for loss or damage of student equipment
- Violations to the Policy or misuse of Technology may result in disciplinary or legal action.

Parents and Students must acknowledge acceptance of the Student Technology Policy each year. This acknowledgement must be received by the school before a student may utilize Technology.

The principal and appointed faculty members of St. Clare School will determine the severity of each offense case-by-case. The consequences will also be determined case-by-case.

Searches & Seizures

A search of personal property, including electronic devices and items, may be conducted by the Principal or other agents of the school at the discretion of the Principal. Searches may be conducted to gather information in a disciplinary matter. Searches may also be conducted whenever there is sufficient suspicion that hazardous, dangerous, illegal or improper material may be present. Any such material found may be confiscated, removed or held by the school for return to the parent(s)/guardian or law enforcement officials. Subjects of such searches may be detained for disciplinary action or turned over to law enforcement officials.

Defamation of Character

St. Clare School employees, parents and students are reminded that any verbal or written communication that tends to harm the reputation of another or diminishes the esteem, respect, goodwill or confidence in which that person is held or causes adverse, derogatory or unpleasant feelings or opinions against that person is prohibited.

This paragraph is meant to include any entered, stored or transmitted digital content or electronic communication regardless of the method of entry, storage or transmission.

Protection of School Identity and Reputation

St. Clare School invests significant and valuable resources to develop and maintain the reputation and the public opinion of the school and its operations, programs, events and outcomes.

St. Clare School is obligated to protect this investment and will take any action necessary and sufficient to protect this investment.

St. Clare School monitors the use, depiction, description and appearance, whether by word, image or other method, whether direct or indirect, of

- the schools' name,
- the school's facilities, staff or students,
- the school's documents, publications and messages,
- the school's operations, programs or events, and
- other direct or indirect references to the school.

The use, on the Internet or elsewhere, of names, words, images or other material described in this section is prohibited.

These paragraphs are expressly extended to include names and images of students, families, events and property of St. Clare School.

This paragraph is meant to include any entered, stored or transmitted digital content or electronic communication regardless of the method of entry, storage or transmission.

Students can be disciplined for conduct, whether inside or outside the school, that is detrimental to the reputation of the school or in violation of this section.

St. Clare School will not assume or accept liability for any acts that violate the terms of this section.

Violations under this paragraph will result in the strictest consequences.

Actions of Others

St. Clare School will not assume or accept liability for any action or inaction of others.

St. Clare School will not assume or accept liability for any acts of others with respect to web sites, web pages, or other technology.

Families are strongly cautioned when posting any publicly accessible material in any location. Parties who post material in publicly accessible locations are solely and completely responsible and liable for their actions and the effect of their actions.

Compliance with Philosophy & Policies

Compliance with the philosophy and policies of St. Clare School is expected of all parents and students. Those unable or unwilling to comply will be asked to leave the school. Complete cooperation by all parties is necessary for the success of the students at St. Clare School.

Parents and students must understand the following:

- St. Clare School is a ministry of the Catholic Church and will teach the values of the Gospel in accordance with Church principals and standards.
- St. Clare School believes that Catholic education is an expression of the mission entrusted by Jesus Christ to our church.
- St. Clare School is a Silver Box School where members of the community will not *"use harmful words but only helpful words, the kind that build up and provide what is needed, so that what you say will do good to those who hear you."*
- St. Clare School expects the support and cooperation of its community as it fosters the values of worshipping, caring, learning and growing in a Christ-centered environment where the uniqueness of every child is valued.

- Conduct can have an impact on St. Clare School and parents and students must refrain from negative speech or behavior and destructive criticism concerning St. Clare School, its faculty, staff, students, policies, programs, methods and facilities.
- St. Clare School expends significant effort and valuable resources to enhance its reputation, academic and co-curricular programs, facilities and learning environment and that no one may damage anything that is critical to the success of the school.

Parents and students understand that if they have concerns about any aspect of St. Clare School, they will schedule a time to meet with the Principal.

Student Athletics

Philosophy

The Athletic Program strives to incorporate the Gospel message of compassion, kindness and understanding into team sports, where children are able to grow physically, emotionally and socially. The Athletic Program provides an opportunity for students to:

- grow as individuals,
- learn to work as a team,
- show respect for all participants,
- compete in a friendly and competitive environment, and,
- enjoy themselves.

The Athletics Program is open to all students in fifth through eighth grades. It is a developmental program where students learn, from the beginning, how to play team sports. The focus of our program is to teach good team skills and allow students to improve and play. All students who sign up to play are on the team. Attendance at practice and good academic standing are required for continuation on the team. We offer volleyball and basketball. We want to encourage all students to participate in the sports program.

There is a fee for each sport but no student is prevented from playing due to financial constraints.

Supervision

Students in our Athletics Program must be supervised at all times.

Students registered in child care come from and go to practices and games as part of that program.

Students who leave campus and later return for practice must have a written statement from parents saying that they are supervised and by whom.

Awards

St. Clare prides itself on the quality of sportsmanship evidenced by our players. Throughout our program, coaches aspire to instill a level of fair play and Christian behavior in our athletes. All students are recognized for their contribution to the team effort. An annual Sports Banquet celebrates our Athletic efforts.

Program Goals

The goals of the Athletic Program are:

- Continuous improvement of skills from the beginning of the first practice to the last game.
- Learning to work as a valuable member of a team.
- Demonstrating kindness, cooperation and respect during practices and competitions.
- Enjoying the athletic experience.

Role of the Participant

Students in the Athletic Program must:

- Be present at all practices and games, both physically and mentally.
- Be conscientious and cooperate with teammates, opponents, coaches and referees.
- Be in good academic and behavioral standing at school.
- Be willing to work diligently on their growth as an athlete and teammate.
- Be interested in having fun!

Role of the Coach

Coaches will demonstrate the above stated goals in every interaction with St. Clare students. The coach is an active role model for participants and will strive to:

- Work with each student on individual growth and principles of teamwork
- Foster an environment of kindness, cooperation and respect
- Demonstrate Catholic morals in decision-making and treatment of the others
- Place as their highest goal the growth of the team and the players on it, based not upon wins and losses, but the goals of the Athletic Program.

Role of the Parent

The responsibilities of parents are consistent with the goals of the Athletic Program. As primary caregivers, it is the parents' role to support the school and its philosophy. Parents are expected to:

- Provide adequate supervision before and after practice as necessary.
- Provide transportation to and from practices and games.
- Notify coaches or the school if a participant will not be available for a practice or game.
- Demonstrate kindness, compassion and respect as spectators at all games.
- Support the coaches and participants of program.

Role of the School

The School is responsible for the program as a whole and how it relates to the mission of the School. St. Clare School will:

- Provide coaches and referees
- Provide facilities for practices and games
- Designate an Athletic Director to serve as primary informant and mediator
- Foster the program as an opportunity for the growth and development of its students