



Parent and Student Handbook

2017-2018

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ST. BRENDAN PARISH SCHOOL
FACULTY AND STAFF
2017 – 2018

<i>Principal</i>	Dianne Lakatta
<i>Vice-Principal</i>	Jan Donovan
<i>Vice-Principal</i>	David Lopez
<i>Kindergarten</i>	Karen Leach
<i>Kindergarten</i>	Jennifer Flannery
<i>Grade One</i>	Meghan Toomey
<i>Grade Two</i>	Sonia Ino
<i>Grade Three</i>	Michele Armanino
<i>Grade Four</i>	Danielle Russo
<i>Grade Five</i>	Chris Tenhoff
<i>Grade Six</i>	Kristen Barboza
<i>Grade Seven</i>	Susan Abellera
<i>Grade Eight</i>	Dave Lopez
<i>Technology Coordinator/Teacher</i>	Tiffany Proehl
<i>Learning Support Teacher (K-5)</i>	Jan Donovan
<i>Learning Support Teacher (5-8)/Librarian</i>	Ruth Nelson
<i>Counselor</i>	Dr. Laura Nusbaum
<i>Science, Grades 1-5</i>	Amy Stecher
<i>Science, Grades 6-8</i>	Lynne Dowdy
<i>Kindergarten Classroom Aide</i>	Bridget Corvera
<i>1st Grade Classroom Aide</i>	Joann Stellini
<i>2nd Grade Classroom Aide</i>	Nina Warda
<i>3rd Grade Classroom Aide</i>	Teresa Ira
<i>4th Grade Classroom Aide</i>	Nina Puccinelli
<i>5th 6th Grade Classroom Aide/Math Assistant</i>	Margot Lancelotti
<i>Language Arts Aide</i>	Jenna Murphy
<i>8th Grade Classroom Aide</i>	Mahgie Murphy
<i>Art Instructor K-8</i>	Mahgie Murphy
<i>Folk Dance Instructor</i>	Jerry Washburn
<i>Music Instructor 1-8</i>	Tom McQueen
<i>Music Instructor Kindergarten</i>	Mario Balestrieri
<i>Physical Education Instructor 1-8</i>	Linda Delahunty
<i>Motor Skills Instructor</i>	Brendan Rea
<i>Spanish, Grades 1-8</i>	Maria Beatriz Arellano
<i>Mandarin, Kindergarten</i>	Ruisi Gui
	HuiJun You
<i>Office Secretary</i>	Grace Koch
<i>Office Assistant</i>	Steve Do
<i>Alumni/Development Director/Receptionist</i>	Suzanne McCarthy
<i>Finance/HR manager</i>	Venetia Gatus
<i>Extended Care Director</i>	Inés Casallas
<i>Extended Care Assistant Director</i>	Frances Casazza
<i>Extended Care Assistant</i>	Christophe Schlueter
<i>Extended Care Assistant</i>	Nilou Mostarshed
<i>Extended Care Assistant</i>	Kari Putz

ST. BRENDAN PARISH SCHOOL
2017 – 2018
SCHEDULE / CALENDAR

- 1. Kindergarten:** 8:15AM – 2:45PM Monday through Thursday
8:15AM – 1:30PM Friday
- 2. Grades 1–8:** 8:00AM – 3:00PM Monday through Thursday
8:00AM – 1:30PM Friday
- Recess: Kindergarten 9:40AM–10:00AM
Gr. 1–5 10:25AM–10:45AM
Gr. 6–8 10:45AM–11:05AM (to 11:15AM on Friday)
- Lunch: Kindergarten 12:00PM–12:30PM
Gr. 1–8 12:50PM–1:20PM (There is no lunch period on Friday.)

3. Minimum Days:

Dismissal for Teacher In-services, which are usually on the fourth Monday each month, will be at 1:00PM. Please consult the monthly calendar for holidays and special dismissal times. On days when the Department of Catholic Schools sponsors a teacher in-service, dismissal will be at 12:15PM.

4. Special Events:

August 31	6:00 PM	Parent Information Night (mandatory)
November 7, 8 and 9	1:30PM to 7:15PM	Parent-Teacher Conferences (mandatory)
January 28	9:30AM	Catholic Schools Week Mass
January 28	10:30AM -1:00PM	Open House

5. Vacations:

November 23 through November 26	Thanksgiving vacation
December 21 through January 3	Christmas vacation
March 30 through April 8	Easter vacation
June 8	Last day of school

6. Liturgies and Prayer Services:

August 28	11:00AM	K Teachers	Faculty Mass
September 1	8:30AM	Grade 8	Mass – Opening of School / First Friday
October 13	8:30AM	Grade 5	Mass
November 1	8:30 AM	Grade 6	All Saints Day Mass
November 3	8:30AM	Grade 7	Mass –Pin Ceremony/St. Brendan
November 17	5:00 PM	Grade 8	Confirmation
November 22	11:15 AM	Grade 4	Mass –Thanksgiving celebration
December 1	8:30AM	Grade 3	Mass – First Friday
December 8	8:30AM	Ms. Lakatta	Mass – Immaculate Conception
December 13	6:00PM	Grade 2	First Reconciliation
December 21	10:45AM	Grade 1 & 8	Mass – School Christmas Celebration
January 5	8:30AM	Grade 6	Mass – First Friday
January 28	9:30AM	Grade 1	Mass – Catholic Schools Week
February 1	9:30AM	Grade 8	Mass – “Our Special People”
February 14	8:30AM	Grade 6	Mass – Ash Wednesday
February 15 through March 28	8:30AM	Grade 8	Mass and Exposition – Lent school days
March 28	10AM-2PM	Grades 2-8	Confessions
March 29	11:30AM	Grade 4	Prayer Service – Holy Thursday
April 21	10:00AM	Grade 2	First Holy Communion
May 4	8:30AM	Grade 5	Mass – First Friday Mass
May 20	9:30AM	Grade 8	Mass – Followed by 8 th Grade Brunch
June 1	8:30AM	Grade 7	Mass – Grade Eight <u>School</u> Graduation
June 1	5:00PM	Grade 8	Graduation
June 8	9:15AM	Grade 6	Prayer service – End of School Year

First Communion meeting: September 12 at 7:00

Confirmation meeting: September 14 at 6:00

Many opportunities to worship and pray together are provided throughout the school year for our students. We work together to make these prayer times meaningful and faith-building. As the primary religious educators of their children, parents have a responsibility to attend Saturday evening or Sunday Mass with their children and to encourage frequent reception of the sacraments of the Eucharist and Reconciliation.

**ST. BRENDAN PARISH SCHOOL
2017-2018
TUITION AND FEES**

Please be aware that the actual cost to educate each child at St. Brendan School is \$9,903.

1. Tuition:

a) Catholic families who are registered members of St. Brendan Parish and who contribute on a regular basis to the financial support of the parish:

1 child	\$7,250 per year
2 children	\$13,700 per year
3 or more children	\$20,150 per year

b) Catholic families who do not qualify under the above:

1 child	\$7,600 per year
2 children	\$14,400 per year
3 or more children	\$21,200 per year

c) Families whose children are non-Catholic:

1 child	\$7,850 per year
2 children	\$14,900 per year
3 or more children	\$21,950 per year

All semi-annual, quarterly, or monthly tuition payments (10 months – August through May, or 11 months – August through June) must be paid through FACTS ®. Payments are late if they are not received by the 5th or the 20th or each month (dependent on agreement date signed with FACTS ®.)

2. Family Fee: \$320.00 per family

This includes general school administration fees, dancing fee, art fee, perceptual motor skills fee, and physical education fee.

3. Club Dues: 320.00 per family

This fee (\$160 – Men's Club; \$160 – Mothers Club) is due from each family since each child benefits from the support given them by the Men's Club (sports program) and Mothers Club (general financial support for school).

4. Gym Fee: \$250 per child -- Gymnasium maintenance fee.

5. Individual Student Fee: 360.00 per child

This fee, to be paid for each child, includes the fees charged by the Department of Catholic Schools (student accident insurance, Archdiocesan testing, Catholic Telemedia Network fees, Central Administration/Curriculum, Fast Direct fees, In-Service and Special Service fees); school library, computer and science lab fees; book rental, purchase of workbooks, classroom supplies, and the student supplies which are given to each child at the beginning of the year.

6. Grade Eight Fee: \$175.00 per child

This fee includes Confirmation and Graduation fees (gown rentals, books, etc.)

ST. BRENDAN PARISH SCHOOL
2017-2018
EXTENDED CARE FEES

1. Full-time care:

- | | |
|--------------------------|------------------|
| a. One child | \$2,500 per year |
| b. Each additional child | \$1,500 per year |

2. Part-time care:

- | | |
|------------|---------------------------------|
| Each child | \$7 per hour or portion thereof |
|------------|---------------------------------|

3. Seventh and eighth grade students: \$5 per day

We want to provide a safe place for **all** students at our school and encourage our seventh and eighth graders to join the program at the reduced rate of **\$5 a day**. We know these older students will help out where needed. (The \$100 administrative fee mentioned below is still required.)

4. Administrative Fee

The Administrative Fee, required for each child registered, is \$100.00 per year. If you register your child after September, the administrative fee will be pro-rated ~ (~\$90 -October; \$80 –November, etc.) This fee is due the first day the child attends the program.

5. Fees

The yearly fee for full care for one child is \$2,500.00 per year which must be paid over a ten month period using our FACTS Management system. Each additional child in the family is charged \$1,500.00 per year. Part-time care on an hourly basis is \$7.00 per hour or portion thereof.

In the event that a family withdraws from the full time Extended Care program before the end of the school year, the family must notify the school in writing. Full time registered Extended Care students who withdraw between the first day of school and December 20 are responsible for half of the full fee amount. Full time registered Extended Care students who withdraw after December 20 are responsible for the full fee amount.

Part-time and 7th & 8th graders' fees are also due on the fifth of the month.

ST. BRENDAN PARISH SCHOOL

MISSION STATEMENT

St. Brendan Parish School is committed to providing the highest quality Catholic education for each student. Combining deep-rooted traditions and current best practices, we are dedicated to educating the whole child so that he or she may be successful in the 21st century. We focus on teaching the child to be an active Christian, responsible individual, life-long learner, effective communicator, and problem solver.

PHILOSOPHY

We, the faculty and staff of St. Brendan School, believe that quality education is vital to the formation of a responsible, mature Christian.

We believe that we must support, through communication and cooperation, the family's primary role in the growth, development, and education of their child.

We believe that the student has a right to learn of God's love and concern.

We believe that the student has a right to develop intellectually according to the student's potential.

We believe that the student has a right to develop a strong, healthy body in which to house a strong, healthy mind.

We believe that the student has a right to learn the methods which will enable the student to live a worthwhile life in society.

We believe that the student has a right to a learning environment that encourages psychological well-being.

We, the faculty and staff of St. Brendan School, view education as an integral part of life, not merely as a process of gaining information.

We hope that this vision of education, as stated in this philosophy, will give the students a spirit of enthusiasm for learning that will result in their becoming responsible, mature Christians.

ST. BRENDAN PARISH SCHOOL

STUDENT LEARNING EXPECTATIONS

The students of St. Brendan School are:

- 1) **Active Christians who:**
 - a) Study and understand the basic foundations and teachings of the Church
 - b) Participate actively in Masses and liturgical celebrations
 - c) Develop a personal and spiritual relationship with God using formalized and spontaneous prayer
 - d) Make moral decisions, which reflect Gospel teachings and values
 - e) Show respect, tolerance, and compassion for others through words and actions

- 2) **Life-Long Learners who:**
 - a) Demonstrate a thorough understanding of the basic concepts in all subject areas
 - b) Participate actively in their own learning, including bringing life experiences to the classroom
 - c) Use age-appropriate study skills and habits
 - d) Investigate and make informed decisions, including those affecting physical and mental well-being
 - e) Are well-rounded individuals who participate in extra-curricular activities
 - f) Transfer and apply academic information between subject areas and to real life experiences
 - g) Seek out independent learning opportunities
 - h) Think independently and are confident in their individuality and their ideas
 - i) Respect themselves

- 3) **Problem-Solvers who:**
 - a) Evaluate their own work, recognize weaknesses, and set personal goals for progress
 - b) Use effective time-management skills
 - c) Work independently and collaboratively to find solutions and to complete projects
 - d) Resolve conflicts peacefully, respectfully, and in a timely manner
 - e) Analyze and evaluate information
 - f) Cope with life's challenges using a variety of effective strategies

- 4) **Effective Communicators who:**
 - a) Express ideas clearly and effectively in oral and written form
 - b) Listen attentively, openly, and respectfully to the ideas of others
 - c) Utilize technology for research, communication, and creative expression
 - d) Demonstrate manners, social grace, and poise in all situations
 - e) Have the confidence to speak before a group

- 5) **Responsible Individuals who:**
 - a) Know their rights and responsibilities, and are accountable for their actions
 - b) Support and encourage their fellow students
 - c) Respect and seek to understand the beliefs and traditions of other cultural and ethnic groups
 - d) Stay informed about community, environmental, and global issues
 - e) Volunteer time and effort for school, parish, and community projects

ST. BRENDAN PARISH SCHOOL

GENERAL INFORMATION

St. Brendan Parish School is a Catholic parish elementary school, kindergarten through eighth grade. It is accredited through the Western Catholic Educational Association and the Western Association of Schools and Colleges.

1. ADDRESS, PHONE, AND OFFICE HOURS

Main School:	940 Laguna Honda Boulevard San Francisco, CA 94127-1239
Kindergarten:	234 Ulloa Street San Francisco, CA 94127-1227
Office Phone:	415-731-2665
Fax:	415-731-7207
Extended Care Phone:	415-731-6466 – This number is to be used <u>only</u> during Extended Care hours.
Website:	www.stbrendansf.com
E-mail Address:	sbs@stbrendansf.com

Office hours: The school office is open from 7:30AM - 3:30PM Monday through Thursday and 7:30AM – 2:00PM Friday, excluding minimum days and school holidays. Homework for absent students may be picked up at the office between 3:00 and 3:30PM (1:30 to 2:00PM on Fridays).

2. ADMISSIONS

St. Brendan Parish School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. St. Brendan Parish School does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Kindergarten applications are available from the school office. Individual meetings with children and parents are scheduled at the end of January and the beginning of February. Parents are notified about acceptance by the first week of March. Applications for admission to other grades are accepted throughout the year.

A child entering kindergarten must be five years old by September 1st of the year for which he/she is applying. A child entering first grade must be six years old by September 1st of the year for which he/she is applying.

Priority in admissions generally is given to families with children already in the school, then to Catholic families who have been active, registered, and contributing members of our parish for at least one year prior to applying to our school, and then to other Catholic families and families from other Christian denominations and faith traditions. All admissions are made at the discretion of the Pastor and Principal based on a number of factors, including without limitation the developmental readiness of the child and the importance of faith in the life of the family.

Regarding children with disabilities, please refer to *Addendum F* of this Handbook.

3. ATTENDANCE

Absences: Please call the office between 7:30AM and 9:00AM each day your child is absent. A written excuse dated and signed by the parent or guardian is required on the day of the student's return following an absence. A doctor's note is required on the day of a student's return following an absence of three or more consecutive days.

Extended Absences: Absences for family vacations at times other than regular school holidays are strongly discouraged. No assignments or tests will be provided in advance, and teachers are not required to give make-up tests or assignments for absences due to vacations.

Medical: A written note is necessary to release your child for a medical or dental appointment during the school day. This note should be addressed to the office. Please keep school-time appointments to a minimum. The children should be picked up and returned to the office. When time is spent at medical or dental appointments, students are legally credited for school attendance only if a signed note from the medical office is provided.

Release from School: A dated written request or an authorization signed by the parent or guardian is required for a student to leave school before dismissal. Students shall be released only to persons authorized by parents and listed on the emergency card. Please provide an accurate and current list of persons authorized to assume custody of your child.

Tardiness: Students are considered tardy after 8:00AM. A written excuse from the parent shall be required at the beginning of the next day.

4. CELL PHONES/SMART PHONES

Cell phones/smart devices (including smart watches) must be **turned off** and stored in the child's backpack between 8:00AM and 3:00PM. While on the school premises after 3:00PM, children may only use cell phones/smart devices (including smart watches) with permission from the adult in charge. School personnel have the right to confiscate cell phones/smart devices if students are found in violation of the above policy. Phones/smart devices taken away from students will be returned only to the parent(s)/guardian(s).

The school does not accept liability for any damage or theft of cell phones/smart devices.

5. COMMUNICATION BETWEEN PARENTS AND TEACHERS

Communication between parents and the school is an integral part of supporting a student's educational growth. If a concern should ever arise, the normal channel of communication is to begin the discussion directly with the person involved. If a satisfactory resolution is not reached, the concern can then be brought to the principal. If resolution is not achieved at the school level, the pastor will be brought into the discussion since he is the overall administrator of the school.

Mandatory Parent-Teacher Conferences are scheduled for all families at the end of the first quarter. The purpose of the conference is to discuss the student's strengths and weaknesses early in the year so that maximum achievement and continual progress can be assured. Parents are notified well in advance of the dates for conferences and given some choice of the day and time.

a) Individual Conferences

Parents have the right to know when a child is having a difficult time socially, emotionally, or academically. Teachers will make every effort to inform parents of a child's difficulty.

Parents are likewise encouraged to make an appointment with their child's teacher whenever they have any concerns about the child's progress.

b) Phone Calls

A teacher will return a parent phone call as soon as possible.

c) E-mail

A teacher will return parent e-mail as soon as possible.

6. COUNSELING PROGRAM

St. Brendan Parish School's counseling program is for the benefit of all students. The school counselor provides individual counseling, crisis intervention, information and resources, and referrals for outside treatment. The counselor may work with students one-on-one, as part of a group, with their parents or teacher, and as a resource for anyone who has concerns about a student's well being. In addition, she helps with conflict resolution and peer relationships, provides support for modifying classroom behaviors, and is responsible for implementing the social and emotional learning program adopted by the school. She is also charged with leading the follow-up discussion for the Safe Environment program with students in grades 4-8. The counselor is held to professional standards of confidentiality when dealing with personal student affairs.

7. DISCIPLINARY POLICIES

St. Brendan Parish School follows the disciplinary guidelines set forth by the Department of Catholic Schools:

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

This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Each student has a right to learn in a Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

St. Brendan Parish School's approach to discipline is primarily educational and restorative rather than punitive. The school believes that, as part of development and in the course of learning to be good community members, most children will make occasional mistakes or poor choices; the school also believes that children should have the opportunity to learn from such mistakes. As such, the school considers it essential to understand the causes of a child's action and to address the cause as well as the action. Therefore, as noted above, interventions and consequences vary according to circumstances. In addition, the school does not generally make consequences public. Difficult as it may be for others not to know the consequences that a student is facing for a particular action, children who are humiliated or shamed by being held up as examples may not be as open to learning from their mistakes as those who are guided more privately in taking responsibility and making amends for their actions.

Each student is expected to do his or her own work; no student is allowed to copy another's work, or to submit someone else's work as his or her own. Any student who cheats, copies homework, plagiarizes, violates testing procedures, or knowingly enables another student to cheat faces a failing grade, detention, suspension, and/or expulsion.

Students are expected to adhere to the Code of Christian Conduct (*Addendum A*). At the beginning of the school year, students are informed of school and classroom policies. Expectations increase as the student progresses throughout the grades. Each student has the right to learn in a mutually respectful environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

Reasonable controls directed toward this objective include:

- a) Student-Teacher Conferences
- b) Parent-Teacher Conferences
- c) In grades K-3, Deficiency Notices are sent approximately three weeks prior

to a quarter's end, or at any time as needed, to inform parents of deficient academic or behavioral/effort performances. In grades 4-8, Deficiency Notices are sent for behavioral/effort performance only, since parents can view students' academic progress on FastDirect®. Deficiency notices require return of the notice with parental signature the following day.

- d) Detention may be assigned if the student
- fails to adhere to the Code of Christian Conduct (*Addendum A*)
 - fails to complete classroom or homework assignments
 - fails to show up for altar serving when assigned
 - fails to show up for traffic patrol when assigned
 - displays inappropriate conduct in the classroom or while in uniform
 - cheats on tests or plagiarizes assignments
 - does not follow playground rules
 - uses inappropriate language on the school premises
 - fails to show improvement regarding any other offense for which a child has been warned that a detention might be assigned
 - is habitually tardy
 - fails to act in accordance with the standards of the school.

Detention notices indicating when detention is to be served are sent home with the student for parent information and signature. The signed notice must be returned the next day.

Detention is meant to inconvenience the student. Students will be excused from detention only if they have a prearranged medical or dental appointment. A missed detention **MUST** be made up the following week.

- e) Academic detentions may be assigned to students who consistently fail to complete or turn in homework assignments. Parents will be informed if their child is habitually behind in their homework and therefore eligible for academic detention from that point onward. The detention will occur on the day that an assignment is missed. Students will call their parents to inform them that they will be serving an academic detention that afternoon.
- f) Further disciplinary procedures, including probation, suspension, and expulsion, as decided by the pastor, principal and teacher.

8. EXTENDED CARE PROGRAM

The overall goal of the St. Brendan Extended Care Program is to encourage this mini-community to be a learning and growing environment for each child. The program strives to provide a safe, fun, warm, caring atmosphere for our students from the end of the school day until six o'clock. Through a wide variety of activities, the children experience leisure time, organized sports activities, crafts, free play, and time for study and homework. Kindness, tolerance, and good manners are developed and encouraged. Each child is expected to be responsible for his or her actions.

Extended Care is provided from the second day of the school year to the next-to-the-last day of school, from the end of the school day until 6:00PM. Any St. Brendan student is eligible to register. Students must have an up-to-date emergency card on file with Extended Care and must be signed out by the parent or an authorized adult each day.

Extended Care is located in the Science Lab and can be reached through the shelter door on Ulloa Street that leads to the playground. Please refer to *Addendum M* for further details of our extended care program.

9. FAMILY ENVELOPS

Family envelopes are the primary means of routine communication between school and family. They are sent home every Tuesday and Thursday and must be returned the following day, initialed by a parent. Please look for this envelope. Please list the name(s) and grade(s) of someone who can bring the envelope to you in case your child is absent on the day it is sent home. It is necessary to list these names again on the new envelope each quarter.

10. FINANCIAL OBLIGATIONS

The current tuition and extended care fees and payment schedules are located on pages iv and v of the Handbook. All families must sign a tuition agreement every year (see *Addendum J*). Any payments in excess of \$50 must be in check or money order form.

In the event that a family withdraws from St. Brendan Parish School before the end of the school year, the family must notify the school in writing. Registered students who withdraw between the first day of school and December 20 are responsible for half of the full year's tuition amount. Registered students who withdraw after December 20 are responsible for the full year's tuition amount.

11. FIELD TRIP POLICIES

In order to participate in a field trip, each student is required to return a parent-signed permission slip in advance of the day.

A driver for field trips must have a copy of his/her driver's license and current insurance information on file in the school office. In addition, each driver must complete the pertinent, comprehensive online Safe Environment education programs, found on the Law Room website at www.shieldthevulnerable.org or through a link on the school's website. The certificate of completion must also be on file in the school office. A list of the child safety training programs, along with a cover letter from the Archbishop, is included as *Addendum K*.

12. FUNDRAISING

a) The Annual Fund

St. Brendan Parish School has in place an Annual Fund Campaign to supplement the funds raised through tuition, fees, and the parent club fundraisers. We ask that each family consider contributing to this Annual Fund, either in one payment or spread out over several months. A suggested contribution would be the equivalent of one month's tuition, although those families who are able to do so are certainly encouraged to increase that amount.

The Annual Fund Campaign takes place in the fall. All contributions to this Annual Fund are tax deductible.

b) Parent Club Fundraisers

Throughout the year, the Mothers' Club and Men's Club have many fundraising activities, from the Christmas Boutique and Auction Dinner Dance, to wrapping paper and bake sales. Besides providing funds for the school's academic and athletic programs, these fundraisers are an important way to strengthen our school community. We urge all our families to participate in these events in any way they can, both as donors and volunteers.

13. HARASSMENT POLICIES

In 2003 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 2005 a supplement to that policy was added, specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is **severe, pervasive and deliberate**. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by any student is prohibited and will not be tolerated.

A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action, up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the *Archdiocese of San Francisco Policies and Procedures*

Regarding Child Abuse and Harassment, including the detailed policies on child abuse and student-to-student harassment, is available in the principal's office. St. Brendan Parish School supports and upholds the Archdiocese of San Francisco Policy on Harassment.

14. INTERNET USE

The students of St. Brendan Parish School have supervised access to the internet. All internet use is directed by St. Brendan Parish School's curricular goals and is driven by what is being learned in the classroom. When research or curricular projects can benefit from using the internet, it is a valuable tool when used appropriately by our students.

Each child attending St. Brendan Parish School must sign the St. Brendan School Policy and Parent/User Contract Pertaining to the Acceptable Use of Internet and Electronic Information Resources (see *Addendum G*) in order to use the computers and participate in internet class activities. Parents/Guardians are also required to sign this agreement. This document has been adapted from the official Acceptable Use Policy that was sent to each school by the Department of Catholic Schools for the Archdiocese of San Francisco.

Please read the St. Brendan School Policy and Parent/User Contract with your child/children and discuss the importance of proper technology/internet usage. As we stress here at school, remind your children never to give out personal information such as home address or telephone numbers over the Internet. Tell your children there are sites that are inappropriate for children. If they should come across an inappropriate site or posting, they should notify you or the teacher, depending on where the children are while using the internet. Safety issues and the proper way to use the internet are discussed and taught at St. Brendan Parish School, but it is important that you, the guardian, let your children know the importance of its proper use.

The school also expects students to abide by the *Code of Christian Conduct* when using the Internet in their homes and smartphones, including in their use of social media websites. Should the school be informed by third parties of inappropriate language or conduct by a St. Brendan student while on these or other websites during non-school hours, the school reserves the right to take action. At a minimum, the school may inform the parent(s) of the offending student. To the extent the inappropriate language or conduct identifies the child as a current St. Brendan student, the school may discipline him or her, in accordance with the discipline policy in this school handbook, including possible detention, probation, suspension and/or expulsion.

15. LUNCHES

All students in kindergarten through grade eight MUST have a permanent lunch container clearly marked with the student's name. Parents are strongly discouraged from delivering lunches during the school day. All lunch papers, plastic containers and uneaten food must be returned home in the lunch container. No cans or glass bottles may be brought to school.

16. MEDICAL POLICIES

A written note must be sent to the office by the parent if a student must leave school during the day (doctor's appointment, etc.). The office will notify the teacher. Parents must sign the student out through the school office, at which time the student will be called over the intercom. Upon the student's return from such an appointment, he/she must check-in at the office before returning to the classroom. When time is spent at medical or dental appointments, students are legally credited for school attendance only if a signed note from the medical office is provided.

If a student must take medication of any sort (including over-the-counter medicine) during school hours, a medication form, (*Appendix G*) available in the school office, **MUST** be on file.

Please understand that we want your child present at school as often as possible, but doctors agree that a child **should not** return to school until they are **fever-free for 24 hours**. This 24-hour policy applies to vomiting as well. Students who are sent home during the school day with a fever/vomiting will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

If a student is absent from school or is unable to participate in a PE class due to illness or injury, the child may not participate in any school-sponsored sporting activity that day.

17. PARENTS AS PARTNERS

As partners in the educational process at St. Brendan Parish School, we ask parents:

- To attend Mass and teach the Catholic faith by word and example;
- To adhere to the Code of Christian Conduct Covering Students and Parents/Guardians (*Addendum A*);
- To set rules, times, and limits so that your child:
 - gets to bed early on school nights;
 - arrives at school on time and is picked up on time at the end of the day;
 - is dressed according to the school dress code;
 - completes assignments on time;
 - has a nutritional lunch every day
- To treat teachers with respect and courtesy in discussing student problems;
- To actively participate in school activities;
- To pay for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;

- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To promptly complete and return to school any requested information;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school.

18. RIGHT OF PARENTAL ACCESS TO RECORDS

Parents have a right of access to all student records related to their children which the school is required to keep. Parents must provide a written request 24 hours in advance to inspect and review records pertaining to their child(ren). A qualified staff person shall be present at the time of inspection in order to interpret data and to respond to questions that a parent may ask.

19. SAFETY PROCEDURES

The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well-being of both students and staff members.

- Earthquake Drills:** The school participates in local earthquake drills as well as regular school drills.
- Fire Drills:** In addition to school practice, the San Francisco Fire Department conducts unannounced fire drills each month throughout the school year.
- Lockdown Drills:** The school participates in lockdown drills at least twice a year.
- Major Disaster Plan:** In the event of a major disaster, school will not be dismissed unless otherwise directed by the Department of Catholic Schools. Children will remain under the supervision of school authorities.

Under no circumstances shall any child be released from the custody of school personnel unless and until such may be done with complete safety.

Students shall be released only to persons authorized by parents and listed on the emergency card. Please provide an accurate and current list of persons authorized

to assume custody of your child in an emergency.

Any adult calling for a pupil at a school site will be required to identify him/herself to an assigned staff member before being permitted to take the pupil off the premises. An accounting record of those pupils so released shall be kept.

- e) **Student Safety Before and After School:** Students should arrive at school between 7:30AM and 8:00AM. The schoolyard is locked before 7:30AM. Students must go directly to the schoolyard when they arrive. Students should enter the building through the shelter door on Ulloa Street that leads to the schoolyard – not the school door on Ulloa Street or the front door on Laguna Honda Boulevard.

No child should wait on the sidewalk outside the playground in the morning, nor on the sidewalks around the school or church buildings after 3:15PM. Students not picked up by 3:15PM will be sent to Extended Care.

Students must use the clearly marked crosswalks when crossing the street and must obey the Traffic Patrol Squad's directions. We ask parents to do the same.

Drivers taking students to or from school must avoid stopping in crosswalks or across corners, *even for just a minute*. Also, because of heavy traffic in the morning and afternoon, drivers should not make a U-turn in front of the school on Laguna Honda Boulevard.

20. SPENDING MONEY AT SCHOOL

Money brought to school should be the exact amount needed for the day – ice cream money, bus money, mission money, etc. No student should have large amounts of money (in excess of \$10) at school with him or her.

21. STUDENT ENROLLMENT ROSTER

The Student Enrollment Roster is for **school use only** and **may not** be used for business purposes or distributed to any person or organization outside of our school community.

22. UNIFORM REQUIREMENTS

- a) Girls' Uniform Requirements:

White short sleeve blouse with Peter Pan collar (Grades K-4)

White short sleeve hemmed over-blouse with Peter Pan collar (Grades 5-8)

***Plain white/nude undergarments**

Red school tie

Uniform jumper (Grades K-4) / **Uniform skirt** (Grades 5-8): Both skirt and jumper should be no shorter than one inch above the knee.

School sweater: Red v-neck cardigan clearly marked with your child's name and brought to school EVERY DAY.

Navy blue sport shorts

School shoes: Solid white low-top athletic shoes with soles that will not mark the gym floor. *Please purchase shoes marked with NON Marking outsole.* Grades 1-8 must have tie shoes; Velcro closure permitted in kindergarten only.

Solid white knee-high socks: White leotards may be worn on cold days by girls in grades 1-4. Socks must be pulled up at all times.

Neat hair style: Hair must be neatly combed at all times. No artificial coloring or extreme hairstyles allowed.

* **No makeup or colored fingernail polish**

* **No earrings, except small post earrings**

b) Boys' Uniform Requirements:

* **Plain white undershirt** (T-shirt)

White short sleeve shirt

Grey corduroy dress-style pants with inset back pocket. No patch pockets in the back.

Dark navy twill waking shorts –optional and can be worn only during the first quarter of the academic year

* **Belt** to be worn every day

School sweater: Red v-neck slip-over clearly marked with your child's name and brought to school EVERY DAY.

School shoes: Solid black low-top athletic shoes that will not mark the gym floor. *Please purchase shoes marked with NON Marking outsole.* Grades 1-8 must have tie shoes; Velcro closure permitted in kindergarten only.

Solid white or black crew socks

School tie for boys in seventh and eighth grade to be worn on formal dress occasions such as school Masses.

* **Neat haircut:** Conservatively styled, trimmed around the ears, not touching the back collar or obscuring vision. No artificial coloring or extreme hairstyles allowed.

It is very important that your child looks his or her best every day and learns to take pride in a good appearance. We appreciate your help in providing clean shirts and blouses when needed and making sure that uniform requirements are met each day. The uniform is your child's *professional* clothing.

The items marked with an asterisk (*) are items we would like you to check especially EACH day. If your child looks his or her best, we can expect his or her best work. Thank you for your daily cooperation.

c) Free Dress:

Free Dress is allowed from time to time for special activities. Free Dress clothing should be comfortable and in good taste. Clothing should be modest in nature and not offensive

to others. We do not allow cut-offs, flip-flops, shoes without backs, spaghetti-strapped shirts or dresses, low cut T-shirts/ blouses, tank tops, shorts (unless previously approved by the principal), extra short skirts/dresses, low-rise jeans, or jeans with tears in them. T-shirts or sweatshirts that have printed material on them should be in keeping with a Christian learning environment.

23. VISITORS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that should be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Please **do not** go to individual classrooms at any time during the school day without prior approval from the office. Appointments with teachers must be made in advance.

ST. BRENDAN PARISH SCHOOL

ACADEMIC POLICIES

1. AWARDS

a) Honor Roll, Grades 6-7-8

First Honors	19-21 points	A = 3 points
Second Honors	14-18 points	B = 2 points
		C = 1 point

The subjects included for First or Second Honors are:

Math	Reading/Literature	Science	Spelling
English	Social Studies	Religion	

A student is not eligible for Honor Roll if he/she receives a "3" or "4" in Behavioral Expectations or Learning Skills in any subject.

b) Awards at Graduation

- 1) **Academic Subject Awards** are presented to a maximum of two students in each subject area who have demonstrated a superior mastery of that academic field.
- 2) **Principal Awards** are presented to those students who have achieved first honors for all eight quarters of their seventh and eighth grade years.
- 3) **Certificate of Academic Achievement** is presented to the student who has attained the highest cumulative GPA over the course of their seventh and eighth grade years, and has achieved academic success in all areas of study. Since this student has demonstrated outstanding accomplishments in all subject areas, it is understood that this student will not be considered for individual academic subject awards.
- 4) **Michael J. Calonico Memorial Award** is awarded to one boy and one girl, selected by the athletic directors in collaboration with the eighth grade teacher and principal. These students are honor students who have also achieved athletic success.
- 5) **Monsignor Cummins Award** is given to one student who has demonstrated an outstanding Christian attitude, service, leadership, and scholastic achievement.
- 6) **Perfect Attendance Awards** are given to those students who have not missed a day during their eighth grade year.
- 7) **St. Brendan Awards** are presented to no more than five students who best exemplify the ideals and values of St. Brendan Parish School. These students have taken a leadership role within the school community; have served the community, parish, and school faithfully and willingly; shown initiative; and have demonstrated a Christian attitude in words and deeds.
- 8) **St. Brendan Parish Service Award** is given to one or two students who show leadership, dedication, and service to the parish.

c) Sports Awards

- 1) **Spirit Awards** are presented to one boy and one girl from each grade who have exemplified team spirit and sportsmanship and have played at least two sports in a school year.
- 2) **Bear Award** is presented to one boy and one girl from eighth grade who have displayed spirit and sportsmanship throughout their seasons in St. Brendan sports.
- 3) **Sr. Diane Erbacher Sports Award** recognizes the athleticism and good sportsmanship of one eighth grade girl who has played every school sport from grade four through eight.
- 4) **Brian Duddy Sports Award** recognizes the athleticism and good sportsmanship of one eighth grade boy who has played every school sport from grade four through eight.

2. COURSE OFFERINGS

Besides religious instruction, St. Brendan Parish School provides a general education curriculum that satisfies the private school requirements of the California Education Code. The Archdiocesan curriculum guidelines, consistent with the State of California guidelines, are followed for the teaching of all secular subject areas.

St. Brendan Parish School offers students opportunities for growth in the following major subjects: religion (inclusive of the social and emotional learning (SEL) and Family Life programs), social science, language arts (inclusive of listening, speaking, reading, and writing), mathematics, science, Spanish (1-8), Mandarin (kindergarten) technology, physical education (inclusive of dancing and motor-skills), and fine arts (art and music).

3. GRADING SYSTEM

a) Grades K-1-2

E = Exceeds standard

M = Meets standard

W = Working toward standard

N = Not at grade level standard

No mark = Standard not addressed during current marking period

Behavioral Expectations / Learning Skills Code:

1 = Exceeds expectations

2 = Meets expectations

3 = Improvement needed

4 = Unsatisfactory

Comment Code:

+ = Area of strength

No mark = Meets expectations

√ = Needs improvement

b) Grades 3-4-5

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

Behavioral Expectations / Learning Skills Code:

1 = Exceeds expectations
2 = Meets expectations
3 = Improvement needed
4 = Unsatisfactory

Comment Code:

+ = Area of strength
No mark = Meets expectations
√ = Needs improvement

c) Grades 6-7-8

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

**Behavioral Expectations / Learning Skills Code
(in general and for each subject):**

1 = Exceeds expectations
2 = Meets expectations
3 = Improvement needed
4 = Unsatisfactory

Remarks

(for each subject):

As described on report card,
a numbering system for showing
Areas of Strength and Areas for
Growth.

Comment Code

(for General Behavioral Expectations):

+ = Area of strength
No mark = Meets expectations
√ = Needs improvement

d) Letter grades in Grades 3-8

A grade of "A" is awarded to those students who:

1. perform outstandingly on tests, class work, class participation, and homework.
2. take the initiative in their studies to *exceed* requirements.
3. complete appropriate assignments following absences.

A grade of "B" is based on test scores, daily work, homework, appropriate make-up work because of absence, and participation in class activities - all of which are done above average.

A grade of "C" reflects completion of the following: class assignments, tests, homework, class participation, and make-up work after absences – all of which are done at an average/satisfactory level

A grade of "D" indicates frequent failure to complete class assignments, poor test results, inattentiveness in class, and insufficient participation in class.

A grade of "F" is given when there is absolute refusal to complete assignments, refusal to participate in class work and activities, and poor performance on tests.

e) Online Gradebook

Parents of students in grades 4-8 may view their children's grades via FastDirect® - an online progress gradebook. Online grades may not include all assignments completed within a quarter. Teacher discretion will determine which assignments are posted. Teachers will update gradebook entries within two weeks of an assignment's submission date. In the event that a teacher is unable to enter a grade within the two week period, he/she will notify the parents and principal as to when they may expect to see the grade posted. If parents have questions about gradebook entries, they should encourage the student to contact the teacher directly for clarification and corrections.

The online gradebook will be closed for viewing on the last day of the first three quarters at dismissal and will be reopened after the distribution of report cards in the subsequent quarter. The online gradebook will also be closed one week prior to the end of the school year. This closure of the gradebook between quarters will allow teachers time to update entries and to calculate final grades. Parents will not have access to the quarterly gradebook after its closure at the end of a grading period; the only online document parents will have access to after gradebook closure is the quarterly report card. Please refer to *Addendum L* for more details.

4. HOMEWORK

Homework is an important continuation of school instruction and will be required most days. Students are responsible for recording their homework in a homework notebook. Homework assignments and books for absent students should be picked up at the office on the day of the absence between 3:00 and 3:30PM (1:30 to 2:00PM on Fridays).

Homework assignments **will not** be provided in advance to students who will be absent from school due to family vacations or travel.

Academic detentions may be assigned to students who consistently fail to complete or turn in homework assignments. Parents will be informed if their child is habitually behind in their homework and therefore eligible for academic detention from that point onward. The detention will occur on the day that an assignment is missed. Students will call their parents to inform them that they will be serving an academic detention that afternoon.

The following are general Archdiocesan guidelines for homework time allotments by grade:

Kindergarten	Two activities
1st Grade	20-35 minutes
2nd Grade	30-45 minutes
3rd Grade	30-45 minutes
4th Grade	45-60 minutes
5th Grade	45-60 minutes
6th Grade	45-60 minutes
7th Grade	75-90 minutes
8th Grade	90-120 minutes

5. PROMOTION / RETENTION

Students who have successfully met grade level expectations will be promoted to the next grade level at the end of the school year. Any decision concerning promotion vs. non-promotion (retention) will be made after considering all facts related to the child's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Each case will be considered individually.

The following are minimum procedures for retention for academic reasons:

1. There is consultation between teachers and principal as early as possible in the first semester.
2. A conference is held with the parents no later than the beginning of the second semester to advise them of the possibility of retention and to discuss possible remedial actions.
3. Follow-up conferences with the parents are held to evaluate the child's academic progress.
4. Evaluations and reports to parents must indicate failure to achieve minimum objectives in a major subject area.

Students may also be conditionally promoted or assigned.

Assigned: If a student fails to meet grade level expectations and is not being retained, he/she will be assigned to the next grade level rather than promoted.

6. SPECIAL EVENTS / PROGRAMS

a) Community Service:

All students contribute to community service through projects conducted during the year. Many of these projects are seasonal, such as collecting clothing, food, or toys for various agencies during the Christmas season; and visiting nursing homes to sing songs to the elderly. Students are encouraged to perform community service throughout the school year.

b) Geography Bee:

Students in grades 7 and 8 participate in an annual Geography Bee. It is sponsored by the National Geographic Society, and the winner may be eligible to compete in the State Geography Bee in Sacramento.

c) Science Fair:

Students in grades 6, 7, and 8 design and conduct their own science experiments, and present the results at the St. Brendan Science Fair. The top school winners go on to the San Francisco Science Fair and then the Bay Area Science Fair, from which the winners qualify to compete in the California State Science Fair.

d) Service to the Parish:

St. Brendan School is a ministry of St. Brendan Parish. As part of our Catholic school curriculum and faith formation program, all students are encouraged to participate in one or more of the following St. Brendan weekend Mass ministries:

Gift Bearer	Grades kindergarten through fifth grade with family
Greeter Ministry	Grade 2 or higher
Choir	Grade 3 or higher
Usher	Grade 3 or higher
Lector	Grade 5 or higher
Altar Server	Grade 6 (after training) and higher
Eucharistic Minister	Grade 8 (after Confirmation)

In September, students will be sent registration forms to sign up for preferred Mass times and ministries. The church will then assign the dates, times, and ministries. Ministry participation is considered an integral part of students taking ownership of their faith, becoming good, practicing Catholics, and being active members of the parish community.

e) Speech Program:

All students in grades 1-8 participate in the school speech program. We want each child to have the opportunity to read good literature, to choose a prose or poetry selection appropriate to one's age level, to memorize the selection well, and to deliver the selection in front of an audience. Finalists recite their selections to the entire student body.

f) Recess Peacemaker Program:

Through this program, selected upper grade students (in 5th, 6th, 7th and 8th grades) will provide lower grade students with a supportive and helpful presence on the play yard during recess and lunch. Specifically, the upper grade Peace Makers will:

- help younger students resolve their conflicts quickly and kindly, using language from our Social-Emotional Learning (SEL) curriculum;
- provide friendly oversight and enforcement of established game rules; and
- help shy or left-out students to join in and engage with others.

Selected students will serve for one school year. Each Peace Maker will be asked to serve approximately one time per month. “On-duty” Peace Makers will need to leave class early in order to be present for the lower grade recess, so we want to limit their service commitment to approximately once per month. Peace Makers will be responsible for finding out what instruction was missed during their scheduled service and are expected to be proactive in making up missed work or tests, and obtaining missed information.

This handbook and addenda, together with ALL official communications from the principal, constitute the policies and procedures of St. Brendan Parish School. The principal reserves the right to revise and amend such policies and procedures, as necessary.

Last revised August 2017

PARENT SIGNATURE PAGE

This handbook and addenda, together with ALL official communications from the principal, constitute the policies and procedures of St. Brendan Parish School. The principal reserves the right to revise and amend such policies and procedures, as necessary.

I have read the 2017/2018 Parent/Student Handbook and agree to follow the school policies and procedures stated.

Family Name: _____

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____