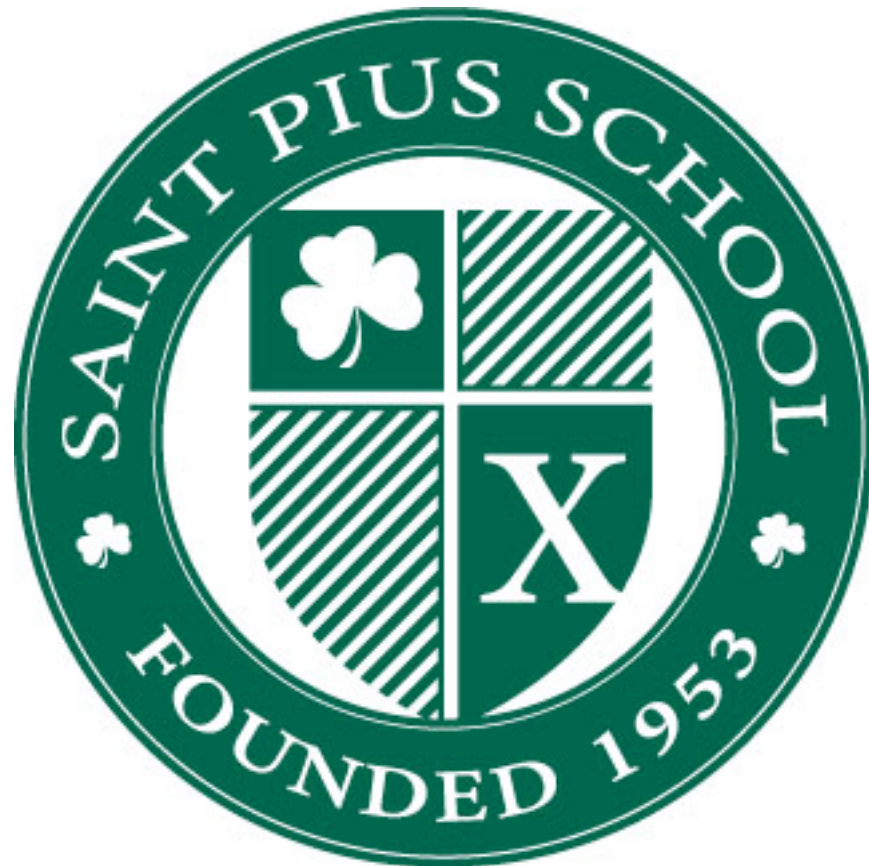


# ST. PIUS SCHOOL



## PARENT-STUDENT HANDBOOK 2009-2010

# ST. PIUS SCHOOL PARENT-STUDENT HANDBOOK 2009-2010

The Parent/Student Handbook has been prepared to help you understand more fully how we as a Christian faculty strive to educate your children. We believe that faith in God is not something apart, but is related to the whole texture of life. All of us desire to make St. Pius School a true community of faith which is living, conscious, and active. To quote, "The Church Today": **The future of humanity lies in the hands of those who are strong to provide coming generations with reasons for living and hoping.**"

Reverend James MacDonald	Pastor
Miss Rita Carroll	Principal
Mrs. Peggy Zappelli	Vice Principal

School Phone Number: (650) 368-8327

School Office Hours: 7:45 AM to 4:00 PM

Parish Center Number: (650) 361-1411

"St. Pius School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and 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. Pius School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

"Likewise, St. Pius 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."

## MISSION STATEMENT

As a community of active Christians we promote faith,  
awaken talents and develop character and academic  
strengths in all students.

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The principal retains the right to amend this Handbook for just cause and parents will be given prompt notification if changes are made.

# **I ST. PIUS SCHOOL PHILOSOPHY**

St. Pius School is committed to carrying out the ministry of Jesus Christ in the education of youth. We emphasize the education of the whole person, fostering spiritual, intellectual, social, physical, and psychological growth. We strive, in partnership with the family and parish, to provide a quality education in a Catholic environment of peace, security, and love.

We acknowledge that the responsibility of instilling good self-concept, love of neighbor, and an atmosphere of a lived Catholic faith rests primarily with the parents. Therefore, we, the Faculty of St. Pius Elementary School, recognize that true cooperation with the parents strengthens our educational endeavors.

Our efforts are directed to sending forth students fortified with personal confidence, academic skills, and a religious commitment to help them become active, responsible and mature Christians.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

St. Pius School Graduates **ARE** :

### **ACTIVE CHRISTIANS WHO**

- demonstrate knowledge of the parts of the Mass
- know how to pray using memorized and spontaneous prayer
- have knowledge of all and receive some sacraments
- put beliefs into action and make moral choices based on Catholic faith and teachings
- show respect for God's creation
- are familiar with the Bible and the teachings of the Church

### **RESPONSIBLE CITIZENS WHO**

- have an awareness of world affairs and current events
- respect the cultural diversity of society and demonstrate an acceptance of all people
- show responsibility towards those in need
- demonstrate sportsmanship and leadership qualities and take responsibility for their own actions by resolving conflicts peacefully
- work independently and collaboratively
- have knowledge of current technologies and use them responsibly

### **EDUCATED PEOPLE WHO**

- have successfully completed a sequential curriculum as directed by the Archdiocese of San Francisco and the State of California
- find and interpret information from a variety of resources
- assess their own work for overall quality
- communicate ideas clearly and correctly and speak publicly with confidence and poise
- establish and accomplish goals using time management skills
- have an openness to and awareness of the fine arts

(June 2008)

## ACCREDITATION

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

## II ACADEMICS

### CURRICULUM

It is the purpose of the overall curriculum to give a student an education which meets his/her needs spiritually, intellectually, socially, physically, and emotionally. To this end each subject has goals and objectives. It is the responsibility of the staff to effectively implement curriculum directives by giving particular attention to scope and sequence, continuity and integration of learning experiences.

Of all the subjects taught, *religion* is of prime importance. The program includes objectives for each grade level in prayer, doctrine and liturgy.

In order for a student to graduate, he/she must satisfactorily complete the course of studies assigned to elementary school. Graduation from elementary school is actually a promotion to the next grade. The ceremonies, therefore, are simple and dignified and give recognition to the unique value of the Christian education just completed.

St. Pius School is able to offer these additions to the curriculum:

**Physical Education:** this program is taught by the Rhythm and Moves Company for children in grades K-8. Kindergarten through grade 2 spend one forty minute period twice weekly. Grades 3-8 spend one half hour twice weekly in this program. This program is designed to promote perceptual motor abilities which include body image, balance, spatial awareness, hand-eye and foot-eye coordination, laterality, directionality, and form discrimination. Attributes of movement such as rhythm, locomotor coordination, agility, strength and flexibility are also developed. The program is designed to assist all students, regardless of ability, in acquiring essential motor skills.

**Computer Education:** basic computer skills are taught throughout the grades. Enrichment for classroom subjects is provided as well as more challenging skills such as word processing, spreadsheet, etc. in the upper grades.

The Internet is used as a resource by teachers and by students in all grades. A St. Pius School Telecommunications Use Contract must be on file for Internet access.

A computer lab is available for weekly classes, and two iBook mobile labs are available for classroom use. The school goal is to have all the children computer literate and to sharpen their abilities in all areas of the curriculum.

**Art:** a total art program integrating art history, art theory, and art techniques is taught weekly in grades K-8.

**Music:** This program is taught by the Rhythm and Moves Company for children in grades K-8. Each class receives one half hour each week with instruction in basic sheet music skills, music appreciation, music history, etc.

**Resource Program:** Students with learning differences are assisted by a part-time resource teacher. If learning differences require more assistance than St. Pius School is able to provide, families are counseled towards a more appropriate educational placement for their child.

## **STUDY HABITS**

Parents should ensure that each student has a particular time and place to study, proper supplies and lighting, uninterrupted by T.V., music, siblings, household responsibilities, etc. Parents are encouraged to help and guide their children; please do not do assignments, projects, papers, etc. for your child.

**Outside activities should not take priority over school work.**

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

Approximate homework times:

Grades 6-7-8	60-120 minutes
Grades 4-5	45-60 minutes
Grades 2-3	30-60 minutes
Grade 1	20-30 minutes

Sufficient rest and a healthy breakfast are essential to successful school learning. Each child is to have all required school supplies each day.

## **LUNCH TABLE**

Students who fail to turn in quality homework assignments miss the opportunity to demonstrate their learning and to be fully evaluated by their teachers. Therefore, students in the sixth, seventh, and eighth grades who fail to hand in completed homework assignments for any class will be assigned to Lunch Table during their lunch recess. Parents will be notified by phone. All information about Lunch Table will be provided to parents at Back-to-School Night in August.

## **TESTING**

The Iowa Tests of Basic Skills (ITBS) is administered in the fall (grades 2-8). This timing enables teachers to plan the year to effectively meet the needs of each class. This series of tests covers reading, math, language arts, science and social studies (depending on grade level). Test results (if available) are discussed as part of the November Parent/Teacher conference.

The Cognitive Abilities Test is given in grades 3, 5, and 7. These tests measure the acquired ability to recall facts, see spatial relationships, understand numerical relationships and verbal concepts. Since this test measures acquired ability, scores may change over the years.

## **ARCHDIOCESE PHILOSOPHY GRADING STATEMENT**

The schools of the Archdiocese of San Francisco are dedicated to the growth and development of each child. We are committed to providing a grading philosophy that represents a way of communicating the achievement of students to the student, their parents, to the teacher, and the administration. Grading is the

structure that enables students to monitor progress, make adjustments in study habits, and strive for academic achievement. It is also designed to gauge student academic progress, provide incentives to learn, communicate student achievement, give feedback to encourage student self-evaluation, evaluate the effectiveness of instructional strategies and identify needs for differential instruction. Standards and expectations are communicated to parents and students in a variety of ways. Student progress is measured through a multitude of assessments to ensure that student growth has occurred.

### **ST. PIUS SCHOOL DIRECTIONAL STATEMENTS**

**REPORTING STUDENT PROGRESS:** Progress reports are issued 4 times per year (grades 1-3) at mid-quarter. Teachers will notify parents of improvements or deficiency in their child’s academic standing through these progress reports.

Mid-quarter notices should be regarded seriously and discussed by parent and child, signed by parent and returned to school as soon as possible. Parents of students in grades 4-8 may check their child's grades throughout the year on PowerSchool, an internet based grading program. A conference may be scheduled at any time to discuss student progress.

Report cards are issued four times a year. If a student is absent 15 or more days per quarter, the report card grades for that quarter may be withheld. Parent/teacher conferences are held at the end of the first quarter for all students.

#### **ACADEMIC MARKING CODE:**

##### **KINDERGARTEN**

S Successful  
N Needs Improvement

##### **COMMENT CODE**

+ Areas of Strength  
✓ Needs Improvement

##### **GRADES 1 and 2**

O Outstanding  
S Successful  
N Needs Growth in this Area

##### **CONDUCT/EFFORT CODE**

1 Outstanding  
2 Meets Expectations  
3 Improvement Needed  
4 Unsatisfactory

##### **GRADES 3-8**

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 or below

##### **COMMENT CODE**

+ Areas of Strength  
✓ Needs Improvement

**PARTICIPATION:** Students are expected to be prepared for class and participate in class discussions, group work, and cooperative activities. A participation grade may be given for certain assignments. The weight of this participation grade is determined by the individual teacher.

**MAKE-UP WORK DUE TO EXCUSED ABSENCE:** Students who miss a class due to sickness should meet with the teacher(s) immediately upon return as assignments missed are due by a specific day. Pre-assigned work, projects, or tests are due the day the student returns to school. Test and/or quizzes taken the day of the absence must also be made up the day the student returns. For the amount of days the student is absent, a student has that equal number of days to make up missing work.

All schoolwork missed for any reason (e.g. altar serving, Joyful Noise, appointments, etc.) is the responsibility of the student and must be made up and turned in the following day. Absence from school for vacation purposes is not permitted by St. Pius School. The decision to take children out of school, however, is the responsibility of the parents. Faculty members do not give assignments in advance nor is the school obliged to provide tutoring, make-up work or special testing for such a period of absence. Absences may affect a student's grades because valuable instruction time is missed and no amount of independent study can replace this.

**LATE WORK:** Submitting homework and other assignments punctually is an academic responsibility of all students. Skill development depends on a structured sequence of instruction, and teachers must be able to evaluate student performance in a timely manner in order to guide student learning and adjust instruction. Consequently, all assignments are required to be completed by the assigned due date. Teachers will accept assignments submitted late with a reduction of grade value. Late work will be corrected and lowered by one full grade (or 10%) for each day it is late up to a maximum of four days. On the fifth day the missing assignment becomes a zero. This policy does not apply to long-term assignments like science fair, book reports, etc. The determination of "long term" is completely up to the individual teacher.

**EXTRA CREDIT:** In order to teach responsibility and equity, **teachers do not give "extra credit" work.** Additional assignments or scores will not be given to raise a grade.

**NO NAME:** Beginning in third grade, teachers take 10% off any papers turned in without a name. Students will have to claim their paper from the "no name" papers posted.

**SHADOWING:** Eighth grade students may shadow two high schools to help them make their high school choice. After two shadow dates, any days will count as an absence. Work missed due to a shadow day will be the responsibility of the student and must be made up and turned in the following day. If a student already knows where he/she will be attending high school, he/she should not miss valuable school time. The homeroom teacher must approve a Shadow Day at least two weeks in advance.

**COMMUNICATION:** Ongoing communication and cooperation between school and home is essential. Every attempt is made to keep the lines of communication open on all levels. Calls to the office are returned within 24 hours. **Anonymous communications cannot and will not be considered for action.** The appropriate chain of command for parent/legal guardian concern:

1. appropriate teacher / staff member
2. principal
3. pastor
4. superintendent

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

1. Contact your child's teacher for an appointment if there is a problem concerning academic progress, behavior, classroom procedure or teacher-pupil relationships. Please do not call a teacher at home.
2. Contact the principal if there is concern about the general administration of the school or if communication with a teacher is unsatisfactory.
3. **Read the weekly newsletter carefully. Please make every effort to avoid calling the school office for information available on-line in the newsletter.**

A monthly calendar containing special events, hot lunch times, etc., will be included with the last newsletter of each month. Newsletters will be emailed home each Friday and may also be found at [www.stpiusschool.org](http://www.stpiusschool.org). Please keep the calendar handy. It reminds you of faculty meeting days and religion inservice days.

Please do not enter the East Wing hallway or **any** classroom between 8:00 AM and 3 PM, as it can be a disruption to teachers and students. At the end of the day, teachers need time to dismiss their classes before they can talk/meet with parents. It is always best to make appointments with teachers rather than just dropping in. This will allow teachers to be prepared and give you more quality time.

## CONDUCT EXPECTATIONS

Conduct grades will be based on the following expectations:

1	<ul style="list-style-type: none"><li>• The student consistently follows school, classroom, and playground rules without receiving any conduct reprimands.</li><li>• The student's behavior is courteous and helpful.</li><li>• The student's uniform is always in dress code and is neat in appearance.</li><li>• The student displays a cooperative attitude, demonstrates self-control, and/or takes responsibility for his/her actions.</li><li>• The student readily respects authority, others, and property.</li><li>• The student takes initiative to cooperatively resolve conflicts, and often acts as a peacemaker and models good behavior to others.</li></ul>
2	<ul style="list-style-type: none"><li>• The student follows school, classroom, and playground rules and receives infrequent conduct reprimands for minor incidents.</li><li>• The student's behavior is courteous.</li><li>• The student's uniform follows dress code.</li><li>• The student displays a cooperative attitude, demonstrates self-control, and/or takes responsibility for actions.</li><li>• The student respects authority, others, and property.</li></ul>
3	<ul style="list-style-type: none"><li>• The student follows school, classroom, and playground rules and receives occasional conduct reprimands and/or detentions.</li><li>• The student's behavior is not courteous all the time and inconsistently displays a cooperative attitude, has difficulty demonstrating self-control, and/or does not readily take responsibility for his/her actions.</li><li>• The student doesn't always follow the dress code.</li><li>• The student's respect for authority, others, and property is somewhat inconsistent.</li></ul>
4	<ul style="list-style-type: none"><li>• The student often disregards school, classroom, and playground rules and receives regular conduct reprimands and/or several detentions.</li><li>• The student exhibits discourteous behavior and/or disrespects authority, others, and property.</li><li>• The student inconsistently follows the dress code and receives multiple warnings about this.</li><li>• The student lacks self-control and is reticent to assume responsibility for his/her actions.</li><li>• The student regularly contributes to classroom and schoolyard conflict.</li></ul>

## EFFORT EXPECTATIONS

Effort grades will be based on the following expectations:

1	<ul style="list-style-type: none"><li>• The student completes all of the assigned class work and homework in a timely manner.</li><li>• The quality of work consistently reflects the student's potential and it often goes beyond teacher expectations.</li><li>• The work demonstrates thoughtfulness, commitment to neatness, ability to follow assignment directions, and evidences student pride in his/her work.</li><li>• When needed, the student seeks help in an appropriate manner.</li><li>• The student demonstrates an ability to work collaboratively and participates productively in the whole group or in small groups.</li><li>• The student regularly demonstrates initiative and inquiry in academic areas.</li><li>• The student regularly has all his/her supplies, changes classes in a timely fashion, and is prepared and ready when the teacher is.</li></ul>
2	<ul style="list-style-type: none"><li>• The student completes most of the class work and homework in a timely manner. The quality of work generally reflects the student's potential.</li><li>• The work regularly demonstrates thoughtfulness, a commitment to neatness, and evidences student pride in his/her work.</li><li>• When needed, the student seeks help in an appropriate manner.</li><li>• The student works collaboratively and participates productively in the whole group or in small group scenarios.</li><li>• The student maintains his/her supplies, changes classes in a timely fashion, and is prepared and ready when the teacher is.</li></ul>
3	<ul style="list-style-type: none"><li>• The student completes a moderate amount of class work and homework in a timely manner.</li><li>• The quality of work occasionally reflects the student's potential but can fall short of individual or teacher expectations.</li><li>• The work sometimes demonstrates neatness but lacks in effort and thoughtfulness.</li><li>• Even when needed, the student infrequently seeks help.</li><li>• The student occasionally works collaboratively in whole group or in small group scenarios.</li><li>• The student usually doesn't have all the necessary supplies, and isn't always prepared and ready when the teacher is.</li></ul>
4	<ul style="list-style-type: none"><li>• The student completes an insufficient amount of class work and homework in a timely manner.</li><li>• The student is consistently off task, even with regular teacher correction.</li><li>• The quality of the work rarely reflects individual potential or teacher expectations.</li><li>• The work does not demonstrate neatness or thoughtfulness.</li><li>• Even when needed, the student infrequently seeks help.</li><li>• The student has difficulty working collaboratively with others and/or detracts from the group's work.</li><li>• The student usually doesn't have all the necessary supplies. The student is rarely ready when the teacher is.</li></ul>

In addition, the following "Standards of Good Work" apply to the effort grade. All work must: • be neat and legible • have a proper heading • be complete • be in cursive writing from 3rd through 8th grade • be on correct paper (control, binder) • be completed in blue or black ink (one line through mistakes) except for math work which must be done in pencil.

## STUDENT RECOGNITION

Each quarter, students in grades 4-8 will receive recognition for making the Merit Roll. To be on the Merit Roll in grades 4-5, a student must have a 1 or 1- in Effort and Conduct. For grades 6-8, a student must have a 1 or 1- in academic subjects of religion, English, reading, math, science, spelling/vocabulary and social studies with no grade in other subjects lower than a 2.

Students in grades 6, 7 and 8 will be eligible for the school Honor Roll. This will require a grade point average of 3.3 or higher in the academic subjects of religion, English, reading, math, science, spelling/vocabulary and social studies (with no grade lower than a C). Conduct and effort must be an average of 2 or higher for all classes with no conduct or effort grade lower than a 2-. The Honor Roll will be based on the following scale:

A	4.0	B	3.0	C	2.0
A-	3.7	B-	2.7		
B+	3.3	C+	2.3		

## CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

The purpose of CJSF is to foster high standards of scholarship, service and citizenship on the part of students in the Junior High Schools of California. The motto is "*Scholarship For Service.*"

Students in the 7th and 8th grades are eligible to join this organization based on *previous* semester grades. Membership is for that semester only, but may be renewed in succeeding semesters.

Requirements are: Total of twelve (12) points . . . (A=3 points, B=1 point) in the following:

*English • Reading • Math • Science • Social Studies • Religion*

Students *must apply* for membership. It is not automatic.

Students who are CJSF members for three (3) consecutive semesters (two of which must be in the 8th grade), will receive a CJSF certificate with a gold seal.

## EXTRA-CURRICULAR ACTIVITIES POLICIES

After school sports and all other extra-curricular activities are optional activities for those students who fulfill their academic responsibilities and display appropriate conduct. In cases where non-parish sports activities directly conflict with St. Pius Parish games, it is requested that you give St. Pius Parish activities priority. Some activities have specific requirements. At any time during the school year when a student's grades drop below a C average or when a student is earning lower than a 2- in Conduct or Effort, the teacher and principal will meet to determine if the student would benefit academically and/or socially by being removed from extra-curricular activities. If this seems beneficial, effective from the date of notice to the parents, the student will be removed from activities for a period of two (2) weeks. After that time, the student's progress

will be reviewed weekly and a decision will be made whether the student may return to extra-curricular activities.

The extra-curricular activities affected by this policy are: sports, cheer-leading, theater, and Student Council. Parents will be notified by the principal when a student is removed and/or returned to extra-curricular activities. The principal will also notify the Chair of the Athletic Board (who will inform necessary coaches), and/or the Theater Director and/or the Student Council Moderator. The student must assume primary responsibility for not participating in the extra-curricular activities (practices, games, performances, etc.) during the probationary period.

## **FIELD TRIPS**

Field trips of educational or cultural value are authorized in advance by the school principal. Field trips are planned and carried out as an extension of or supplement to the instructional program. Classroom follow-up is also a requirement. Permission slips must be signed by parents in advance. A note from parents or a phone call is not acceptable. Each field trip must have a separate permission slip.

Field trip drivers must be at least 21 years of age (preferably over 25), and possess a valid, unrestricted California drivers license and CLEAN driver's record. No more than nine (9) students may ride in one car. A working seat belt must be provided for *each* student. Children under twelve (12) may not be belted into airbag affected seats. Any child under 6 years old or 60 pounds must be in a car seat. Field trip drivers must be insured at a minimum of \$100,000/\$300,000 liability coverage. Any parent who would like to drive on field trips during the school year needs to complete and have on file in the school office a certificate of completion for Shield the Vulnerable, a completed Background Check Authorization Form, a copy of a valid drivers license and the Driver's Insurance Verification form. (A copy of these forms are included in the back of this handbook.) **Insurance and drivers license must be updated each school year and whenever insurance expires.**

Parents who accompany students on field trips are expected to provide constant and close supervision at all times and **make no unscheduled stops.**

### III SCHEDULES

Faculty meetings are usually held on the first Monday of each month. Dismissal is at 12:45 PM. Curriculum inservice days are usually the third Monday of each month with dismissal at 12:45 PM.

School Hours:	8:05 to 3:00 PM	Grades 1-8
	8:05 to 2:30 PM	Kindergarten
Lunch Period:	12:30 to 1:10 PM	

#### DAILY SCHEDULE

There is no supervision at school before 7:45 AM when the school office opens. Students arriving before 7:45 AM should go to Day Care.

Classrooms are open at 8:00 AM. Students should proceed to the classrooms. Children may not enter, *at any time*, a classroom, the labs, or the gym unless a teacher or authorized adult is present. Before school, at recess and at lunch, students play in designated play areas.

When the 8:05 AM bell rings, students should be ready for the Morning Prayer and the beginning of class.

Please note that the faculty meets every Friday morning at 7:35 AM. In some cases students may be admitted to the building later than 8:00 AM on Friday mornings.

On faculty meeting / inservice days and on days preceding vacations, school is dismissed at 12:45 PM. Specific dates are listed on the school calendar and in the Friday Principal's letter.

Students must leave the grounds promptly if they are not involved in after school programs. Students not picked up by 3:15 PM are sent to Extended Day Care (see Extended Day Care Manual).

The school office closes daily at 4:00 PM. No adult is on duty after this time.

#### ATTENDANCE

Daily attendance is taken at the homeroom period and recorded in the office.

Students who are absent due to illness, accident, quarantine, or attendance at the funeral services of a member of the student's immediate family will be assisted by the teachers to make up the work missed.

Parents are urged to make medical and dental appointments after the school day is over.

#### ABSENCE

If your child is absent, please phone the school office between 7:45 AM and 8:30 AM. This courtesy will make it unnecessary for the school authorities to inquire. Such a procedure has been adopted as a precautionary safety measure.

*All absences require a note from the parent or guardian* when a child returns to school. This note must be brought to the school office where the student will receive a school re-entry slip. No child may return to class after an absence

without a note and a re-entry slip. The note should be turned into the office *before class*.

## **APPOINTMENTS**

If a student is excused during the day for an appointment, he/she must bring a note to the office in the **morning** before school begins, stating:

1. Reason for excuse
2. Dismissal time
3. Who is coming to pick up the student or if the student is leaving alone.

The student is to sign out in the office and wait there until he/she is picked up. No student is allowed to leave the grounds without written permission from a parent or guardian.

Upon returning to school, the child must sign in at the office.

## **TARDY**

A student is tardy if he/she arrives in the classroom after the 8:05 bell. (There is an 8:00 AM warning bell.) Students who arrive after recess are marked absent half a day.

Students are to be in their seats for the beginning of class at the sound of the bell. A student who is tardy to class will be noted. All attendance records are included on the transcripts; tardies count against perfect attendance.

## **TARDY POLICY**

Parents will be contacted to explain excessive tardiness when a student is tardy five (5) times per quarter. Students in grades 3-8 may receive a detention for the fifth tardy.

## **IV SCHOOL DISCIPLINE**

### **Statement of Discipline**

Rules exist so that many personalities can come together to work toward personal and common goals. A student at St. Pius School assumes the personal responsibility for his/her conduct. While students may sometimes perceive discipline as restrictive, it is boundaries and limits that provide young people with both guidance and security. Disregard of this conduct policy may result in detention, suspension, or expulsion of the student at the discretion of the principal and teacher(s) as outlined in the Archdiocesan Handbook.

Each student is expected to conduct himself/herself according to the principles of Christian and civic behavior:

1. To be honest, courteous, attentive and respectful in all dealings with fellow students, teachers, school personnel and visitors.
2. To obtain permission from the proper authority for use of the school facilities or materials.
3. To be responsible for the care of all materials loaned to the students for the course of studies during the year. All books must be neatly covered.

### **School Rules**

Students should be aware of all school rules and understand the consequences of breaking such policies.

The violation of the following school rules will result in severe consequence.

- Possession, selling, or use of drugs, alcohol, or tobacco on school premises, at school functions, or at a time and place that directly involves the school.
- Carrying or use of guns, knives, firecrackers, fireworks, handcuffs or other dangerous weapons.
- Fighting, instigating fighting or biting
- Bullying (cyber and physical)
- Defacing or destroying school or personal property
- Leaving school grounds for any reason without proper supervision
- Harassment
- Inappropriate use of the Internet
- Theft
- Plagiarism
- Cheating
- Lying
- Vulgar or other inappropriate language both verbal or written
- Disrespect of staff, teachers, and all volunteers
- Any other violation of good order and discipline which, in the evaluation of the school staff, results in misconduct.

The above offenses may result in detention, probation, suspension, and/or expulsion.

Other disciplinary problems include, but are not limited to, the following.

- Disrupting class
- Having or using a cell phone on campus
- Riding a bike on campus or without a helmet
- Riding skateboards, scooters, or rollerblades on St. Pius School property.
- Chewing gum, sunflower seeds, etc. on campus, at school dances, or on field trips.
- Throwing balls against the school building
- Being in the school building before 8:00 a.m. and after 3:00 p.m. without reason or permission
- Use or possession of mp3 players, iPods, gameboys, or other personal electronics
- Failure to follow the uniform code
- Excessive unexcused tardies

Violating such policies can result in detention, but if made a habit, may lead to suspension and/or expulsion

Student behavior outside of school should be representative of Saint Pius School's expectations and standards of behavior. Saint Pius School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. Students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

## DETENTION

If a student receives a detention, he/she must have the slip signed by his/her parent and return it to the office. If the detention is not signed, a reasonable attempt will be made to contact the parent(s) for permission for the child to stay after school. **If a parent cannot be reached, the child will not be allowed to stay for the detention. He/she will be considered a "no-show" and a second detention will be issued.** The student will report to the designated detention room by 3:15 PM on detention day. Detention will end at 4:00 PM. Detention is the Tuesday or Thursday following the day the detention is received. **There will be no negotiation regarding the date the detention is served.**

## SUSPENSION

"In-house" suspensions are suspensions served on the grounds of the school. A student will receive an "in-house" suspension after three detentions in one academic quarter, or for continual misbehavior. Work missed during a suspension must be completed. This includes tests and quizzes.

"At home" suspensions are served at home . A student may be suspended for multiple "in-house" suspensions or for involvement in very serious or chronic misbehavior. While serving an "at home" suspension students may not participate in any school activities or sports.

## **SCHOOL AND DIOCESAN REGULATIONS**

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

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

Suspension and expulsion for grave actions detrimental to the morals and spiritual welfare of other pupils, incorrigible or disruptive behavior which impedes the progress of the rest of the class, habitual or persistent violation of school regulations, use, sale, distribution or possession of narcotics or alcoholic beverages, malicious damage or destruction of real or personal property at school.

## **ARCHDIOCESE OF SAN FRANCISCO CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

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. (5/18/98)

## V UNIFORMS

### GIRLS' REGULATION UNIFORM REQUIREMENTS

Grades K-4                      Campbell Plaid Shift

Grades 5-8                      Campbell Plaid Skirt

Grades K-8

Blouses Choice:              White Peter Pan Collar - short sleeve  
White Oxford - short sleeve  
White Knit Shirt - short or long sleeve (sleeve lengths must match Dennis Uniform shirts - no cap sleeves and no color on the inside of the shirt)

Slacks                              Khaki Twill

Walking Shorts                Khaki Twill

Skorts                              Khaki Twill

Belts: White, brown, black or navy blue leather or cloth belts with a small, plain buckle must be worn with shorts or slacks.

### BOYS' REGULATION UNIFORM REQUIREMENTS

All grades:                      Khaki Twill Pants  
White Knit Shirt - short or long sleeve  
Belts: white, brown, black or navy blue leather or cloth belts with a small, plain buckle must be worn with pants or shorts.

Walking Shorts:                Khaki Twill

### SHOES AND SOCKS FOR BOYS AND GIRLS

Sturdy tie or velcro, oxford or ked style shoes (no slip-on shoes)

**SOLID** black, dark brown, white, or navy blue

No boots, heels, sandals, top-siders, moccasins, or platforms

No buckle or zipper shoes

All shoes must be cut below the ankle bone - no high tops or mid-cuts

All shoes must be tied snugly and properly.

Shoes and socks must be **one color and one color only** including stripes, soles, designs and/or embellishments (including logos or shoe name). Students may not use marking pens, etc. to make shoes fit the uniform code. Shoes need to be purchased as solid. Both boys and girls wear plain, solid white, navy blue or dark (forest) green socks. Socks must be **CREW** length, when pulled up, socks

should reach mid calf. Girls may wear tights of the same colors; socks of the same color must be worn with tights.

## **SWEATSHIRT**

Official navy blue St. Pius School logo sweatshirt or fleece (neat, clean and sized to wear) may be worn. The only exception to this is the eighth grade class sweatshirt. The faculty reserves the right to determine if sweatshirts/fleece are not appropriate for some formal gatherings, such as funerals.

No names should be embroidered or written on the outside of the fleece jackets or sweatshirts. Names should be on the inside of the jacket or sweatshirt.

## **GENERAL UNIFORM INFORMATION**

The uniform is purchased from **Dennis Uniforms** in Redwood City. Uniforms are washable so there should be no child out of uniform. **If an emergency arises, please send a written note to the office explaining the emergency.** All uniform items **must** be labeled for identification.

All clothing must be clean and mended. **Shirts and blouses must be tucked in at all times. All uniform items must be sized appropriately to fit the wearer.** The only kind of T-shirt or turtleneck worn under the uniform shirt will be solid white. No underwear or shorts may be showing under the uniforms. Boys' pants/shorts must be worn at waist level. Girls' uniform skirts/jumpers/shorts/skorts must be no shorter than three (3) inches from the middle of the knee. "Rolling" a skirt is unacceptable and, even though the skirt may be of proper length, if it is not worn properly (e.g., unrolled) it can result in a detention. **Students who are out of uniform may be given a uniform notice. Continual violation will result in a detention.**

## **MAKE UP AND JEWELRY**

Make-up and nail polish are not permitted. (No acrylic or fake nails.) One earring in each ear is permitted. For pierced ears (girls only), simple post style earrings may be worn (no hoops, dangling earrings, etc.). One simple necklace with a Catholic religious symbol is acceptable. **One small watch may be worn as extra jewelry.** No other jewelry may be worn. The only exception is a medic-alert bracelet. Boys are not permitted to wear earrings.

## **HAIR**

**Everyday**, a student's hair needs to be clean, combed and styled in a moderate manner. As a guide, boys' hair is not to extend below the hairline on the back of the neck and must not cover the front of the ears. Students' hair must be above their eyebrows. Nothing lower than a "#2" haircut will be permitted. Any barber or hair stylist will be able to explain the difference to any person with a question. Boys with curly hair must keep the curls trimmed to a length that keeps the curls managed. Hair must be its natural color (not bleached, dyed or highlighted). **Extreme or faddish hairstyles and adornments are not permitted including, but not limited to, scarves and excessive braids.** Headbands should be no more than 2" and appropriate for school attire. No hair bands should be worn on wrists. Detention will be given for hair that does not meet the above requirements.

## PHYSICAL EDUCATION (P.E.) UNIFORMS

Students in grades 3-8 will wear plain forest green, kelly green or white gym shorts and plain white shirts. St. Pius athletic T-shirts may also be worn. Students may wear green or white sweat pants. St. Pius School sweatshirts or fleece jackets may be worn. No jackets. Zippers are not allowed on any shorts or sweatpants.

Students should wear athletic shoes (non-marking for the gym floor) which provide proper support for active movement. **Please purchase proper shoes.**

Students in grades 3-8 must have their **own** P.E. uniform. No borrowing or sharing between siblings and friends.

Failure to comply with these uniform rules will result in a lowered grade.

## NON-UNIFORM DRESS CODE

Non-uniform dress days should be conducive to maintaining an atmosphere of learning. The same rules for make-up, nail polish and jewelry apply on non-uniform days. The attire for Student Council days will be announced. Some free dress days may be "dress up" days. On these days no jeans or sweatpants of any kind may be worn.

### Students may wear:

- Shirts in good taste
- Jeans – may be worn if they are in good condition with no tears, rips and patches
- Short socks
- Skirts – no shorter than 3 inches from the middle of the knee
- Shorts – no shorter than 3 inches from the middle of the knee

### Students may not wear:

- Spaghetti straps
- Halter tops
- Article of clothing with writing across the buttocks
- Bare midriffs
- Bike shorts
- Tank tops
- Mini-skirts
- Sandals
- Flip-flops
- Extremely form fitting or baggy pants

If a student does not follow the dress code he/she may be asked to call home for the appropriate attire. This could also mean the student would not be allowed to be out of uniform on the next free dress day.

## VI EMERGENCY PROCEDURES

### EMERGENCY CARDS

An emergency form will be sent home the first day of school. The office should be notified *immediately* of any change in a student's address, home telephone number, or parent work telephone number. If a parent is unavailable, the person listed must be available during school hours. The emergency form will include space for who can pick up your child in case of earthquake or other disaster.

### DRILLS

Everyone in the school participates in the regularly scheduled fire and earthquake drills. Also when notified by the civil authorities, the school responds to the Civil Defense Alerts. Children are instructed in earthquake safety. In case of severe earthquake or emergency, such as broken water pipes, children will remain at school or at an emergency location. Children will be released to designated adults as named on the disaster card.

### SITE EMERGENCY OPERATIONS PLAN

1. The safety of the students and school staff is of paramount importance. All actions shall bear in mind the safety and well being of both students and staff members. **In the event of a major disaster, school will not be dismissed and children will remain under the supervision of school authorities.**
2. Under no circumstances will any child be released from the custody of school personnel unless and until such may be done with complete safety.
3. Pupils shall be released only to persons authorized by parents. The school shall periodically remind parents of the necessity of providing an accurate and current list of persons authorized to assume custody of their 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 a pupil off the premises. A photo identification may be required. No student may leave with any adult not designated on the student's emergency form. An accounting record of those pupils so released shall be kept.

Each year, students will be asked to bring emergency clothing and non-perishable snacks to be stored during the year in the earthquake container and used in case of an emergency.

## VII MISCELLANEOUS

### BICYCLES

Bicycles are to be locked in the racks at all times. The school grounds are not exempt from bike theft. Each child must have his/her own bike lock. No bikes may be locked together. All students must wear a bike helmet when riding a bike to school. **Remember . . . no helmet, no bike! Riding bicycles in the school yard is not permitted until a half hour after dismissal. Skateboards, scooters and/or rollerblades may not be used on school grounds, but they may be used as transportation to and from school.** Helmets are strongly encouraged when using skateboards, scooters and/or rollerblades.

### BIRTHDAYS

Students may wear free dress on their birthday (or half-birthday if the birthday occurs during a vacation). Free dress must follow the dress code. Please inform the teacher if treats are being brought to school on your child's birthday. Treats should be simple, not excessive, and already prepared into individual servings. If the treat is candy it will be given at the end of the school day. Celebrations should align closely with the actual birthday or half-birthday.

### CELL PHONES

Students may not have a cell phone on campus. If it is necessary for children to make a phone call during the school day, they may call from the school office.

If parents believe it is absolutely essential for a student to have a phone to use before and after school, they must send a note to the office. Upon approval, classroom or homeroom teachers will be provided a list of students with phones, and the phones will be collected by the teacher each morning and returned at the end of the day. Phones also will be collected from students attending Study Hall.

In the event that a student has/uses a cell phone at school during school hours, or during Study Hall, it will be taken away and kept in the school office until claimed by a parent. If it is taken away a second time, it will be kept in the office and returned at the end of the school year.

Students attending Day Care must comply with the rules established and communicated by the Day Care Director. Cell phones are **never** allowed at Day Care.

### CHILDREN'S PROTECTIVE SERVICES

As child care workers, teachers are bound by state law to notify Children's Protective Services when there is reason to believe that a child is being neglected or physically, sexually or emotionally abused.

### CLASSROOM VOLUNTEERS

Parents are welcome to help in the classroom and assist the students and teacher. Anyone working with the children during the school day must have a certificate of completion for Shield the Vulnerable and a Background Check

Authorization Form (found in the back of this handbook) on file in the school office. All visitors should dress appropriately for the school environment and sign in at the office when they arrive. Please do not use cell phones when volunteering in the library, in a classroom or on yard duty.

## **COMMUNICATIONS**

Each Friday a Principal's Letter will be emailed. Anyone who wants to receive a hard copy must notify the school office. The newsletter will contain pertinent information and announcements for each week. At the end of each month, the brown envelope will be sent home. Please respond promptly to all communication to avoid confusion. A \$20.00 postage charge will be attached to tuition statements for families who request special mailings.

Family email addresses are listed in the school directory to be used for school functions. These should never be used for mass mailings regarding non school events or sales; they should not be used for personal gain or business.

## **COUNSELING SERVICES**

St. Pius School has the services of a part time counselor. Referrals may be made by a parent, teacher or student.

## **CTN**

St. Pius School has educational television throughout the school. All areas of the curriculum are covered on the educational channel with teacher guides provided for each series of programs.

## **CUSTODY**

It is important that the school be made aware of who is legally responsible for a student following a divorce decree. This is to ensure safety and accountability for all students.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **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. Again, in 2001, the Archdiocese updated and promulgated policies and procedures regarding child abuse and harassment.

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 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.

A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student to student harassment, is available in the principal's office.

## HEALTH AND MEDICATION

Health records must be kept up-to-date. Vision and hearing examinations are given each year in grades 1, 3, 5, and 7, and to all new students in other grades. Scoliosis screening is offered in grades 7 and 8.

Should your child need any special medication during the school hours, please discuss this with the principal. No medications, including aspirin or Tylenol, will be distributed without written parental permission and a **signed form from a doctor**. A copy of this form is included at the end of 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 into the office.

A note from parents is required if cough drops are brought to school. Cough drops must be kept in the school office, not in the student's pocket or backpack.

The students are covered by insurance for injuries on the school grounds, as well as at supervised activities.

## LIBRARY

The St. Pius School Library maintains an extensive collection of reference materials, fiction and non-fiction books, and magazines for use by the students, parents, faculty and staff of the school. Each class has access to the library for a minimum of one hour per week, provided there is a volunteer parent to staff the library for that hour.

Library borrowing privileges are as follows:

K-1st	1 book for 1 week
2nd-4th	2 books for 1 week
5th-8th	2 books for 2 weeks
Parents	4 books for 2 weeks
Faculty and Staff	Unlimited

Students are encouraged to take personal responsibility for his/her books thus, overdue notices are sent to the student. When the library is closed or a book is returned late, it needs to be returned to the late book return box in the library.

The library tries to update, improve, and increase its selection of books each year with the help of funds from school, the PTG, fundraisers, book fairs, and federal government programs. Students may fill out a short book review form for display in the library. Book donations are always welcome. You may check out the library "wish list" on the Borders Books website. Login is St. Pius Library and the password is shamrocks. Used books are also accepted. You can access the library catalogue from the school website to see if we have the book in the library before you donate. From offsite, students may access the catalogue to check on the availability of any book in the library.

Just as is expected in the classroom, certain standards of behavior are expected in the library. Because the library is primarily a place for reading and research, quiet must be maintained. Students may talk softly when necessary, but only in a manner so as not to disturb other people. No loud talking, playing, or other disruptive behavior is allowed. Displaying any disrespect towards the library volunteers will not be tolerated. Students not conforming to these behavior standards will first be given a warning; then, if the disruptive behavior continues, the student will be sent back to the classroom. Continual behavior problems will result in suspension of library privileges and/or detention.

## LUNCH AND PLAYGROUND DUTIES FOR YARD DUTY WORKERS

While on duty during lunch recess from 12:30 to 1:10 PM, please follow these directions:

1. You are responsible for the children while they play. Try to anticipate and defuse problems.
2. Students are to eat their lunches while seated at the picnic table area. They may not leave until after the bell has rung.
3. All lunch areas are to be cleaned before the children are dismissed to play.
4. Yard Duty workers are to expect courtesy and respect from the students. Any child who does not extend this courtesy and respect will be issued a detention.
5. Review all the guidelines about acceptable play.
6. Any form of unacceptable language will result in a detention for the student responsible.
7. Keep your undivided attention focused on the children. **Visit with other workers or talk on a cell phone only after your yard duty responsibilities are over.**
8. A seriously injured child is not to be moved. Please report the incident to the office immediately.
9. Minor first aid is administered in the office.
10. Contact sports are not allowed - this includes football, tag, red rover, dodgeball, etc.
11. Report any stranger on the yard or along the fence to the office immediately.
12. Yard Duty personnel must wear an orange vest.

## LUNCHESES

Hot lunches are served on long Mondays, Wednesdays, Thursdays and Fridays. Ice Cream, juice bars, etc. are sold on Wednesdays and Fridays, except during the winter months when it is sold only on Fridays. Pizza slices and drinks (no soda) are sold on Tuesdays.

## NOON AND RECESS ACTIVITIES

The purpose for the morning break is to refresh oneself with a snack and to use the restroom. Food and drinks are not allowed in the restroom at any time. This is a health precaution. Congregating in the restroom is not permitted.

At the lunch break, at their assigned time, students are to go to the picnic table area even if they do not bring a lunch. There they will sit and talk to their friends until dismissed. Before leaving the area, each person must pick up papers. Throwing of food or other objects, writing and walking on the tables is not acceptable.

All noon and recess play should be conducted with the safety of everyone as a foremost concern. **No football, tag or other rough contact sports may be played.** Yard duty workers are to be shown the utmost respect at all times. In the play area, games are to be organized and played for the purpose of having fun and relaxation. Teams will be organized beforehand, if possible.

## YARD RULES FOR ALL STUDENTS

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

The following is **NOT** allowed and behavior that violates any of these rules is not acceptable.

1. Teasing, rough play (e.g. football, chicken fights, hitting games, tag).
2. Unacceptable language
3. Leaving school grounds to retrieve anything (e.g. balls, shoes, lunches, jackets).
4. Kicking/hitting balls (or other things) against the wall of any building.
5. Talking through fences to passers-by.
6. Hanging on, closing or climbing into bathroom windows from the inside or outside.
7. Going near trees, parked cars, flowers and flower beds.
8. Climbing, sitting, hanging on fences.
9. Leaving garbage, papers in the play area.
10. Going into Fitzsimon Center, Homer Crouse Hall, or Day Care during recess/lunch.
11. Congregating in the bathroom.
12. Playing soccer, kickball (organized-type game) in a non-designated area. Organized games must be played in designated areas making sure not to play in other areas. The majority of students should be involved in these organized games.
13. Playing with the water fountains or water.
14. Playing in the area beyond the parish center picket fence.  
Only children in kindergarten and 1st grade may use the play structure.

## OFFICE PROCEDURES

Children should bring a lunch to school in the morning. If they have ordered hot lunch, they should know this before they come to school. If a child does not have a lunch, he/she can share with classmates. The school staff will not call home.

Backpacks, P.E. shorts, etc., if forgotten should be dropped off at the table in front of the office. The office staff will not call the child to pick up these items.

## PARKING LOT

Parking lot controls are designed for the safety of the children. Please be prompt in picking up your child and other riders. Always follow the established parking lot procedures.

The first row of spaces alongside the grass field will **NOT** be used for parking. This is to be used as a pick-up/ drop-off zone.

Drivers must enter and exit Woodside Road or Valota Road.

Between the hours of 8:30AM-2:30PM, the lot is roped off or barricaded, and for **NO** reason should a car enter the lot during these times.

**For safety reasons, cell phones should not be used while driving in the parking lot.**

## MORNING AND AFTERNOON DROP-OFF/PICK-UP

1. The drop-off/pick-up zone is the area along the wall of the school office between the rock memorial and the lawn.
2. Slowly follow the flow of cars into the parking lot in a counter clockwise direction. Go past the second light pole and pull up as far as possible in the drop-off/pick-up zone.
3. All students will exit and enter from the right side of the vehicle.
4. This drop-off/pick-up zone is not for parking (no stopping to get items in or out of the trunk). Students should exit and enter the vehicles quickly.
5. When driving away from the drop-off/pick-up zone, look to the left for traffic, then carefully pull out.

## MORNING AND AFTERNOON PARKING

1. Drivers needing to park (or get into their trunk) may park by backing into the Pinetree Lane parking spaces and **walk** with their student through the parking lot **or**
2. Drivers may park in double row parking (fill the front row first) with cars facing the lawn field.
  - a. Students leave the car and walk to the pedestrian crossing zone by the drop-off/pick-up area.
  - b. Parents may want to walk small children to and from school using the same crossing zone by the drop-off/pick-up area.
  - c. When leaving the parking lot, look to the right first and watch for students. Always exit by driving **forward** and turning **left**. Do not park beyond the yellow line in the first row as there is no room to make a left turn without backing up. **(NO BACKING UP.)**

## REMINDERS

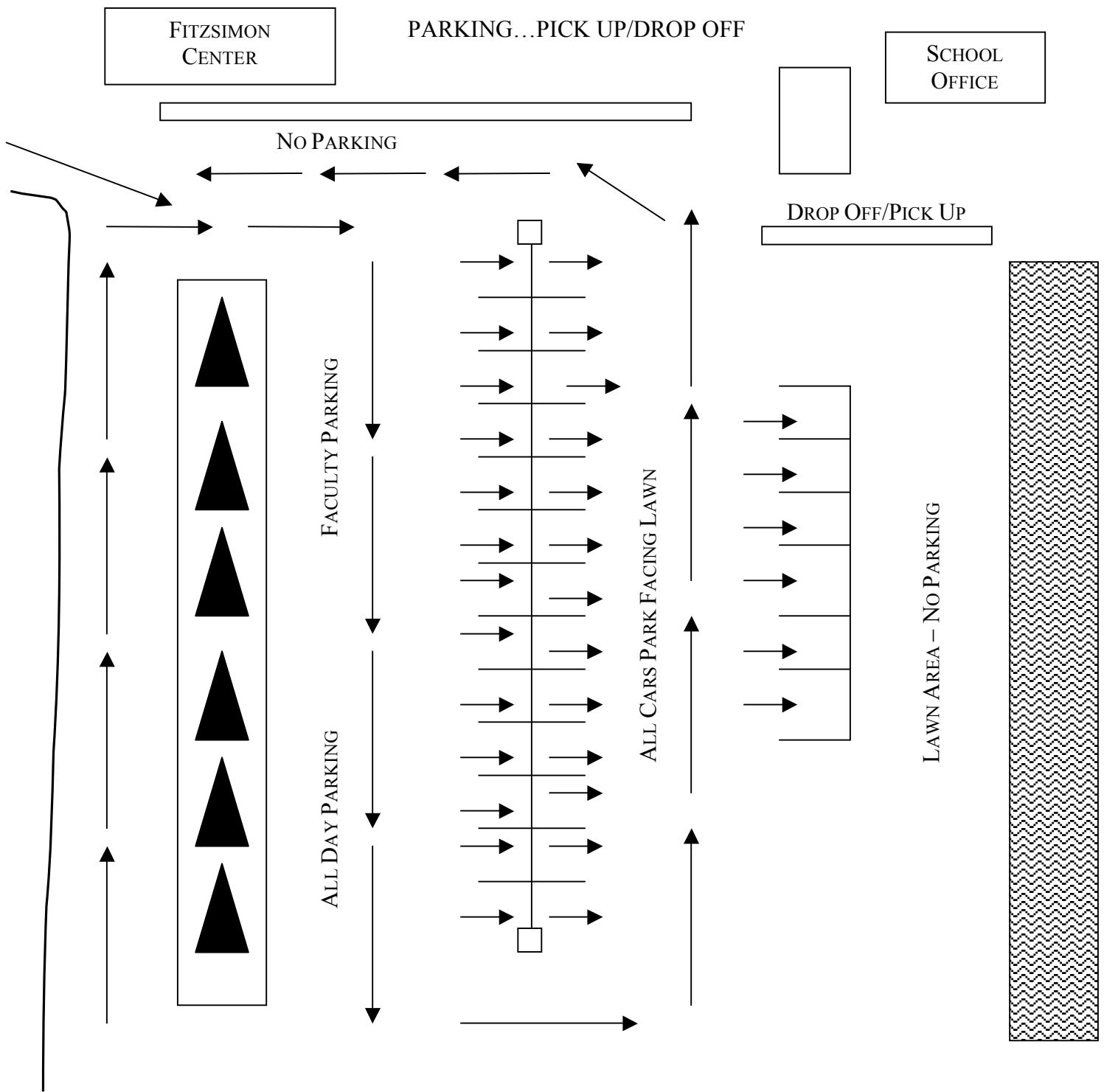
1. Always pull up as far as possible in the drop-off/pick-up zone.
2. From any parking space, exit forward.
3. Do not release students anywhere other than in designated areas.
4. **At 8:30 AM (until 2:30 PM) barricades are up between Pinetree Lane and Fitzsimon Center. There is no parking at any time by these barricades as it is a Fire Lane and must always be left accessible.**
5. Parking at the red zone is never permitted.

## AFTERNOON DISMISSAL

1. After students exit the building, they will wait at the drop-off/pick-up zone.
2. Anyone parking should walk to meet their student in the drop-off/pick-up zone by the office.
3. Parents and students wishing to socialize need to do this in a safe place (not in the middle of the parking lot ).
  - If drivers are not comfortable with this parking plan they may use Sierra Court, but there is no supervision there.
  - Parents working in the school or visiting during the day must park in front of or along side the Church.
  - No parking between Fitzsimon Center and the school.
  - No parking between the primary play structure and the back of the parish center.
  - Please advise all those involved with dropping off and picking up students of this plan.
  - Remember, this is for the safety of **ALL** the children.

**CHILDREN MUST WALK THEIR BIKES ON THE  
GROUNDS UNTIL 3:30 PM**

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ALL CARS PARK FACING THE LAWN...  
 PLEASE PARK IN PARKING LOT SPACES...  
 DO NOT CONGREGATE IN PARKING LOT...  
 PLEASE DO NOT BACK UP.

## **PARTIES**

Any invitations to be passed out at school must be first given to the teacher; the teacher will double check to ensure that everyone in the class has been invited, all the girls have been invited or all the boys have been invited. The school strongly discourages non-school sponsored co-ed dance parties.

## **PETS**

No pets are allowed on school grounds at any time without the prior permission of a staff member.

## **RELEASE OF DIRECTORY INFORMATION**

Schools routinely compile student body lists and release directory information concerning students. This has been and will be our common practice.

The categories of facts below are designated as directory information for elementary and secondary schools:

**"Directory Information"** means any of the following items: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous public or private school attended by the student, the dates of withdrawal, re-entries, or graduation.

Directory information is released only in response to legitimate interest requests and for purposes approved by the school administrator. Directory information is never given to private, profit-making organizations. There are a number of groups associated with a school which have a continuing need for names and addresses of students they represent, e.g., PTG and Room Parents. In other cases the release of certain information would generally be considered a benefit to your child, e.g., press release information concerning academic or athletic awards. Class lists (grades 6-8) are given to Catholic High Schools.

If for some reason you request that designated information should not be released without your prior consent, please immediately submit the request in writing to the principal.

There is also the potential that children might be filmed at sporting events. If you do not want this to occur, you must notify the principal in writing.

## **SCRIP AND SERVICE HOURS**

Each family is required to purchase \$4000 in SCRIP and perform forty (40) service hours between June 1 and May 31. E-SCRIP is calculated based on purchases made from April 1 to March 31. Twenty (20) service hours and \$2000 in SCRIP are required of single parent families - a single parent family is defined as a family with one parent financially and physically responsible for the child.

While service may be done in the parish, at least 20/10 of the 40/20 service hour requirement must be completed in projects specifically related to school. Service hours may only be reported by the parents/guardians of the students. Hours worked by students, siblings, family members, etc., may **not** be recorded.

For more details see the **Service Hour Guidelines** sent home at the beginning of the school year.

Families who do not complete their commitment will be placed in the higher bracket of a two-tiered tuition.

Families are encouraged to support the SCRIP program and service hours commitment rather than electing to pay the higher tuition. With SCRIP you get something for your money, and with service hours you show commitment and support to your school.

## **SPORTS**

After school sports are an optional extra-curricular activity for those students who fulfill their academic responsibilities and display appropriate conduct. A policy handbook has been published to cover all the sports for both boys and girls. Please refer to Section XI.

## **STUDENT CUMULATIVE SCHOOL RECORDS**

The following outline indicates the content, maintenance and location of students' records. It also lists the persons who have a right of access to them.

### **Content**

- directory data (from application form)
- grades, standardized test results
- enrollment history (date and teacher's name at each grade level)
- attendance records (times tardy and days absent)
- dates of Baptism, First Communion, Confirmation
- dates of entry, graduation, transfer or withdrawal from school
- health records (immunizations, vision and hearing tests, allergies, etc., emergency card)
- dates and signed explanatory notes or comments

### **Maintenance and Updating**

- directory data checked annually by school
- directory and emergency data changed upon parental notification to school
- content items added annually by classroom teacher

### **Location**

- school office

### **Access**

- parents
- persons authorized by parent
- principal and teachers
- officials listed on Record of Access, e.g., officials of a public, private, or parochial school where the pupil intends to enroll on graduation or transfer, and federal or state officials auditing funded programs

In most instances the substantive matter of the student record is a summary of the report card grades and achievement test scores which are received by you and discussed at parent-teacher conferences. You have a right to see this cumulative record if you choose. Write a note to the principal and an appointment will be made for you to see the record at a time when a qualified person will be available to answer questions and interpret the recorded data.

If you find the record to be inaccurate or incomplete, please send to the office a written request to change or add data which will correct the record. In addition, a parent may receive a copy of the record at a cost per page.

If your child transfers to another school, you will receive a form from the new school advising you that they will request St. Pius School to send them a written transcript of the attendance, achievement and health records gathered here. They will obtain new identifying and directory data on their application form.

Records may be released with your authorization to persons or agencies other than schools, e.g., reading or testing specialists. Authorization forms are available on request at the school office.

## STUDY HALL

Students in grades 3-8 may attend supervised Study Hall on long Mondays, Tuesdays, Wednesdays, and Thursday from 3:15-4:00PM. The student must first sign in to Day Care and the \$4.40 per hour fee will be paid through Day Care.

## TUITION

Tuition for the 2009-2010 school year will be:

	<u>Catholic</u> <u>In Parish</u>	<u>Non Catholic</u> <u>Out of Parish</u>
1 student	\$4890.00	\$5890.00
2 students	\$9030.00	\$10,030.00
3 students/more	\$13,195.00	\$14,195.00

For families that did not complete the required 40 service hours and purchase the required SCRIP (\$4000.00) by May 31, 2009, the tuition will be:

	<u>Catholic</u> <u>In Parish</u>	<u>Non Catholic</u> <u>Out of Parish</u>
1 student	\$5890.00	\$6890.00
2 students	\$10,030.00	\$11,030.00
3 students/more	\$14,195.00	\$15,195.00

Registration: \$375.00/student

## ADMISSION PRIORITY

As openings occur, qualified students are admitted in the following order:

- siblings of already admitted children of active parishioners
- children of other active parishioners
- children of newly registered St. Pius parishioners with a history of active involvement in their former parishes
- children of families active in neighboring parishes
- others

Children must be five years old by September 1st to be admitted to kindergarten. Exceptions to this policy will be considered on a case-by-case basis.

# VIII ARCHDIOCESE OF SAN FRANCISCO HARASSMENT POLICY

## STUDENT-TO-STUDENT HARASSMENT POLICY AND PROCEDURES

### I. STUDENT-TO-STUDENT HARASSMENT

#### A. INTRODUCTION

This document is designed to serve as a 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 which 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 to a student under conditions such as the following:

<i>Verbal Harassment:</i>	Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets.
<i>Written Harassment:</i>	Suggestive or obscene letters, notes or invitations.
<i>Physical Harassment:</i>	Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interferences with normal study or movement.
<i>Visual Harassment:</i>	Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters.

**D. DISCIPLINARY ACTION**

1. 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.
2. 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 which 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 staff 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.

**II. 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:

1. will be posted in a prominent location in the administrative building on each campus

2. 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
3. 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.

## **IX EXTENDED DAY CARE PROGRAM**

The Extended Day Care Program is designed to serve the students of St. Pius School. The Day Care facility is located on the school grounds and is staffed by dedicated personnel.

### **PHILOSOPHY**

The philosophy of St. Pius Extended Day Care is to provide the students with a physical, social and emotional environment in a familiar Christian setting. The goal is to work together to help make the day care program a happy and worthwhile experience in keeping with the basic philosophy of St. Pius School.

### **POLICIES AND PROCEDURES**

#### **ENROLLMENT**

The Extended Day Care Program is available only to St. Pius School students, whether on a regular daily basis or drop-in status. The program is operated on a non-discriminatory basis, equal treatment, and access to service without regard to race, color, disability and national and/or ethnic origin.

#### **AGES**

Serves children from kindergarten through eighth grade.

#### **FEES**

Fees are separate from tuition and checks should be made out to St. Pius Day Care. All families using Day Care must pay a \$50.00 registration fee. A set fee of \$4.40 an hour will be charged. For part of an hour, the fee is broken into 1/4 hour increments of \$1.10 each quarter hour. **All monies should be paid weekly.**

#### **HOURS OF OPERATION**

Open all scheduled school days from 7:30 AM until 6:00 PM. **If you fail to pick up your child by 6:00 PM, you will be billed an additional charge of \$5.00 for every five minutes.**

Day Care will be open on all school days and follows the school calendar.

**Day Care will only be open in the morning on the days that Christmas, Easter and Summer vacations begin.**

#### **SNACKS**

Snacks will be served daily in the afternoon.

## **EMERGENCY CARDS**

All children are required to have an emergency card on file at St. Pius Day Care Center in addition to the emergency information kept in the school office. This will enable the staff to act in an emergency on the parent's behalf for the good of the child.

## **PARENTS' RESPONSIBILITY**

Your child's safety and well being is the main concern of the Day Care staff. Emergency cards should be completed and kept current. It is your responsibility to sign your child in and out and inform the staff of any person designated by you to pick up your child at any time. Students may not leave Day Care without a parent or other designated person.

## **BEHAVIOR**

Unacceptable behavior (i.e. physical aggression, bad language, etc.) will not be tolerated. It will be expected that your child demonstrate proper respect for staff and other children enrolled in the program.

## **ILLNESS**

No child will be placed in Day Care if he/she is ill. If a child becomes ill while in Day Care, it will be the responsibility of the parent to have the child picked up within a reasonable amount of time, after notification of the illness.

## **MEDICATION**

Only properly labeled medication will be dispensed while a child is in Day Care and **only** with a signed doctor's form. Properly labeled means: name and dosage as prescribed by a qualified physician. Medication must be accompanied by a form signed by parents and by the doctor.

## **INJURY**

For minor injuries: First Aid will be administered and the parent will be informed.

Serious injuries and/or emergencies: Parents are notified and the instructions, as outlined by the parent and on the emergency form, will be carried out.

## **CHILD ABUSE**

The Day Care staff is obligated to report cases of suspected child abuse under the Mandatory Child Abuse Law, California Penal Code Section 11161.5. If your child has an accident or has injuries that could look suspicious, please inform the Day Care Director.

## **TELEPHONES**

Students may not use the Day Care phone and parents are asked to call Day Care only for **emergencies**. Day Care shares the school phone line and should not be tied up. Pick-up arrangements, playdates, etc. should be arranged daily before your child arrives at school.

Cell phones may not be used at anytime by students in Day Care.

## **UNATTENDED CHILDREN**

Day Care is only available for St. Pius School children. Children not signed in to Day Care may **not** be in the Day Care area. This includes children of parents volunteering on the school grounds.

## **STUDY HALL**

Students in grades 3-8 may attend supervised Study Hall on long Mondays, Tuesdays, Wednesdays, and Thursdays from 3:15-4:00PM. The student must first sign in to Day Care and the \$4.40 per hour fee will be paid through Day Care.

## **X ORGANIZATIONS**

### **PARISH**

St. Pius Parish has a Men's Club and a Women's Club. Both organizations have helped the school in many ways. All parents are encouraged to be active members in the parish as well as the school.

### **PARENT TEACHER GROUP (PTG)**

PTG seeks to bring together in a functioning union the parents and faculty to enhance the total Catholic education of the children. This organization fosters a spirit of cooperation, provides a channel of communication, and acts as a vehicle for exchange of ideas and experience.

Every family is required to belong to PTG. Dues are \$10.00 per family and are included in the registration fees each year.

PTG General Meetings are held throughout the year usually on Tuesday evenings. Everyone is invited to attend these meetings.

PTG Board Meetings are typically held on the first Tuesday evening of each month, September through June. The board meetings are open. Anyone may attend these meetings or add an agenda item by contacting the PTG President forty-eight hours in advance.

Suggestions for PTG events or fund raisers can be made to any board member or by calling the PTG President.

The objectives of the PTG, as stated in the by-laws are:

1. To increase the level of parent participation.
2. To foster a spirit of cooperation between the school and parish organizations and activities for the benefit of the parish community.
3. To provide a channel of communication between home and school.
4. To promote programs for the growth and welfare of the child and parent in the home, school and community.
5. To act as a vehicle for an exchange of ideas and experiences.
6. To be supportive of the sports programs sponsored by the parish.
7. To promote Christian sociability and a spirit of community among school parents through various activities.
8. To communicate with and provide a complimentary role to the St. Pius School Board of Education.
9. To provide parents with up-to-date information concerning current legislative proposals so that they can be in a better position to be informed of the legitimate rights of their children attending Catholic Schools.
10. To help subsidize the rising costs of tuition.

### **SCHOOL BOARD**

The St. Pius School Board of Education, developed in the Spring of 1986, establishes goals and defines policies which govern the operation of St. Pius School, subject to the regulations that proceed from the Archdiocesan Board of Education, and by the authority of the Pastor, responsive to the parents, and in cooperation with the Principal.

The Board, functioning as an Advisory Board, shall be guided by the following responsibilities:

- A. to recommend policies to the School Administrator and the Pastor governing operation of the school;
- B. to create a better understanding of Catholic education in the community by fostering a relationship of the school to the entire community, both civic and cultural groups, and the public schools of the area;
- C. to analyze the school budget to determine if it realistically reflects the general financial and physical needs of the school;
- D. to discuss and evaluate reports presented to it by professional staff members;
- E. to recommend resources needed for development of educational programs;
- F. to monitor and evaluate programs which were established as a result of its policy decisions;
- G. to suggest criteria and provide counsel to the Pastor in the hiring, evaluation and dismissal of school administrators;
- H. to set criteria for the selection of school staff.

## **STUDENT COUNCIL**

The purpose of the Student Council shall be to promote good citizenship, strengthen the faith community, demonstrate student leadership and encourage school spirit.

The Student Council may plan and direct school activities, fund-raisers, and special events with the approval of the principal and faculty.

Student Council members must fulfill and maintain their academic responsibilities and display appropriate conduct.

Student Council elections are held each year in May. Eligibility to run for office is based on the average of the three quarters of the present school year.

Minimum requirements are:

1. Students must have a C average and no grade lower than a C-. (President, Vice President, and Secretary/Treasurer must have at least a B average with no grade lower than a C-).
2. Conduct and Effort must be at least a 2 average, with no grade lower than a 2-.

Each office may have other specific requirements that need to be met.

## **SCHOOL ACTIVITIES**

### **Religious Activities:**

Daily prayer

Masses (planning and participation in monthly liturgies and paraliturgies)

Altar servers

Mission collections

Catholic Schools Week

Eighth grade retreat

Blessing of the Pets

St. Nicholas visit

Epiphany celebration

Stations of the Cross  
School May Crowning  
Advent and Lenten prayers over intercom  
Reconciliation Services

**Service Activities:**

Student Council  
Safety Patrol  
Monthly Senior lunches - all grades  
Peer tutoring  
Eighth grade room monitors  
Servers at parish functions  
St. Vincent de Paul food drives  
California Junior Scholarship Federation  
Jump Rope for Heart  
Monthly charity drives (toys, clothing, necessities)  
Altar servers  
Parish Festival  
Holy Childhood Association

**Creative Activities:**

Christmas Program  
Instrumental band program/concerts  
Science Fair  
Poetry/Essay/Art/Math Contests  
Class trips to plays/symphonies  
Serra Trivia Contest  
Halloween activities  
Music and Art shows

**Physical Activities**

Parish Sports Program:  
    Basketball, baseball - boys (grades 4-8)  
    Basketball, volleyball - girls (grades 4-8)  
    Track - girls and boys (grades 5-8)  
    Cheerleading (grades 7 & 8)  
Mini Olympics  
Spirit rallies

**Other Activities:**

Walk-A-Thon  
Class field trips  
Holiday celebrations  
Individual class fundraisers  
Grandparents' and Special Persons' Day  
Second Grade/6th grade class buddies  
First Grade/7th grade class buddies  
Kindergarten/8th grade class buddies  
Spelling Bee  
Eighth Grade Class Trip to Yosemite  
Academic Decathlon  
Red Ribbon Week

Visits from fire department to primary grades  
School "families" activities  
Reading Incentive Programs  
Student Body Elections  
International Week  
Graduation dance and picnic  
Altar Server outing  
Outdoor education program - grade 6  
Student Council fun days

## **XI PARISH ATHLETIC PROGRAM**

### **PHILOSOPHY**

The philosophy of the St. Pius Parish Athletic Program is to encourage the physical and emotional growth of St. Pius students through a program of competitive sports which stresses the concepts of individual conditioning, effort, fundamentals, sportsmanship, teamwork and competition. "Having Fun and Learning" is the cornerstone of the St. Pius coaching philosophy.

### **THE ATHLETIC BOARD**

The Athletic Board is appointed by and responsible to the pastor. The Athletic Board supervises the St. Pius Parish Athletic Program.

Terms on the Athletic Board shall be for at least one year. Terms shall coincide with the academic year, i.e. from August through June.

Consultants, who shall be nonvoting members, may be appointed by the chair of the Board with the approval of the Board.

Policy discussions and policy decisions of the Board are a matter of public record. Personnel discussions and personnel decisions of the Board are a matter of strict confidentiality.

Procedures for Grievance can be found in a separate Athletic Handbook which will be available on-line for all participants.

Concerns may be directed to the Chair of the Athletic Board and must be presented in writing.

Commissioners must immediately report situations to the Athletic Board which reflect poorly on St. Pius Parish: i.e. unsportsmanlike behavior by players, coaches, spectators; yelling at an official; player or coach ejection from a game; parent altercations in front of children; player altercations with opponents or teammates, etc.

It is imperative that the Athletic Board be informed of problematic incidents. This will allow for solution-based conversation between parish administrators.

### **THE PROGRAM**

The St. Pius Athletic Program is a parish program, managed by volunteers, and supervised by the Athletic Board.

Currently, St. Pius School/Religious Education (Parish) students are given the opportunity to participate in league sports administered and controlled by the Peninsula Parish School League (PPSL).

The sports seasons run as follows:

Baseball (Boys)	From start of school year to mid-Nov.
Volleyball (Girls)	From start of school year to mid-Nov.
Basketball (Boys & Girls)	From mid-Nov. to mid-March
Track (Boys & Girls)	From early March to mid-May
Cheerleading (7th & 8th)	From start of school year through cheerleading competition

Occasionally, St. Pius Parish teams are entered into tournaments which are not part of the normal program and for which added fees are asked. Participation by individual students in these tournaments is encouraged, yet optional. All tournaments must be approved by the Athletic Board.

### **PARTICIPANT EXPECTATIONS**

- to put forth ones best possible effort
- to respect and listen to the coach and be open to try new things
- to respect teammates and opponents
- to honor the integrity of the games by learning the rules
- to exercise good sportsmanship, ethical conduct and fair play at all times
- to respect the judgment of the officials
- to have fun

### **PROGRAM GOALS**

- to instruct and improve the performance level of all participants, while promoting positive attitudes of mutual respect, self-discipline and personal satisfaction and enjoyment
- to create an environment in which children have fun with athletic activities
- to teach sport skills, rules and strategy to the players
- to model and teach competitiveness with an emphasis on good sportsmanship
- to promote increased self-esteem among the children
- to always treat players on other teams as members of the community first and as opponents second
- to refrain from actions and words that undercut the self-esteem of players on other teams

**All coaches must be fingerprinted and have completed Shield the Vulnerable Program having a certificate on file in the school office.**

**An Athletic Handbook is available to all participants on-line.**

## ST. PIUS PARISH ATHLETIC PROGRAM

Please indicate if you would like to serve in any capacity in the  
St. Pius Parish Athletic Program.

Name \_\_\_\_\_

Commissioner:      Volleyball                    \_\_\_\_\_  
                             Baseball                                    \_\_\_\_\_  
                             Girls Basketball                        \_\_\_\_\_  
                             Boys Basketball                         \_\_\_\_\_  
                             Track    \_\_\_\_\_  
                             Cheerleading                               \_\_\_\_\_

Circle grade choice

Head Coach:        Volleyball                    \_\_\_\_\_ 4 5 6 7 8  
                             Baseball                                    \_\_\_\_\_ 4 5 6 7 8  
                             Girls Basketball                        \_\_\_\_\_ 4 5 6 7 8  
                             Boys Basketball                         \_\_\_\_\_ 4 5 6 7 8  
                             Track    \_\_\_\_\_ 5 6 7 8  
                             Cheerleading                               \_\_\_\_\_ 7 8

Assistant Coach    Volleyball                    \_\_\_\_\_ 4 5 6 7 8  
                             Baseball                                    \_\_\_\_\_ 4 5 6 7 8  
                             Girls Basketball                        \_\_\_\_\_ 4 5 6 7 8  
                             Boys Basketball                         \_\_\_\_\_ 4 5 6 7 8  
                             Track    \_\_\_\_\_ 5 6 7 8  
                             Cheerleading                               \_\_\_\_\_ 7 8

Home Court Representative                    \_\_\_\_\_  
 Scorekeepers                                    \_\_\_\_\_  
 Line Judges                                      \_\_\_\_\_  
 Field Prep                                        \_\_\_\_\_  
 Athletic Board Member                        \_\_\_\_\_  
 Other (Please indicate function)             \_\_\_\_\_

Fingerprinting and Shield the Vulnerable is required for each coach. Both must be completed prior to the initial practice for the sport you are involved with. Please contact the school office for information on fingerprinting. All other volunteers must complete and turn in a Background Check Authorization Form found in the back of this handbook.

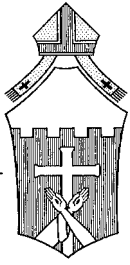
**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE.**

## **XII ARCHDIOCESE OF SAN FRANCISCO FORMS**

The following forms have been designed by the Department of Catholic Schools in consultation with the Archdiocesan Legal Office to provide the information and parental consents that school administration will need in a variety of situations.

These forms are not designed to cover every situation in which parental consent may be necessary (e.g., field trips or special activities); however, they are intended to cover first-aid, disasters, evacuations, emergency transportation, administration of medicines, counseling and most other situations in which medical information may need to be gathered and where medical treatment might need to be given.

These forms are also sent home in the first Brown Envelope of the school year for parents to sign.



**THE ARCHDIOCESE OF SAN FRANCISCO**  
OFFICE OF THE ARCHBISHOP

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 TEL: (415) 614-5500

June 2008

My Dear People,

In June of 2002, I joined with my brother bishops from throughout the United States in signing the Charter for the Protection of Children and Young People, "*Promise to Protect, Pledge to Heal*". We reaffirmed our commitment in June of 2005. In this charter, we have pledged to do everything possible to ensure that the children and youth in our parish and school communities will be safe from sexual predators. I again reaffirm my personal commitment to that pledge.

Our Archdiocese has developed policies and practices that apply to the important work with children and youth done by clergy, staff, and volunteers because these people are the face of the Church. These policies and practices are designed to ensure the safety of the young people in our care, and apply to all adults whose duties include ongoing contact with minors. These adults, whether staff or volunteers, are required to go through background evaluation (done by fingerprinting or by background checks) and must complete a comprehensive online training program "*Recognize, Report and Prevent Child Abuse*", found on the Law Room website at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

Beginning in the school year 2008-2009, I have promulgated new programs for children and teens in our Catholic Schools and in our parish Religious Education programs.

- *Talking About Touching* Preschool through Third Grade
- *Kids Safety* (online) Fourth through Eighth Grade
- *Teen Safety* (online) Ninth through Twelfth Grade

We affirm parents as the first educators of their children. All of the above programs have opportunities for parent involvement. In addition, other methods of training parents to work with their children are being considered for school year 2008/2009. We encourage parents to attend the workshops for "*Talking about Touching*" as soon as they are scheduled, and to take the online training with their children or at a separate time.

May God bless all of you in your role as parents, educators, and concerned adults working with our children and youth.

Most Reverend George Niederauer  
Archbishop of San Francisco

## CHILD SAFETY EDUCATION PROGRAMS

Type Of Participant	Current Program (2007 / 2008)	Planned Standard (2008 / 2009 and beyond)
<b>CLERGY</b> (Priests and Deacons)	<b>Recognize, Report &amp; Prevent Child Abuse</b> <a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a>	<b>Recognize, Report &amp; Prevent Child Abuse</b> <a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a>
<b>STAFF</b> (Paid Employees)	<b>Recognize, Report &amp; Prevent Child Abuse</b> <a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a>	<b>Recognize, Report &amp; Prevent Child Abuse</b> <a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a>
<b>VOLUNTEERS</b>	<b>Recognize, Report &amp; Prevent Child Abuse</b> <a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a>	<b>Recognize, Report &amp; Prevent Child Abuse</b> <a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a>
<b>STUDENTS</b> (Preschool – Third Grade)	<b>Smart Kids; Safe Kids</b>	<b>Talking about Touching</b> Program has Parent Component for use at Home
<b>STUDENTS</b> (Fourth thru Eighth Grades)	<b>Smart Kids; Safe Kids</b>	<b>Kids Safety</b> (Available Winter / Spring 2009) Course Automatically varies by Grade Level Fee for Child allows Parent to Take the Course as well. <a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a>
<b>STUDENTS</b> (Ninth thru Twelfth Grades)	<b>Creating Safe and Sacred Places</b>	<b>Teen Safety</b> Fee for Child allows Parent to Take the Course as well. <a href="http://WWW.SHIELDTHEVULNERABLE.ORG">WWW.SHIELDTHEVULNERABLE.ORG</a>
<b>PARENTS</b>	<b>Out of Harm's Way</b> Parents Train with Their Child	<b>DISCONTINUED</b> (Parents now Train as Indicated Above)

# SAFE ENVIRONMENT PROGRAMS

Archdiocese of San Francisco

May 19, 2008

➤ **“Recognize, Report, and Prevent Child Abuse”**

This is an individualized, interactive on-line training course that educates Archdiocesan employees and volunteers who have on-going, unsupervised contact with minors on how to recognize signs of abuse and neglect and to be able to protect our children. This is found on Law Room’s website, [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

The cost is \$5.00 per employee/volunteer.

➤ **Talking About Touching**

This is a personal safety curriculum for Preschool – Third Grade children. Teachers and parents learn to provide rules for children and skill practice in common safety rules. They also teach the children how to ask for help when feeling unsafe or uncomfortable.

Two instructional kits are available. The cost is \$300 for kit #1 “*Preschool – Kindergarten*” -- and an additional \$300 for: kit #2, “*First Grade – Third Grade*”. Each school and / or catechetical program will need one of each of these kits.

➤ **“Kids Safety”**

This is an individual, interactive online course for Fourth Grade – Eighth Grade students. It is currently in development, and will be available for use in the 2008 / 2009 school year. Children will learn how to identify different types of harm and how to get help, grow in understanding personal boundaries, and how to practice safe internet use.

The cost is \$5.00 per student per year. Catholic School and Public School students will go through this course in their school or parish catechetical programs; parent(s) are encouraged to take this online training with their child. This course will also be found at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

➤ **Teen Safety**

This is an individual, interactive on-line course for Grades 9-12 and is available now. Youth in our school/parish programs will learn to identify different types of harm, deal with physical and sexual violence, enforce personal boundaries, practice safe internet use, understand relationships with adults, reject negative media influences and know the importance of respecting the dignity of self and others.

The cost is \$5.00 per student per year. This includes parent(s) being able to take the course under their teen’s name. This course can also be found at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org).

**ST. PIUS SCHOOL POLICY AND PARENT/USER CONTRACT PERTAINING TO  
THE ACCEPTABLE USE OF INTERNET AND ELECTRONIC  
INFORMATION RESOURCES**

**GENERAL POLICY**

St. Pius School strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such service is to promote educational excellence by facilitating resource sharing, innovation and communication. St. Pius School will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service accessed through St. Pius School. However, users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to effectively control the content of data and it is the user's responsibility to not initiate access to such material. St. Pius School will designate a member of the professional staff to serve as system administrator.

**CONTRACT**

*Please read this document carefully. When signed by you (the user) and your parent/guardian, it becomes a legally binding contract. We must have your initials where indicated and your signature and that of your parent/guardian before we can provide you access to the Internet.*

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to disciplinary action. The use of the information system is a privilege and not a right. Inappropriate use may result in cancellation of those privileges. The administration of St. Pius School may require that the System Administrator deny, revoke or suspend use to students who have violated these privileges. The school administration will decide what is appropriate use and their decision is final.

Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes but is not limited to such actions as:

- Using the network for any illegal activity, including violation of copyright or other contracts,
- Use of the information services for commercial activities for profit or product advertising,
- Degrading or disrupting equipment or system performance,
- Vandalizing the data of another user,
- Wastefully using finite resources,
- Gaining unauthorized access to resources or entities,
- Invading the privacy of individuals,
- Using an account owned by another user without authorization,
- Posting personal communications without the author's consent,
- Posting anonymous messages,
- Placing unlawful information on a system,
- Using abusive or otherwise objectionable language,
- Sending messages that are likely to result in the loss of recipients' work or systems,
- Sending "chain letters", "broadcast" or "chat" messages to a list of others,
- Political lobbying, and
- Any other uses that would violate the policies of St. Pius School concerning proper student conduct and/or which would violate the teaching of the Roman Catholic Church.

Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the System Administrator.

**I have read and understand this page.**

User \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

## OTHER TERMS AND CONDITIONS OF THIS CONTRACT

1. **Personal Responsibility.** I will accept responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse can come in many forms and includes vandalism, theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.
2. **Acceptable Use.** The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of St. Pius School.
3. **Netiquette.** You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
  - a. BE POLITE.
  - b. USE APPROPRIATE LANGUAGE.
  - c. PRIVACY. Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues.
  - d. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others. Do not tie up the network with idle activities, play interactive games or download huge files.
4. **Services.** St. Pius School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. St. Pius School specifically denies any responsibility for the accuracy of information obtained through Internet electronic information services.
5. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the System Administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system. **ST. PIUS SCHOOL RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.**
6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and disciplinary action as outlined in the student handbook.

St. Pius School has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school's behavior code.

**I have read and understand this page.**

User \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

**ELECTRONIC RESOURCES CONTRACT**

**REQUIRED SIGNATURES**

This contract shall remain in effect so long as user is enrolled at St. Pius School and/or is otherwise provided access to an information service accessed through St. Pius School.

**STUDENT:** I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my computer use privileges and appropriate legal action.

User Name (please print) \_\_\_\_\_

User Signature \_\_\_\_\_

**PARENT OR GUARDIAN:** Students must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read and agree to abide by this contract and understand that it is designed for educational purposes. I understand that it is impossible for St. Pius School to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my child's computer use privileges and appropriate legal action. I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent of Guardian Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRINCIPAL** \_\_\_\_\_

**UNIVERSAL MEDICAL INFORMATION/ EMERGENCY CONTACT  
RELEASE AND CONSENT FORM**

School: \_\_\_\_\_ School Year: \_\_\_\_\_

\_\_\_\_\_  
Name of Student (Last, First, Middle)

Grade: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Student Address:

\_\_\_\_\_  
Street Apartment

\_\_\_\_\_  
City State Zip

Home Telephone: (\_\_\_\_) \_\_\_\_\_

**Siblings at school:**

\_\_\_\_\_  
Name Grade Teacher

\_\_\_\_\_  
Name Grade Teacher

**Student lives with (check all that apply):**

\_\_\_\_ Mother

\_\_\_\_ Father

\_\_\_\_ Guardian(s) (specify): \_\_\_\_\_

\_\_\_\_ **Father's** \_\_\_\_ **Legal Guardian's Information:**

\_\_\_\_\_  
Name (Last, First)

Work Address:

\_\_\_\_\_  
Street City State Zip

Home Address (If Different from child's):

\_\_\_\_\_  
Street City State Zip

Home Phone (If Different from child's): (\_\_\_\_) \_\_\_\_\_

Work Telephone: (\_\_\_\_) \_\_\_\_\_ Mobile phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_ **Mother's** \_\_\_\_ **Joint Legal Guardian's Information:**

\_\_\_\_\_  
Name (Last, First)

Work Address:

\_\_\_\_\_  
Street City State Zip

Home Address (if different from child's):

\_\_\_\_\_  
Street City State Zip

Home Phone (if different from child's): (\_\_\_\_) \_\_\_\_\_

Work Telephone: (\_\_\_\_) \_\_\_\_\_ Mobile Phone: (\_\_\_\_) \_\_\_\_\_

**UNIVERSAL MEDICAL INFORMATION/ EMERGENCY CONTACT  
RELEASE AND CONSENT FORM**

**Emergency Contacts:**  
Name and Address

Telephone Number(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Student Medical Information:**

Primary Physician:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**Emergency Physician:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**Medical Conditions:** (e.g., diabetes, epilepsy, heart conditions, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disabilities:** \_\_\_\_\_

**Allergies:** (e.g., hay fever, strawberries, peanuts, etc.) \_\_\_\_\_

\_\_\_\_\_

**Medications:** \_\_\_\_\_

**Allergies to Medications:** \_\_\_\_\_

**Medicines to be Self-Administered by the Child: (See Below):** \_\_\_\_\_

\_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

**Medicines to be Administered by the School (IF parents/guardians and school both agree that school shall do so; see below):** \_\_\_\_\_

\_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RELATIONSHIP TO CHILD: \_\_\_\_\_

## GENERAL TERMS OF PARENTAL CONSENT

### 1. General Terms of Parental Consent:

**CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.**

**THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 15, 20\_\_\_\_. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY THE PARENTS. HOWEVER, IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.**

**I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.**

**I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.**

**DATED:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

## MEDICAL RELEASE AND CONSENT TO TREATMENT OF CHILD

I am a parent or legal guardian of [INSERT NAME OF CHILD] \_\_\_\_\_, (“my child”) who is a student at [INSERT NAME OF SCHOOL] \_\_\_\_\_. I have read, understood and **consent** to the following concerning my child:

**1. First-Aid/Emergency Treatment:** Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I **consent** to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The “emergency physician” listed above; 2) the “primary physician” listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.

**2. Medical Supervision/Administration of Medicines:** I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this **consent** below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this **consent** below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child’s name and doctor’s instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.

**3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties:** Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.

**4. Gathering, Use and Release of Medical Information:** Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. **I understand that this information will be requested,**

**MEDICAL RELEASE AND  
CONSENT TO TREATMENT OF CHILD**

**gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.**

**5. School Athletics:** As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law

**NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.**

**THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM**

In consideration of the arrangement indicated in this **consent**, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

---

Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.

---

Signature of School Principal

## CHILDREN WITH DISABILITIES RELEASE FORM

### 1. Children with Disabilities:

**Please Note: The School is not able to accept students with disabilities unless this release is given.**

I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, or other things. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the School Administration

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

**I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school which arise out of or relate to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of Archdiocese, excepting only such injuries or damage resulting from Archdiocese's willful misconduct.**

**INITIALS OF PARENT/GUARDIAN: \_\_\_\_\_**

## SCHOOL COUNSELING RELEASE FORM

### 1. Psychological and Educational Information:

**Please Note: This release is optional. No psychological testing or counseling other than ordinary educational programs and procedures will be provided to any student unless a parent/guardian has first given consent.**

I understand that counseling services offered through the School, if any, are primarily short-term, temporary services aimed at the more effective education and socialization of my child within the school community, and to provide the means for teachers and the School Administration to serve my child and the school community more effectively. These services may involve the individual participation of my child, or the participation of my child in conjunction with family, teacher(s) and/or the School Administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for my child. I hereby give my consent for my child to receive counseling services through the School on these terms.

Because these School Counseling Services are primarily intended to serve my child as a member of the school community, in addition to circumstances otherwise allowed or required by law I authorize the counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of my child, my child's teacher(s), the school principal or other school administrators. Such information will be used only for the purposes of facilitating the education or socialization of my child or of the School community.

Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

**PERMISSION AND RELEASE  
FOR MINORS/STUDENT  
(Photograph/Video/Film Project/Website/Internet Project)**

I, \_\_\_\_\_,  
\_\_\_\_\_  
**(Name of Parent/Guardian)** **(Parent/Guardian)**

hereby \_\_\_\_\_ authorize  
\_\_\_\_\_  
**(Name of Minor/Student)**

to participate in the making of a project consisting of photograph(s) and/or video/  
film and/or website/internet, entitled:

\_\_\_\_\_  
\_\_\_\_\_  
**(Name of Production)**

on or about \_\_\_\_\_, 20\_\_ .

I \_\_\_\_\_ specifically \_\_\_\_\_ understand \_\_\_\_\_ that  
\_\_\_\_\_  
**(e.g. Archdiocese of San Francisco, Parish, etc.)**

shall hereby retain any and all rights in the photograph(s) and/or video/film project(s)  
and/or website/internet project(s), including, but not limited to, the rights to reproduce,  
copy/edit, exhibit, publish, or distribute such photograph(s) and/or video/film project(s)  
and/or website/internet project(s).

Date: \_\_\_\_\_, 20\_\_ \_\_\_\_\_

\_\_\_\_\_  
**(Signature of Parent or Guardian)**

August 2008

Dear Parents and Guardians,

Welcome back to a new school year! I am sure that you and your child(ren) are excited to be back in school. This new school year will be filled with joy and enthusiasm for learning.

Your child's teacher, principal and pastor are also excited to be back in school. They have been working hard over the summer preparing for the arrival of the students. One area in which we continue to be most concerned is the safety and wellbeing of our students. In order to fully insure student safety we are asking each parent, guardian or non-parent volunteer to complete the attached *Application Form For Persons Volunteering to Work with Children and Youth*. Please return the completed form to your child's Principal at your earliest convenience, but no later than September 15th.

In addition to completing this form, parents, guardians or non-parent volunteers having regular contact with children and youth will be asked to be LiveScan – fingerprinted and cleared. Your child's Principal will notify you if you fall under the category of having "regular contact".

I realize that this added expectation is both time consuming and costly. However, what price can be put on making sure each student is safe? Thank you for your willingness to cooperate with your Principal's efforts to comply with our Department of Catholic Schools' policy. Please be assured that the information that you provide will remain confidential, will be seen only by your child's Principal, and will be kept in a locked and secured file.

Sincerely yours,

Ms. Maureen Huntington  
Superintendent of Catholic Schools  
Archdiocese of San Francisco



ST. PIUS SCHOOL  
ARCHDIOCESE OF SAN FRANCISCO  
Parental Permission Form

ACTIVITY:

CHILD'S NAME: \_\_\_\_\_ PARISH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SCHOOL: ST. PIUS, REDWOOD CITY GRADE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORKPHONE: \_\_\_\_\_

PERSON(S) (OTHER THAN PARENT) TO NOTIFY IN CASE OF EMERGENCY:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

I, the parent (guardian) of the above named child, hereby, request that he/she participate in the activity named above. I agree to direct my child to cooperate and conform with the directions and instructions of the parish, school or Archdiocese personnel responsible for the activity.

I agree, to the extent permitted by law, that in the event my child is injured as a result of his/her participation in the above named activity, including but not limited to transportation to and from the activity, whether or not caused by the negligence (active or passive) of the parish/school or Archdiocese youth activities program, or any of its agents or employees, recourse for the payment of any resulting hospital, medical or related costs and expenses will first be had against any accident, hospital or medical insurance, or any available benefit plan of mine or my spouse.

I am not aware of any medical condition of my child which would render it inappropriate for him/her to participate in any such activity.

I, hereby, give permission to the physician selected by the youth activities supervisory personnel then present to render medical treatment deemed necessary and appropriate by the physician.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ Yes, I am able to drive \_\_\_ students with seatbelts and without airbag seating. (For cars with passenger/side airbags; children under 12 years old may no longer sit in the front passenger seat due to airbag concerns made relevant by automobile manufacturers.)

\_\_\_\_\_ My insurance information and a copy of my driver's license is on file in the office.

\_\_\_\_\_ No, I am not able to drive this time.

\_\_\_\_\_ Yes, my Shield the Vulnerable certificate is on file in the school office.

PHYSICIAN'S STATEMENT REGARDING ADMINISTRATION OF MEDICINE BY  
SCHOOL PERSONNEL

IF POSSIBLE PLEASE SCHEDULE MEDICATION OUTSIDE OF THE SCHOOL HOURS

1. Name of Pupill \_\_\_\_\_ Date of Birth \_\_\_\_\_
2. Address \_\_\_\_\_ Telephone (    ) \_\_\_\_\_
3. Condition for which medication is to be given \_\_\_\_\_
4. Name of Medication \_\_\_\_\_
5. Method of administration: Oral \_\_\_\_\_ Inhalator \_\_\_\_\_ Injection \_\_\_\_\_ Other \_\_\_\_\_
6. Dose \_\_\_\_\_ Schedule of doses \_\_\_\_\_
7. The medication is to be continued as above until \_\_\_\_\_
8. Precautions advised \_\_\_\_\_  
Possible reactions to medication: \_\_\_\_\_  
Actions to be taken in case of reaction to medication: \_\_\_\_\_  
\_\_\_\_\_
9. Check one below:  
\_\_\_\_\_ I give this student permission to **self administer** the above medication.  
\_\_\_\_\_ I authorize designated school personnel to administer the above medication.
10. Print name and address of physician, or use stamp \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Physician

-----  
PARENTS OR GUARDIAN'S REQUEST FOR  
ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL  
AND WAIVER AND RELEASE FROM LIABILITY

The undersigned hereby requests \_\_\_\_\_ School to assist in the  
matters set forth in the above Physician's statement.

11. Name of parent or guardian \_\_\_\_\_  
12. Telephone during the school day \_\_\_\_\_  
13. Language(s) used at home \_\_\_\_\_

I will notify the Principal of the school immediately if there is a change in my child's medication schedule or if the physician prescribing the medication is no longer providing health care for my child.

I understand it is my responsibility to send the medication to school in the original pharmacy container including the child's name and the doctor's instructions.

Check one below:

I give \_\_\_\_\_ permission to self-administer the above referenced medication.

I authorize designated school personnel to administer this medication.

I understand that \_\_\_\_\_ School reserves the right to discontinue its involvement in the above referenced administration of medicine.

I UNDERSTAND THAT ST. PIUS SCHOOL IS NOT LEGALLY OBLIGATED TO STORE OR ADMINISTER MEDICATION FOR STUDENTS. THEREFORE, IN CONSIDERATION FOR THE ABOVE REFERENCE ARRANGEMENTS, THE UNDERSIGNED DOES HEREBY RELEASE AND DISCHARGE THE ARCHDIOCESE OF SAN FRANCISCO, ITS CONSTITUENT ORGANIZATIONS, INCLUDING, BUT NOT LIMITED TO ST. PIUS SCHOOL/PARISH AND THEIR OFFICERS, AGENTS AND EMPLOYEES, FROM ANY AND ALL CLAIMS FOR PERSONAL INJURIES OR PROPERTY DAMAGE THAT I OR MY CHILD MAY SUFFER AS A RESULT OF THIS ARRANGEMENT WHETHER OR NOT SUCH INJURIES OR DAMAGE ARE CAUSED BY THE NEGLIGENCE (WHETHER ACTIVE OR PASSIVE) OF ANY OF THE ENTITIES OR INDIVIDUALS NAMED OR DESCRIBED ABOVE.

\_\_\_\_\_  
Signature of Parent or Guardian

ONE MEDICATION PER FORM, PLEASE

Return completed form to the Principal

## DRIVER'S INSURANCE VERIFICATION

(THIS FORM NEEDS TO BE UPDATED AT THE BEGINNING OF EACH SCHOOL YEAR AND WHENEVER INSURANCE EXPIRES)

I carry my own Automobile Liability insurance with limits of  
\$ \_\_\_\_\_ and Medical Payment coverage with limits of  
\$ \_\_\_\_\_

License, make, model, year of vehicle to be used:

\_\_\_\_\_

My drivers license # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**(PLEASE PROVIDE A COPY OF YOUR DRIVER'S LICENSE WITH THIS FORM.)**

My insurance carrier is: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Expires: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

**PLEASE PRINT**

Grades: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This form is for use by all Employees and Volunteers who drive their personal autos on school activities.