



STUDENT-PARENT HANDBOOK

Revised July 2010

St. Simon Parish School
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MISSION AND PHILOSOPHY

MISSION STATEMENT Educating children to know, love, and serve God and His world.

SCHOOL PHILOSOPHY St. Simon Parish School strives to form a Community of Faith dedicated to living and teaching the message and mission that Jesus Christ entrusted to His Church. We embrace the mission of the Sisters, Servants of the Immaculate Heart of Mary, the founding Community of St. Simon Parish School. In this school, Jesus is the Center and Mary is the Model.

At St. Simon Parish School our goal is to:

- Invite students and families into full participation in the life of the church as active parishioners,
- Challenge attitudes, values, and actions which are in conflict with the Word of God,
- Promote the human dignity of each person,
- Appreciate the rich diversity of those with whom we share our ministry in humility, friendship and love,
- Maintain a zeal for excellence, especially in our educational endeavor.

(Adapted from the Mission Statement of the Sisters, Servants of the Immaculate Heart of Mary, Immaculata, Pennsylvania, 1994, 2000)

We recognize that parents are the primary educators of their children, with Catholic schools as collaborators in helping parents fulfill their role in the education of their children. Teachers facilitate the learning process. Together, we are committed to educating the whole child in a student-centered atmosphere, which reflects the Gospel message and fosters each student's spiritual, intellectual, emotional, social, aesthetic, and physical growth. In accordance with each child's gifts and abilities, we strive to provide the students with the environment needed to become children who are spiritual, academically prepared, inquisitive, neighborly, trustworthy, and strong.

SCHOOL PRAYER

Let it be known to all who enter here that Christ is the reason for this school, the unseen, but ever-present teacher in its classes, the model of its faculty, the inspiration of its students.

COMPLIANCE POLICY

St. Simon Parish School complies with the policies and procedures of the Department of Catholic Education of the Diocese of San Jose.

NON-DISCRIMINATION POLICY

California Schools in the Diocese of San Jose, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Jose do not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

NON-PROFIT STATUS

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

PARENT-SCHOOL COVENANT

St. Simon is a dynamic community that lives our Christian, Catholic identity in everything we do. We are student-centered, work to do God's will, maintain academic excellence, and support students as they grow spiritually, emotionally, physically and academically.

To maintain this identity, the parents and school agree to the following guidelines:

1. If an issue or concern involves classroom procedures, homework, and classwork, classroom or playground behavior or involves another student, parents are asked to contact the teacher first. Please refer to the individual teachers' syllabus or website for the best means of communication. Sensitive or confidential issues are not to be brought up in front of students or while a teacher is on duty during the regular school day.
2. If the concern is more serious, the parent or guardian should inform the administration. Due to school responsibilities, the administration may not be immediately available; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to address your concerns in a timely manner.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. We promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare for your child spiritually, academically, emotionally, and physically, and also the welfare of his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of St. Simon, as well as the other children and families of our community: We will not tolerate intimidation or verbal abuse of any member of the community – in person or in writing.
5. Failure to fulfill any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian, or family member may lead to a warning or one of the following actions:
 - Limiting or refusing permission to enter or use the school grounds or facilities;
 - Asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters;
 - Refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

TYPICAL SCHOOL DAY

SCHOOL HOURS

The school day for grades 1 to 8 begins at 7:55 a.m. A line-up bell rings at 7:52 a.m. All students who arrive after the second bell at 7:55 a.m. will be considered tardy and must report to the Health Office before they can be admitted into class.

Recess time for Grades 1 – 8 is 10:20 – 10:40 a.m.

Lunch / Recess: Grades 1 – 8 have the following lunch / recess schedule:

Grades 1 – 4:

LUNCH: 12:10 – 12:30

RECESS: 12:30 – 12:50

Grades 5 – 8:

RECESS: 12:10 – 12:30

LUNCH: 12:30 – 12:50

Dismissal time for Grades 1 – 3 is 2:55 p.m. and for Grades 4 – 8 is 3:00 p.m.

Middle School Bell Schedule

A typical bell schedule can be found on the school website.

EARLY DISMISSAL DAYS: The third Wednesday afternoon of each month is reserved for Faculty Meetings. To accommodate these and other activities, there will be early dismissals (12:25 p.m. for Grades K – 3, 12:30 p.m. for Grades 4 – 8). All other Wednesdays Grades 1 – 8 will be dismissed at 2:15 p.m. The week of parent-teacher conferences, and the days before the Thanksgiving, Christmas, and Easter holidays will also be 12:25/12:30 dismissals.

Kindergarten Hours:

First Day of School: 7:55 a.m. – 9:45 a.m.

September: 7:55 a.m. – 11:30 a.m.

October – June:

Monday – Friday 7:55 a.m. – 1:45 p.m.

Wednesday 7:55 a.m. – 11:30 a.m.

Optional Extended Care Available (Kindergarten Only):

Monday, Tuesday, Thursday, and Friday

1st, 2nd, 4th, and 5th Wednesday

3rd Wednesday

11:30 a.m. – 2:45 p.m.

11:30 a.m. – 2:00 p.m.

11:30 a.m. – 12:30 p.m.

TRAFFIC PROCEDURES

The safety of all St. Simon students is our top priority. The heavily congested parking lot before and after school creates a challenging situation for students, motorists and school personnel. Patience, courtesy and adherence to safety and traffic regulations is needed and expected. It is important you follow all safety rules:

- Do not cross the parking lot to get into or out of a vehicle without a crossing guard.
- Do not drive through the center crosswalk.
- Students and parents are expected to listen and follow all instructions given by traffic guards and school personnel.
- Cell phones are not to be used while driving in the parking lot.
- Please refer to [Appendix 1](#) for traffic flow map.

BEFORE AND AFTER SCHOOL SUPERVISION

There is limited supervision on the school grounds prior to and after school hours. Extended Care is mandatory for all students arriving before 7:30 a.m. or remaining on the school grounds past 3:15 p.m. on regular dismissal days or at 12:45 p.m. on early dismissal days. Parents will be charged accordingly.

If students are not picked up at dismissal, they must go to Extended Care. Please do not take children other than your own unless you have specific permission from the parent for that day.

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

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

Please remember that these rules are in place for the safety and security of your children, and for the peace of mind of the parents.

EMERGENCY PROCEDURES

If an emergency were to occur, St. Simon faculty and staff are prepared with first aid kits, as well as food and water for students. Students can be picked up in the front parking lot (refer to map in [Appendix 2](#)). Only parents, guardians and individuals listed on the emergency form may pick up a student. Identification may be required.

EXTENDED CARE

(650) 967-3293

Extended Care exists solely to serve the needs of St. Simon Parish School students.

Location and Hours: The Extended Care facility is situated at the south side of the church property. It is open from 7 a.m. to 6 p.m. each school day. The facility is not in use during holidays and school vacations. Childcare may be offered on school holidays and in-service days with a minimum of 20 students. Notification will be posted at Extended Care.

Staff: The Extended Care is under the direction of the school principal. There is a director, an assistant director, and three assistants.

Registration: There is a \$50 registration fee per child, or \$100 per family.

Fees: Grades K-8 (all students): There is a \$10.00 per hour per child fee for those children/families who attend Extended Care 5 hours a month or less. If a child/family attends Extended Care more than 5 hours per month, the rate is \$7.00 per child per hour. A per-minute late charge will be incurred after 6:00 p.m.

Programs: The Extended Care Center incorporates the following programs:

1. Quality childcare is provided before and after school for the families whose children attend St. Simon Parish School. The program emphasizes social interaction with art, craft-making, and physical activities.
2. A study area is available for Grades 1-8 to begin homework assignments.

Homework Time: Children in Grades K-3 go directly from school to the Extended Care facility at dismissal. The children who have homework have “quiet time” from 3:00-3:45 p.m. Students in Grades 4-8 go directly to the school Library at dismissal time to do their homework. Students walk together to the Extended Care facility around 4:20 p.m. Students must go to the appropriate location based on their grade level, even when there are siblings who may be at a different location.

On Minimum Days, students in Grades K-8 eat and then have playtime until approximately 2:15 p.m. They then go to the school Library for homework time until 3:30 p.m. Students in Grades K-3 go directly to Extended Care on minimum days.

Food: Snacks are provided at no additional cost. All students bring their own lunch, if applicable.

Handbook: All students attending Extended Care are required to read and abide by the Extended Care Handbook. Parents of students attending Extended Care must also meet this requirement.

DAILY PROCEDURES

ATTENDANCE

Regulations: Students are required by state law to attend school punctually and regularly. The following information is provided to help families understand the St. Simon attendance policy.

Absences

When a student is absent, a parent or guardian must report it to the Health Office (650-968-9952, extension 12) before 9:30 a.m. If no phone call is received, the school will call the parent of absent students. We ask parents to return any message regarding student attendance as promptly as possible.

If the absence lasts more than one day, it is not necessary to call each day (except at the beginning of a new week or if the reason for the absence changes).

State law requires that, on the day the student returns to school, the parent must send a note (e-mails and faxes are also accepted) to the teacher which includes: the student's name, the exact reason for the absence, date(s) of the absence, and the parent's signature. Without this note, students will not be admitted to class - a phone call does not meet the legal requirement.

Students are required to make up required work. Students will receive time equivalent to the number of days missed to make up missed assignments, tests, and quizzes. If a student is expecting to be absent for health reasons for more than one week, please notify the administration.

Students absent from school may not participate in any school-related activity on the day(s) of absence.

Tardies – Excused and Unexcused

The word “tardy” means late. A student’s tardy may be excused for any of the following reasons:

- Medical or dental appointment
- Family medical emergency

Any tardy not described above is unexcused. A student may receive 3 tardies per trimester without consequence. Consequences for subsequent tardies is as follows:

Tardy 4: School detention

Tardy 5: Two school detentions and parent meeting with vice principal

Tardy 6: Five consecutive morning detentions or one out of school suspension with the determination made by administration

Early Dismissal

We ask that every effort be made to schedule medical and dental appointments outside of school hours. However, when this is not possible, please send a note to the teacher requesting early dismissal for your child indicating the reason (see website or health office for school form). **If the appointment is before 10 a.m. it is helpful to have the note the day prior.**

Students will be dismissed from the Health Office after the parent or designated adult signs the student out of school. When appropriate, students should bring a note from the doctor or dentist upon return to school.

Early Dismissals are Excused and Unexcused under the same conditions as tardies.

HEALTH AND ATTENDANCE OFFICE

The Health and Attendance Office is located between the main entrance of the school and the Library. A part-time Health Office Aide and volunteers staff the office during school hours. The aide and volunteers are not registered nurses, nor are they certified in First Aid. The purpose of the Health and Attendance Office is twofold:

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

A complete EMERGENCY FORM is kept on file in the Health Office for each student. The completed form (sent home in the summer mailing) must be returned with parent signature before the start of the school year. *It is the parents' responsibility to update their child's Emergency Form as changes occur.* Please notify the school as soon as possible if you have a change in any of the information listed on the Emergency Form.

ILLNESS OR ACCIDENTS

Students must obtain a pass from a faculty member before reporting to the Health Office. Parents or their authorized designee will be notified and required to pick up their child in the event of, but not limited to, the following:

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

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

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

- A fever of 100 degrees or more is present AND for 24 hours AFTER the fever has subsided.
- Whenever vomiting and/or diarrhea is present. *Most physicians recommend that the child's stomach and intestines be given sufficient time to recover, i.e. 24 hours after vomiting and diarrhea have ceased, before returning to full activities.*

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

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

MEDICATIONS

Physician approval must be on file with the school before any medication is administered at school. Most medications can be timed so it can be taken at home.

When your child is to receive medication during the school day, including cough drops, aspirin, and over-the-counter medications, please remember to send a written request to the Health Office. If the medication is to be given over several days, you will be sent a special form to complete and return the next school day.

Medication to be dispensed must be sent to the Health Office with doctor's note and instructions for administering the medicine. No exceptions will be made. Under no circumstances will a narcotic be dispensed at school; a student who requires such intense pain medication should be kept at home for observation.

FOOD ALLERGIES

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

Student Responsibility

1. Eat only food/snacks brought from home.
2. Avoid food items with unknown ingredients or unknown allergens.
3. Notify school staff immediately if symptoms of a reaction occur.
4. Be pro-active in the care and management of their food allergy and reaction based on their developmental level.

Parent Responsibility

1. Notify the school of the child's allergies and proactively work with the school staff to develop a plan that accommodates the child's needs throughout the school day.
2. Proactively provide school staff with updated and complete written medical documentation, instructions and medication, as needed to effectively manage the condition.
3. Provide complete and updated emergency contact information.
4. Provide any necessary and properly labeled medication and replace medication after use or upon expiration—to both classroom and health office as necessary.
5. Educate their son or daughter in the self-management of his or her food allergy, including: safe and unsafe foods, strategies for avoiding unsafe food, identifying allergic symptoms, how to communicate a need for help, and how to politely refuse unsafe food when they are offered.

School Responsibility

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

LUNCH PROGRAM

St. Simon contracts with an outside lunch provider for the school lunch program. They prepare and deliver organic brown bag and hot school lunches, packed with fun-to-eat, nutritious foods to school each day. Additional information on the lunch provider may be found online through the St. Simon Parish School website.

FORGOTTEN AND LOST ITEMS

Forgotten Items

LUNCHES: Forgotten lunches are to be left in the Health Office where students are responsible for picking up their lunches at recess or lunch.

MISCELLANEOUS: Forgotten items should be left on the shelf outside the Health Office (at your own risk) where students are responsible for picking up the articles at recess or lunch.

Lost and Found

All items of clothing, lunch bags, and other personal belongings should be marked with the child's name and checked periodically to be certain it can be seen. Items are placed in the "Lost and Found" bin located next to the gym in Fr. Spooner Hall. Any article that has not been claimed by the end of each trimester will be given to a charitable organization.

Emergency Messages

A parent may call the Health Office at (650) 968-9952, extension 12 with emergency messages that will be delivered to the student in writing. Please do not go to the child's homeroom or seek your child out on the playground to give messages. Do NOT call or text your child's cell phone during school hours.

VISITOR POLICY

All volunteers and visitors to campus are required to sign the Visitors Book near the office each day they come on to campus. This assists the school in keeping records and enables the office to contact them in case of emergency. Volunteers are also required to wear a nametag while on campus.

Volunteers and visitors are not allowed to disrupt a teacher while class is in session. Parents and guardians cannot seek out their child to deliver a message or any other items during class, recess, or lunch. If anything needs to be delivered it should be brought to the Health and Attendance Office.

Pets on Campus

Pets are not allowed on the St. Simon campus between 7 a.m. and 5 p.m., Monday through Friday, without the prior permission of the administration. During pick-up all pets must remain at home or in their owners' respective cars.

CURRICULUM, HOMEWORK, AND GRADES

CURRICULUM

In developing our curriculum, we are focused on educating the whole child in an environment conducive to spiritual, intellectual, emotional, social, and physical growth. Our curriculum conforms with the standards and outcomes set by the Diocese of San Jose and the state of California; both reflect the school's philosophy that optimum academic growth is within each student's own capacity for learning.

The following subjects make-up the core of the curriculum:

1. Religion
2. Language Arts
3. Math
4. Social Studies
5. Science

St. Simon Parish School also offers the following enrichment classes:

1. Art
2. Music
3. Spanish
4. Physical Education
5. Computers / Library (Grades K–5)
6. LifeSkills (Grade 6–8)

***Links to specific grade level standards can be found on the school website: www.stsimon.org

HOMEWORK

Homework planned to meet the needs of the students has an essential place in the educational program. The value of homework to an individual child depends on his/her attitude toward continuing the learning experience. The student profits from homework when s/he understands the following:

- It has a definite purpose.
- It is preparation for sharing with others something that s/he has discovered, read, or created.
- It is practice to improve skills.
- Homework is designed to:
 - Reinforce concepts and skills that have been presented in class.
 - Foster creativity and discipline through enrichment projects or research.
 - Train the student to work independently and to accept responsibility.

The time limits of homework assignments were created with awareness to developmental appropriateness and are balanced between written and studied 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 amount of time the typical elementary student should spend daily on homework.

1st – 5th Grade Homework

1 st and 2 nd Grade	20 – 35 minutes
3 rd and 4 th Grade	30 – 45 minutes
5 th Grade	45 – 60 minutes

**GRADES 1 – 3: These minutes do not include time spent reading with parents or the reviewing of basic math facts.

Middle School Homework

Subject Area	Grade 6	Grades 7 and 8
Language Arts	30 minutes	40 minutes
Languages	10 minutes	10 minutes
Math	10 minutes	15 minutes
Religion	10 minutes	15 minutes
Science	10 minutes	15 minutes
Social Studies	10 minutes	15 minutes
Total	Approx. 80 minutes	Approx. 110 minutes

Homework assignments are communicated directly to students during class, and it is the students' responsibility to manage their own tasks. For back-up and verification purposes, homework may also be posted on individual teacher websites and include the following: the assignment, date assigned, date due, and estimated time of completion.

Tests are given Monday through Friday. Prior notice of tests will be given at least 3 days in advance of the test. Monday tests are avoided when possible, but if necessary at least five school days notice will be provided. One of the following supports will be provided if a Monday test is scheduled:

- A review session will be scheduled either Friday or Monday before school
- A review session will be scheduled Friday after school
- A 30–40 minute review session will be conducted during the first half of the block

Apart from make-up work and long-term assignments, homework is not normally scheduled over weekends or vacations (defined as assignments given on Friday and due on Monday). Students who need more than the average time allotments are encouraged to use some weekend time to practice, maintain, or improve skills. The Block Schedule has been designed to alleviate the number of classes that a student prepares for each night. However, it does require students to proactively manage their time so that the work needed to prepare for the following day is not extreme. However, if your child is spending an inordinate amount of time on homework, please address this with the teacher(s).

Students are expected to make up the schoolwork missed due to medical absences (doctor or dentist appointments) and short-term excused absences (illness, accident, quarantine, or attendance at the funeral services of a member of the student's immediate family) in a timely manner.

Homework Policy for Absent Students

It is the duty of the student to make up assignments missed due to an absence. Obtaining work for students who are absent should be done by contacting the individual teacher or visiting the classroom websites available on the school website. Students will receive time equivalent to the number of days missed to make up missed assignments. Students must schedule a time to make-up missed tests or quizzes.

Vacations During the School Year

Vacations taken while classes are in session are strongly discouraged. However, if a student travels while classes are in session, it is the responsibility of the student and his or her family to proactively contact the teacher(s) for all work that will be missed. When adequate notice is given *prior* to the vacation, the following may take place at the discretion of the teacher:

1. Work is provided prior to the student going on vacation
2. If appropriate, due to the nature of the vacation, alternative assignments may be given
3. Work is provided when the student returns.

*** Written notification about the vacation must be provided a week prior to the student's absence to all of the student's teachers. If notice is not provided, teachers may in their reasonable discretion decide if the work may be made up, and the terms and conditions of such make up work.

GRADES

The school is responsible for the evaluation of a student's progress through the continuum of skills or the sequence adopted by the school for each curriculum. A variety of techniques are utilized for demonstration of mastery or level of achievement. Teacher evaluation of student progress is summarized in a standard grading and reporting system provided by the Education Department of the Diocese of San Jose.

The factors involved in determining grades for achievement are:

- The quality and quantity of work
- Interpretation and application of knowledge and skills
- Critical thinking, creativity, and class participation

Kindergarten

- / = The skill has been introduced
- X = The skill is demonstrated regularly by the student
- N = The student needs to improve in this skill
- [blank] = The skill has not yet been introduced to the student

1st – 3rd Grades

- O = Outstanding (Above grade level standard)
- S = Successful Achievement (At grade level standard)
- N = Needs Improvement (Below grade level standard)
- + = Meets expectations
- ✓ = Improvement needed in subsection checked

4th – 8th Grades

- A 100 – 96%
- A- 95 – 92%
- B+ 91 – 89%
- B 88 – 85%
- B - 84 – 82%
- C+ 81 – 78%
- C 77 – 74%
- C- 73 – 70%
- D+ 69 – 67%
- D 66 – 64%
- D- 63 – 60%
- F Below 60%
- ✓ Improvement needed in subsection checked

The Pass/No Pass (P/NP) code is used for the specific non-academic subjects: computers/library, art, music, life skills, and physical education.

Academic Achievement

Grades 6 – 8

Distinguished Honor Roll Qualifications: 3.75 GPA with A/A- in both Conduct and Effort.

St. Simon Honor Roll: 3.5 GPA with A/A- in both Conduct and Effort.

Grades 4 – 5:

Citizenship Honors: A/A- in Conduct, Effort, and Homework.

Conduct and Effort (Grades 4 – 8)

The importance of conduct and effort is stressed at St. Simon Parish School. It is believed that the academic skills of students will be enhanced if the student can demonstrate appropriate behavior in conduct and effort.

The marking code used at St. Simon Parish School was established by the Diocesan Department of Education.

- A = Very Good
- B = Good
- C = Satisfactory
- D = Unsatisfactory
- F = Unacceptable
- NG = Not graded
- ✓ = Improvement needed in subsection checked

Unacceptable (D or F) in Effort or Conduct disqualifies a student from participation in any St. Simon-sponsored after-school activities until the next report card.

Conduct: Conduct grades are based on the student's general attitude in the classroom and on the school playground. The student is expected to demonstrate respect, thoughtfulness, cooperation, and courtesy to the faculty, staff, volunteers, and fellow students. Areas to be observed and graded include, but are not limited to, the following:

- Follows school rules and uniform/dress regulations
- Demonstrates appropriate behavior in and around the church
- Respects the property of others
- Demonstrates willingness to acknowledge mistakes
- Listens attentively to instructions
- Pays attention in class
- Demonstrates willingness to keep classroom and desk in order
- Demonstrates an ability to maintain self-control; sits and stands properly; handles materials and equipment carefully.

Effort: Effort grades demonstrate the student's willingness to attempt and complete assignments to the best of the student's ability. Areas to be observed and graded include, but are not limited to, the following:

- Willingness to try to do an assignment
- Ability to work independently
- Fidelity in completing homework to the best ability of the student and submitting it on time
- Attentiveness to and following of instructions
- Participation in the classwork
- Neatness in classwork and homework.

Discipline infractions, including detentions and suspensions, are reflected on the report card.

REQUIRED MATERIALS

Specific supply lists for each grade level are available on the school website.

Students in grades 6, 7, and 8 are required to carry and maintain a student calendar. These calendars will be provided at the beginning of the school year. They are to be used to record assignments, tests, and as necessary, a communication tool for teachers and parents.

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

White-out, staplers, and permanent markers are not permitted for student use.

STUDENT ASSISTANCE TEAM

The Student Assistance Team consists of the principal, counselor, learning specialist and classroom teacher. This team exists to meet the needs of any student who requires assistance beyond the ordinary classroom procedures. The Student Assistance Team and the parents work together to develop a plan the supports student learning.

DISCIPLINE

Philosophy of Discipline

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

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

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

(This philosophy is based upon the Diocesan Guidelines and the U.S. Bishops' pastoral letter: *To Teach As Jesus Did*, 1972.)

General Behavior Guidelines

- Display courtesy, friendliness, and respect toward all in word and manner
- Display personal pride in one's work, manner, and appearance
- Show respect for the rights and property of others
- Demonstrate a willingness to resolve conflicts with directness, kindness, truthfulness, and non-violence
- Arrive on time prepared for school and ready to learn
- Refrain from bringing inappropriate items (e.g., electronic gaming devices, toys, etc.) to school
- Fully participate in all classroom and school activities
- Dress in full uniform; dress appropriately on free dress days; be neat in appearance
- Keep a clean school environment
- Refrain from chewing gum on school premises
- Use materials and equipment responsibly and appropriately
- Follow all school, classroom, and safety rules
- Refrain from cheating in *any* form, including unethical academic behavior of any kind

***** The administration reserves the right to amend or modify any discipline policy or outcome to further protect the underlying philosophy and mission of the school. *****

Technology Expectations

St. Simon Parish School provides students with access to the school network, the Internet, and a wide-variety of computer equipment and programs. All St. Simon community members are expected to exhibit proper use of these materials as outlined in the Technology Use Agreement ([Appendix 3](#)).

Personal Belongings

Cell phones, I-pods, cameras and other small electronic devices can be brought on campus. However, they are not to be used at any time during the school day (and must be turned 'off' - not on silent/mute) without the explicit permission of a member of the faculty or staff; any such device must be kept in the student's backpack at all times. Students bring the devices to campus at their own risk. The school will not be held responsible for damaged or lost devices. *Please refer to the discipline guidelines for potential consequences for not following these school policies – the administration may also ban electronic devices (i.e., cell phones) should there be a determination that they are a continued interference with the school environment.*

***** In the furtherance of the health, welfare and safety of the school community, the school reserves the right to search anything (e.g., personal belongings) brought onto campus or any area (i.e., desks, closets, computers, etc...) at any time without notice. *****

Bullying and Hazing

Bullying is the willful use of power or influence with the goal of hurting or intimidating another person. Ordinarily, there are repetitive negative actions targeting a specific victim. These actions can include physical aggression, social alienation, verbal aggression, or intimidation. St. Simon Parish School implements a school-wide program called *Bully-Proofing Your School*, as well as other events and activities. The purpose of this program is to make the environment safe for children by enforcing "no-bullying" rules, teaching skills to help students assist themselves and others by speaking out and getting adult help, and directing students to use extra effort to include everyone. Additionally, students shall not engage in any form of hazing or harassment of students.

***** The anti-bullying and anti-hazing policies also apply to on-line behavior of students, whether such behavior is on or off campus. As such, the school may discipline for conduct whether inside or outside school that is (or may be) detrimental to the reputation, values or integrity of the school community. *****

Rumor Policy

The fastest means of miscommunication is by false information, soiled reputations, mistrust, or confusion. These can all be considered a form of bullying or harassment. No one likes to be the victim of rumors, yet our human nature is prone to speed the path of its progress. At St. Simon Parish School, rumors impede the mission of the school. Relationships that exist between staff and parents need to be focused on what is in the best interest of the students. We are asked as a community, therefore, to guard against rumors:

1. Do not begin rumors
2. Do not pass rumors
3. Communicate truthfully

Middle School Discipline Matrix

Students are expected to follow the behavior guidelines outlined in this handbook and as implemented throughout the school. The following disciplinary measure will be followed in regards to the middle school at St. Simon Parish School if a student does not follow the behavior guidelines. *(See Note on following page.)*

	General Consequences	Other Possible Consequences
Incident #1	Lunch or Recess Work Service	Letter of Apology Detention
Incident #2	Before or After School Service, and the school will notify the parents	Letter of Apology Detention Parent conference
Incident #3	Removal of School Privileges (i.e. school dances or participation in sports)	Letter of apology Parent conference

		Special intervention
Incident #4	“Friday Night School”*	Consequence is at the discretion of the administration
Incident #5	In or out of school suspension	
Incident #6	Expulsion	

*3:15–4:45 p.m.: Under the supervision of a St. Simon staff member, the student will complete community service or other designated work on the St. Simon Parish School campus.

Kindergarten – 5th Grade Discipline Matrix

Students are expected to follow the behavior guidelines outlined in this handbook and as implemented throughout the school. The following disciplinary measures will be followed in regards to Grades K-5 at St. Simon Parish School if a student does not follow the behavior guidelines. *(See Note below.)*

	General Consequences	Other Possible Consequences
Incident #1	Warning	Letter of Apology Detention
Incident #2	Classroom Consequence	Letter of Apology Detention Parent conference
Incident #3	Classroom Consequence plus parent notification	Letter of apology Parent conference Special intervention
Incident #4	Referral to the Principal	Consequence is at the discretion of the administration
Incident #5	Parent, Teacher, Administration, Student Meeting	
Incident #6	In-school, out of school, or expulsion possible	

Note: In the case of serious disregard of the student rules and expectations, the administration will provide a consequence that is consistent with the behavior. These behaviors may include, but are not limited to: Violence / fighting, lewd speech or behavior, use or distribution of controlled substances, vandalism, and academic dishonesty.

Recess and Lunch Guidelines

Lunchtime Procedures

1. Students will follow the directions of all adults on duty.
2. Students will stay seated for their 20-minute lunch period.
3. Students will not sit or walk on tabletops, nor walk on benches.
4. Students will ask permission to go to the restroom. They will go with a partner.
5. Students will wait to be dismissed from tables after the bell rings.
6. In order to be dismissed, all food will be put away and all trash picked up.
7. Students in grades 1-6 will sit with students in their own grade.
8. 7th and 8th grade students may sit with each other.
9. Students will eat at tables only.
10. Students will stay in assigned areas.
11. No student may be in the hallway without permission.
12. Students will need a pass to go to the Health Office. Access to the Health Office is through the main entrance of the school.

Playtime Procedures (lunch and morning recess)

1. Students will follow the directions of all adults on duty.
2. Students must be dismissed for recess.

3. Students will walk through the breezeway and in any other area that safety requires (i.e., on the blacktop when it is raining).
4. All students will assist in the picking up of play equipment and place it on the rack.
5. Only school-provided equipment from the turf tote is allowed on the turf.
6. Only school-provided equipment is allowed on the black top. When it is raining or when the ground is wet, students may not use the balls and other play equipment.
7. Kicking at any time is not allowed, unless playing soccer or kickball on the turf. Also, excessively launching a ball/play item in a manner that is dangerous (i.e., throwing a ball near windows or beyond play areas) is prohibited.
8. Assigned turf grades may play on the blacktop too. They cannot go back and forth between the blacktop and turf.
9. No eating is allowed during playtime.
10. Students will stay in assigned areas.
11. Grade 1-4 recess takes place from 12:30-12:50.
12. Grade 5-8 recess takes place from 12:10-12:30.
13. All play stops when the bell rings.

When the school bell rings, all students must freeze until the whistle has been blown (or they are otherwise directed by a supervising adult) and then they can be dismissed to their lunches, recess, or back to their classrooms.

Grade 4 will roll out trashcans.

Grade 5 will roll trashcans to upper level and return trashcans at the end of lunch.

DRESS CODE AND UNIFORM GUIDELINES

Regular Uniform Requirements

Girls	Boys
<ol style="list-style-type: none"> 1. Grade K – 4 Top: White Peter Pan collared blouse and a blue St. Simon cardigan or pullover 2. Grades K – 4 Bottoms: Uniform jumper, “School Apparel” brand Navy pants or walking shorts* 3. Grades 5 – 8 Top: White knit polo shirts with a blue St. Simon cardigan or pullover OR a navy blue uniform sweatshirt for middle school students 4. Grades 5 – 8 Bottoms: Uniform skirt, “School Apparel” brand Navy pants, walking shorts or skorts 5. Grades K – 8 Socks: White socks that are at least 3 inches above the ankle. Navy or white tights are also acceptable. 6. K – 8 Shoes: Dark brown, black or navy blue shoes 	<ol style="list-style-type: none"> 1. Grades K – 8 Top: White dress shirt or knit polo with St. Simon Blue Cardigan. For Grade 6 – 8 a navy blue uniform sweatshirt for middle school students. 2. Grades K – 8 Bottoms: “School Apparel” brand Navy pants or walking shorts* with black or brown belt. 3. Grades K – 8 Socks: Plain white or navy crew socks that are <i>at least 3 inches above the ankle.</i> 4. K – 8 Shoes: Dark brown, black, or navy blue shoes

*Shorts can be worn year round

PLAID DAY UNIFORM: Requires that girls wear their jumpers or skirts and boys must wear pants. In addition, all Middle School students must wear the blue uniform sweater. Advanced notice of these days will be given.

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

1. St. Simon T-shirt
2. St. Simon sweats, fleece or nylon shorts (should fall at the knee)
3. St. Simon sweatshirt
4. Plain, low top athletic shoes must be worn. They should have non-marking sole. They must have shoelaces that are tied or fastened with Velcro. No slip-on shoes are permitted.
5. P.E. socks are the same regulation as the school uniform.

***The items listed above can be purchased from Appletree Uniforms.

Girl and Boy Scouts: Students who participate in Girl and Boy Scouts can wear their complete uniform (with the exception of Picture Day and School/class special days) on all Wednesdays. If a scout chooses not to wear his or her scout uniform, the school uniform must be worn.

Dress Code

- Faded, tattered, torn, or defaced uniforms are unacceptable.
- Shirts and blouses must be worn tucked in.
- Length of the girls' skirts, jumpers, or skorts must be no shorter than two inches above the knee.
- Skirts and skorts may not be rolled.
- Slacks must fit properly and be neat in appearance. "Sagging" of pants or shorts is not allowed, and low-rise and bellbottom pants are not allowed.
- Shorts must fall at the knee.
- Dress uniform and P.E. uniform pieces may not be mixed. For example, the P.E. sweatshirt may not be worn with the uniform jumper, skirt, skort, pants, or shorts.
- Shoelaces must be tied at all times.

Hair should be clean and neat in appearance. Altering of natural hair color, extreme or exaggerated hairstyles are not permitted. Excessive use of hair styling products is not permitted. Boys' hair may not touch the top of the shirt collar.

Makeup and jewelry, other than a watch, ring, or religious medals, are not permitted. *Only* clear nail polish is permitted. Only girls may wear earrings, and these must be limited to one pair of small post style, one earring in each ear. No tattoos of any kind are permitted.

All students must wear uniform sweaters or sweatshirts rather than non-uniform garments in the classroom. Jackets may not be worn in the classroom. ***All articles of clothing are to be labeled with the student's name.***

All students must leave campus in their school uniform. Only participants in school-sponsored athletic events are exempt from this rule.

Failure to comply with the student dress code of the school is against school regulations and has the following consequences:

- **First Offense:** A verbal/written warning will be given.
- **Second Offense:** Student will serve a detention.
- **Third Offense:** The student's parent will be called and will be required to bring the needed article to school.

Final determination of suitability of the uniform rests with the administration.

FREE DRESS DAYS

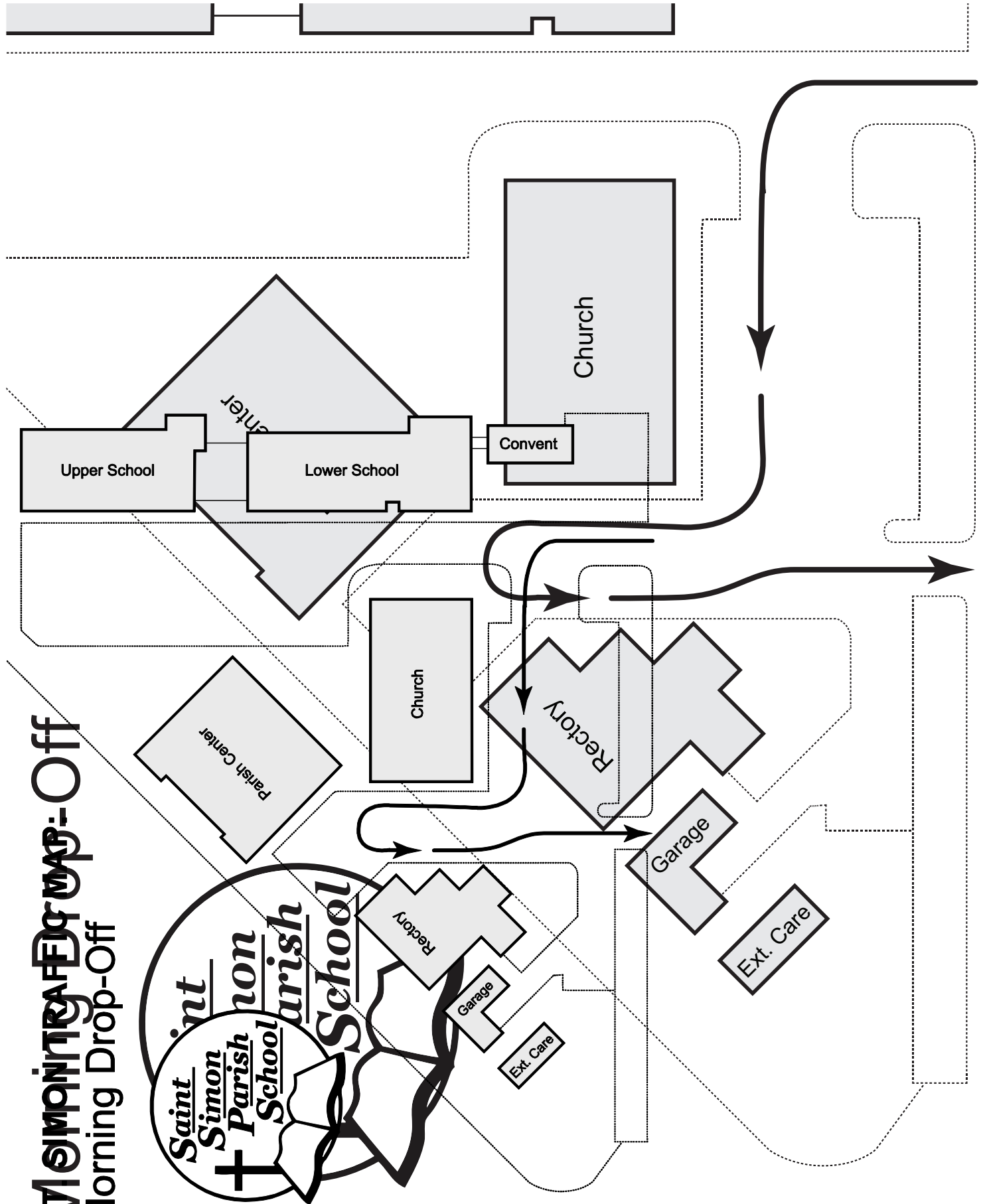
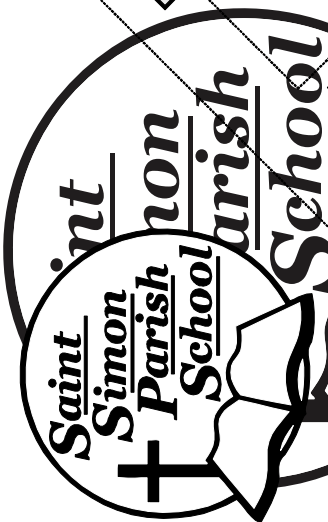
Occasionally free dress days will be designated for the student body during the school year. Middle School students have the privilege of wearing free dress on the last Friday of each month. On Free Dress Days, this dress code must be followed:

1. Students are to wear clothing that is appropriate for our Catholic school setting. Students are expected to be clean and neat in their appearance. Styles should be moderate, in good taste, and without extremes.
2. Shorts are permitted year round, but must be of appropriate fit and of a modest length.
3. Dresses and skirts must be of an appropriate, modest length.
4. Shirts, blouses, and dresses must have sleeves.
5. Tops and pants, which are low-cut or show the midriff, are not allowed.
6. Logos and/or messages on clothing must be appropriate for a Catholic school.
7. Make-up is not permitted. *Only* clear nail polish may be worn.
8. A full shoe must be worn; open-toe shoes or flip-flops are not permitted.
9. Students may wear their uniform on Free Dress Days, if they prefer.
10. If the teachers or administration feel that a student's clothing is inappropriate, we will provide a St. Simon sweat suit to wear for the day, and the student will lose the free dress privilege for the next free dress day.

APPENDIX 1: TRAFFIC FLOW MAPS

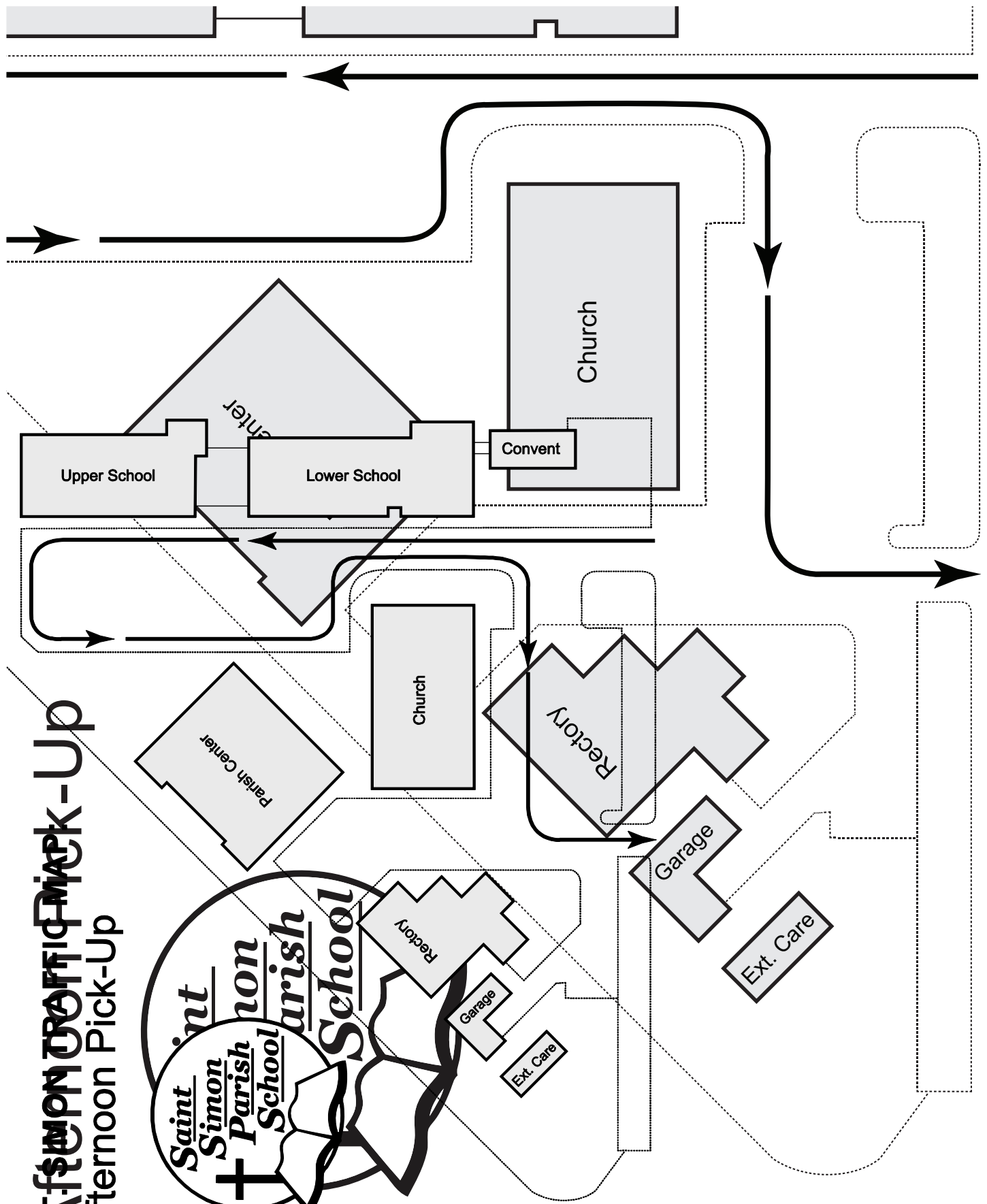
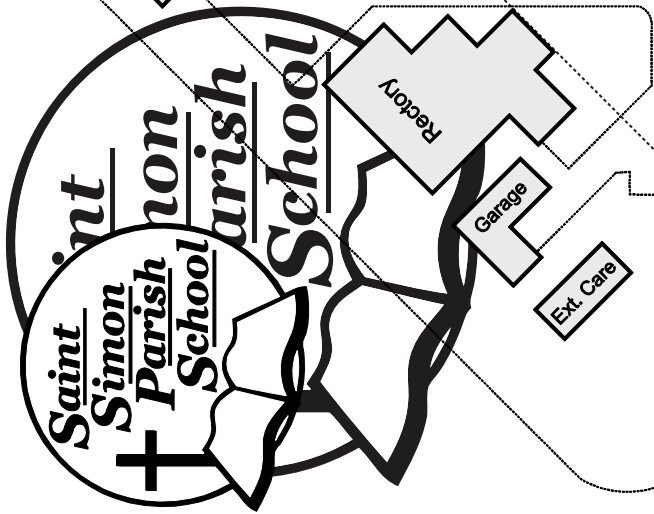
AM MORNINGS OFF MAP - Off

Morning Drop-Off

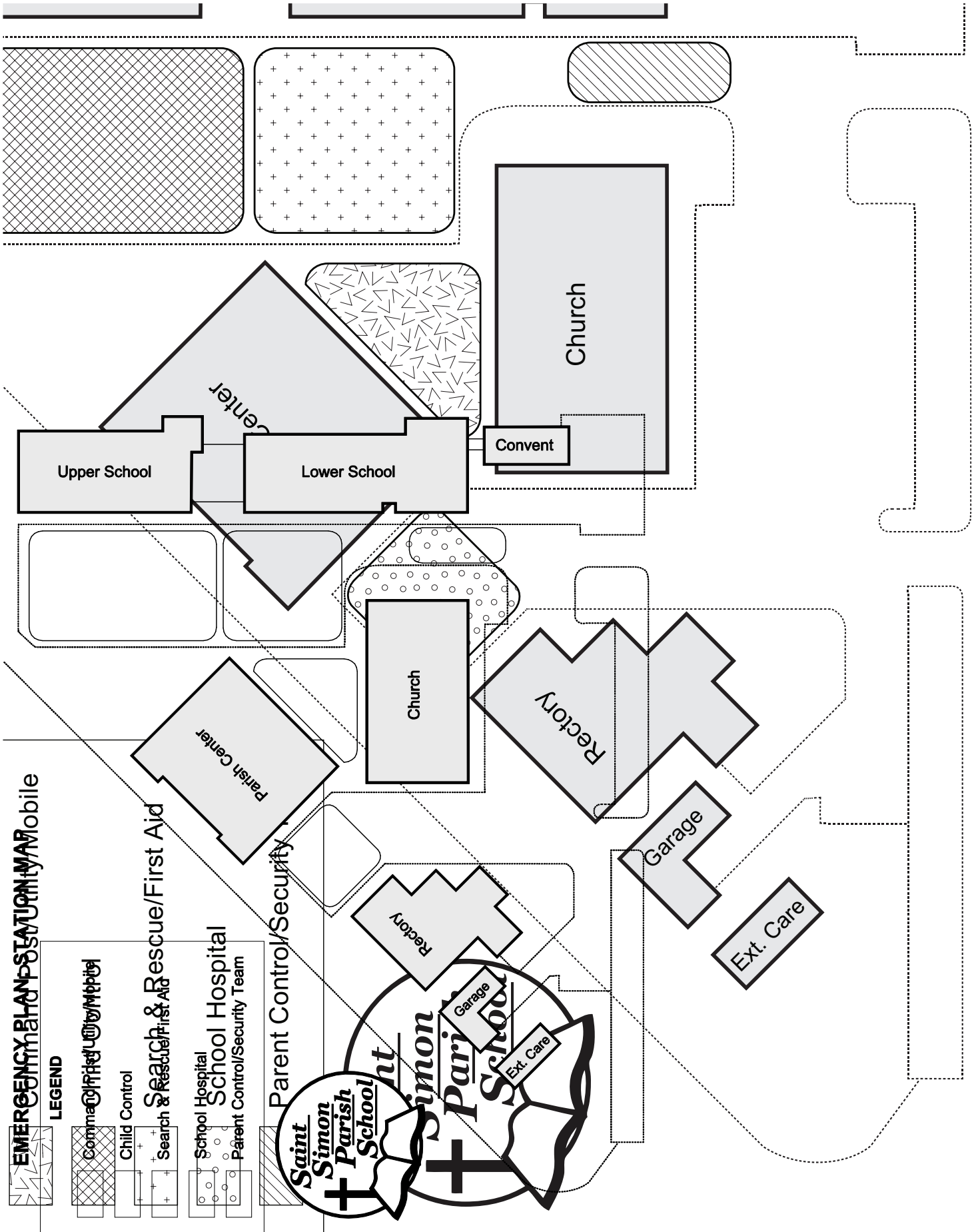


STATION TRAFFIC PICK-UP

Afternoon Pick-Up



APPENDIX 2: EMERGENCY PLAN STATION MAP



EMERGENCY BLANK STATION
Mobile

LEGEND

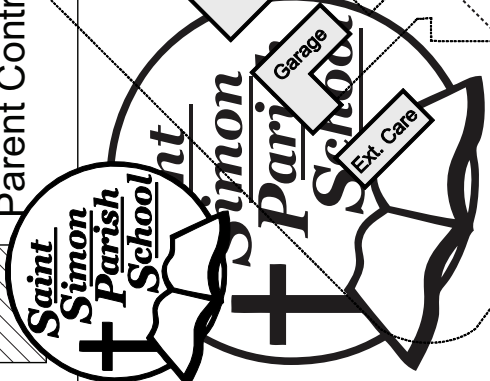
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Child Control

Search & Rescue/First Aid

School Hospital
Parent Control/Security Team

Parent Control/Security



APPENDIX 3: TECHNOLOGY USE AGREEMENT



Saint Simon Parish School

*Educating Children to Know,
Love, and Serve God and His World*

RULES AND CODE OF ETHICS Technology Use Agreement For Diocese of San Jose Technology Users

All technology users at St. Simon Parish School must agree to follow the rules and code of ethics in all of their work with computers and technology while at St. Simon Parish School. This technology includes telephones, voicemail, computers, software, networks, applications, and Internet and other services provided for use at St. Simon Parish School.

1. Users recognize that school-provided technology is a shared resource; therefore users shall not use the technology for non-academic purposes. Users shall not waste or take supplies such as paper, printer toners, and storage media that are provided by the school. When users are in the computer lab, they shall talk softly and work in ways that will not disturb other users. Users shall keep their computer work areas clean and shall not eat or drink in the computer lab or around laptops or other technology equipment.
2. Users recognize that copyright laws protect software; therefore, users shall not make unauthorized copies of software and will not give, lend, or sell copies of software to others. Users shall not be allowed to bring software applications, games, or CD-ROMs, including media files, from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. All users must recognize that the work of all users is valuable; therefore, users shall protect the privacy of others by not trying to learn their password; users shall not copy, change, read, or use the files from another user without prior permission from that user; users shall not attempt to gain unauthorized access to system programs or computer equipment; users shall not use technology systems to disturb or harass other technology users or use inappropriate language in their communications. **Parents are expected to actively monitor students off campus technology use to ensure their own child's safety and that of others, this includes monitoring for behaviors that may involve cyber-bullying, threats or similar harassment.**

All users shall honor the school's procedures for the storage of information. All messages and files composed, sent, received, or stored on these systems are, and remain, the property of the school. They are not the private property of any student, faculty, or staff. All users realize that, after prior notice has been given, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each user who receives Internet access through an account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Users using network or computing resources must comply with the appropriate rules for that network or resource.
Users shall not use bulletin boards or chat lines for personal use. In addition, users shall not reveal their personal information, home address or personal phone number, or those of other students, teachers, or staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial (or similar) activities is not permitted.
5. St. Simon Parish School has implemented measures to restrict access to inappropriate websites; however, parents realize that their students may encounter material on the Internet that they do not consider appropriate (vulgar jokes or images, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. **Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action.** The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the Rules and Code of Ethics described above will be dealt with seriously. Violators are subject to loss of technology privileges.