My dear friends,

I am pleased to announce the continuation of the programs listed below for training our children in both parishes and schools on ways to help keep themselves safe.

"Talking about Touching", used for pre-K through third grade, is a program written and marketed by Committee on Children. We believe it is the leading experience based program of its kind and have used it successfully since 2008. It is a general safety program, taught in the classroom by our teachers and catechists.

In grades four through twelve, thanks to our friends at Shield the Vulnerable, a service of LawRoom, Inc., we now offer a different course for each grade level. We ask that these courses be overviewed by the teacher/catechist with the class, then the student takes the course on-line on their own, preferably with the help of their parents. When all have completed the course, the teacher/catechist is asked to provide a closure session, summarizing the major points, and offering an opportunity for questions and comment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Smarts for Kids</td>
<td>4</td>
</tr>
<tr>
<td>Block the Bully</td>
<td>5</td>
</tr>
<tr>
<td>Be Safe, Stay Safe</td>
<td>6</td>
</tr>
<tr>
<td>Bullying, Not Cool</td>
<td>7</td>
</tr>
<tr>
<td>Digital Citizenship</td>
<td>8</td>
</tr>
<tr>
<td>Teen Safety</td>
<td>9</td>
</tr>
<tr>
<td>Dating Abuse</td>
<td>10</td>
</tr>
<tr>
<td>CyberSafety</td>
<td>11</td>
</tr>
<tr>
<td>You're Legal, What Now?</td>
<td>12</td>
</tr>
</tbody>
</table>

We continue to affirm parents as the first educators of their children. All of the programs listed above offer opportunities for parental involvement. Questions or comments about the programs should be forwarded to Deacon John Norris by email at norrisj@sfdiocese.org.

Thank you for all that you do to implement these programs and to keep our children safe.

Sincerely yours in our Lord,

[Signature]

Most Reverend Salvatore J. Cordileone
Archbishop of San Francisco
# Parent-Student Handbook

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<td>11.26</td>
<td>Anti-Bullying Policy</td>
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</tbody>
</table>
SCHOOL ORGANIZATION

ALL SOULS CATHOLIC SCHOOL
479 Miller Avenue
South San Francisco, CA 94080
www.ssfallsoulsschool.org

School: (650) 583-3562
Fax: (650) 952-1167
Extended Care: (650) 438-0223
Cafeteria: (650) 583-2475
Rectory: (650) 871-8944
Preschool: (650) 871-1751

Mr. Vincent Riener, Principal
Fr. Kazimierz Abrahamczyk, S.V.D, Pastor

*Faculty:
Ms. Karen Johanson, Vice-Principal
Mrs. Desiree Pyun, Grade K
Miss Allison Castro, Grade 1
Miss Hannah Villano, Grade 2
Mrs. Mary Mancinetti, Grade 3
Miss Rebecca Ruano, Grade 4
Ms. Laura Lucchesi, Grade 5 Homeroom, Junior High Social Studies
Mrs. Maureen Allen, Grade 6 Homeroom, Junior High Math
Mr. Joel Nicolas, Grade 7 Homeroom, Junior High Science
Mr. Edgar Ceja, Grade 8 Homeroom, Junior High Religion
Mr. Thomas Conmy, Technology
Mrs. Mary Anne Gatmen, Learning Support
Ms. Molly Meyer, Physical Education
Mrs. Irene Navarro, Music
Mrs. Sheri Carter, Art
*current at the time of printing

MASTER SCHEDULE:

Extended Care 6:45 a.m. – 7:45 a.m.
Yard Supervision Begins 7:45 a.m.
First Bell – Students Line Up 7:58 a.m.
Second Bell – Flag Salute - Prayer 8:00 a.m.
Recess 9:50 a.m. – 10:10 a.m.
Primary Lunch 11:50. – 12:30 p.m.
Junior High School Lunch 12:00 p.m. – 12:40 p.m.
Prayer/Dismissal 3:00 – 3:10p.m.**
Extended Care (all grades) 3:10 p.m. – 5:50 p.m.
All Students Off Grounds 3:10 p.m.
C.C.D. Religion Classes (Mondays) 3:30 p.m. 5:00 p.m.

** NOTE **
Professional Development Days - as per calendar, one day per month - and other scheduled minimum days.
(min. day dismissal – 12.20 p.m.)
Faculty Meetings – 1st Monday each month (early dismissal – 2.30 p.m.)
2 MISSION STATEMENT

All Souls Catholic School is committed to teach and live the Gospel message as well as to prepare students to be active Christians, confident communicators, and fully integrated individuals.

Our graduates go forward to become life long learners and responsible citizens in a technologically connected global community.

3 VISION STATEMENT

Values

All Souls Catholic School is dedicated to the teaching mission of the church with emphasis on quality leadership and providing educational programs by committed teachers. The whole community, through positive relationships, witness to students Gospel values.
Our school philosophy states, “All Souls Catholic School is a community of faith where we believe that each child is a unique creation of God, blessed with a special set of talents and gifts.” All members of the school community work in partnership to guide each child in the development of his/her potential. It is our goal, therefore, to graduate students who are:

**ACTIVE CHRISTIANS** who
- have a basic knowledge of the teachings of Christ and the Catholic Church, basic prayers,
- and use of the Bible
- demonstrate their faith by sharing their time and resources in the service of others
- have developed a moral conscience and make decisions in the light of Gospel values
- witness their faith through respect for God, self, and others
- participate in communal Liturgical celebrations

**CONFIDENT COMMUNICATORS** who
- express themselves effectively in both written and oral form
- speak clearly and confidently
- listen critically and compassionately
- use technology responsibly for learning, communication, and enjoyment

**FULLY INTEGRATED INDIVIDUALS** who
- understand and utilize their own unique gifts and talents and appreciate the unique gifts and talents of others
- approach life and learning with a sense of self worth
- work independently and collaboratively
- possess basic athletic skills and demonstrate good sportsmanship
- practice good health habits and personal hygiene

**LIFE LONG LEARNERS** who
- possess a solid foundation of basic skills which enable them to communicate effectively and solve problems independently
- demonstrate curiosity and enthusiasm for learning
- think critically and creatively
- recognize and utilize their own strengths and weaknesses as guidelines for self-improvement and enrichment
- possess organizational and study skills

**RESPONSIBLE CITIZENS** who
- represent their families, parish, and school with pride and decorum
- recognize and appreciate their personal heritage as well as the cultural diversity of society
- understand the need for different points of view in making well-informed choices and decisions
- demonstrate self-control and assume responsibility for their own actions
- possess the social skills necessary for peaceful conflict resolution
- are cognizant of and demonstrate concern for global issues
- are ecologically responsible
5 PHILOSOPHY

5.1 School Philosophy

*We Believe*

- All Souls Catholic School is a community of faith and each child within it is a unique creation of God
  - each child is blessed with a special set of talents and gifts to be nurtured
  - it is our mission to help each child to develop a personal relationship with God
- it is our responsibility to guide each child toward development of his or her God-given potential to the fullest

*therefore*

- we acknowledge that parents are the first and primary educators of their children, especially in matters of faith
- we must strive to provide an environment that fosters a belief in the sacredness of the human person
- we must maintain an atmosphere that combines structure and creativity while fostering an enthusiasm for life-long learning
- we must nurture enduring Christian values such as compassion, respect for differences, and peaceful conflict resolutions
- we must create a spirit of understanding and cooperation in which teachers, students, and parents can grow and learn together
- we must instill in our students the 21st century skills necessary to flourish in a technologically connected global society
- we must influence students and families to be dynamic agents of change in society in the areas of social and racial justice, human dignity, freedom, and peace
6.1 Classroom Prayer Policy

We pray to experience a personal communication with God and to acknowledge our gift of faith as found in the world around us, scripture, doctrine, the Eucharistic celebration, and Christian living. We expect to pray as a Christian student community as we begin our day, before meals, to end our day, and during liturgies and para-liturgies. **School staff and students stop each day at 1pm to pray together the student-authored school prayer:**

“God, we praise and glorify you for allowing us to be at school today.

From you comes everything that is good.

Grant us the desire to always strive to do our best.

Help us to be respectful to our teachers and mentors,

to act kindly to our classmates,

to be honest and make good choices,

and to be active Christians

and always give honor to our school.

We ask this through Christ Jesus our Lord.”

Amen.

School provides prayer opportunities in all of the above situations as well as making available to the students objects which encourage personal prayer. School liturgies and para-liturgies are intended to provide opportunities for Christian community prayer and for students to become involved in the planning and presentation of these celebrations.

6.2 Curriculum

The catecheses of religious education follows the guidelines of the NCD (National Catechetical Directory) as implemented through the Sadlier “We Believe” Religion Program.

6.3 Mass Attendance

The official Archdiocesan policy expects parents to attend mass weekly with their children and to see that their children experience sacraments on a regular basis. Parents are the primary religious educators of their children. All Souls Catholic School offers various opportunities for children to experience their shared faith through liturgies (masses) and para-liturgies (non-Eucharistic celebrations). Classes attend masses during religious seasons and on Holy Days of Obligation. Throughout the school year, various grades will prepare as Readers, Lectors, Offertory procession leaders for the 9 am Mass on the first Sunday of each month. All students attend 8am Mass at school on a weekly basis.
7.1 Academic Marking Code

All elementary schools in the Archdiocese use a standard Archdiocesan Report Card. The following are the academic marking codes which are used.

**Kindergarten, First, and Second Grade Marking Code:**

<table>
<thead>
<tr>
<th>ACADEMIC CODE:</th>
<th>Behavioral Expectations/Learning Skills Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = Exceeds Standard</td>
<td>1 = Exceeds Expectations</td>
</tr>
<tr>
<td>M = Meets Standard</td>
<td>2 = Meets Expectations</td>
</tr>
<tr>
<td>W = Working Forward Standard</td>
<td>3 = Improvement Needed</td>
</tr>
<tr>
<td>N = Not at Grade Level Standard</td>
<td>4 = Unsatisfactory</td>
</tr>
<tr>
<td>No Mark = Standard Not Addressed During Current Marking Period</td>
<td></td>
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</tbody>
</table>

**Grade 3 thru 5 Marking Code:**

<table>
<thead>
<tr>
<th>ACADEMIC CODE:</th>
<th>Behavioral Expectations/Learning Skills Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 96-100%</td>
<td>1 = Exceeds Expectations</td>
</tr>
<tr>
<td>A- = 93-95%</td>
<td>2 = Meets Expectations</td>
</tr>
<tr>
<td>B+ = 91-92%</td>
<td>3 = Improvement Needed</td>
</tr>
<tr>
<td>B = 87-90%</td>
<td>4 = Unsatisfactory</td>
</tr>
<tr>
<td>B- = 84-86%</td>
<td></td>
</tr>
<tr>
<td>C+ = 81-83%</td>
<td></td>
</tr>
<tr>
<td>C = 74-80%</td>
<td></td>
</tr>
<tr>
<td>C- = 70-73%</td>
<td></td>
</tr>
<tr>
<td>D+ = 67-69%</td>
<td></td>
</tr>
<tr>
<td>D = 63-66%</td>
<td></td>
</tr>
<tr>
<td>D- = 60-62%</td>
<td></td>
</tr>
<tr>
<td>F = 59% and below</td>
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**Grade 6 thru 8 Marking Code:**

<table>
<thead>
<tr>
<th>ACADEMIC CODE:</th>
<th>Behavioral Expectations/Learning Skills Code:</th>
</tr>
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<tbody>
<tr>
<td>A = 96-100%</td>
<td>1 = Exceeds Expectations</td>
</tr>
<tr>
<td>A- = 93-95%</td>
<td>2 = Meets Expectations</td>
</tr>
<tr>
<td>B+ = 91-92%</td>
<td>3 = Improvement Needed</td>
</tr>
<tr>
<td>B = 87-90%</td>
<td>4 = Unsatisfactory</td>
</tr>
<tr>
<td>B- = 84-86%</td>
<td></td>
</tr>
<tr>
<td>C+ = 81-83%</td>
<td></td>
</tr>
<tr>
<td>C = 74-80%</td>
<td></td>
</tr>
<tr>
<td>C- = 70-73%</td>
<td></td>
</tr>
<tr>
<td>D+ = 67-69%</td>
<td></td>
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<tr>
<td>D = 63-66%</td>
<td></td>
</tr>
<tr>
<td>D- = 60-62%</td>
<td></td>
</tr>
<tr>
<td>F = 59% and below</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS/CODE:**

+ Areas of strength

√ Needs improvement

No Mark: Meets Expectation
7.2 **Academic Probation**

If a student is experiencing a serious academic problem and improvement is not seen within a reasonable time, he/she may be placed on academic probation. Students who are submitting less than 50% of assignments in any given subject and/or are receiving a D or F on a progress report or report card may be placed on academic probation.

The length of probation will be determined by the teacher and may last up to five weeks (from progress report to report card grading period, or report card to progress report grading period). During this time, students will be suspended from any school-sponsored social or athletic activities. Parents will be informed by note, email or phone call of student progress during this period. If the student is still not performing satisfactory work at the end of the probation period, a conference will be held to determine a future course of action.

7.3 **Graduation Awards/Ceremony**

All academic awards presented at the Eighth Grade Graduation Awards Ceremony are based on student report card grades. After scrupulous review of the seventh and eighth grade report cards the recipient of each award is determined.

The General Excellence Award, based on the above criteria, is presented to the student(s) who excels in our academic program. The Outstanding Student Award is presented to the student(s) who continually achieves academically, demonstrates pride in All Souls School, and models school spirit. The Dux Award is awarded to a student with the highest GPA in core subjects over the three trimesters of the eighth grade year.

The President’s Award for Academic Excellence is given those students who meet the rigorous criteria set by the Presidential Educational Award Program. Students are to earn a 3.5 GPA on a 4.0 scale in Religion, Math, Science, English, Reading, History, and Spelling AND score in the 90th percentile in reading or mathematics on the school’s standardized test.

In addition to the above awards, students who achieve in major subject areas are recognized. Strong Christian attitude, good citizenship, and self-discipline will be considered in the selection of each candidate for an award.

Because the graduation ceremony is held in conjunction with a mass certain guidelines must be followed. Students must attend all practices. These practices are held during the school day; all appointments should be scheduled for after school. Attire should be similar to that of Confirmation. Boys' hair must be styled neatly, above the collar and not below the eyebrows. Boys must be clean-shaven. Attire for the eighth grade dinner should be appropriate for the occasion.

7.4 **Plagiarism**

All Souls Catholic School strives to create an environment of academic integrity wherein all students can produce original works with appropriate identification of the sources of information. Academic dishonesty is a very serious offense. Therefore, it shall be the policy of All Souls Catholic School to maintain an educational environment in which plagiarism will not tolerated.

7.4.1 **Plagiarism Definition**

Plagiarism is presenting the ideas or statements of another without crediting the original source. Even if it is unintentional, plagiarism is theft. Plagiarized sources include but are not to the written word. Others possible sources are: pictures, photographs, music, internet sources, works of art, and the spoken word.
7.4.2 Penalty for Plagiarism
Students who are found to have plagiarized will receive a failing grade and will need to resubmit their work.

7.5 Homework Guidelines
We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. We give homework because it is useful in reinforcing what has been learned in class, in preparing students for upcoming lessons, in extending and generalizing concepts, in teaching responsibility, and in helping students develop positive study habits.

We expect students to do their best job on their homework. We expect homework to be neat, not sloppy. We expect students to do the work on their own and ask for help only after they have given it their best effort. We will check all homework. We strongly believe in the value positive support plays in motivating children to develop good study habits. We will give students praise when they do their homework.

If students choose not to do or turn in their homework our policy will be as follows:
• Students will be given a lunchtime homework detention on the day the homework/assignment is due.
• Grade will be lowered five percentage points.
• Parents will be notified by email of incomplete homework/lunchtime homework detention assigned.
• Failure to attend lunchtime homework detention and/or complete missing homework can result in further consequences.

If there is a legitimate reason why a student is not able to finish homework, the parent must send a note to the teacher on the day the homework is due stating the reason it was not completed. The note must be signed by the parent.

We feel that parents are the key to making homework a positive experience for their children. Therefore we ask that parents make homework a top priority, provide necessary supplies and a quiet homework environment, set a daily homework time, provide praise and support, and contact us if they notice a problem. Parents should help their children with homework if a problem arises, but only after children have tried their best to solve it on their own. In no case, however, should parents do homework for their children.

These time allotments are approximate and may, on some days, be inaccurate. Individual students may require more or less time, on a given day, depending on their individual skills and capabilities. These times do not include time for studying for tests and developing long-range projects.

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>10 - 20 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 1 and 2</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Grades 3 and 4</td>
<td>30-45 minutes</td>
</tr>
<tr>
<td>Grades 5 and 6</td>
<td>45-60 minutes</td>
</tr>
<tr>
<td>Grades 7 and 8</td>
<td>60-90 minutes</td>
</tr>
</tbody>
</table>

7.6 Honor Awards
Principal’s Honor Awards and Honor Awards, and Certificates of Recognition are awarded to recognize student achievement in grades 3 through 8. An honors assembly is held at the end of each trimester, at which time students receive their awards.
GPA and Honor Roll Guidelines

The following criteria are used in presenting these awards:

**Grade Point Average (GPA) Breakdown**

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.76</td>
</tr>
</tbody>
</table>

**Honor Roll Guidelines**

<table>
<thead>
<tr>
<th>Principal's Award</th>
<th>Honor Award</th>
<th>Recognition Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.75 or above in core subjects</td>
<td>3.0 to 3.74 in core subjects</td>
<td>Academic Success</td>
</tr>
<tr>
<td>No C- or below in any subject</td>
<td>No D’s or F’s in all subjects</td>
<td>Academic Improvement</td>
</tr>
<tr>
<td>1 or 2 in Behavioral Expectations and Learning Skills *</td>
<td>1 or 2 in Behavioral Expectations and Learning Skills *</td>
<td>Outstanding Citizenship</td>
</tr>
</tbody>
</table>

* Students with excessive detentions, suspensions, and/or conduct code infractions may not be eligible for any honor roll category.

The GPA is calculated from the core subject areas: Religion, Reading, Math, English, Social Studies and Science.

7.7 **Internet Use**

As a part of our computer curriculum, students and faculty have access to and utilize the Internet. All students and faculty are expected to use the Internet appropriately and responsibly. (See APPENDIX for complete Internet “Acceptable Use” Document.)

7.8 **Make-up Work**

Students are required to make up work missed during an absence from school. If the school office is notified prior to 9 a.m. work may be sent home with another student or be ready for parent pick-up after school outside the school office. Parents are NOT to interrupt class to pick up work or to conference with the teacher. If parents take their children out of school for non-calendared vacation they should not expect the teachers to prepare all assignments for the time missed. Students must make up required work at the discretion of the teacher. (See EXTENDED ABSENCES, p. 19.)
7.9 **Progress Report**

Parents of students in grades three through eight are advised to check students’ progress regularly via the Data Management System (DMS). Progress Reports are available for viewing on DMS at the mid-point of each trimester, and all parents are expected to review their child’s report. Teachers in grades Kindergarten, one, and two will contact parents with any concerns.

7.10 **Online Reporting and Access**

The school offers parents/carers and students access to student grades on a continued basis via the website. To access grades, parents will have individual user name and password for each child. Parents/carers will need to go to the school website under the menu item “Parent Portal”.

7.11 **Report Cards/Grades**

Report Cards are issued at the end of each trimester. Parent-teacher conferences are scheduled during the first report card at the mid-point of the first trimester. If a pupil is absent twenty or more days during a trimester, report card grades may be withheld unless all work is made up. Report cards and mid-trimester progress reports can be viewed on SchoolSpeak, the school online student information system.

7.12 **Tests**

Tests are indicative of student progress and are an important means of communication between home and school. Parents are expected to sign and return all test papers after reviewing them with their child. It is the responsibility of the student to see that tests are signed and returned in a timely manner.

7.12.1 **Standardized Tests:**

The STAR Assessment is the standardized test program that is administered to all students in grades K through eight. The test is administered four times throughout the year to ascertain student performance and progress as well as to provide teachers with data to make curricular changes which will enable all students to reach their academic potential. Parents have access to student test results online.

7.13 **Promotion/Retention**

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. From the school’s perspective, retention is recommended when it is in the best interest of the academic and/or social growth of the student. A recommendation for retention would come after serious consideration and discussion that includes parents, teacher, and the principal. The final decision on retention will be made by the school administration.

If a student is placed in the next grade because of parental wishes and over the objections of the school’s professional staff, parents need to sign a statement as to the reason. Students would be considered “transferred” to the next grade rather than promoted.
Catholic parents are called to the most difficult, yet rewarding vocation of providing their children with the opportunity to share in their faith and family religious traditions by providing them with a Catholic education. Our school programs are governed by the policies and regulations of the Department of Catholic Schools as set down in the Administrative Handbook for Elementary and Secondary Schools, Archdiocese of San Francisco and in interim communications policies and regulations of the Department of Catholic Schools as set down in the Administrative Handbook for Elementary and Secondary Schools.

The following policies have been established to facilitate communication between home and school. In many cases policies and procedures have been established as prescribed by Archdiocesan guidelines and input from our parents. Sometimes circumstances demand that the Parent-Student Handbook be revised during the school year. THE PRINCIPAL RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

Our policies and procedures are presented in the following categorical order:

Non-discrimination Policy
Admissions Policy
Archdiocesan Code of Conduct
School Policies
- Absenteeism & Tardiness
- Arrival & Dismissal
- Behavior
- Cafeteria
- Communications
- Counseling
- Discipline
- Special Needs

General Information
Sports

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

8.2 Admissions Policy
All applicants for admission must complete the required forms and testing. In accordance with Archdiocesan policy admission priorities are listed below.
- Catholics active in parish
  - registered in parish
  - regular participation, as defined by parish, in liturgical worship and life of the parish
  - regular contribution to the support of the parish
- Catholics active in parishes that do not have a Catholic elementary school
- Applicants who have siblings already enrolled in the school
  • All Souls Preschool graduates
- Alumni
- Non-Catholic applicants on a space available basis
8.3 Archdiocesan Code of Christian Conduct

*The Archdiocesan Code of Christian Conduct States:*

"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 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.

8.4 School Policies

8.4.1 Absenteeism & Tardiness

8.4.1.1 Absences

All absences take away from valuable instructional time.

8.4.1.2 First Day of Absence

On the first day of a student absence parents MUST call the school office and make the absence known. This is extremely important and should be done early in the morning-between 7:30 and 8:15 a.m. Please advise the secretary as to the nature of the child’s illness. **It is very important that we are aware of any contagious illnesses/conditions (strep throat, lice, etc.) so we can inform the parents of other students who may have been exposed.** When calling the school office, parents should request any
make-up work to be picked up, specifying whether the work should be sent with a sibling or neighbor or left at the office for after-school pick-up. If a child is absent and the parents have not called, the school office will telephone the parents. This is the best way to insure that parents know whether their children are in or out of school.

**When your child is ill** the evening before or day of school please keep him/her at home. Children who run a fever, vomit, experience diarrhea, coughing, or sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least twenty-four hours rest before returning to school.

**8.4.1.3 Excessive Absences**

Excessive absences are not conducive to sound academic learning. If a child has excessive absences a meeting will be held with the child's parents, teacher, and school principal. The child's academic performance for the school year will be examined to determine whether or not he/she will be promoted to the next grade.

**8.4.1.4 Appointments**

**PARENTS MUST SIGN STUDENTS IN AND OUT FOR ALL APPOINTMENTS.** Dental and Medical appointments are excused IF THE SCHOOL IS NOTIFIED. Students are expected to make up work missed. If a student has an appointment requiring them to leave school early, **a letter should be sent to the teacher with the time and reason the student needs to leave early.** The parent should come to the school office to pick up the child and sign him/her out.

Class time is very valuable, but there are times when it is impossible not to schedule a health appointment on a school day. Care should be taken to have these appointments in the afternoon. Appointments during STAR testing, on regular testing days, and on school and yearbook photo days should be avoided.

**8.4.1.5 Extended Absences**

Parents are strongly discouraged from taking children out of school when school is in session. Students miss valuable instruction time which no amount of independent study can replace. Such absences may affect a student's grades, promotion, and/or participation in extra-curricular activities. The school is under no obligation to provide tutoring, make-up work, or special testing schedules for such absences.

Parents choosing to take students out of school for personal reasons must notify the classroom teacher and the principal in writing two weeks prior to the absence and complete a PERSONAL ABSENCE form. (See sample PERSONAL ABSENCE FORM next page).

**8.4.1.6 Tardiness**

It is entirely the parents’ responsibility to see that their child is at school when the bell rings. Doors of the schoolyard are closed immediately following morning assembly. Students arriving after morning assembly must report to the school office.

**Late entry is detrimental to your child's education** if he/she is missing the teacher's presentation of a lesson. Late arrivals are also disruptive to classroom procedures and distracting to other students. It is important that students are at school by 7:58 am each morning. This is the official start of the school day.
### 8.4.1.7 Personal Absence Form

<table>
<thead>
<tr>
<th>STUDENT(S)</th>
<th>NAME(S)</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Date of Departure:** __________  **Date of Return:** __________

**Number of school days to be missed:** ____

**Reason for personal absence:**

All Souls School policy regarding personal absences is as follows:

1. Parents taking students out of school for personal reasons must notify the classroom teacher and the principal in writing two weeks prior to the absence.

2. Absences from school for vacation purposes are not condoned by All Souls School. Students miss valuable teaching time which no amount of independent study can replace.

3. Absences may affect your child’s grades, promotion, and/or participation in extra-curricular activities (i.e. sports, student government).

4. The school is under no obligation to provide tutoring, make-up work, or special testing schedules for such an absence.

SIGNATURES: Your signature indicates that you have read the above and are aware of All Souls' policy regarding personal absence.

**PARENT (S) _______________________________ ________________________

**TEACHER ________________________________

**PRINCIPAL ________________________________  Date Received: __________
8.4.2 Arrival & Dismissal
8.4.2.1 Arrival

No student should be on school grounds before 7:45 a.m. The school is not responsible for students who arrive before the appointed time. There is no A.M. yard supervision offered before this time. All Souls Catholic School offers Extended Care in the morning from 6:45 a.m. to 7:45 a.m. Please enroll your child/ren in this program if early arrival at school is necessary. Once students have been dropped off at school they are not allowed to leave the playground to visit any neighborhood businesses. Refer to map for arrival procedures.

All Souls Catholic School
Morning Vehicle Drop-Off Procedures

To ensure the safety of students the following procedures are to be followed by all parents and students.

1. Parents have two ways to drop off students in the morning. Option 1 is straight down under the basketball courts and Option 2 is turning right at the gate and drive between the cones to the Stop Sign.
2. Students will exit from the car and walk in front of the car to the “Safety Zone” which is identified by the series of cones.
3. Students dropped off via option 1 will walk to the right to the “Safety Zone”. Students are not to walk under the basketball towers to the upper yard.
4. Students are to wait at the safety zone until there are enough students for the Traffic Controller to allow students to cross to the upper yard.
5. Parents who park and walk their students to the Upper yard are to walk to the “Safety Zone’ and follow directions from the Safety Controller.
8.4.2.2 Dismissal

Students (grades 1-8) are dismissed to the upper yard at the end of the day. The students, along with their teachers, stay in the area where they line up in the morning. Parents need to come up to the upper yard to pick up their children and escort them down to their cars. In the event of a rainy day students may be picked up in the cafeteria or classroom (see RAINY DAY DISMISSAL p. 25). Kindergarten students are dismissed from the cafeteria. Parents will be admitted through the schoolyard doors at the Kindergarten end of the upper yard.

Each family must complete a Student Release Form listing those authorized people (grandparents, school families, etc.) to whom a student can be released at dismissal. Parents who wish their child/children to walk home or use the bus should also have a Walk/Bus Parent Permission Slip on file with the school office.

Students should not remain on school grounds or come back after 3:10 p.m., after 12:30 p.m. on a minimum day or after 2:40 p.m. on an early dismissal day unless in a supervised after school program. Students who have not been picked up on time will be escorted to extended care and parents billed at regular extended care rates.

Students should not come back to the school building or grounds after dismissal unless they are in a supervised after school program. It is the child's responsibility to pack up the books he/she needs for homework before leaving the classroom at dismissal.

For safety reasons, the school will not accept phone calls asking the school to tell a child/children to walk home or go home with someone other than originally planned. Written authorization with the parent's signature must be received in person or by fax if a child is to walk home or be released to someone other than the regular person who picks them up.

All Souls Catholic School is not responsible for students who visit the library, playground, or local businesses before or after school as they are unsupervised. All Souls Catholic School offers a quality Extended Care program to help insure student safety before and after school.

8.4.2.3 Leaving School Grounds

Leaving school grounds can be dangerous for your child. No student is allowed to leave the grounds during school hours without explicit written permission from his/her parents through the school office. Failure to comply with this policy may result in suspension. A phone call does not suffice as legal release.

8.4.2.4 Parent Traffic

Remember that students ALWAYS have the right of way. Cars MUST yield for safety's sake. Drivers are expected to cooperate with and follow the directions of student Safety Patrol officers. Parents have a huge responsibility in following the traffic pattern and expecting other parents to do so. The principal will take action against parents who disregard the safety of the children. No students should be picked up or dropped off on Miller Avenue. No one is allowed to double park, leave a car unattended in the white zone, or block the entrance or exit from the medical building and SSF Women’s Club parking lots at any time. The police department will ticket anyone who disregards these traffic rules. We appreciate your support in this matter.

8.4.2.5 Rainy Day Dismissal

On rainy days we ask parents to pick up their child/children from the classroom (grades K-4) and/or cafeteria (grades 5-8). When you arrive to pick up your child/children please enter the school through the door on the yard nearest to the Kindergarten room. Please use that stairway to go up to the primary classrooms. After you have picked up your primary grade student(s) please use the staircase near the school office to go downstairs. You may then continue to the cafeteria to pick up your upper grade student(s). Please exit through the door by the bathrooms. Please note that if it is inconvenient in any way for a parent or grandparent to climb the stairs to the first floor just let us know and we will make arrangements to bring your child/children to you.
8.4.2.6 Emergency Dismissal Procedures

1. Preamble
   In the event of an emergency such as:
   a. Lockdown
   b. Fire
   c. Earthquake
   d. Gas/Leak (HAZMAT)
   The following procedures for dismissal will be followed.

2. Procedure:
   Normal procedures will be followed for Earthquake, Fire and Lockdown. Parent notification via automated alert system. No vehicles permitted on school grounds. In the event students need to be dismissed the following procedures will occur.

Outside: Students will be arranged by family groups.
   a. A – C
   b. D – G
   c. H – L
   d. M – P
   e. Q – S
   f. T – Z

3. Assigned Teachers will arrange students into family groupings and arrange students in an oblong shape. The safety coordinator to the family group leaders distributes the Emergency folders. The folders contain family information with emergency contact information. It also contains the authorized list of people who can collect students.

Parents/Guardians will be able to line up in front of the family group table. Parents are to produce identification and to sign the register with child/children present. If collecting other children, they need to sign the appropriate family sheet.
   a. If after a period of time, if children have not been collected, parents are to be contacted.
   b. If parents cannot be reached, the police need to be notified that parents have not collected students.
   c. Staff members will remain on campus until all children have been collected.

Inside collection
   a. In the event students need to be collected from within the building, students will be grouped according to family groups as described in (2).
   b. Parents will be directed to which room they may collect their child/children.
   c. Children will assemble in the following rooms according to family groups.
   d. Location of family groups are on signs inside the building and also located outside designated rooms.

Family Groups – Indoor Dismissal
   A – C  Cafeteria
   D – G  Kindergarten
   H – L  Grade 1 – 1st Floor
   M – P  Grade 2 – 1st Floor
   Q – S  Grade 3 – 1st Floor
   T – Z  Grade 4 – 1st Floor
8.5 Behavior
We believe that each child has the **RIGHT** to learn in a Christian environment that fosters love and directs the child toward responsible behavior. Discipline is prescribed when a student demonstrates an attitude or behavior that is not in accord with what Jesus called the greatest commandment: "to love God and to love one another." Appropriate Christian behavior is expected of our students. All Souls School has set rules and regulations to promote learning and student safety. Rules and expectations are published in the Parent-Student Handbook and are reviewed with students, in class, by the teachers.

**PARENTS SHARE EQUALLY WITH STUDENTS, TEACHERS, AND SCHOOL IN PROMOTING SCHOOL DISCIPLINE AND APPROPRIATE BEHAVIOR.**

Some examples of our expectations are listed.

8.5.1 Arguing
Students can learn to interact in appropriate ways with adults and peers. An assumption of being at a Catholic school is that each child must abide by rules of "Christian Fair Play."

8.5.2 Bathroom Behavior
**BATHROOMS ARE FOR THE PURPOSE OF PERSONAL CLEANLINESS AND HYGIENE.**

- Bathrooms are not for playing or socializing
- Bathrooms may not be used before school without teacher permission
- Students must take the most direct route to and from the bathroom
- Students are expected to be quiet while progressing to and from the bathroom
- Students will conserve water and paper supplies

8.5.3 Bus Problems
Students riding the bus will behave in an appropriate manner both while waiting for and riding on the bus. Parents will be informed of any complaints from SamTrans.

8.5.4 Cafeteria Behavior
The cafeteria is provided as an area for students to have an enjoyable lunch and is a common area to which all school rules apply. Students must have a bag lunch or purchase a nutritious lunch from the cafeteria. A balanced lunch is required for students to maintain a reasonable level of energy for afternoon work. The **CAFETERIA MANAGER** is IN CHARGE of the cafeteria area.

- Students are responsible for keeping their eating areas clean
- Food throwing and playing with food is disgraceful and **FORBIDDEN**
- Students may bring snacks for themselves but should not eat their lunch during snack time
- Eating areas must be cleaned--students will be assigned to see that tables are reasonably clean
- Students may talk quietly
- Junk food is discouraged--**NO GUM** or sunflower seeds are allowed
- No iPods, MP3 players, cell phones, CD players, electronic or wireless devices are permitted
- Misbehavior in the cafeteria **WILL BE REPORTED TO THE CLASSROOM TEACHER** and continued misbehavior may result in loss of privileges or time owed (detention)
8.5.5 Classroom Rules
Each teacher, with student input, sets classroom rules to meet the specific needs of each classroom. Rules and procedures (along with the consequences of misbehavior) are posted in each classroom.

8.5.6 Destruction Of Property
Destruction or loss of individual, school, or parish property, whether deliberate or not, is the responsibility of the student and the student's family. Students and/or families will either repair or replace the lost or damaged item.

8.5.7 Extra-Curricular Activities
Students who participate in the school's extra-curricular activities must maintain good standards of schoolwork, homework, conduct, and effort. Those students who are negligent in any of these areas may be placed on probation or suspended from any or all extra-curricular involvement for at least a two-week period. These extra-curricular activities include, but are not limited to, the following: athletics, cheerleading, student council, etc.

8.5.8 Fighting
Any hitting, kicking, biting, spitting, etc. is considered inappropriate behavior and may result in time owed (detention) and/or suspension. Fighting, provoking a fight between other individuals, or participating in activities that result in physical violence toward any person (including "play fighting") is strictly prohibited. All Souls School has a zero tolerance policy for threatened or actual violence.

8.5.9 Gangs
Gang-related activity, including the display of 'colors,' symbols, signals, signs, etc. is prohibited on campus.

8.5.10 Graffiti
Students are expected to respect the property of others. Students writing / drawing on school walls, desks, books, etc. will be responsible for cleaning, repairing, or replacing the damaged property. This is a direct responsibility of the parents.

8.5.11 Hallway and Stairwell Behavior
Students are expected to move quietly and efficiently from one activity to another. Students outside classrooms must always travel the most direct route to and from their destination. If their destination is other than the bathroom, students must also have a note stating their reason for being out of class.
  • Students may use the hallways for small group academic work, keeping noise level low in consideration of other students
  • Running is NEVER permitted in the hallways or stairwells for safety's sake
  • Students may not linger or be in hallways before/after school or during recess unless they have a written note from a teacher and are working on an approved project
  • Use of the stairwell for studying is never allowed as per FIRE CODE

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

Catholic teaching and practice affirm the Christian dignity of every student. 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 mentally disability, mental condition, or gender. Harassment of any 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. The school has implemented an Anti-Bullying Policy and this can be viewed in the Appendix.

• **Sexual Harassment**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following: verbal harassment (sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets), written harassment (suggestive or obscene letters, notes, or invitations), physical harassment (unkind, immoral and / or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement), and visual harassment (leering, gesturing, display of sexually suggestive objects or pictures, cartoons, or posters).

• **Disciplinary Action**

The 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: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during or while going to or coming from a 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.

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.

• **Student Responsibility**

It is the student’s responsibility to conduct himself or herself in a manner that contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

• **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 allegation of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner. A complete copy of policy, including detailed policies on child abuse and workplace harassment, is available in the school office.
8.5.13 Hazing

"Hazing" is defined as a method of means or a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil." No student is permitted to engage in any form of hazing. Students found to be involved in hazing will be suspended and/or considered for expulsion from the school.

8.5.14 Inappropriate Language/Literature

Obscene language (including swearing, ethnic slurs, and inappropriate song lyrics or reading material) is not acceptable and may result in detention or classroom suspension. Respecting the feelings of others is an essential part of Christian attitude. Students are expected to be considerate of the feelings of others.

8.5.15 Leaving School Grounds

To retrieve equipment is hazardous. Students are not to leave school grounds to retrieve any school equipment or for any other reason. Only teachers, aides, or yard personnel may give permission to older students to retrieve play equipment.

8.5.16 Lining Up

Students are expected to line up quickly and quietly.

8.5.17 Obscene Gestures

The use of obscene gestures is immature, unacceptable, and non-Christian behavior. Such gestures are grounds for detention or more serious consequences.

8.5.18 Playground

The play yard is a COMMON AREA that should be enjoyed for recess, recreation, and P.E. activities. All school rules apply to the play yard at all times.

- The teachers will assign certain areas for students in grades K-8 to play
- No food, beverages, or gum are allowed on the yard
- No bike riding or skateboarding on school grounds
- No ball playing in the upper yard before or after school
- Approved equipment only will be allowed
- Areas will be designated, by teachers, for ball, jump rope, and equipment use
- Playground for preschool and Kindergarten use only

**APPROVED EQUIPMENT**

1. Basketballs (lower yard only)
2. NERF balls
3. Volleyballs (lower yard only)
4. Footballs (lower yard only)
5. Rubber playground balls
6. Rope or plastic jump ropes
7. Hula hoops

**OFF-LIMITS AREAS**

1. Stairway between church & annex
2. Bushes near church
3. Annex grounds
4. Rectory grounds & sidewalk
5. Cement wall / divider between upper & lower yards
6. Trash bins and containers
7. Fences, gates & gate chains
8. Earthquake shed
9. Preschool building, stairs & ramps

**NOT ALLOWED**

1. NO “CLOSE OUT” games excluding classmates
2. NO “DODGE BALL” or “KEEP AWAY” of any type
3. NO “HARD BALLS” of any type, including tennis balls
4. NO Frisbees, skateboards, or skates
5. NO rubber-band jump ropes
6. NO water guns of any kind
7. NO “CUTTING”, shoving, or saving places in line
8. NO playing after the bell has rung
9. NO electronic equipment or games
10. NO throwing or kicking balls against buildings

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8.5.19 Property Search
The school reserves the right to search anything brought by students onto school property.

8.5.20 Roughhousing
This type of behavior often results in injury to a child and so is NOT ALLOWED. Disciplinary action will be taken if the behavior continues. Any form of KEEP AWAY (or any game without set rules) is considered ROUGHHOUSING.

8.5.21 Sportsmanship
The Athletic Board policies are founded on Christian sportsmanship. Please refer to the school Sports Policy and Athletic Board Handbook.

8.5.22 Stealing
Students are expected to respect the property of others. Items taken without permission will be returned or replaced. A parent/teacher conference will be necessary if the problem is habitual. This could result in suspension of the student.

8.5.23 Student Work
All work submitted under a student's name is assumed to be his/her own work. Plagiarism, cheating, copying, etc., is unacceptable, will affect the assignment grade, and will warrant disciplinary measures. Parents are encouraged to help and guide their children; please do not do assignments, projects, papers, etc. for your child.

8.5.24 Threats of Violence
Threats of violence are considered a serious nature and as inappropriate behavior. All Souls School has a zero tolerance policy for threatened or actual violence. Threats of physical violence or coercion are suspendable offenses. Students and parents are expected to report knowledge of any such threats to the school. The local authorities may be contacted.

8.5.25 Toys From Home
Students are to leave their toys at home unless they have prior approval from the teacher to bring them to school. This applies to all types of toys and collectibles, including baseball, basketball Pokemon, and other trading cards. Fidget-spinners and other trendy toys are not allowed. The teacher may take toys brought to school without permission. Toys are the sole responsibility of the student. NO DANGEROUS OR THREATENING “TOYS” MAY BE BROUGHT TO SCHOOL AT ANY TIME.

8.5.26 Weapons
Weapons (any objects which might cause bodily and/or psychological harm including toy guns, guns, knives, incendiary devices, or any items which may be construed as having the potential for harm, etc.) are forbidden and are grounds for suspension or expulsion.

8.6 Cafeteria
8.6.1 Management/Menu
The menu is prepared and issued by the cafeteria manager, Mrs. Delvia Gonzalez, which lists monthly menus and volunteer lunch staff. (Additional volunteer lunch staff is always needed—please contact Mrs. Gonzalez at (650) 583-2475.) The pre-purchase of multiple lunches are encouraged. Monies are to be sent to the school office. You can buy a number of lunches and they will be credited to your child’s lunch account. Whether your child buys lunch daily or once in a while, we have an account set up for them throughout the school year and any monies not used by the end of the school year will be returned to you or rolled over into the next school year. Parents are able to view their cafeteria account through the website DMS parent portal page.
8.6.2 Rules
Cafeteria time should be a time for eating and socializing using the basic forms of meal etiquette. Students are expected to be relatively quiet and to follow all established rules governing student behavior in the cafeteria (see BEHAVIOR).

8.6.2.1 Fast Food
Parents are discouraged from bringing lunches or delivering fast food/deli sandwiches to school during the school day. If your child forgets his/her lunch, your child can utilize the services of the cafeteria.

8.7 Communications

8.7.1 Automated Alert System
All Souls Catholic School is currently using an automated alert system through which you will be contacted by phone, email and text message for emergency notifications and general school messages. If you do not wish to be contacted through a text, please contact the office and inform them of your preference.

8.7.2 Newsletter/Bulletin

Principal’s Newsletter: The bi-weekly eNewsletter is accessed via the school website. In the event a family does not have internet access, a hard copy can be requested through the office. It is the responsibility of all parents to read the eNewsletter and attachments on a regular basis.

Parish Bulletin: The Parish Bulletin is prepared and issued by the parish secretary for distribution after Sunday Mass

8.7.3 Conferences

8.7.3.1 Conferences (Required)
Conferences are scheduled at the midpoint of the first trimester for all families. All conferences are scheduled on line. CONFERENCE DAYS ARE MINIMUM DAYS FOR ALL STUDENTS: 8:00 a.m. to 12:20 p.m.

8.7.3.2 Conferences (General)
Parents may make other conference appointments directly with the homeroom teacher. Families may also communicate via telephone or written note or e-mail. The ideal form of communication for an important problem is “in person”.

8.7.3.3 With Teacher
Parents need to direct their academic, health, and social concerns DIRECTLY to the classroom teacher. Meetings with teachers are scheduled directly with the teacher. Many situations, however, can be handled through email, sealed notes, or phone conversations. Teachers are expected to respond to all parental inquiries within 24 hours.

8.7.3.4 With Principal
If, after discussing a situation with a classroom teacher, a parent feels the need to have the matter elaborated upon, he/she may call to make an appointment with the school principal. Normally, the school principal has classroom and supervisory duties between 9:00 and 11:30 a.m. DAILY. Parents should call the school secretary in the morning, leaving name, contact phone, and a BRIEF STATEMENT of the situation. The principal will return the call at the earliest convenient time or at the parent’s time of convenience if requested.
8.7.4 Counseling
We provide counseling services for students who may have academic, personal or behavioral problems. The principal, teachers, and or parents can make referrals. Information and referral forms are available through the school office.

8.7.5 Discipline
Discipline is the student’s ability to manage him or herself within the limits set by school policies and procedures. Parents share equally with the teacher the responsibility for discipline. Parents, as co-educators of their children, realize that there will be times when a student steps from the area of student right into an area of student irresponsibility. It is the responsibility of the classroom teacher not to permit the student to maintain an irresponsible behavior within the school or classroom. There will be time in which situations must be referred to the parents for action and support of the teacher's action.

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

Each teacher has set rules to meet the needs of his/her individual class. Each child is also made aware of the school rules as set forth in the Parent-Student Handbook. Parents share the responsibility for guiding their child/ren toward responsible behavior and providing Christian examples. By choosing to break a rule a child has also chosen to accept the consequences of his/her behavior.

Following are several different means of discipline, and these steps need not be taken in sequence. Consequences are given based on the severity of the misbehavior and the judgment of the teacher and/or administrator.

- **Verbal Communication**
  A teacher will discuss inappropriate behavior with the student, encouraging the student to understand the consequences of the behavior and to explore more acceptable choices for future behavior.

- **Student Conduct Report**
  The Student Conduct Report is intended as a communication between school and home. Conduct reports may be used to communicate a minor infraction of school policy or to document issues of a more serious nature. The administration is made aware of all conduct reports. The conduct reports are generated through the SchoolSpeak data management system.

- **Detention**
  Detention is a disciplinary procedure taken as a result of continued irresponsible or inappropriate behavior. Detention will result after alternate disciplinary actions have proven ineffective or when the severity of the offense warrants such a consequence. A teacher, as needed, will assign detention.

  The date and time of a detention assignment will be at the teacher’s discretion with detention to be served as close to the time of misbehavior as possible. When consequences of an action take place as close as possible to the time of misbehavior it tends to be more effective in influencing future behaviors. Detention will be assigned at teacher discretion from 7:15 to 7:45 a.m., during lunch recess, or 3:15 to 3:45 p.m., Monday through Friday. Parents will be notified in advance.
Our detention policy is based on the belief that students can develop self-discipline if treated with respect, given responsibilities and choices, and allowed to experience reasonable consequences for those choices. Our school-wide conflict resolution programs have been successful in helping students learn to make responsible choices regarding their behavior and its consequences, thus helping to eliminate some occurrences that warrant detention. It is in this process of learning that our students are prepared to become responsible members of their school, family, and community.

• Classroom Suspension
If a child demonstrates unacceptable behavior according to school/class rules or policies, the child is removed from the class. He/she is permitted back in when he/she has fulfilled the consequences of his/her inappropriate behavior and is willing to demonstrate acceptable behavior. We look upon classroom suspension not as ostracizing but as excluding a student from the daily classroom until he/she realizes what is acceptable behavior is and what is not. Additionally, by staying at school the child has the benefit of having the teacher present in case new material is introduced or an explanation of the day’s work is needed.

• School Suspension/Expulsion
Students who commit more severe or habitual offenses under the jurisdiction of the school may give reason for suspension from school. Some offenses are so serious and so affect the good order of the school that expulsion is the ordinary consequence. Additionally, repetition of conduct for which a pupil was suspended may result in expulsion.

The following offenses or other serious inappropriate conduct under the jurisdiction of the school, on campus, at school functions, or at a time and place that directly involves the school or its welfare may result in suspension or expulsion.

a. Actions gravely detrimental to the moral, physical, and spiritual welfare of fellow students  
b. Conduct, whether inside or outside the school that is detrimental to the reputation of the school  
c. Habitual or persistent violation of school regulations  
d. Open or persistent defiance of the authority of adults  
e. Habitual disrespect to adults or peers  
f. Continued willful disobedience  
g. Habitual profanity or vulgarity  
h. Assault, battery, or any other threat of force or violence directed toward school personnel or pupils  
i. Smoking or having tobacco  
j. Possession, use, sale or distribution of alcohol, drugs, drug paraphernalia and/or hazardous substances  
k. Possession of a weapon or pornography  
l. Serious criminal charges, including major theft and criminal gang-like activity  
m. Willfully cutting, defacing or otherwise injuring in any way any property, real or personal, while under the jurisdiction of the school  

n. Setting off / ignition of fused devices or incendiary devices such as fireworks, stinkbombs, etc.  
o. Habitual truancy  
p. Leaving school grounds without permission  
q. Harassment  
r. Hazing  
s. Accessing inappropriate websites and inappropriate use of technology  

Students will be treated with respect and concern, and discipline will be individualized. Because discipline is individualized, one student’s discipline as a result of an infraction will be seen primarily in relationship to that student’s own growth and development and to the good of the
No matter how cautious and fair educators are, there will be some cases with extreme mitigating factors. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion. If a student’s conduct is not compatible with school standards, the school administration reserves the right to make final decisions regarding discipline.

8.7.9 Recommended Transfer on Grounds of Parent Behavior
Normally a child is not to be deprived of Catholic education or otherwise penalized for actions of parents. However, a student may be transferred when parents have been persistently and overtly uncooperative with school staff, policies, regulations, or programs, or in the case of frequent delinquent tuition and/or non-payment of tuition. A student also may be transferred when parents have interfered in matters of school administration or discipline to the detriment of the school’s ability to serve their own or other children.

8.8 Special Needs – Learning Support
All Souls Catholic School embraces the challenge to ensure needed services for students with special needs. We recognize our responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible we will serve children with special needs in general education classes.

All Souls Catholic School follows the Archdiocese guidelines “Success for Students”. The school provides services for children through the learning support staff.

Our mission continues to help students develop their awareness of God in their lives while preparing them to live a life of commitment and service. By helping each student understand that he or she is a gifted child of God, worthy of being loved and loving in return, we can fulfill these goals.

8.8.1 Student Study Team:
In some situations a student study team will be established to explore ways to help students be more successful. The team may consist of the principal, principal delegate, classroom teacher, learning support staff, counselor, parents, and if appropriate, student. The team is designed to clarify problems and concerns, to assist the student who is not developing at a satisfactory rate, to develop strategies and organize resources, to plan appropriate interventions, and to provide a system of accountability.

8.9 General Information
8.9.1 Custody Arrangements – Official/Legal Names
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. Student records are to reflect the legal name of the child at birth (as documented on the birth certificate). The school cannot change a child’s legal name unless there are the appropriate legal documents submitted to the school office.
8.9.2 Complaints
The normal channel for complaints concerning school personnel shall be from complainant, to employee, to principal. The complaint should be submitted to the principal in writing. Every effort shall be made to give the complainant a hearing at the earliest possible stage. If there is no resolution at the school level then the superintendent will intervene.

8.9.3 Electronic Equipment
Electronic equipment, including radios, tape players, MP3 players, iPods, Walkman, electronic games, graphic calculators, pagers, laser pointers and other electronic wireless equipment are not allowed on campus. **If a student must bring a cell phone to contact a parent after school, the cell phone must be kept in his/her backpack and remain off during school hours and while in the school building.** Emergency messages can be relayed to students via the school office. The school accepts no responsibility for loss. In the event a student is found with such equipment the student is to surrender the item/s and parents will be contacted to come to the school office to collect such item/s.

8.9.4 Emergency Procedures
The school has an Emergency/Disaster Drill Plan (fire/earthquake/disaster). All students are instructed as to correct safety and exit procedures. Absolute silence and strict attention is expected at such a time. The school also has a Site Safety Plan. This plan was instituted to protect students from intruders (lockdown of the site will occur) or in the case of emergency medical situations. In the event of a disaster Catholic schools follow the decisions of the local public school district. Parents should listen to local radio stations for information regarding school closure.

8.9.5 Emergency Forms
An UPDATED Emergency Information Form is required to be on file in the school office before the first day of school. The office MUST BE INFORMED of any changes in emergency information (address or phone number, medications, etc.). Parents are required to provide each student with an individual emergency pack as specified in the school emergency plan.

8.9.6 Extended Care Program
The AllSouls Extended Care Program provides a safe, supervised place where AllSouls students can spend their before and after school hours constructively in a friendly, planned environment. The Extended Care Program also offers an after school Homework Club which provides a quiet, supervised place for older students to get started on their homework. A complete program description may be found in the APPENDIX.

8.9.7 Field Trips
All parents share the responsibility for field trips sponsored for a class. Field trip and transportation costs will be covered by parents. All planned trips must be approved by the principal. Field trips are a privilege and students can be denied participation if they fail to meet academic or behavioral requirements. Parents have the right to refuse to allow their child(ren) to participate in a field trip. Chaperones will be chosen through a lottery process and are expected to follow guidelines provided by the classroom teacher. **Other children/siblings may not accompany chaperones** as their presence is a distraction from the chaperone’s assigned duties.

A permission form will be sent home to be signed by the parents before any field trip. Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms.
As part of the 6th grade experience, the school provides the opportunity for students to attend a multi-day outdoor education trip. The trip supports the students’ science studies as well as providing team building and promoting life and problem-solving skills. The trip is not compulsory, but the school does require that attending students have met the behavior guidelines of the school. The school reserves the right to not allow a student to attend the trip in the event he/she has incurred a major behavior infraction.

As part of the 8th grade experience, the school provides the opportunity for students to attend a 5-day trip to Washington DC. The trip is the culmination of the students’ studies in history/social studies. The trip is not compulsory, but the school does require that attending students have met the behavior guidelines of the school. The school reserves the right to not allow a student to attend the trip in the event he/she has incurred a major behavior infraction. All school fees must be in good standing by the deposit due date. If a student’s school account is not current by that due date the school will not submit the deposit to American Civics Center, and the student will not be able to attend the trip.

8.9.8 Fundraisers
Parents have accepted a large financial responsibility in placing their children in All Souls Catholic School. Parents are required to participate in the SCRIP program, but other mandatory fundraisers are now included in tuition. All parents are expected to participate in the Parish Festival as workers (per Family Agreement) and are highly encouraged to support individual school groups in their non-mandatory fundraising efforts.

8.9.9 Gift Exchanges
Personal gift exchange among students should take place off school grounds. This eliminates hurting the feelings of those students who are not included in the gift exchange.

8.9.10 Hygiene/Personal Grooming
Parents have the primary responsibility in providing for the basic health and body care needs of their children. Children LEARN to take pride in good grooming and personal appearance. Standards have been set as to cleanliness, hairstyles, and uniforms. Boys’ hair must be styled neatly, above the collar and not below the eyebrows. Boys must be clean-shaven at all times. Ladies’ skirt lengths may not be more than three inches above the knee. No excessive clothing or hairstyles are permitted, including but not limited to hair-streaking or unnatural hair color, cut-in lines/designs, mohawks, or tails. Students may be asked to wear a hat, have hair re-dyed, or be sent home if hair styles are deemed excessive. Exceptions to these rules due to cultural/religious reasons must be approved by the principal. If you are unsure whether your child's hair meets the school standard please check with the school office. On the official school picture day, no bows or other oversized hair accessories are to be worn. The school uniform headband is acceptable.

8.9.11 Insurance
All students of the school are provided with insurance covering medical expenses incurred due to accidental bodily injury to any child while attending or participating in a school-sponsored activity. The following procedure regarding the Archdiocesan School Insurance is to be followed.

a. The accident must be reported to the adult on yard duty IMMEDIATELY. Give all details to the secretary in the school office.

b. Parents must request an accident form from the Principal within 24 hours of the accident.

c. Parents have the accident form completed by their own doctor. The form is then mailed to the address provided.

d. Primary coverage is your carrier.
8.9.12 **Lockers**

Lockers are school property and are maintained by school authorities to protect the safety of all. A student assigned a locker has exclusive use but not proprietary rights versus the school. The school principal and designated officials have the right and duty to protect the health, welfare, and safety of students against drugs, weapons, and other contraband materials. The school principal therefore reserves the right to inspect any locker on suspicion of a threat to the health, welfare, and safety of the students. Students in Junior High receive a combination padlock for their locker and in the event they lose their padlock or damage it, they will be charged $5.00 replacement fee.

8.9.13 **Lost and Found**

The school is not responsible for lost articles; however, proper labeling facilitates prompt return of lost articles. **PLEASE LABEL ALL CLOTHING AND SUPPLIES.**

8.9.14 **Medications**

It is strongly recommended that school personnel not assume responsibilities of administering or acting as custodian of prescription medicine of students. This should remain a parental responsibility especially with elementary school students. However, the principal has discretion in this matter in the case of extreme or unusual conditions.

The following procedures must be followed for ALL MEDICATIONS - - INCLUDING TYLENOL.

1. A school official should receive and release the medication. Only a small amount, clearly labeled with the pupil’s name, should be retained in the school office.
2. The school must receive a WRITTEN STATEMENT from the physician detailing the method, amount, and time by which medication is to be taken.
3. The school must receive a WRITTEN REQUEST from the parent for assistance and include a statement that the school is not obliged to remind or caution the student.

8.9.15 **Messiness**

Parents and teachers expect students to meet established standards for neatness, accuracy, and quality on all written assignments. Students will organize and maintain their own workspace in a manner, which enables them to locate assignments, books, and supplies quickly and efficiently. They are expected to keep the tops of their desks and their workspaces clean.

8.9.16 **Monies**

ALL PAYMENTS should be in a SEALED ENVELOPE marked with STUDENT NAME and PURPOSE OF MONIES. Every effort should be made to pay by check, money order, or charge. **TEACHERS/STAFF ARE NOT RESPONSIBLE FOR LOOSE MONIES.**

Cafeteria monies are handled directly through the school office. The cafeteria does not handle cafeteria monies. You can buy a number of lunches and they will be credited to your child’s lunch account. Whether your child buys lunch daily or once in a while, we have an account set up for them throughout the school year and any monies not used by the end of the school year will be returned to you or rolled over into the next school year. Parents are able to view account information through the DMS online system (accessed through the parent portal). Parents are able to provide the office with credit card details so that when your cafeteria account reaches $10.00, the account will be automatically credited with $50.00 or $100.00, whichever the cardholder designates.

8.9.17 **Parent Intervention**

Parents are expected to model good Christian behavior in solving conflicts in a peaceful manner. It is not acceptable for parents to confront students and other parents at school, on the yard, or at Extended Care.
If a student has a misunderstanding or dispute with another student, school personnel should be notified and the incident will be dealt with as a school matter.

8.9.18 Parent’s Right Through District
By Federal and State Law, a family’s home district must provide service for special students residing within district boundaries. This may include cases of social, health, physical, or academic disabilities. By law, All Souls Catholic School IS NOT directly involved in the process, but we can attempt to provide information upon parent request. It must be stated that the law puts the obligations on the district even if your child is enrolled in a Catholic/private school.

8.9.19 Parent Service Requirement
As per the All Souls Catholic School Family Agreement, parent service requirements have been set for parish and school participation. These service requirements strive to increase the level of parent involvement in the parish and school while promoting Christian unity and a spirit of community among school parents. Parent participation also supports the administration and helps raise funds for the financial support of the school.

8.9.20 Participation/Non-Participation
All questions regarding tuition rates must be discussed with the school tuition bookkeeper. Problems may be addressed to the All Souls Catholic School Board, c/o School Office. Parents’ records are a matter of private concern and are available only to the pastor, principal, tuition bookkeeper, and, under situations of financial non-compliance, to the All Souls Catholic School Board. (A copy of the Family Agreement and a description of contract activities may be found in the APPENDIX.)

8.9.21 Parties
All Souls encourages the consideration of ALL students’ feelings when planning parties or other activities, which involve class members.

8.9.21.1 Classroom Celebrations/Birthday Treats
If you would like to send a treat for the class for your child’s birthday we ask that you please send one snack of all the same kind. We ask that you send healthy snacks (all one type) and/or a juice box which will be shared in the classroom at the end of the day or a “goodie bag” (a healthy food choice) which can be sent home. The treat will be passed out to the students to take home at the end of the day. We are trying to eliminate losing important instructional time and insure a similarity of treats among the classes.

No treats containing peanuts or peanut products may be brought to school. Please read product information carefully when selecting a treat to be shared with your child’s classmates. The school has adopted a healthy food approach.

For ALL grades: please make sure to notify the teacher IN ADVANCE if you are planning to send a birthday treat. Classes celebrate Halloween and Christmas with a party in the afternoon for Halloween and mornings for Christmas. There are no end-of-year parties.

8.9.21.1 Party Invitations
We ask that the feelings of all students be taken into account when party invitations are distributed. Unless the entire class (or just the boys or girls) is invited to a party then invitations cannot be distributed at school.

8.9.22 Pets
For safety reasons, pets will not be permitted on school property at any time.
8.9.23 Public Library
We are fortunate to have the Grand Avenue Public Library just across the street. However, the library is a place for study or quiet reading - it does not provide baby-sitting services. Be sure your children know how to behave when they visit the library! Though it is not our responsibility to monitor your child after school, we will inform families of complaints from the library staff.

8.9.24 Records
In 1975, the Buckley Amendment gave parents and students the right of access to records. If a parent or student wishes to view a record, the parent needs to make a request in writing and give twenty-four hours notice to the school. The school abides by the provisions of the Buckley Amendments with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

8.9.25 School Board
All Souls Catholic School Board is an advisory board. Parents wishing to be on the board agenda may do so after contacting the board president directly or via the school office. Dates for board meetings are published on the school calendar and in the Principal’s Newsletter.

8.9.26 School Day Interruptions
Parents may not speak to a student during class time. All phone calls or messages will be given to students during recess or lunch break. Any emergencies will be handled through the office staff. Students are only permitted to use the school phone at recess or lunch to call parent/guardian. Students are not permitted to use cell phones during the hours of school operation. All student cell phones are to remain off during school hours.

8.9.27 Termination
As a last resort, a student’s attendance at All Souls Catholic School may be terminated due to the student’s poor academic performance, unacceptable conduct, or lack of effort. Acceptance of all new incoming students is considered probationary for the first year based on the above criteria.

8.9.28 Uniforms
The All Souls uniform is a symbol of a student’s pride in him/herself and the school. The All Souls Catholic School Board has stated that all students shall wear uniforms. Students must be in full uniform (daily) unless they have a signed, dated note (which will apply for that day only) from their parents. Shorts, pants, jumpers, skirts, and sweaters must be uniform. Simply Uniforms is the authorized supplier for All Souls Catholic School uniforms.

8.9.28.1 Boys Uniform Requirements

K-4:  NAVY CORDUROY PANTS (MANDATORY) - - NO “BAGGIES”
WHITE PIQUE KNIT SHIRT – no logo (MANDATORY)
WHITE SHORTS SLEEVE BROADCLOTH DRESS SHIRT (Optional)
NAVY V-NECK PULL OVER with EMBROIDERY (MANDATORY)
NAVY TWILL SHORTS (OPTIONAL: August – October/April – June only)

5-8:  KHAKI TWILL PANTS (MANDATORY) - - NO “BAGGIES”
WHITE SHORTS SLEEVE BROADCLOTH DRESS SHIRT (MANDATORY) – Long Sleeve Optional
NAVY V-NECK PULL OVER with EMBROIDERY (MANDATORY)
NAVY CLIP-ON TIE (Required for Formal Days with Broadcloth Shirt)
KHAKI TWILL SHORTS (OPTIONAL: August – October/April – June only)
SOLID BROWN OR BLACK BELT (MANDATORY)

All:  SOLID NAVY BLUE, BLACK OR WHITE SOCKS ONLY
CREW LENGTH SOCKS ONLY
NO PEDS OR TENNIS SOCKS - - ANKLES MUST BE COVERED
NO COLORED OR PRINTED T-SHIRTS UNDER SHIRTS

All Souls Catholic School Parent-Student Handbook - Revised – August 8, 2019
8.9.28.2 Girls Uniform Requirements

K-4: 
“ANNE” PLAID 4-PLEAT JUMPER (MANDATORY)
WHITE “PETER PAN” BLOUSE (MANDATORY with jumper)
NAVY V-NECK CARDIGAN SWEATER with EMBROIDERY (MANDATORY)
NAVY TWILL SLACKS (OPTIONAL)
NAVY TWILL SHORTS (OPTIONAL: August – October/April – June only)
WHITE PIQUE KNIT SHIRT - no logo (OPTIONAL with pants or shorts)

5-8: 
“ANNE” PLAID KILT (MANDATORY)
WHITE PIQUE KNIT SHIRT (logo required)
NAVY V-NECK PULLOVER SWEATER with EMBROIDERY (MANDATORY)
KHAKI TWILL SLACKS (OPTIONAL)
KHAKI TWILL SHORTS (OPTIONAL: August – October/April – June only)

All: 
NAVY BLUE, BLACK OR WHITE SOCKS OR TIGHTS ONLY (NO LEGGINGS)
FOLD-DOWN ANKLE SOCKS, CREW LENGTH SOCKS, OR KNEE SOCKS ONLY
NO PEDS OR TENNIS SOCKS - - ANKLES MUST BE COVERED
NO COLORED OR PRINTED T-SHIRTS UNDER BLOUSES

8.9.28.3 P.E. Uniforms (Boys and Girls)

NAVY FLEECE TOP with logo
NAVY FLEECE BOTTOM with logo
WHITE TEE-SHIRT (white or navy logo tee-shirt optional)
NAVY FLEECE SHORT (OPTIONAL: August – October/April – June only)

8.9.28.4 Uniform Shoes

Boys:

Regular Days: Sturdy SOLID BLACK leather shoes with laces or Velcro, with rubber or crepe soles, or athletic P.E. shoes are to be worn. Fad shoes with thick chunky heels or boots are NOT acceptable.

P.E. Days: Athletic P.E. shoes must be worn on P.E. days. Athletic shoes should be mostly BLACK or WHITE leather or canvas. They may not have bright colored stripes or decorations.

Girls:

Regular days: SOLID BLACK or NAVY leather shoes with laces or Velcro, with rubber or crepe soles, Mary Janes, or athletic P.E. shoes are to be worn. Fad shoes with thick chunky heels, slip-ons, or boots are NOT acceptable.

P.E. Days: Athletic P.E. shoes must be worn on P.E. days. Athletic shoes should be mostly BLACK or WHITE leather or canvas. They may not have bright colored stripes or decorations.

The athletic shoe is mandatory for P.E. and may be worn as the regular school shoe. The standard uniform shoe is the only other option for school shoes. These are the only shoes that will be allowed, so please make your purchases accordingly. If you are unsure whether shoes meet the policy requirements please check with the school office before the shoes are worn. Students are expected to be respectful of this shoe policy.

8.9.28.5 Uniform Notes

Every student is expected to conform to the uniform policy. The policy is intended to eliminate the distracting competition in dress and to evidence a constructive spirit and pride in the school and in each
other. With the exception of free dress days, all students must wear the school uniform (clean, well fitting, and in good repair).

**Boys’ Pants:** Pants are to be worn at waist level (no low-riders, baggies, etc.) and be the proper size. Boys who wear oversized pants will be required to purchase a new pair in the proper size. Boys shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. **Boys in grades 5 through 8 are expected to wear a belt (solid black or brown).** Boys who wear their pants incorrectly will be subject to detention or classroom suspension depending on the number of occurrences.

**Girl’s Skirts/Blouses:** Girls’ skirts may not be more than one inch above the knee. If worn untucked, school blouse/poloshirt hem should not be visible under the school sweater. School sweater should not be folded under to expose the blouse/poloshirt. Infringement of these rules will result in a requirement that the wearer’s blouse/poloshirt be tucked in. Girls whose blouses or shirts continue to show will be subject to detention or classroom suspension depending on the number of occurrences.

**Jewelry:** Girls with pierced ears may wear one appropriate small stud earring per ear lobe only. No drop earrings or hoops are allowed. Multiple earnings are not permitted. The school has the right to reserve final judgment what is deemed appropriate. A small cross or saint’s medal may be worn inside the collar. The sacramental classes may wear the right of enrollment crosses provided by the school. No other jewelry except wristwatches may be worn. No other body piercings or tattoos are permitted. **8th Grade Boys Only** may wear one appropriate small stud earring per ear lobe only. No drop earrings or hoops are allowed.

**Make up:** Girls in grades K-6 may NOT wear MAKE-UP (INCLUDING NAIL POLISH and COLORED chapstick or other lip balm). Girls in grade 7 & 8 may wear pale pink-toned lipstick and nail polish (NO EYE MAKE-UP). This a privilege which will be taken away if abused. Make-up and/or hair products are not to be brought to school. **No perfume/cologne is allowed in any grade.**

**Non-Uniform Days.** On non-uniform days, including “free dress” and “spirit” days, student attire must be appropriate for school. Jeans will be allowed; however, they must not be torn, have holes, be hip-huggers or sagging. Skirt or dress length must meet uniform standards. Tank tops, tube tops, spaghetti-strap tops, cropped tops, halter tops, low cut dresses or blouses, short shorts, mini skirts, bare midriffs, tight fitting or oversized clothes, low rise or sagging pants, and T-shirts with questionable prints or sayings* are not acceptable on free dress days.

*Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the bases of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school’s educational message.

**Parents of any students dressed inappropriately will be called, and they will need to bring their child/children an appropriate change of clothing.**

**Outerwear:** Only school uniform apparel may be worn in the classrooms. Coats and jackets will be removed. In extreme cases of weather, the Principal will make decisions on the wearing of coat or jackets inside classrooms. Uniform jackets and sweatshirts are available for such occurrences.

**P.E. Uniforms:** School approved P.E. uniforms may be worn by students on assigned P.E. days. The required P.E. uniform consists of navy blue sweat pants and shirt (with school name and insignia). An optional white or navy T-shirt (with school insignia) or PLAIN white T-shirt is also allowed. An optional navy blue sweat short (with school insignia) is also allowed during the months of August through October.
and April through June. Athletic P.E. shoes must be worn on P.E. days. Students who are not in appropriate P.E. attire may be restricted from participation.

**T-Shirts:** Any shirt worn under a uniform shirt or blouse should be all white, with no logos, designs, or prints.

### 8.9.29 Virus Alert
Parents must call the office the first day of a child’s illness stating the nature of the illness, expected duration, and what arrangements are to be made regarding make-up work. (See ABSENTEEISM & TARDINESS.) It is essential that we know the nature of the illness in case we need to alert other families.

### 8.9.30 Visitors
All visitors must sign in at the reception desk before entering the school. If you must pick up your child before regular dismissal for any reason, you must check with the receptionist and your child must be signed out. The child must be signed back in when returning from an appointment.

### 8.9.31 Volunteers
The Archdiocese of San Francisco has requested any person who works with students needs to complete the required VIRTUS training and a Background Check. This certification must be renewed every three years. The directions to the website may be found in the APPENDIX.

### 8.9.32 Wellness Policy
Catholic schools have long committed themselves to a vision of the education of the whole child. Addressing health concerns is directly related to this mission. The All Souls School Wellness Policy outlines the quality programs which have been established to promote the health and well being of students. A copy of the complete policy may be found in the APPENDIX.

### 8.10 Financial Responsibility Policy

All parents must complete their registration with TADS and pay the per pupil registration fee at the time of registration or at the time of re-registration. Your child's space will not be guaranteed unless registration is complete, including payment of fees and tuition registration with TADS. Unregistered students will not be able to start school on the first day.

The school has measures in place when accounts become delinquent, up to and including referring accounts to Transworld Systems/Greenflags, the school’s collection agency. At the end of each trimester, the Principal and/or the Pastor will consider not accepting children for the next trimester whose families have made:

- no payment on delinquent accounts,
- no effort to discuss the problem with the Principal or Pastor (Ref: Family Agreement #4 under General Provisions).

At the end of the school year, if financials are owed to the school, those children:

- 8th graders will not be permitted to participate in any graduation ceremonies and report cards and yearbooks will be held until payment made,
- Students in K-7 grades will not be able to receive reports and yearbooks until the school has received payment.
9.1 Standards for Sports Participation
The objectives of the All Souls Sports Programs are to foster good sportspersonship and teamwork in all phases of athletic endeavor both by mature guidance and Christian example and to encourage and foster participation in sports among students in grades four through eight. PARENTS HAVE THE PRIMARY RESPONSIBILITY TO MONITOR THEIR CHILD’S ACADEMIC EFFORT/PROGRESS.

9.2 School Policy
It’s the policy of All Souls Catholic School that students who participate in the school sports/cheerleading program must maintain satisfactory standards of school work, homework, conduct, and effort. If there is evidence of unacceptable grades in any subject, conduct, or effort, the students may be placed on sports probation. The student, parents, and coaches will be informed of any probationary status and progress.

9.3 Participation Rule
It is the object of the All Souls Sports Program that all team members participate a reasonable amount of time during the course of each sport’s season, covering league and non-league games. As a general guideline, the coach of each team should try to maximize the participation of all team members. It will be the duty of the coaches to use judgment and sensitivity toward meeting this objective. The following factors should be weighted in each game and appropriate adjustments can be made by the coach over a series of games to meet the above objective:

1. Attendance at practice and attitude of the team member
2. The number of players on the team that must divide playing time
3. The closeness of the game
4. The real desire of each student to play in a given situation

There will be no cutting of players from any sports team other than for disciplinary reasons (e.g. failure to attend practices). The Athletic Director is empowered to review the performance of each coach with respect to this policy and to change coaches in the event of not-compliance. Issues of grievance / conflict are to be taken to the Athletic Board first.

Coaches will be interviewed by members of the Athletic Board prior to the new school year’s Athletic program.

9.4 Inappropriate Behavior
Any spectator attending the games shall model good sportspersonship. In the event of misconduct (abusive language, unnecessary heckling, etc.) it is the responsibility of the game official (under P.P.S.L. guidelines) to give notice to the Athletic Director to silence the offender. Should this prove ineffective the official has the power to forfeit the game. The Athletic Director will notify the offender in writing regarding any inappropriate behavior.

9.5 Collection of Athletic Fees
For the smooth operation of the Athletic Board, it is necessary to charge students for the privilege to play a respective sport. All checks are to be made out to “All Souls Athletic Board.”

9.6 Purchase of Equipment
All purchases of equipment or other goods need the approval from the Athletic Director and signature approval from the Principal. Parents/Coaches are not permitted to collect money in the form of checks/cash to purchase goods.
The All Souls Extended Care Program was established to meet an ever-increasing need expressed by our school families. Our purpose is to provide for our students a safe, supervised environment where students can assemble, work, and play together and which promotes the physical, social, emotional, and cognitive development of each student.

Our extended care program is different than our school program. Our focus shifts from academics and achievement (after scheduled time for homework), to enrichment and enhancing socialization skills. The extended care program offers a flexible program that includes a time of free play, games, creative arts, sharing experiences, story time, a wholesome snack, and homework time. Students in Grades 4 through 8 have the opportunity to attend our homework club.

The All Souls Extended Care Program was established as a service to our school families. This service has grown from a sincere love for the children and the desire to work with their parents in order to provide a safe, supervised environment before and after school hours. We want the children surrounded by a Christian atmosphere of respect and loving appreciation for each person and for the wonders of God’s world. Each child is encouraged to exercise self-discipline and develop the ability to make choices.

10.1 Eligibility
The Extended Care Program is open to any child currently attending All Souls Catholic School and is operated on a non-discriminative basis. Parents must enroll student(s) in the program. All Souls Preschool provides its own extended care services.

10.2 Hours of Operation
Extended care is open from 6:45 a.m. – 7:45 a.m. and after school until 5:50 p.m. Monday through Friday. The before school morning program is located in the Kindergarten Room, and students enter through the security gate located between the school and annex buildings. The afterschool program starts with a snack in the school cafeteria and then continues in the annex building. All children must be picked up prior to closing time. There is a late fee for all children left at extended care after 5:50 p.m.

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45 - 7:45 a.m.</td>
<td>Part-time</td>
</tr>
<tr>
<td>3:00 - 5:50 p.m.</td>
<td>Full-time or Part-Time</td>
</tr>
<tr>
<td>12:20 - 5:50 p.m.</td>
<td>Minimum Days</td>
</tr>
<tr>
<td>2:30 - 5:50 p.m.</td>
<td>Early Dismissal Days</td>
</tr>
</tbody>
</table>

The extended care program operates on most school days. It is NOT open on the first or last day of school, last day of school before Christmas vacation, and any school holidays or during vacation periods.

10.3 Rates
REGISTRATION FEE: The registration fee is $45.00 per child for both full time and part-time services. This fee must accompany your contract for participation.

ENROLLMENT, RATES & BILLING: Both full and part-time students must be enrolled in the program prior to attendance. As the number of school days in each month always varies, full-time rates are based on averaged costs for the months of September through May. Anyone enrolled at an hourly rate will not be charged more than an applicable full-time fee in cases where the hourly total exceeds that amount. The months of August and June will be billed at the hourly rate.

**RATES:**

<table>
<thead>
<tr>
<th></th>
<th>FULL-TIME (MONTHLY)</th>
<th>September - May</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$280.00 - first child</td>
</tr>
<tr>
<td>Family rates</td>
<td>$100.00 - second child</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50.00 - each addition child</td>
<td></td>
</tr>
</tbody>
</table>

**PART-TIME**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$8.00 per hour for the first child</td>
<td></td>
</tr>
<tr>
<td>$14.00 per hour for 2 children</td>
<td></td>
</tr>
<tr>
<td>$19.00 for 3 or more children</td>
<td></td>
</tr>
</tbody>
</table>

NOTE REGARDING PART-TIME COSTS: Part-time students must be enrolled in the program prior to attendance, and their attendance will be billed hourly. No unregistered students will be allowed to “drop in” except in cases of emergency. The school or extended care program administrators will just what constitutes such an emergency.
10.4 Billing Dates

Full-time students and part-time students will be billed on-line on the 15th of the following month, with payment due at the end of that billing month. A late fee (10%) will be added if payment is not received by the due date.

10.5 Late Charges

There is a $15.00 charge if your child/children are picked up between 5:50 and 6:00 p.m. After 6:00 p.m. there is a $1.00 per minute charge. This is to discourage late pick-ups and provide for extra costs for staffing.

10.6 Arrival and Pick up

Each child must be signed in and out by someone authorized to do so. The only person or persons allowed to pick up a child are the child’s parents, legal guardians, and those listed as authorized on the child’s entrance forms. If for some reason someone other than those listed on the authorization form is to pick the child up, a signed note must be presented to the co-director or assistant by the parent or guardian.

Parents or guardians may not take children from the schoolyard or other areas without notifying the extended care program staff and signing the children out. No child will be released to anyone who is not listed on the emergency form. Special written permission from the parent is needed if any changes are made regarding designated persons. Extended Care personnel must be notified immediately and in writing.

10.7 Parent Responsibilities

With the children’s safety and well being in mind, it is most important that parents fill out an emergency form and then adhere to the instructions given. One of the most important regulations concerns the child’s arriving and leaving the premises of the extended care program. Upon morning extended care arrival, parents must wait for some acknowledgment from extended care supervisor before departing. Children must be signed out of afterschool extended care by an authorized adult. Your child’s safety and well being is your main concern and ours. It is your responsibility to keep the directors and staff informed of all current information regarding your child and to follow procedures outlined as follows.

**Emergency/Earthquake Forms:** All children must have current forms on file in the extended care office as well as the school office. This will enable the staff to act in an emergency for the good of your child and in accordance with your wishes.

**Illness/Accident:** In cases which appear to be of a minor nature, First Aid will be administered on the premises. In cases which appear serious, the extended care staff will make an effort to carry out the instructions as given on the emergency form. Parents are expected to make provisions for taking sick children home. The extended care program does not have the facilities for children who are ill or for the transportation of children.

**Behavior:** As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and environment provided. All policies outlined in the All Souls School Parent/Student Handbook shall be part of the extended care program. It is the parents’ responsibility to reinforce and support our guidelines. If there is an incident with your child and someone else’s child in extended care, extended care personnel should be notified of the incident and they will deal with the matter appropriately. It is unacceptable for another parent to confront someone else’s child in school over a dispute or misunderstanding.

**Minimum Days:** All students must bring a lunch on minimum days.

**Snacks:** Snacks are provided each day. Please advise the extended care staff (in writing) if your child has any allergies or food/drink problems.

**Homework:** A period of time each day is scheduled for homework and/or quiet reading time. The extended care program does not provide tutorial services but does provide assistance, guidance, encouragement, and a quiet atmosphere conducive to study.

10.8 Daily Schedule

**Before School:**

6:45 a.m. Students arrive
6:45 – 7:45 a.m. Quiet free time
7:45 a.m. Students join other students outside

**After School:**

3:00 p.m. Students Arrive
3:00 – 3:15 p.m. Check-in
Gr. 4-8 Students dismissed to Homework Club

3:15 – 5:50 pm Scheduled activities include homework/quiet time, outside play, enrichment activities (ie: art, stories, games, sharing), evening supper/snack, clean-up

5:50 p.m. All children picked up - extended care program ends its day

If you should require any further information about our extended care program, please contact the Program Director at 650-515-3598.
11.1 ENROLLMENT

Enrollment for all new and returning students is completed via the TADS Data Management System. You will select your tuition plan (participation/non-participation), payment plan, and participation activities via TADS.

11.2 TUITION RATES

<table>
<thead>
<tr>
<th>Participation Plan</th>
<th>1 Child</th>
<th>2 Children</th>
<th>3 Children</th>
<th>4 Children</th>
<th>5 Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Payment</td>
<td>$6,979</td>
<td>$12,432</td>
<td>$16,534</td>
<td>$19,246</td>
<td>$20,785</td>
</tr>
<tr>
<td>5 Month</td>
<td>$1,396</td>
<td>$2,486</td>
<td>$3,307</td>
<td>$3,849</td>
<td>$4,157</td>
</tr>
<tr>
<td>10 Month</td>
<td>$698</td>
<td>$1,243</td>
<td>$1,653</td>
<td>$1,925</td>
<td>$2,079</td>
</tr>
<tr>
<td>11 Month</td>
<td>$634</td>
<td>$1,130</td>
<td>$1,503</td>
<td>$1,750</td>
<td>$1,890</td>
</tr>
<tr>
<td>Non – Participation</td>
<td>$8,617</td>
<td>$15,080</td>
<td>$20,087</td>
<td>$23,301</td>
<td>$25,165</td>
</tr>
<tr>
<td>5 Month</td>
<td>$1,723</td>
<td>$3,016</td>
<td>$4,017</td>
<td>$4,660</td>
<td>$5,033</td>
</tr>
<tr>
<td>10 Month</td>
<td>$862</td>
<td>$1,508</td>
<td>$2,009</td>
<td>$2,330</td>
<td>$2,517</td>
</tr>
<tr>
<td>11 Month</td>
<td>$783</td>
<td>$1,371</td>
<td>$1,826</td>
<td>$2,118</td>
<td>$2,288</td>
</tr>
</tbody>
</table>

11.3 PARTICIPATION TUITION PLAN

Parents who chose the participation plan agree to participate in the Service Hour Program, the Festival and Scrip Program @ $150.00 net. All Major fundraisers included in tuition. We understand we either participate by buying scrip or pay out the amount of $150.

11.4 NON-PARTICIPATION TUITION PLAN

Parents who chose the non-participation plan agree to participate in the Festival and Scrip Program @ $150.00 net. All Major fundraisers included in tuition. We understand we either participate by buying scrip or pay out the amount of $150.

11.5 FAMILY AGREEMENT GENERAL PROVISIONS

We understand that the tuition policy of All Souls Catholic School requires the following:

1. Tuition is to be paid by the date of the “TADS” payment plan schedule. (TADS is the school tuition collection agency)

2. Delinquency occurs at 12:01 a.m. on the day your tuition is due each month, at which time a $45.00 late charge will be made on the accumulated late payment. Tuition and other charges not met will be referred to Green Flag (collection agency)

3. If an extreme series of missed payments occurs, a meeting with the Principal and/or the Pastor will incur.

4. At the end of a quarter, the Principal and/or the Pastor will consider not accepting for the next quarter children whose families have made: a) no payment on delinquent accounts (includes, Tuition, Cafeteria, Extended Care, other pending fees); b) no effort to discuss the problem with the Principal or Pastor.

5. The School Board and category Chairperson will monitor all selected categories for ongoing participation and completion of commitment. Families who fail to fulfill the family agreement activities will be considered non-participating.

6. After two (2) returned checks, payment must be made by money order or cash for the remainder of the school year. A fifteen-dollar ($15.00) handling fee will be charged for all returned checks for any reason.

7. The Pastor will conduct audits of the use of the Parish envelopes regularly. A family's failure to attend Mass and use Parish envelopes regularly will automatically increase tuition from participating to non-participating. Audits will occur periodically. Based on these audits, the Pastor will determine whether a family will be considered non-participating for the next school year.

8. Families with delinquent accounts will not be allowed to re-register for the following year.

9. Families will be held responsible for payment of a reasonable attorney's fee and legal cost necessary for collection of any amount not paid when due.

10. If a family chooses to leave All Souls Catholic School prior to the end of the school year, tuition paid and scrip fees will be prorated. All other fees are non-refundable.

11. Families who select either Participating or Non Participating are also responsible for Parish Festival, and Scrip, as outlined above.

We expressly authorize All Souls Catholic School to release our tuition account, along with other needed records, e.g. transcripts which are requested by any public or private school or agent, collection agency or local credit bureau, who has a legitimate educational or legal interest in same.

All policies, objectives, terms, and conditions set forth in the All Souls Catholic School Parent and Student Handbook and Archdiocesan Handbook are incorporated by reference and made a part of this agreement, which includes the financial, academic, and behavioral policies of the School and Archdiocese of San Francisco.

We agree to contact the School Board, in writing, with any questions or comments regarding this Agreement. We agree to complete the Family Registration, Emergency, Health, and Immunization Forms.

We acknowledge that we have read the Parent/Student Handbook, which can be assessed at www.ssfall souls school.org, and will comply with the regulations and support the religious, Christian/Catholic nature of the school. Any new material or changes will be highlighted.

We have read and understand the policies of All Souls Catholic School and agree to fulfill all terms and CONDITIONS of this Agreement.

All Souls Catholic School Parent-Student Handbook - Revised – August 8, 2019
11.6 DESCRIPTION OF ACTIVITIES:

2019 – 2020 DESCRIPTION OF ACTIVITIES

**CATEGORY A:** Only one activity required along with working the Festival and major fundraisers.

A1 - ALTAR SERVER SCHEDULER: Responsible for scheduling altar servers for weekend masses and daily masses. Provides schedules to altar servers, school office, and rectory.

A2 - ATHLETIC BOARD: Serve on the BOARD, for a minimum of three years in the capacity of President or Boys’ or Girls’ Athletic Director. Pastor’s and Principal’s approval.

A3 – BINGO AND BINGO BEVERAGE COORDINATOR: Oversees the Bingo Program. This person oversees the Bingo Leaders and coordinates their schedules. Coordinates and maintains records of bingo beverage providers, bingo workers, bingo snack bar workers and snack bar prep work. They are responsible for scheduling workers from July through June.

A4 - BINGO TEAM LEADER: Coordinates the workers for the evening on the floor selling tickets and assigning snack bar workers and works the snack during bingo, scheduled between 5:00 – 10:00 (one Friday every other month)

A5 - BINGO WORKERS: Work one Friday every other month, as scheduled, between 5:00 to 10:00 - Bingo runs from July through June. They will be the floor, selling tickets and working the snack bar as directed by the Bingo Team Leader.

A6/A7 - CAFETERIA FOOD WORKER: Set up, serve and clean up, they will also supervise children in the cafeteria from 10:45am to 12:45pm or 8:30am to 10:30am; once a week as assigned. Must be available to perform duties and stay for the entire time. (M,T,W,TH,F)

A8 - CCD RELIGIOUS EDUCATION: (full time) Teach CCD on Mondays 7:00 to 8:30 p.m., Mondays 3:30 to 5:00 p.m., or Saturdays 9:00 to 10:30 a.m. or Sunday Pre-School Teacher. Program runs from September through May.

A9 - COACH: Coach one sport season; required to attend weekday practices and weekend games. Athletic Board approval. Please indicate which sport and grade. All coaches are required to work 3 hours at the Crab Dinner, Athletic Family Picnic and Spaghetti Dinner. All coaches are required to attend relevant coaching clinics.

A10 - FESTIVAL CHAIRPERSONS: This group of people (school/parish) will be responsible for overseeing and executing the festival as a 3 year commitment upon approval of Pastor, Principal and School Board. This group will plan and coordinate major activities of the Annual Festival.

Major Activities: Organizing/facilitating meetings, directs booth/activity Festival Managers, fundraising, solicit donations, marketing and sales of raffles and ride tickets, schedule volunteers, oversees the general running of the booths/activities.

A11 - SCHOOL BOARD: Three year commitment. Pastor’s and Principal’s approval.

A12 - WOMEN’S CLUB BOARD: Responsible for serving on the board and “chair” various fundraising events. Must attend all meetings every month.

A13 - EXTENDED CARE WORKER: Work Extended Care on Minimum Days Only. (12:15pm to 3:00pm)

A14 - ART IN ACTION HELPER: The Art in Action Helper will assist the Art teacher weekly in the classroom. Wednesday, (10:45am-12:00pm) Thursday, (10:15-11:15am) or Friday (10:10am -12:00pm) These volunteers will also assist with the Art Show set-up and take-down in May.

A15 - PARENT ASSOCIATION COMMITTEE (PAC): These five members will be responsible for organizing the PAC for the first year. The job will require monthly meeting to develop a charter for the new parent association. The five members will be responsible for recruiting members for school events.

**CATEGORY B:** One other activity is required from Category C along with working the Festival and major fundraisers.

B1 - BINGO SNACK BAR PREP WORKERS: Prepare food for bingo snack bar... scheduled between 4:30 – 6:00 twice a month

B2 - CAFETERIA FOOD WORKER: Set up, serve and clean up, they will also supervise children in the cafeteria from 8:30 – 10:30 a.m. twice a month as assigned. Must be available to perform duties and stay for the entire time. (M,T,W,TH,F)

B3 - CAFETERIA FOOD WORKER: (Mon. Tues. Wed. Thurs. Fri.) - Serve food, clean up, and supervise children in the cafeteria from 10:45am -12:45pm, (after cleaning up) twice a month. Must be available to perform duties within the entire time.

All Souls Catholic School Parent-Student Handbook - Revised – August 8, 2019
B4 - FESTIVAL BOOTH/ACTIVITY MANAGER: Responsible for attending Festival Chairperson’s meeting (as appropriate), manage festival workers of indoor game booth/activity, confirm presence of festival workers for the entire weekend, and coverage of open shifts. Responsible for setup and break down of booth, must be present at festival booth/activity entire festival weekend. Committee approval.

B5 - WOMEN’S CLUB FUNDRAISER WORKER: Responsible for participating in all Women’s Club fundraising events (Minimum of 36 hours)

B6 - PHOTO COPYING FOR TEACHERS AT SCHOOL: Once a week to help with either Elementary School (K-4) or Middle School (5-8) photocopying. (M,T,W,TH, F)

B7 - YARD PARENT: Lunch (Mon. Tues. Wed. Thurs. Fri.) - supervise students in the schoolyard & the cafeteria during lunch period 11:45-12:50. On minimum days hours are 12:30 to 1:30 to help supervise Extended Care Lunch.

B8 - SCHOOL MAINTENANCE: Work at school during Summer and/or Christmas and/or Easter doing maintenance, i.e.: carpentry, plumbing, electrical, heating, painting, carpet cleaning, or general repairs. (36 hours total commitment)

B9 – ATHLETIC BOARD HELPER/SCORE KEEPER: Would keep score for 3-4 home games on weekends, either for Volleyball or Basketball (24-36 hours total).

CATEGOR C: Four activities are required from Category C along with working the Festival and major fundraisers.

C1 - BINGO BEVERAGE PROVIDER: Bring one 48-pack of water or 24 pack of soda which will be sold to bingo players. Once a month from July to June. You are responsible to sign the sign in sheet.

C2 - ATHLETIC BOARD FAMILY PICNIC CHAIRPERSONS: Four 5th grade families to coordinate family picnic.

C3 - PARISH SUPPORT STAFF: Assist the Pastor on Parish Ministries. Marriage and Baptismal Preparation, Family Mass Coordinator, Choir, or Youth Services. Pastor’s approval. Please indicate which activity.

C4 - ROOM PARENTS K - 8: Help coordinate certain class activities and help with the class auction project. Only sign up for one grade and please indicate which grade.

C5 - SCHOOL MAINTENANCE: Work at school during Summer and/or Christmas and/or Easter doing maintenance, i.e.: carpentry, plumbing, electrical, heating, painting, carpet cleaning, or general repairs. (9 hours total commitment)

C6 - YARD PARENT AM: Supervise students in the mornings before school from 7:45 to 8:15 once a week.

C7 - YARD PARENT: Weekday Recess (Mon. Tues. Wed. Thurs. Fri.) – Supervise students in the schoolyard & the cafeteria during recess period (9:45-10:15)

C8 – FESTIVAL WORKER: Work a festival booth or activity for additional 4 hours (above the 2 contracted hours)
11.7 Release and Consent Form

School: _______________ School Year: _______________

Name of Student (Last, First, Middle)

Grade: ___________ Teacher Name: __________________________

Student Address:

__________________________________________________________________________________

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:

__________________________________________________________________________________

City State Zip

Home Address (If Different from child’s):

__________________________________________________________________________________

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:

__________________________________________________________________________________

City State Zip

Home Address (If Different from child’s):

__________________________________________________________________________________

City State Zip

Home Phone (If Different from child’s): (____)_____________________

Work Telephone: (____)_______________ Mobile phone: (____)_________________
### Emergency Contacts:

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Telephone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

### Student Medical Information:

#### Primary Physician:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### Emergency Physician:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 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):

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

#### Medicines to be Administered by the School (IF parents/guardians and school both agree that school shall do so):

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**DATE:** ____________________________  
**SIGNED:** ____________________________  
**PRINT NAME:** ____________________________  
**RELATIONSHIP TO CHILD:** ____________________________
11.8 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 ALL SOULS CATHOLIC 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**,
11.9 Children with Disabilities Release Form

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 attempt, including but not limited to, its attempts to provide proper supervision and/or prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, etc. 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: ___________
11.10 School Counseling Release Form

Psychological and Educational Information:

Please Note: This release is optional. No psychological testing or counseling other than ordinary education 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: ____________________________________
11.11 Consent Form for School Counseling Services

CONSENT FROM FOR SCHOOL COUNSELING SERVICES
(Custodial Parent/Legal Guardian)

I am the custodial parent/legal guardian of ______________________ (“My Child”) and hereby give my consent for My Child to receive counseling services through __________________________ School (the “School”). My Child is not married, is not a member of the United States Armed Forces, and has not received a Declaration of Emancipation from any Court of Law.

I understand that counseling services offered through the School 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 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 is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for My Child.

I have the right to withdraw this consent by written notice to the School.

Date: __________ Parent/Guardian's Signature: __________________________

Relationship to Child: __________________________

AUTHORIZATION OF DISCLOSURE

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 School 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 purpose of facilitating the education or socialization of My Child in the School community. This authorization shall remain valid only until ____________________. I have the right to withdraw this authorization by written notice to the School.

I understand that I have the 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.

Date: __________ Parent/Guardian’s Signature: __________________________

Relationship to Child: __________________________
11.12 Credit Card Authorization Form

All Souls Charge Card Release
Permission to Charge Lunch Money, Field Trip Fee and any Family Agreement Assigned Fees

All Credit Cards on File MUST be UPDATED

This form gives the office permission to charge your credit card for any fees that have not been paid by the requested due date.

Cafeteria: Lunch $5.50 (apple juice $.75 and orange juice $.75)
Students are not permitted to buy lunch without having adequate funds in their accounts. Parents are able to view their cafeteria account on-line from the DMS Login on the parent portal of the school website. (www.ssfallsoulsschool.org)

This form will allow the school office to add $50.00 or $100.00 (please check one) to the student account when the balance reaches $5.50.

☐ $50.00  ☐ $100.00

Field Trip Fees: Amount may vary
Band: $350.00
Laptops: $320.00
Confirmation Fee: $80.00
Communion Fee: $75.00

Family Name: ____________________________________
Student Name: ____________________________________ Grade: ____________________
Student Name: ____________________________________ Grade: ____________________
Student Name: ____________________________________ Grade: ____________________

I give permission for the All Souls School office to add $50.00 to my cafeteria account by charging my credit card (card information is secure) or charging the various fees that I may accrue.

Credit Card Type: Visa _____ Mastercard _____ American Express _____

Credit Card Number: __________________________________________________________
Expiration Date: _______________________ Secure Code (3 number on back) __________
Name on card: ___________________________________________________________________
House number & zip code of the billing address on the card: __________________________

Please check one box
☐ I would like to use my credit card for the cafeteria & school charges.
☐ I opt to make only cash or check payments at All Souls School.

All Souls Catholic School Parent-Student Handbook - Revised – August 8, 2019
11.13 Permission and Release Form

The school reserves the right to use student pictures on the school web and social media sites and other print and non-print media unless a family gives non-permission in writing to the school. The following form is used for parents to complete each year.

PHOTO PERMISSION AND RELEASE FORM

(Photograph/Video/Film, Project/School Website)

I, ___________________________________________________

Parent/Guardian

Authorize: ___________________________________________

Child/ren Name

Grade(s): __________________________________________

to have his/her pictures/video be used for the yearbook, newsletters, web and social media sites, end of the year video or for any advertising purposes related to All Souls Catholic School. I specifically understand that All Souls Catholic School shall hereby retain any and all rights in the photograph(s) and/or video/film production and/or school website, including but not limited to the rights to reproduce, copy, edit, exhibit, publish, or distribute such photograph(s) and/or video/film and/or school website

PARENT OR GUARDIAN

SIGNATURE: ________________________________

DATE: ________________________________

All Souls Catholic School Parent-Student Handbook - Revised – August 8, 2019
11.14 Field Trip Release Form

Field Trip Release Form

ACTIVITY ____________________________________________________________

(Be specific – Describe the activity in detail including time, place, transportation.)

CHILD’S NAME ___________________________ PARISH __________________________

ADDRESS ___________________________________ PHONE __________________________

(Street, City, Zip)

SCHOOL ___________________________ GRADE __ BIRTHDATE ______________

PARENT/GUARDIAN'S NAME ______________________ HOME PHONE ______________

ADDRESS ___________________________________ WORK PHONE ______________

(Street, City, Zip)

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

NAME ___________________________________ PHONE __________________________

I, the parent (guardian) of the above named Child, hereby, give my permission for his/her participation 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 Archdiocesan personal responsible for the activity.

I agree, t 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 transportation; to and from the activity, whether or not caused by the negligence (active or passive) of the parish/school or Archdiocesan 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 of 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/GARDIAN’S SIGNATURE ___________________________ DATE _____________

PARENT/GARDIAN’S SIGNATURE ___________________________ DATE _____________

****While being sensitive to single parent situations and possible embarrassment to the children, signatures of both parents should be obtained when possible.
11.15  Physician’s Statement Administration of Medicine

PHYSICIAN’S STATEMENT REGARDING
ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL

PLEASE SCHEDULE MEDICATION OUTSIDE OF THE SCHOOL HOURS WHENEVER POSSIBLE

1. Name of pupil ___________________________________  Date of Birth ___ / ___ / ______

2. Address ________________________________________  Telephone ________________

3. Condition of 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 pupil permission to self-administer the above medication.
   ____ I authorize designated school personnel to administer the above medication.

10. Print name and address of physician  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 physicians statement.

PHYSICIAN’S STATEMENT REGARDING ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL

11. Name of patient or guardian ________________________________

12. Telephone where a parent/guardian can be reached 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 medication.

_____ I authorize designated school personal 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 ________________________________ IS NOT LEGALLY OBLIGATED TO STORE OR ADMINISTER MEDICATION FOR STUDENTS. THEREFORE, IN CONSIDERATION FOR THE ABOVE REFERENCED ARRANGEMENT, THE UNDERSIGNED DOES HEREBY RELEASE AND DISCHARGE THE ARCHDIOCESE OF SAN FRANCISCO, ITS CONSTITUENT ORGANIZATIONS, INCLUDING, BUT NOT LIMITED TO ________________________________, PARISH/SCHOOL AND THEIR OFFICERS, AGENTS AND EMPLOYEES, FROM ANY AND ALL CLAIMS FOR PERSONAL INJURIES OR PROPERTY DAMAGE THAT I OR MY CHILD 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
11.16 Walk permission Form

All Souls Catholic School
Walk
Parent Permission

We request that our child/children be allowed to walk home from school at the end of the All Souls school day:

Please circle the days they will be walking:

M T W Th F

Parent Name: _____________________________________
(please print)

Parent Signature: _________________________________ Date: __________

Child: _____________________________________ Grade ________

Child: _____________________________________ Grade ________

Child: _____________________________________ Grade ________

Child: _____________________________________ Grade ________
All Souls Catholic School
Student Release Form

Family Name: __________________________

Student Name: __________________________ Grade: ________

Student Name: __________________________ Grade: ________

Student Name: __________________________ Grade: ________

The following people are authorized to pick up my child/children:

1. ____________________________________________________________
   Name (please print) Relationship to Child*

2. ____________________________________________________________
   Name (please print) Relationship to Child*

3. ____________________________________________________________
   Name (please print) Relationship to Child*

4. ____________________________________________________________
   Name (please print) Relationship to Child*

5. ____________________________________________________________
   Name (please print) Relationship to Child*

*Relationship=parent, aunt, uncle, guardian, grandparent, friend, etc.
11.18 Library Parent Permission Form

All Souls Catholic School
Library
Parent Permission

We request that our child/children be dismissed to the library at the end of the All Souls school day:

Please circle the days they will be going:

M  T  W  Th  F

Parent Name: ________________________________
(please print)

Parent Signature: ____________________________ Date: __________

Child: ____________________________ Grade ________
Child: ____________________________ Grade ________
Child: ____________________________ Grade ________
Child: ____________________________ Grade ________

*Please note: The school provides no supervision and assumes no liability for the student after he/she leaves school grounds and goes to the library.
11.19 Technology Acceptable Use Form

ALL SOULS CATHOLIC SCHOOL POLICY AND PARENT/STUDENT CONTRACT PERTAINING TO THE ACCEPTABLE USE OF INTERNET AND ELECTRONIC INFORMATION RESOURCES

GENERAL POLICY

All Souls Catholic 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. All Souls Catholic 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 All Souls Catholic School. However, users may encounter material which 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. All Souls Catholic 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. In appropriate use may result in cancellation of those privileges. The administration of All Souls Catholic 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.

- 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
- Misuse of school logo, school uniform, pictures of the school on any social networking sites such a Facebook, MySpace, Twitter; etc.
- Any form of cyber bullying is not acceptable
- Any other use which would violate the policies of All Souls Catholic School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.
- Parents are responsible for monitoring their child’s behavior on Social Network Sites, email, chat rooms, websites, and all cellular devices.

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

ELECTRONIC RESOURCES CONTRACT
REQUIRED SIGNATURES

This contract shall remain in effect so long as user is enrolled at All Souls Catholic School and/or is otherwise provided access to an information service accessed through All Souls Catholic 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 All Souls Catholic School to restrict access to all controversial materials and I 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 the school setting.

Parent or Guardian Name (please print) _____________________________________________

Signature __________________________ Date __________________

PRINCIPAL _____________________________________________
**11.21 VIRTUS Online & Background Check**

<table>
<thead>
<tr>
<th>VIRTUS Online &amp; Background Check</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Please make sure you have your Driver’s License and Social Security numbers handy.</em></td>
</tr>
</tbody>
</table>

**This process must be completed every three years. The school office will notify parents via email when their certification is due for renewal.**

All Souls Catholic School Parent-Student Handbook - Revised – August 8, 2019
11.22 Healthy Snacks

**Approved snack items:**

- Pretzels
- Trail mix or cereal mix
- Animal or graham crackers
- Granola bars
- Dried fruit (raisins)
- 100% fruit juice
- Applesauce cups (no added sugar)
- Low fat pudding
- Low fat yogurt
- Vegetable trays with low fat dip
- Fruit or cheese kabobs
- Chips and salsa
- Angel food cake topped with plain fruit
- Fruit salad or fruit cups (100% juice)
- Deli meat wraps
- Microwave popcorn
- Veggie packets with dip included

**Unapproved snack items:**

- Cupcakes
- Cookies
- Cake
- Soda
- Ice cream
- Candy

11.23 Emergency Supply Kit

Please obtain a new 1-gallon zip lock back and provide the following:

- 2 high energy bars (granola, etc) – please avoid anything containing peanuts or peanut butter
- 2 fruit cups or Jell-O cups – not from the refrigerator section
- 1 package of unsalted crackers or wafers – no larger than 4 x 4 x 2
- 2 fruit roll-ups
- 2 small (5.5 oz.) canned juices – no boxed juice
- 1 pint water – plastic bottle
- 2 pocket size (4 x 2 x 1) Kleenex – not a box
- a note and/or photo from the family which would be reassuring to a child
- a small book, puzzle, or other toy which will fit inside the bag
11.24 All Souls Catholic School Wellness Policy

All Souls Catholic School Advisory Board Policy - Student Wellness

Students

The Advisory Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Principal shall coordinate and align the school efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Principal shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

(cf. 1020 - Youth Services) (cf. 3513.3 - Tobacco-Free Schools) (cf. 3514 - Environmental Safety) (cf. 5131.6 - Alcohol and Other Drugs) (cf. 5131.61 - Drug Testing) (cf. 5131.62 - Tobacco) (cf. 5131.63 - Steroids) (cf. 5141 - Health Care and Emergencies) (cf. 5141.22 - Infectious Diseases) (cf. 5141.3 - Health Examinations) (cf. 5141.31 - Immunizations) (cf. 5141.32 - Health Screening for School Entry) (cf. 5141.6 - School Health Services) (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education) (cf. 6164.2 - Guidance/Counseling Services)

School Health Council/Committee

The Principal shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the school’s student wellness policy. (42 USC 1758b)

To fulfill this requirement, the Principal may appoint a school health council or other school committee whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

The school health council/committee shall advise the school on health-related issues, activities, policies, and programs. At the discretion of the Principal, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)
The school’s nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards) (cf. 6142.7 - Physical Education and Activity) (cf. 6142.8 - Comprehensive Health Education) (cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

(cf. 5148.2 - Before/After School Programs) (cf. 6177 - Summer Learning Programs)

To reinforce the school’s nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

(cf. 1325 - Advertising and Promotion)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program) (cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement or memorandum of understanding to make school facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

Professional development shall be regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)
The Principal may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

(cf. 1100 - Communication with the Public) (cf. 1112 - Media Relations) (cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media) (cf. 6020 - Parent Involvement)

In order to ensure that students have access to comprehensive health services, the school may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying) (cf. 5145.3 - Nondiscrimination/Harassment)

The Principal shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

**Nutritional Guidelines for Foods Available at School**

For all foods available on campus during the school day, the school shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the school’s ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3550 - Food Service/Child Nutrition Program) (cf. 3552 - Summer Meal Program) (cf. 3553 - Free and Reduced Price Meals) (cf. 5141.27 - Food Allergies/Special Dietary Needs) (cf. 5148 - Child Care and Development) (cf. 5148.3 - Preschool/Early Childhood Education)

The Principal shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores,
vending machines, or other venues shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts) (cf. 3554 - Other Food Sales)

The Principal shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the school’s nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

**Program Implementation and Evaluation**

The principal ensures that the school complies with this policy. (42 USC 1758b)

(cf. 0500 - Accountability) (cf. 3555 - Nutrition Program Compliance)

The Principal shall assess the implementation and effectiveness of this policy at least once every two years. The assessment shall include the extent to which school is in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Advisory Board and the Principal shall establish indicators that will be used to measure the implementation and effectiveness of the school’s activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the school’s nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements

2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records

3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program

4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundrasiers, comply with nutritional standards

All Souls Catholic School Parent-Student Handbook - Revised – August 8, 2019
5. Results of the state's physical fitness test at applicable grade levels

6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity

7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program

The Principal shall invite feedback on the school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

The Principal shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

**Posting Requirements**

The school shall post the school policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

Each school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.


49500-49505 49510-49520 49530-49536 49540-49546 49547-49548.3 49561 Meals for needy students 49565-49565.8 California Fresh Start pilot program 49570 National School Lunch Act

51210 Course of study, grades 1-6 51220 Course of study, grades 7-12 51222 Physical education

School meals Nutrition Child Nutrition Act Child care food program

Comprehensive nutrition services 49550- 51223 Physical education, elementary schools 51795-51796.5 School instructional gardens 51880- 51921 Comprehensive health education CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations 15510 Mandatory meals for needy students 15530- 15535 Nutrition

All Souls Catholic School Parent-Student Handbook - Revised – August 8, 2019

All Souls Catholic School Wellness Policy adopted: July 14, 2019 South San Francisco, California
Dear All Souls Parents,

Our Extended Care Program will be in full operation beginning August 21, 2019. The purpose of our program is to provide a safe supervised place where All Souls students (gr. K-8) can spend before and after school hours constructively in a friendly, planned environment. Our after school program provides snack and social time, homework/study time, and indoor/outdoor activities.

Our Extended Care Program operates on all days school is in session, including minimum days (12:20 dismissal) except for the first day of school, after school on the day before Christmas break, and after school on the last day of school. It is NOT open on holidays or during vacation periods.

PROGRAM HOURS:
- 6:45-7:45am before school
- 3:00-5:50pm after school
- 2:30-5:50 pm early dismissal days
- 12:20-5:50pm minimum days

RATES:

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<th></th>
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<th>September - May</th>
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<tbody>
<tr>
<td>(MONTHLY)</td>
<td>$280.00 - first child</td>
<td></td>
</tr>
<tr>
<td>Family rates</td>
<td>$100.00 - second child</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50.00 - each addition child</td>
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<table>
<thead>
<tr>
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<th>PART-TIME</th>
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<tbody>
<tr>
<td></td>
<td>$8.00 per hour for the first child</td>
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<td></td>
<td>$14.00 per hour for 2 children</td>
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<tr>
<td></td>
<td>$19.00 for 3 or more children</td>
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</tbody>
</table>

ENROLLMENT & BILLING: Both full and part-time students must be enrolled in the program prior to attendance. As the number of school days in each month always varies, full-time rates are based on averaged costs for the months of September through May. Anyone enrolled at an hourly rate will not be charged more than an applicable full-time fee in cases where the hourly total exceeds that amount. The months of August and June will be billed at the normal hourly rate.

BILLING DATE: FULL and PART TIME students will be billed on-line on the 15th of the month.

LATE CHARGES: A late charge (10%) will be added if payment is not received by due date. Extension program fees are due by the end of the billing month.

There is a $15.00 charge if your child/children are picked up between 5:50 and 6:00 p.m. After 6:00 p.m., there is a $1.00 per minute charge. This is to discourage late pick ups and extra cost for staff.

REGISTRATION FEE: The registration fee is $45.00 per child for both full time and part-time services. This fee must accompany your contract for participation.

* If you intend to use extended care you MUST register your child prior to the first day you wish to use it.

If you are interested in participating in our Extended Care Program, please complete the attached contract and return it to the school office to the attention of the Extended Care Program Coordinator. After 3:00 p.m. you may reach Extended Care by calling 650-515-3598.

Sincerely,

Vincent Riener, Principal
Delvia Gonzalez, Coordinator
ALL SOULS EXTENDED CARE PROGRAM CONTRACT 19-20

I, ____________________________, wish to enroll my child/children in the All Souls Extended Care Program. I have read the program description, and I agree with its terms.

Student’s Name Grade Time/Level/Fee - Please check desire time slot(s)

______________________________ (  ) 6:45-7:45 a.m. Grades K-8 (billed hourly)

______________________________ (  ) 3:00-5:50 p.m. Grades K –8
FULL-TIME (full-time student/family rate)

______________________________ (  ) 3:00-5:50 p.m. Grades K –8
PART-TIME (billed hourly)

______________________________ (  ) 12:20-5:50 p.m. Early Dismissal Days ONLY
PART-TIME (billed hourly)

Email address to be used for billing: ____________________________________________

Parent Signature Phone

Please return this signed contract and release form along with the $45.00 per child registration fee to Extended Care Program Coordinator, School Office.

THE FOLLOWING ADULTS WILL BE AUTHORIZED TO CALL FOR MY STUDENT(S) AT EXTENDED DAY CARE.
(Please print the adult’s name and have them sign their own signature!)

1. Name Signature Phone Number relationship

2. Name Signature Phone Number relationship

3. Name Signature Phone Number relationship

List pertinent health and diet information, allergies and any special concerns the parent may wish to share with regard to the child’s personality, behavior or any other parental concerns.

____________________________________________________________________________

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11.26 Anti-Bullying Policy

WHAT IS BULLYING?
A person is bullied or victimized when he or she is exposed repeatedly, and over time, to negative action on the part of one or more other persons. (Olwus 1994)

Bullying involves:
- A desire to hurt
- A hurtful action
- A power imbalance
- (Typically) repetition
- An unjust use of power
- Evident enjoyment by the aggressor
- Sense of being oppressed on part of the victim (Rigby 1996)

This includes Cyber-Bullying

Archdiocese of San Francisco Department of Catholic Schools Position on Bullying

The Department of Catholic Schools believes everybody in our schools has the right to feel safe. Therefore, bullying behavior in all Catholic Schools in the Archdiocese of San Francisco is unacceptable.

RATIONALE
Each member of the All Souls Catholic School community, whether staff, student, or parent, has the right to feel safe and free from any form of intimidation, be it physical, verbal, emotional or sexual.

PURPOSES
The school community will take every opportunity to reinforce the school ethos which promotes and respects the rights of each individual.

Each member will recognize that any behavior which intimidates another person, is unacceptable.

Each member of the community has the responsibility to protect his/her own rights as well as those of others against intimidation.

The school community will provide a safe, secure and supportive learning and social environment for all students.
WHAT TO DO IF YOU FEEL INTIMIDATED

You need to talk to someone about how you are feeling. You could choose someone from the following list:

1. Class teacher or yard teacher
2. Homeroom teacher
3. Assistant Principal
4. School Counselor
5. Member of Leadership Team

TALK TO YOUR PARENTS

If you don’t feel comfortable talking about this matter with adults at school make sure you talk to your parents and they can speak to the school about how you are feeling.

WHAT HAPPENS IF YOU REPORT BULLYING?

STEPS FOLLOWED BY TEACHERS WHEN COMPLAINTS ARE REPORTED

Step 1: Interviews occur involving all concerned parties to determine the underlying problem and discuss the consequences of bullying behavior.

Step 2: Serious bullying will involve meetings with the Vice Principal and the School Counselor. Parents are notified.

Step 3: Further or more serious bullying will be referred to the Vice Principal for an interview with parents and may involve suspension from classes.

Step 4: Referral to the Principal may be necessary if repeated serious bullying continues. Enrollment may be terminated.

“Every effort will be made to protect and support the victim of bullying”

CONSEQUENCES FOR THOSE FOUND TO BE BULLYING

Students found to be bullying others will need to spend some time writing plans on how they can change their behavior.

COUNSELING: Students who are found to have difficulties with bullying will attend regular sessions with the school counselor to help develop more appropriate behavior.

“ANTI-BULLYING” PROGRAMS: These programs are designed to help students modify their behavior. People who bully others have difficulties and may benefit from participation in such programs.

WHAT SHOULD YOU DO IF YOU SEE OR HEAR ABOUT OTHERS BEING BULLIED?

Remind others that bullying is unacceptable at All Souls Catholic School. Talk to one of the teachers about what you have seen and what concerns you!

BULLYING – NO WAY