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Parent-Student Handbook 2009-2010



Foreword

In every school it is necessary for certain policies and procedures to be established if the school is to function effectively. The efficiency and harmony within a school community depend upon each member clearly understanding his/her responsibilities and expectations.

The purpose of this Handbook is primarily to serve as a guidebook of information for parents, students, and teachers of St. Finn Barr Catholic School. No one is required to memorize its content, but everyone is asked to be familiar with it and use it as a reference.

The School reserves the right to, without prior notice to change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this Handbook.

St. Finn Barr Catholic School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, nationality, ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this School. St. Finn Barr Catholic School does not unlawfully discriminate on the basis of race, color, and 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.

Likewise, St. Finn Barr Catholic School does not unlawfully discriminate against any applicant for employment on the basis of age, sex, disability, race, color, and national and/or ethnic origin.

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History of St. Finn Barr Catholic School

St. Finn Barr Catholic School founded by Rev. Lester Ehrmann, Pastor of St. Finn Barr Church in 1962 is a parish school located in the Sunnyside area of San Francisco. Staffed by the Irish Sisters of Mercy, the school had grown from a primary school into a Kindergarten through eighth grade (K-8) school. Under the principalship of Sister Mary Consillo, the school graduated 46 Sixth Graders for the first time in 1966.

In the early years, St. Finn Barr Catholic School was widely known to be the Irish school since the majority of its population was Irish children. However, the influx of immigrants from Mexico, the Philippines, Nicaragua, El Salvador, China, Taiwan, to San Francisco greatly influenced the diverse population of the school. Today, the school serves students of different ethnic backgrounds and cultures.

After 35 years of service to the school, the Irish Sisters of Mercy returned to Ireland. In 1997 the school was administered by the Dominican Sisters of the Most Holy Rosary of the Philippines. In 2004, the first lay Principal, Thomas Doher was selected by a Parish-appointed Search Committee as the school administrator.



St. Finn Barr Catholic School

Mission

St. Finn Barr Catholic School is dedicated to meeting the needs of the whole child, embracing his or her potential to become an independent thinker and productive member of society in accordance with the Gospel values and Catholic tradition.

Philosophy

St. Finn Barr Catholic School, recognizing the cultural diversity of its student body, has for its purpose the Christian Catholic education of its youth. It emphasizes the harmonious development of the spiritual, moral, intellectual, physical, social, and emotional endowments of students in accordance with the Gospel values, in the spirit of Vatican II, and the directives of the National Conference of Catholic Bishops.

The faculty recognizes parents as the primary educators responsible for the education of their children and strives to support and complement them in their roles. St. Finn Barr Catholic School remains committed to academic excellence and to the continued representation of the ethnic, religious, and socioeconomic diversity of the Bay Area. The school endeavors to maintain and nurture a spirit of ecumenical kinship among students, parents, faculty, alumni, and friends in the community at large.

The administration of St. Finn Barr Catholic School recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to the Church teachings.

The primary purpose of St. Finn Barr Catholic School is the education of young people in order to assist them in their academic, personal, and spiritual growth.

Steeped in the Catholic tradition, St. Finn Barr Catholic School accepts children, regardless of ethnic, religious or socioeconomic background, who can successfully maintain academic achievement.

Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus and at school events off-campus, every adult has the responsibility of appropriate conduct, in order to support the school's mission and provide positive role models to our students.

St. Finn Barr Catholic School is fully accredited by the Western Association of the Schools and Colleges and Western Catholic Educational Association. The curriculum and extra-curricular activities recognize the unique talent and potential of every student, providing programs in academics, arts, athletics, and community service. The school prepares the students for success in high school and in today's world with a solid academic and spiritual foundation.

Parent's Role in Education

We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Finn Barr Catholic School involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in their lives.

Good example is the strongest teacher. Your personal relationship God, with each other, and with the Church will affect the way your child relates to God and others. Ideals taught in school are not rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a relationship with St. Finn Barr Catholic School we trust that you will be loyal to this commitment. During these formative years your child needs constant support from both parents and faculty in order to develop their moral, intellectual, social, cultural and physical potential. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach their potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and other partner will never have positive result. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. But it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades they have earned and will be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to absences.

Parents as Partners

As partners in the educational process at St. Finn Barr Catholic School, we ask parents:

To set rules and time and limits so that your child:

- > Gets to bed and 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 lunch and a snack every day

To actively participate in school activities such as parent-teacher conferences

To that the student pays of 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 complete and return to school any requested information promptly

To read school notes and newsletters and to show interest in the student's total education

To support and cooperate with the discipline policy of the school

To treat teachers with respect and courtesy in discussing student problems

Parents Club

This organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Goals

Religious Education

To teach students the “Good News” through scripture, doctrine, and liturgy, and to help the students realize that through the teachers’ modeling, Christ’s message is a personal invitation requiring active response by the individual in his/her daily life.

Intellectual and Academic

To provide a curriculum of studies that will enable the students to understand, appreciate, and develop their potentials. To enrich the quality of life, education will generate curiosity, creativity, competence, and compassion.

Physical and Psychological

St. Finn Barr Catholic School seeks to provide the students with a trusting and caring environment that is physically and psychologically healthy and that helps students respect themselves and others.

Cultural

St. Finn Barr Catholic School gives each student the opportunity of self-expression through the fine arts. The faculty believes in the importance of each student understanding and appreciating his/her culture and that of others.

Social

We endeavor to help the students develop the necessary social skills that will assist them in their varied experiences through life.

General Information

Administration

Our administration consists of the Pastor of St. Finn Barr Parish and the Principal and Vice Principal of St. Finn Barr Catholic School.

Faculty

Our Faculty consists of teachers who are professionally qualified and competent in the field of education. Refer to the Appendix for a list of current faculty and staff.

Staff

Our support staff consists of the School Secretary, Teacher Assistants, Extended Care Supervisors, and Custodian dedicated to their areas of work.

Hours of Operation

Business Office

The Business Office is open Monday through Friday from 7:30 a.m. to 3:30 p.m.

School Hours

Assembly	7:55 a.m.
Tardy Bell	8:00 a.m.
Dismissal	3:00 p.m.
Last Monday of the month Dismissal	1:30 p.m.
Minimum Days Dismissal	12:30 p.m.
Short Days Dismissal: <i>First and last day of school year</i>	11:00 a.m.

Academics

Curriculum

The curriculum at St. Finn Barr Catholic School is designed as a careful balance between academic and non-academic programs, as described below.

Religion

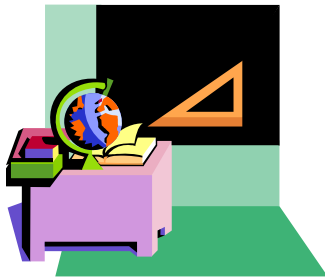
Religious instruction forms the basis for the total development of the student. ALL students are required to participate in all regular religion classes, liturgical preparation and school oriented church services during school hours.

Language

English, Reading, Spelling, Phonics and Writing provide the basic tools for gaining knowledge and understanding of the spiritual, educational, social and vocational experiences of life. These skills are correlated with all other subjects.

Mathematics

Our Math program is designed to help each student learn the basic mathematical structures, language and principles in order to develop skills in computation, use of vocabulary and symbols, reading and interpreting data, measuring and solving problems.



Science and Health

The Science program gives students an understanding of the basic truths of nature and man's relationship to them. Health imparts to the students an understanding of the importance of physical well being.

Social Studies

The goal of this program is to develop knowledge, understanding, skills and attitudes necessary for effective citizenship in our society.

Physical Education

Physical Education is a necessary extension of the Health program. It provides an opportunity to learn the importance of exercise to maintain a healthy body.

Art and Music

These programs are provided to develop creative potential.

Spanish Language

Spanish is taught for grades K-4, twice a week. This program provides an opportunity to learn the Spanish language as well as its culture and history.

Technology

This program integrated within the classroom uses laptop computers as another tool in the learning process. Diverse software applications help to prepare students for a high technology future.

Social Networking Websites

Our technology program allows our children to touch new worlds on the internet, but there are dangers in this new age. Students frequently share more personal information than they should, including pictures of themselves and others and what school they attend, where they live, and when and where they will be participating in athletic or social events. Unfortunately, less savory characters share this site with intentions to harm our children. Because of this danger, **myspace.com will not be allowed to be accessed or used by any student at St. Finn Barr School, either from the school site, or from their home computers.** A three-step disciplinary process will be observed by the school:

- (1) If a student is discovered to have been using myspace.com, the parents will be notified and asked to remove the material immediately. A one-day suspension will be levied.
- (2) For a second offense, the student's parents will be asked to attend a conference at the school, and the student will be suspended for three days and placed on probation for the remainder of the quarter.
- (3) For a third offense, the student will be expelled from St. Finn Barr School.

Homework

Study outside of class is a necessary extension of your child's learning process. Homework is assigned to:

Reinforce concepts and skills that have been presented in class.

Foster the students' creativity and discipline through enrichment projects or research.

Train the students to work independently and to accept responsibility for completing a task.

Homework, being an integral part of the curriculum, is evaluated and counted as part of the grade. Thus, it is of great importance that homework be completed and handed in on the designated day.

Time Allotment

The amount of time students in the same grade spend doing homework will vary. However, the following table provides guidelines for the maximum amount of the time the typical elementary student should spend daily on homework:

Grade	Recommended Time (minutes per day)
1 and 2	30
3 and 4	45-60
5 and 6	60-90
7 and 8	90-180

Weekend homework may be assigned at the discretion of the teachers.

Report Cards

Report cards are issued in Grades K-8 four times a year. This is done as a means of providing parents with written information regarding the progress of their child(ren). *There is no report card if a child is absent for fifteen days per quarter.* Parents should read the card carefully and discuss their child's progress with her/him. Emphasis should be placed on effort, conduct and study habits as reasons for success or lack of success in school subjects. Since the significance of grades varies slightly depending on the child's grade level, be sure to read the coding on each report card.

Report cards may be withheld pending payment of tuition or other delinquent fees. This will be at the discretion of the School Principal.

Grading Standards and Expectations

Minimum Achievements

Students must achieve at least a "C" in all academic subjects including religion for three quarters in order to successfully complete the grade level program. A "failing" or "incomplete" grade in two or more academic subjects for four consecutive quarters shall be considered an unsuccessful achievement for that grade level.

Mid-quarter progress notes for grades 3-8 are given to students.

Students who do not successfully complete a grade level may be asked to leave St. Finn Barr Catholic School in order to find another school that can meet their educational needs.

Honor Roll

Honors are presented at the end of each quarter to 8th grade students who exemplify high scholastic achievement, good conduct, and serious effort. Eighth graders who earn a place on the honor roll for all four quarters will be recognized at the graduation ceremony.

Honors points are given in the following subjects: religion, math, language arts (English grammar and reading), social studies, and science. Honors are given to students in grades 5 through 8 only.

Conduct in **all** subjects must be a 1 or a 2. If any conduct grade in any subject area is a 3 or 4, the student will not be on the honor roll.

Disciplinary violations will eliminate a student's eligibility for the Honor Roll. A suspension automatically disqualifies a student from the Honor Roll. No grade in any subject may be a lower than a C.

Probation

Students who are getting a "D" average in major subjects or unsatisfactory conduct marks may be placed on probation for one quarter during which parents shall seek necessary help for their child in order to bring about growth and improvement.

If all courses of action are taken and the student shows no growth or improvement, the school shall advise the parents to find another school that may be able to meet the student's needs.

Grading System and Marking Code

Grade Kindergarten	
S	Successful
N	Needs growth in this area
Grades 1 and 2	
O	Outstanding
S	Successful

N		Needs growth in this area	
Grades 3 through 8			
Letter Grade	Percentage	Grade Point Equivalent	
A	96-100	4.0	
A-	93-95	3.6	
B+	91-92	3.3	
B	87-90	3.0	
B-	84-86	2.6	
C+	81-83	2.3	
C	74-80	2.0	
C-	70-73	1.6	
D+	67-69	1.3	
D	63-66	1.0	
D-	60-62	0.6	
F	59 and below	0.0	

Comment Code		Conduct/Effort Code	
+	Area of strength	1	Outstanding
√	Needs improvement	2	Meets expectations
☐	Not assessed (Kindergarten only)	3	Improvement needed
		4	Unsatisfactory

Registration Procedures

Custody

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

Admission

New Students

Applications for new students are available in January of each year. The application form may be obtained from the school office between 8:00 a.m. and 3:30 p.m. Monday through Friday.

New applicants are required to submit the following:

1. A copy of birth certificate.
2. If student is Catholic, a copy of Baptismal, First Holy Communion, Confirmation certificates (if applicable).
3. A copy of student's most recent report card.
4. A completed evaluation form from the school previously attended.
5. A non-refundable \$300 application fee.

If openings are available in the class applied for, new students are accepted on the following criteria:

Parents must be willing to embrace St. Finn Barr Catholic School's philosophy and have the child(ren) instructed in the Catholic faith and traditions.

Parents are willing to support and cooperate with school policies and procedures.

Parents are willing to participate in fundraising or other activities sponsored by the school or Parents' Club.

An Entrance Test score is provided.

The school can meet the child's needs.

When available openings are limited, St. Finn Barr Catholic School gives preference to Catholic students whose families are active members of the parish; secondly, to Catholics living outside of the parish; thirdly, to non-Catholics as long as they meet the criteria as stated above. Preference is also given to siblings of currently enrolled students.

Returning Students

Parents must re-enroll their child/children for the coming school year. Since acceptance for next school year is not automatic, the school reserves the right to decline to invite a student to return at the discretion of the school administration. Decisions will be made based on parental cooperation, student's academic performance and conduct, and the educational opportunity

available. Upon acceptance, a **non-refundable** registration fee is required in order to hold a seat for the student.

Students are officially registered when:

Tuition contract is signed and submitted.

Health requirements are completed.

Emergency Information Sheets are completed/updated.

All fees are paid up to date, including the registration fee, service hour charge and any other fees due for extended care, library fines and replacement of textbooks and damaged school materials.

Certificate of release from former school for transfer students is submitted.

Promotion Policy

Advancement to the next grade at St. Finn Barr Catholic School is based on a student's daily performance, test results, recommendation of teachers and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Probation will last until the middle of the following term and will require frequent parent-teacher communication and may contain specific requirements by the school to remove the student from probation. If a student does not comply with all terms and conditions of the probation, student – transfer to another school or expulsion will be an option.

Financial Information

Fees

Application

Each new student applying for admission at St. Finn Barr is required to pay a non-refundable application fee. The fee varies from year to year and the amount is published before the application process begins.

Registration

Upon acceptance, each family, new or returning to St. Finn Barr Catholic School is required to pay a \$300 deposit in order to guarantee a seat. This deposit is non-refundable but is deductible from the comprehensive fee. Non-refundable registration fee of \$300.00 due March 15th, 2009.

This fee covers rental of hard cover books, purchase of consumable textbooks, some classroom supplies, play equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), Archdiocesan administrative fees, school insurance, testing fees and art supplies. Fees do not cover field trips, before/after school care, athletic programs (basketball, volleyball, soccer, etc.) or other after school program costs.

Tuition

Actual tuition per child.....	\$6,100.00
Fully participating family, with one child.....	\$5,101.15
Fully participating family, with two children.....	\$9,260.00
Fully participating family, with three children.....	\$12,951.00

Financial assistance forms are available at www.stfinnbarr.org or in the school office.

SMART tuition management service offers a number of options for tuition payment.

Tuition Payment Options

- > Pay in full by July 1st, 2009 with a 4% discount
- > Pay ½ annual tuition by July 1st, 2009 and remainder by December 1, 2009.
- > Enroll in SMART Tuition Management Service. Payments begin July 1, 2009.
- > You may pay in full for one child, and utilize SMART for another.
- > 12-month tuition contract for all families at St. Finn Barr School.
- > \$25.00 returned check fee for all checks made payable to St. Finn Barr Catholic School that does not clear the bank.
- > Registration Fee of \$300.00 due on March 1st of each school year. This fee is non-refundable.
- > Kindergarten evaluation fee and upper grade test fee is \$30.00. This fee is non-refundable.

Smart Tuition Management Service Overview

- > Refer to enrollment form and brochure.

- > There is an annual non-refundable \$38.00 administrative fee for enrollment in the SMART program per family. This fee will be added to your first month's tuition collected by SMART. Please do not make this payment to the school.
- > Pay tuition over 12 months using automatic deduction, credit card by phone, or check.
- > Your enrollment for SMART must be returned before April 1st, 2009.
- > All families will select SMART Tuition Management Services.
- > Tuition payments may be deposited in the school office only in case of emergency.

Withdrawal Policy

- > Families must notify the school in writing if a student is withdrawn from the school.
- > Registered students who withdraw before August 25th, 2009 are responsible three month's tuition. Students who withdraw after December 1st, 2009, are responsible for the remainder of the full school year's tuition.
- > The school will not forward records for students who withdraw with an outstanding balance.

Please address all tuition questions to the school office at (415) 333-1800

Tuition Payment Policy

Tuition may be paid by the following options:

Full payment with 4% discount payable by the 15th of July.

Monthly payment payable on 1st of every month from July through April.

Payment arrangements may be made with the School Principal in special cases.

Tuition Rates

St. Finn Barr Catholic School uses two categories for tuition rates:

Plan P: Participating Parishioner

Plan NP: Participating Non-Parishioner/Non-Catholic

Plan P

1. Family is Catholic and registered at the parish.
2. Parents contribute to the community life of the parish by participating in parish projects to express support/time/service to the parish.

3. Parents participate in all fundraising projects set forth by the School and Parents' Club and complete their 30 hours volunteer service.

Plan NP

1. Family is non-Catholic or
2. The Family chooses not to register and participate in the activities of the parish.
3. Parents participate in fundraising projects and complete their 25 hours volunteer service.

Participation or Non-Participation will be verified to determine the tuition categories for the following school year. If the terms for Plan P are not honored a family's tuition rate will be switched to Plan NP for the next school year. **No Participation** at all will be charged **Per Pupil Cost (PPC)**.

Late Payment Policy

Tuition not paid after the 15th of the month is considered outstanding and a **\$25 late payment fee** will be added into your account every time payment is overdue. Contact the Principal immediately if a special payment arrangement needs to be made.

Tuition Delinquency

Unexplained overdue tuition is considered delinquent and may result in serious consequences. Educational services may be denied.

Delinquent accounts will be sent to a Collection Agency after the school has made three (3) attempts to collect on its own.

St. Finn Barr Catholic School reserves the right to deny re-admission of students to the school if accounts are not fully cleared by the end of May.

Eighth Grade students whose accounts are not fully paid before graduation shall not participate in the graduation ceremony. Last minute payment shall be in cash, cashier's check or money order only.

Returned Checks/Insufficient Funds

A \$25 fee will be charged on all returned checks due to insufficient funds on checking accounts. After two checks are returned due to insufficient funds during the year, all further payments for the remainder of that year must be made in cash, by cashier's check or by money order.

Refund Policy

In the event of student withdrawal or termination, the following terms and conditions apply to refunds:

Tuition is refunded after the month of the student's last day of school.

Fees less registration deposit may be refunded only if withdrawal takes place before school begins in August.

The registration deposit of \$300 is non-refundable.

Student Services

Accident Insurance

The Student Accident Insurance Program is provided to all students of the school. This program is to assist you with medical expenses incurred due to an accidental bodily injury sustained by your child while attending school or while participating in a solely school-sponsored and supervised activity.

Lunch

The school provides hot lunches on Tuesdays and Thursdays, with special lunches on Wednesdays and Fridays. We discourage parents from bringing lunches to school.

Food Allergies

St. Finn Barr Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Finn Barr Catholic School will maintain a system wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan of any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life threatening allergy.

Library

The school library is available to the students once a week through the generosity of volunteer library aides working under the guidance of a chairperson. Students are responsible for any books checked out of our library and shall be billed for any overdue, lost or damaged books.

Health Program

Health services include eye screening and audiometric testing for students in Kindergarten, grade one and students **new** to St. Finn Barr Catholic School.

Counseling Program

The school is currently working with St. Mary's Project School Care. An Intern counselor, under the guidance of a professional mentor, is available

twice a week to students who may need counseling. The Intern counselor may make referrals if appropriate.

Student Activities

Altar Servers

This activity provides the students with spiritual awareness and opportunities to serve the Church. All Catholic students from grades 5 through 8 must train as altar servers at St. Finn Barr.

Athletics

The purpose of the Athletic Program is to provide an opportunity for boys and girls to develop physically by teaching them the skills involved in playing certain sports. Along with this comes the training in good sportsmanship.



In order to qualify and remain on the team, a student shall maintain a **C or 2.0 grade point average** with no Ds or Fs in any subject area including Conduct. Failure to maintain a C average may result in the student's removal from the sports programs.

After students have signed up for a sport, the athletic director will submit the rosters to the principal for review with the teachers.

Religious Activities

First Holy Communion

Students in the second grade are prepared for the reception of the sacraments of Reconciliation and Eucharist. Parents are expected to participate in the preparation of this Sacrament by coming to the scheduled workshops and by attending the Sunday liturgies with their children.

Confirmation

The sacrament of Confirmation is administered to the boys and girls of the eighth grade as scheduled by the Archdiocese. Parents are required to participate in the preparation of this sacrament by coming to the scheduled meetings.

Student Liturgies

At least once a month students are given the opportunity to attend a Mass or Prayer Service. Each class takes a turn to prepare and sponsor the liturgy as creatively as possible.

Sacrament of Reconciliation

Students in Grade 3 through Grade 8 are given the opportunity to receive the sacrament of Reconciliation (Penance) several times during the school year.

Parties

Classroom parties are to be kept to a minimum and must be planned with the permission and guidance of the classroom teacher. No parties shall be held on the day classes are dismissed for Thanksgiving, Christmas, Easter and summer vacation.

Student Council

Each year, students from Grade 5 through Grade 8 elect officers to serve on the council. The council provides guidance to the student body and represents them in the planning of student activities and community service projects. The council is under the supervision of a teacher.

Traffic Safety Patrol

Traffic Safety Patrol consists of students in grades 5 through 8. ALL students in grades 7 and 8 will participate in Safety Patrol duties. They will stand guard at the corners of Hearst Avenue and Edna Street to assist students in crossing the streets safely before and after school. They will also perform safety duties at the drop off in the morning in front of the school and again on the corners of Hearst and Edna streets.

Parent and Student Responsibilities

Attendance, Absences and Tardiness

Compulsory Attendance

The State of California legally requires that all children between the ages of six and 16 years of age attend school, unless subject to a stated exemption. The responsibility for compliance with this law belongs to the parents, but the school keeps and maintains an accurate record of daily attendance for each student. Each school day, the school secretary will call the student's home to inquire why the student has not arrived at school if the parent has not called the school already.

Absences

Please do not send your child to school with a severe cough or cold or flu-like symptoms. Do not return your child to school until 24 hours after his/her temperature has returned to normal.

Please inform the school when your child has a contagious illness or head lice so other parents can be informed of possible exposure.

If your child is absent from school, the parent or guardian must telephone the school office (415-333-1800) between 8:00 a.m. and 10:30 a.m. on the day of the absence and explain why the child is absent. **In addition, the student must bring a note from his/her parents and present this to his/her teacher.** The note must identify:

1. Student's name
2. Date(s) of absence
3. Brief explanation as to why the student was absent
4. Signature of the parent

If a child is absent for three days without a phone call by the parent or guardian, the child will be considered truant. A child who is late may not re-enter the school without a note of explanation or Doctor's excuse.

Absences for other reasons

When parents wish to take their child out of school for several days for personal reasons such as vacation, parents must sign an agreement with the Principal regarding the consequential effect of such absence on the student's school work. The Principal will keep on file a record of the contract and recommendation made to the parents at the time the request is submitted. The final decision, however, is the responsibility of the parents. The school is not under obligation to provide tutoring, make-up work, or schedule special testing due to the absence. The principal has the final and absolute discretion to determine the conditions and terms governing such absences. We ask that parents try to schedule family vacations on days when school is not in session.

Tardiness

A student is marked **tardy** if he/she reports to school after the tardy bell has rung (8:00 a.m.). Chronic tardiness is very disruptive to the entire class once instruction has begun. Every effort should be made to ensure that students are conscientious about being on time. Excessive tardiness is being late 10 times per quarter or a total of 40 times per school year. A student who arrives after announcements have been made and students have filed into their classrooms will be counted as tardy.

Truancy

Any student who is absent from school without a valid excuse for more than three days or who is tardy in excess of 30 minutes on each of four days or

more in one school year is considered truant and will be reported to the attendance office of the local public school district.

Medical or Dental Appointments

Medical or dental appointments during class hours are discouraged. However, if it is necessary, the child must bring a written note asking to leave the premises. The absence will be marked as an excused absence if a date slip is brought during school time. His/her release must be requested through the office. Please do not interrupt a teacher while class is in session. The student must be picked up at the office by the parent or guardian. In accordance with Archdiocesan Policy, no child will be allowed to leave the school by himself/herself.

Arrival and Dismissal

For safety and insurance reasons, students are to arrive on campus after 7:35 a.m. when teacher supervision commences. Students who arrive before that time **WILL BE PLACED IN EXTENDED CARE**. If a student is left after school after 3:15 p.m., **THEY WILL AUTOMATICALLY BE PLACED IN EXTENDED CARE**. In both instances, parents will be charged for the extended day care use.

For safety purposes, students must be dropped off at the school side of the street. The sidewalk directly in front of the school has been designated as a **drop off and pick up area only** during drop off and pick up times. **Parking or double parking and leaving your car within this area are not permitted under any circumstances**. If you need to come into the school, park legally.

Communications

Communication between home and school is very important in order to attain our goal for quality Catholic Education. Therefore, parents are asked to take their time to go through and read all the communications we send home either through weekly family envelopes or otherwise, with your oldest child.

Family envelopes are sent home every Wednesday of each month. Please review the contents, and return the envelope (signed) to your child's teacher the next day. Other communications that need to go home immediately will be sent through your oldest child. Please check with your oldest child regularly to see if there are any notes, memos, etc. for you.

To assist us in facilitating an open Christian community, we ask the following:

Contact your child's teacher for an appointment if there is a problem concerning academic progress, behavior, and classroom procedure or teacher-student relationships. Please do not call the teacher at home.

Contact the principal if there is concern about the general administration of the school or if communication with the teacher is unsatisfactory.

Emergency Information Sheets

Each student attending school must have a completed Emergency Information Sheet on file in the school office. Parents are requested to keep data current by notifying the school of any changes in home or work phone numbers as soon as possible. Additional forms are available at the end of this Handbook. **It is extremely important that we are able to reach at least one parent in case of emergency.** Two references other than parents are required on the Emergency Information Sheet. If this sheet is not on file by the first day of school, your child will not be allowed to stay on the school grounds.

Health Policy

Students suffering from communicable diseases such as chicken pox, pink eye, strep throat, etc. shall be excluded from school for at least the minimum period required by the Health Department School Exclusion Regulations. A readmission statement from your doctor is required to be submitted to the office before returning to the classroom. Parents must immediately notify the school if a child has any communicable disease in order to alert other parents for preventive purposes.

Child Abuse or Neglect

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes the following:

Physical abuse or corporal punishment

Emotional abuse or deprivation

Physical neglect and/or inadequate supervision

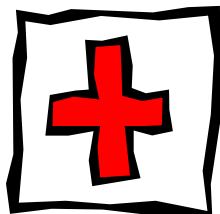
Sexual abuse and/or exploitation

School personnel are mandated reporters and are required by law to report any reasonable suspicion of child abuse. A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

Health and Medication

Health records must be kept up to date. Vision screenings are given to students in grades 1, 3, 5 and 7, and to all new students and students who seemed to have a vision problem in other grades.



Should your child need any special medication during school hours, please discuss this with the office and request the Archdiocesan Medical Form. It is a State law that no medication, including aspirin or Tylenol, be distributed without written parental permission and a signed form from a doctor. Refer to the Forms section in this Handbook. Additional forms are available in the school office. Children may not take medication on their own during school hours. All medication must be turned in to the office, preferably in its original prescription container.

Students wishing to be excused from Physical Education, or to participate in physical activity in a limited manner, must submit a note from a parent or guardian. A doctor's note is required if a student is unable to participate in Physical Education more than three times in a row.

Students are covered by insurance for injuries incurred on the school grounds, as well as on other school supervised activities. In order to benefit from the Archdiocesan School Insurance, the accident must be reported immediately to the office and parents must request an accident form from the school office within 24 hours of the accident. These forms are to be completed by their doctor and mailed to the address provided on the form.

Illness and Injuries During School Hours

Any student who becomes ill during school hours must notify his/her teacher. Minor injuries will be cared for by the teacher. Students with serious injuries or who become ill are sent to the office with a note from the teacher. Parents will then be notified to pick up their child or to send a responsible adult in their place.

Field Trips and Other Off-Campus Activities

Field trips are privileges. Students can be denied participation if they fail to meet academic or behavior requirements. Prior to the field trip date, a permission slip will be sent home requiring a parent's signature. **Permission for all off-campus activities must be in writing. Telephone permission is not acceptable.** Without written permission, students shall not be allowed to leave the school campus. Refer to the Forms section of this Handbook.

Field trip drivers must be at least 25 years of age, possess a valid, unrestricted California driver's license and a CLEAN driver's record. Field trip drivers must be insured at a minimum of \$100,000/\$300,000 liability coverage.

Parents volunteering to drive must submit a completed Drivers Insurance Verification form with a copy of a valid California Drivers License.

Parents who accompany students on field trips are expected to provide constant and close supervision at all times and make no unscheduled stops. Siblings who are not part of the class are not permitted to go with the field trip.

Parent-Teacher Conferences

Scheduled by School

Student goal-setting conferences are held for 15-minute periods after the first progress report in the fall trimester. Parents are encouraged to prepare to discuss goals, strengths, and areas for growth with their children prior to the conference. In working together, parents, teachers, and students will help to determine a plan of action for the coming year. In addition to this initial conference, a teacher may request a conference when he or she has concerns about a student's progress or behavior. All Jr. High students, grades 6, 7, and 8, are required to attend the fall conference with their parents.

Requested by Parents

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year, must call the school office to arrange an appointment. Conferences are by appointment only.

Guidelines for Conferences

Please be courteous to the teacher at all times.

If a problem arises, please try to be open to both sides of the story.

Discuss classroom difficulties with the teacher first before bringing them to the principal.

Parent Involvement

The cost of educating each child at St. Finn Barr is far greater than the tuition charged. Active and involved families help to offset some of the additional expenses. For that reason, we require parents to have active participation in the community life of the school by donating their time, talent and treasure as best they can.



Each family is required to put in **30 hours** of volunteer services for school fundraising and other activities. Parents may sign up for the activities they prefer to get involved with at the beginning of the year.

While many of our families exceed their 30-hour requirements by volunteering more of their time and talent, some may have difficulty in meeting their share. In that case, families will be placed in a higher tuition rate for the following school year.

In addition, participation in the **Centerplate fundraising project is required.**

SST (Student Success Teams)

Some students at St. Finn Barr Catholic School may be diagnosed with a learning difference. When a teacher is concerned about a student's academic progress, or behavior in class, they may initiate a team conference for this student. The team consists of the classroom teacher(s), vice-principal, principal, and counselor. If a suspicion is aroused, then observation by the team is made over a two-week period to determine if further action should be taken by the staff or parents. The classroom teacher consults with the team concerning her findings, and schedules a conference with the parents or guardian to share information, ask questions and generally gather more data for determination to the next step, which is testing for the student.

If it is agreed upon by all parties that testing should occur, then the classroom teacher will engage the school's counselor who will schedule a conference with the parents and begin the process to determine if there is a learning difference.

If a learning difference is discovered, the counselor, parents, classroom teacher, staff and administration will meet to discuss and implement the findings of the test results. Periodic adjustments, conversations and reports will be made at various times of the year, keeping the parents informed of progress and behavior.

If there is sufficient evidence to warrant further testing, a follow up will be scheduled four years hence to again determine if a learning difference is still evident.

Parents Club

Each family registered in the school automatically becomes a member of the Parents Club. The Parents Club helps administer volunteer efforts and fundraising activities that support the school. Members of the Board meet regularly with school administration regarding school interests and concerns.

Lost and Found

Student's uniforms and other belongings must be labeled for easy identification. Lost and found items are placed under the stairs by the office. Items found and not claimed may be disposed of after 90 days.

School Property**Books**

Students are expected to keep all books covered neatly. Each student is held responsible for the set of textbooks assigned to him/her and will be charged for the replacement of any damaged or lost books including shipping cost.

Desks and other school furniture and fixtures

If a student marks, mars, breaks, or damages school property such as desks, chairs, walls, glass windows, etc., the student is responsible for the cost of repair or replacement.

Code of Christian Conduct (Archdiocesan Policy)

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

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

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

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

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

Miscellaneous Information

Extended Care Program

The Extended Care Program is available to students in Grades K-8 whose parents are unable to pick up after dismissal. Students who are in Grades K-8 will be automatically placed in Extended Care if they remain in the yard **15 minutes** after dismissal. Parents shall be charged for the services rendered by our Extended Care Supervisor (See Extended Care Handbook for more information and current fee rate).

Returning to school after dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by an adult. Students who choose to return to school after 3:15 PM without a teacher, face detentions, suspension or expulsion.

Telephone

The school telephone may be used by students only for emergencies.

Transfers

Parents of students transferring to another school must notify the Principal. Upon request, the release form shall be given to the student's parents along with his/her health records.

Volunteers

Volunteers are valued members of the school community and they have the right to be treated with respect from the students.

Those who volunteer in the lunch program and those who help in our school and are in direct contact with students are required to submit a copy of a current TB test and must be finger printed.

Harassment

In 1992 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 1996 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 that 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 other 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.

Discipline

In our school, as in our community, we work together. The code of conduct for our students is based on our philosophy of providing a quality education in the framework of our Catholic tradition. Each component of our school community, in conjunction with our families, is committed to the welfare of the children, their growth in our faith and their academic achievement.

Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume his/her responsibilities and be in more control of his/her conduct, helping him/her to grow progressively in self-competency and maturity. Discipline promotes genuine character building.

St. Finn Barr Catholic School students are expected to be responsible for their behavior at all times. They are to be a credit to themselves and their school.

Each student must be familiar with all school rules and conform to them. Continued non-conformity to these rules may result in disciplinary action as outlined in the Archdiocesan Handbook.

General Rules

The formal policy for proper conduct at St. Finn Barr Catholic School is guided by Christian values. Each student understands that he/she shall:

Be honest, courteous, attentive and respectful in all dealings with fellow students, teachers, school personnel and visitors.

Always respect the rights and the value of each individual person on the school premises, on the way to and from school, or at school sponsored events.

Respect and respond promptly to the directives of the teacher and other school personnel.

Obtain permission from the proper authority for use of the school facilities, equipment or other materials.

Be courteous, attentive and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body.

Be responsible for the care of books and all other materials loaned to the students for course of studies during the year.

Keep the campus clean.

Inappropriate behavior for St. Finn Barr Catholic School that may result in disciplinary consequences includes:

Fighting, provoking a fight between other individuals, any verbal abuse, or participating in violent activities that include physical violence (such as hitting or biting), or emotional harm to any person.

Theft or damage to property of the school, another student, visitor or school personnel.

Using vulgar or unacceptable language verbally or in writing.

Leaving the campus during the day without permission. No student may leave the school grounds to purchase lunch or snacks or have lunch delivered.

Disturbing the classes in such a way that others are unjustly hindered from learning.

Possessing, selling, giving away, using, or being under the influence of drugs and/or hazardous substances (i.e. liquor, narcotics, etc.) on the school premises, at school functions or at a time and place that directly involves the school. State Law prohibits possession and/or use of cigarettes by a minor.

Possessing dangerous items such as: firearms, knives, or other dangerous weapons (as defined by California State Law), firecrackers, fireworks, handcuffs, etc.

Electronic items (such as radio, tape recorders, pagers, cellular phone, etc) are not allowed in school or other school functions such as field trips, etc. Electronic items brought to the school for a good reason should be surrendered to the office until the end of the day.

As responsible members of the community, students are expected to take pride in and participate in maintaining the cleanliness of the school grounds. Therefore, gum chewing is prohibited on school property.

Students may not return to the classroom after dismissal to retrieve forgotten items without permission from a staff member. A staff member must accompany the student to retrieve these items—they may not go alone.

Please do not allow your child to bring valuable or large sums of money to school. The school cannot be responsible for loss or damage of any items.

The school is not responsible for lost articles; however, proper labeling facilitates prompt return of lost items. All found articles will be taken to the office. Unclaimed items will be given to Goodwill.

Children must be held responsible for their actions, therefore, they will be charged for the damage done to school property, equipment, books, etc. In the case of major damage, the principal will be notified. A new textbook will be purchased by the student's family if the book is written in or defaced in any way.

Playground Rules

Christian behavior is expected of every student at St. Finn Barr Catholic School. Students are to treat each other and any adult on yard duty with respect.

The following rules apply to all students:

Play fairly and honestly.

Respect and take care of all play equipment.

Keep your hands and your feet to yourself.

Standard game rules may be modified for safety reasons; students are expected to play accordingly. Rough play (such as tackle football, hitting games, chasing games, or any contact sports) is not permitted.

Harassment of other students and unacceptable language will not be tolerated.

Stay away from the bathroom unless you need to use it. Food and play equipment must be left outside when using the bathroom.

Refrain from marking any wall or benches.

Stay in your respective play area.

Discipline Procedure

Each teacher, on the first day of school, shall review the rules and regulations of the school and the classroom in order to clarify what is expected of them.

Non-conformity to the rules as set by the school may result in one of the following consequences as outlined in the Archdiocesan Handbook according to the discretion of the teacher and/or the principal.

Verbal Warning or Reprimand (for minor misbehavior)

The teacher or adult staff shall discuss the problem with the child in order to solicit his/her cooperation, and may contact the parents for intervention.

Detention

When inappropriate behavior is more serious in nature or a student repeatedly disregards the rules, after school or Saturday detention may be used as a consequence. Parents will be notified if a student needs to be detained after school or on a Saturday. The principal shall be notified and parents may be scheduled for conference in order to discuss the behavior.

Detention may be issued for a breach of classroom and school rules. Parents are provided with a detention from with written notification of the detention. The day, date, and time of the detention are at the discretion of the principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, ballgames or any other after school activity. Detention is meant to serve as a time for reflection and consequence of actions that are not deemed appropriate by staff and administration of the school. Parents may not decide to remove their student from detention on their own.**

Suspension

Suspension is used in serious cases and only when the school administration thinks it is imperative to take such action or when students repeatedly and deliberately disregard the rules of the school. A student who is suspended **may not** participate in any school activity including sports that may occur during the period of suspension. This includes activities that fall on weekends or holidays.

A student becomes subject to suspension if she/he:

Becomes engaged in a violent fight on the school grounds or on the way to and from school.

Uses language of a racial tone.

Leaves the school grounds without permission during school hours.

Has in his/her possession any harmful objects or materials posing a threat to self or other students.

Engages in conduct whether inside or outside the school, that is detrimental to the reputation of the school.

Engages in other seriously other inappropriate behavior including theft or dishonesty.

Expulsion

When the student shows no evidence of behavioral improvement or change and his behavior is detrimental to the well being of other students, expulsion shall be recommended or required.

Extreme disrespect towards any member of the staff, the possession of an illegal substance (such as drugs, alcohol, etc.) and weapons (such as knives, any sharp objects, etc.) or posing physical threats to others on the school grounds are considered serious matters and by itself may warrant expulsion.

Archdiocesan Policy

If there is a serious problem with a student, the following Archdiocesan policy is used:

Probation for a clearly specified period of time for a relatively serious or continued misconduct that does not require immediate drastic action. In all cases both parents and student must be made fully aware of the seriousness of the action and the reason for the probation.

Suspension and expulsion for grave actions detrimental to the morals and spiritual welfare of other students, incorrigible or disruptive behavior which

impedes the progress of the rest of the class, habitual or persistent violation of the school regulations, use, sale, distribution or possession of narcotics or alcoholic beverages, malicious damage or destruction of real or personal property at school.

No policy is capable of covering all the behaviors warranting disciplinary action. Therefore, the Administration of St. Finn Barr Catholic School reserves the right to censure or penalize students for behavior that is not in accordance with Christian values or that consistently interferes with our educational endeavor.

Dress Code

Grooming

Learning to dress in a manner appropriate for St. Finn Barr Catholic School is required of all students. They are to take pride in their appearance and are expected to look well groomed at all times. Neglect or indifference toward the following regulations may lead to disciplinary action.

Hair for both boys and girls must be kept neatly trimmed and combed. Boy's hair may not touch their collars and should not hang below their eyebrows. Extreme, faddish hairstyles, long, straggly and unkempt looking hair is unacceptable. Shaved designs on parts of the scalp or hair are not allowed. Hair may not be bleached, streaked or colored. A student will be asked not to return to school until hair is returned to his or her natural color. Girls may not wear hair extensions. The administration will determine the appropriateness of any hair style. The administration may have students removed from the campus if the hair style is deemed inappropriate.

Makeup, nail polish, and tattoos are not acceptable. Girls may wear one pair of stud earrings only. Boys shall not wear any kind of earrings.

“Proper care of uniform” means that it must be cleaned, mended and pressed, if necessary. Boys' shirt and girls' blouses shall be tucked in at all times.

Boys and girls in every grade may only wear school-approved uniform attire. Sweatshirts with logos or imprinted cartoons or advertisements are not permitted. If it is raining or cold, children must arrive at school in weather-appropriate outerwear. Cloth-cotton sweatshirts do nothing to keep out the cold and wet.

Boys may not wear baggy or ill-fitting trousers. They must fit correctly. A belt must be worn at all times. If it is determined that clothing is inappropriate, the student will be asked to call a parent to bring in the appropriate clothing.

If for some important reason a student is unable to wear his/her complete uniform, a **written excuse from a parent** or guardian must be sent to the student's teacher.

Please be sure to label your child's personal belongings with his/her name and grade.

School uniforms are available at **Simply Uniforms**, 7801 El Camino Real, Colma, CA (Telephone 415-757-5722).

Uniform Regulations

Boys	Girls
Navy Corduroy pants that fit correctly (baggy, loose, beltless pants are not permitted)	Wellington plaid jumper (grades K-5) and knee-length skirt (grades 6-8)
White shirt	White peter-pan collar blouse (pointed collar for grades 6-8)
Aqua V-neck pullover	Aqua crew-neck sweater (aqua v-neck pullover for grades 6-8)
All black or all white shoes (no high tops permitted)	All black or all white shoes (no high tops permitted)
Belt	Plain white socks or knee high socks
Short, neat appropriate hair styles (extreme faddish hair styles are not permitted)	Neat hair styles
	No makeup, jewelry, or nail polish
Boys' shirts and girls' blouses must be tucked in at all times.	

P.E. Uniform

Boys and girls wear navy sweats, white shirts/blouses and all black or all white sneakers or sports shoes (without spikes).

P.E. uniforms are available at Simply Uniforms.

Free Dress

A free dress day will be given by the administration of the school only. Appropriate dress is required when free dress days are allowed. The administration will determine the appropriateness of any attire. The

administration may have students removed from campus if the dress style is deemed inappropriate.

Uniform regulations will be strictly enforced from the first day of school in August through the last day of school in June. Any deviation from the dress code will require a note from the parent in order to be excused.

Emergency Response

In the event of an emergency at school, the emergency alarm will be sounded. If electricity is cut off, a hand bell will be rung. When hearing this signal all should move to the nearest classroom and lock the doors. Upon hearing the signal, students and staff outside the building on school grounds must move quickly indoors. The principal will provide the signal if evacuation of the school grounds is necessary.

Depending on the types of emergency, the following guidelines will be followed, at a minimum.

Earthquake

If inside the building, immediately drop and cover, facing away from windows.

If outside during an earthquake, drop and cover away from buildings, telephone poles or overhead wires.

Fire

Evacuate the building using local site fire procedures.

Call 911 to report the crisis.

Close classroom doors and take roll.

Contact the Department of Catholic Schools and report the situation.

Administer first aid if necessary.

Survey and report damages.

Civil Disorder/Weapons

Students and staff must return quickly and quietly to the building.

Stay in the classroom.

Lock all doors and windows.

Call 911 to report the crisis.

Bomb Threat

Determine if evacuation of the building is required and use appropriate signals and procedures.

DO NOT use electrical devices such as radios and walkie-talkies in an area where a bomb might be located.

Call 911 to report the crisis.

Students and staff need to be moved farther away from buildings than the regular assigned area, make sure it is done in a speedy and orderly manner.

Evacuation Policy

If evacuation of the building is necessary, all students will assemble at the designated assembly area outside, after the exits have been checked and found clear of hazards.

At the assembly area, the following tasks will be performed:

1. Teachers will take attendance.
2. Teachers must notify the principal of any injuries or special problems.
3. Teachers will be given the Emergency Information Sheets.

If the building and school grounds must be evacuated, the students and faculty will be taken to City College, 50 Phelan Avenue, Telephone (415) 239-3000.

Students and staff will remain outside until the principal and secretary have checked the safety of the area and give the "all clear" signal to return to the classrooms.

Teachers are responsible for bringing roll books and clerical staff are responsible for bringing computer disks or written records containing vital information about students and staff, particularly the up-to-date student and staff attendance data for that day.

Retention Policy

All students will be retained at school until dismissed to the care of an adult who has been designated by the parent to pick up the student. Parents will indicate those adults on an Emergency Information Sheet each year. **NO CHILD WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL ONLY BE DISMISSED TO AN AUTHORIZED ADULT.**

Students must be signed out by the adult to whom they are dismissed to.

In case of an emergency, adults will be allowed only in the office area or at the designated outside pick-up area. This is for the safety of the children.

Supervision Policy

Teachers will remain with the students. A buddy system will be used:

Grades K & 5

Grades 1 & 7

Grades 2& 6

Grades 3 & 4

Grade 8 runners

Kindergarten is located in a separate building. The teacher will receive instructions from the office or from runners. The teachers will also use their own discretion, if evacuation is necessary and immediate. Teachers will check on each other. In case a teacher needs to remain with an injured student, the other teacher will care for both classes. As fewer staff are needed, staff will be dismissed in the following order:

1. Those with families NOT at St. Finn Barr's
2. Married staff
3. Single staff
4. Principal

Emergency Response Tasks

First Aid	Secretary
Listening to the radio	Secretary and Faculty
Supervising dismissal	Teachers of Grades 8, 6 and 5 and the Secretary
Messengers	Grade 8 students (student will be pre-assigned grades and dismissal assistants)
Supervising students	Teachers (based on the buddy system)

In the absence of the Principal, the person designated as the Vice Principal will function in the capacity of the Principal. If both persons are absent, the 2nd Grade teacher will act in that capacity.

Responsibilities of the Administrator

Before

1. Review policies with the staff.
2. Ensure that at least one member of the staff has first aid training and is the designated first aid administrator in the event of an emergency.
3. Distribute Emergency Information Sheets to all parents.
4. Keep first aid supplies readily available in the event of an emergency.
5. Maintain the following supplies in the office and classrooms:

Flashlight
Emergency kit
Radio

Maintain adequate supplies in the storage area.

Hold emergency drills at least four times a year (one each quarter).

Assign tasks to designated staff in the event of an emergency.

During and After

1. If possible, announce the drop procedure.
2. Immediately after the tremor stops, inspect and evacuate the building.
3. Oversee roll call.
4. Assist with the injured.
5. Inspect building for re-entry and make sure that gas has been turned off, if necessary.
6. Supervise retention and dismissal procedures.

Responsibilities of Teachers

Before

1. Establish a procedure for students to inspect their classroom for non-structural earthquake hazards.
2. Collect Emergency Information Sheets. They are kept in the office.
3. Discuss emergency response procedures with your class and hold class drills.
4. Maintain a classroom emergency response kit. Included should be a:

First aid kit
Flashlight
Blanket (in case of injury)
Radio

During and After

1. Make sure all students have dropped and covered. Assist any who need assistance. Drop and cover yourself.
2. Immediately after the tremor has stopped, check for injury and reassure students.
3. Check buddy classrooms.
4. Evacuate students the direction of the principal.

5. Take roll.
6. Carry out assigned tasks.
7. Remain in school until dismissed by the principal.

Responsibilities of Parents

Before

1. Complete an Emergency Information Sheet and keep it up-to-date.
2. Be familiar with the School's emergency response procedures.
3. Be familiar with the School's Retention Policy.
4. Have a plan at home to address:
 - Who is responsible for children after school hours, especially if children are home alone?
 - What will happen to the children at school if they are not picked up?
 - What can parents and children do at home to prepare for an earthquake?

During and After

1. DO NOT PANIC. Your child(ren) will be cared for.
2. Follow the School's Retention Policy.
3. DO NOT TAKE YOUR CHILD FROM SCHOOL WITHOUT SIGNING HIM/HER OUT. Only adults authorized on the Emergency Information Sheet are allowed to pick up your child.

Appendix

Faculty and Staff

Staff

Name	Title
Thomas Dooher	Principal
Betty Ashton	School Secretary
Antonio Rojas	Custodian

Faculty

Name	Grade/Subject
Mrs. Karen O' Reilly	Kindergarten, Vice Principal
Mrs. Lynn Sahagun	First grade
Mrs. Gloria Naber	Second grade
Miss Sonia Hoja	Third grade
Mrs. Cindy Richardson	Fourth Grade
Ms. Gina Bruno	Fifth grade, Religion 4 and 5
Mrs. Patsy D'Argenio	Sixth grade homeroom and Social Studies 6-8
Ms. Lilia Patriarca	Seventh grade, Math 6-8, Computer 2-8 and Spelling 7
Mr. Michael DiNubila	Eighth grade homeroom, Language Arts 6-8, Religion 8
Ms. Ashley Rouintree	Spanish
Ms. Allison Leshefsky	Physical Education
Ms. Kim Orbik	Music

Teacher Aides

Mrs. Karen Gregory

Mrs. Karen Johnsen

Mrs. Vicki Bruce

Key Telephone Numbers

School Telephone:	(415) 333-1800
School Fax:	(415) 452-0177
Extended Care:	(415) 584-8614
Church Office:	(415) 333-3627
Kindergarten:	(415) 334 - 8814
Little House:	(415) 469-9223

Student-to-Student Harassment Policy & Procedures

The Archdiocese of San Francisco

Student-to-Student Harassment**A. Introduction**

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

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

B. Harassment in General

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by any

other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

C. Sexual Harassment

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

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

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

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

Visual Harassment: leering, gesture, display of sexually suggest objects or pictures, cartoons, or posters.

D. Disciplinary Action

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

- a) While on school grounds;
- b) While going to or coming from school;
- c) During the lunch period whether on or off campus;
- d) During, or while going to, or coming from, a school-sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

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

E. Student's Responsibility

It is the student's responsibility to conduct himself or herself in a manner that contributes to a positive school environment. Students will not commit acts which

tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

F. Administration's Responsibility

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

Student Harassment Administrative Procedures

A. Dissemination of Policy

In order to ensure that all students and employees have knowledge of this policy and administrative procedures, a copy of the policy:

- > Will be posted in a prominent location in the administrative building on each campus;
- > Shall be provided to all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired; and
- > A summary of the policy shall appear in the parent and student handbooks at each local site.

B. Complaint Procedure

Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances, it may be better to directly contact an adult, such as those listed below.

If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or to a school counselor, Principal, or assistant Principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.

The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Archdiocesan requirements. Any

investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.