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# **Philosophy, Mission, and School-wide Learning Expectations**

## **School Philosophy**

St. Basil's students, faculty, clergy, staff, and parents form a community. Students are challenged by programs that promote spiritual growth, responsibility, respect and acceptance of others, academic progress, and service in the Catholic Christian tradition. As a community we model these ideals by caring for, sharing with, supporting, and assisting each other.

## **Mission Statement**

- Our mission is to give witness to the values of Jesus Christ by acknowledging parents as primary educators and by affirming students, parents and each other.
- We envision that the students of St. Basil's will have the spiritual and intellectual foundation to succeed in their continuing Faith Tradition and educational experiences.

## **School-wide Learning Expectations**

A St. Basil School graduate is a(n):

1. SELF-MOTIVATED CHRISTIAN
  - a. whose character is developed through knowledge of Gospel values.
  - b. whose sense of self is developed through integration of religious teachings with daily life.
  - c. who serves his/her community
2. EFFECTIVE COMMUNICATOR
  - a. who uses well-developed oral, written and listening skills.
3. CRITICAL THINKER
  - a. who researches and evaluates situations before reaching conclusions.
  - b. who creatively analyzes problems.
4. COOPERATIVE WORKER
  - a. who can work together with others and has a willingness to share ideas.
  - b. who is an informed, positive participant in his/her local and worldwide community.
  - c. who has the ability to set goals and follow through on tasks in achieving those goals.
5. LIFELONG LEARNER
  - a. who assumes responsibility for learning and is able to set priorities, access and utilize resources, and evaluate his/her progress.
  - b. who is competent and responsible in using technology as a tool.
  - c. who develops his/her full physical potential and has knowledge and appreciation of his/her physical health.
  - d. who has awareness and appreciation for fine arts.

## ST. BASIL'S SCHOOL FACULTY AND STAFF

### Administration

Fr. Alfredo Tamayo	Pastor
Mr. Neil Orlina	Principal/Teacher, Grade 8 Religion
Mrs. Sabrina Thornton	Primary Dept. Chair/Safety Coordinator
Mrs. Gretchen DelRosario	Intermediate Dept. Chair/CSAC Faculty Representative
Mr. Tom Torres	Junior High Dept. Chair/Dean of Discipline
Mrs. Pat Avellar	Office Coordinator
Mrs. Lourdes Viray	Secretary/Receptionist
Ms. Joanna Warnshuis	Administrative Assistant to the Principal

### Preschool

Mrs. Sherri Menzies	Director, Teacher
Mrs. Molly Bergeron	Assistant
Mrs. Lisa Butler	Assistant
Mrs. Julie Ray	Assistant
Mrs. Rachel Abidia	Assistant

### Elementary and Junior High

Mrs. Sabrina Thornton	Kindergarten Teacher
Mrs. Luchi Welton	Assistant, Kindergarten
Ms. Francesca Previtali	Teacher, Grade 1
Mrs. Kim Goodrum	Assistant, Grade 1
Mrs. Rhonda Warnshuis	Teacher, Grade 2
Mrs. Maria Delago	Assistant, Grade 2
Mrs. Gretchen Del Rosario	Teacher, Grade 3
Mrs. Sally Stone	Teacher, Grade 4
Mrs. Katie Widenmann	Assistant, Grade 4
Mrs. Linda Mazzei	Teacher, Grade 5
Mrs. Gail Higgins	Assistant, Grade 5
Mrs. Janine Bailon	Teacher-6, Grades 6-8 Spanish/Social Studies/Gr. 6 Religion
Mrs. Cindy Butts	Teacher-6, Grades 7-8 Literature/Grades 3-8 Music
Mrs. Jan Bowers	Assistant, Grade 6
Mrs. Emily Candela	Teacher-7, Grades 6-8 Language Arts/Literature/ Gr. 7 Religion
Ms. Alexandra Jo Penaflor	Assistant, Grade 7
Mr. Tom Torres	Teacher-8, Grades 6-8 Math/Grade 8 Art
Mr. Mark Donnelly	Teacher, Grades 6-8 Math/Science
Ms. Samantha Stone	Assistant, Grade 8
Mr. Leroy Kotchevar	Teacher, Grades K-8 Physical Education/Athletic Director
Mrs. Kerry Walsh	Teacher, Resource & Study Skills K-8
Mrs. Paula Washington	Teacher, Computer Science K-8
Mrs. Mila Evangelista	Teacher, Grades K-5 Spanish
Mrs. Carla Nelson	Teacher, Grades 1-7 Art
Mr. Michael Gotowka	Counselor

### Extension Program

Mrs. Josette Lacey	Director
Ms. Hallie Frank	Assistant
Mrs. Sophia Gomez	Assistant
Ms. Sara Hawthorne	Assistant
Mr. Connor Lesley	Assistant

## ST. BASIL'S PARENTS' CLUB

The general purpose of this organization is to foster and promote open communication, to provide assistance to parents and teachers, to promote good will and to generate support in the parents of St. Basil's School. (Constitution and by-laws, St. Basil's School Parents' Club; Article 1, Section 3)

Parents are encouraged to attend the monthly Parent Club meetings held in the school Faculty Room, 7:00 PM on the 4<sup>th</sup> Tuesday of each month; please check your monthly calendar for changes.

Joint Parent Teacher Meetings are scheduled five times per year and are generally held in the gym. These meetings provide general information to all parents and, therefore, are a vital communication link between school and home. These dates fulfill the commitment parents make to attend meetings. Dates are subject to change based on gym availability.

## ST. BASIL'S SCHOOL ADVISORY COMMISSION

This is a lay commission selected from and by all members of the parish and school community. Among its designated duties are the responsibility for ensuring the school's mission effectiveness, recommending the annual budget and overseeing adherence to it, the determination of policy relating to the planning and other policy-making functions as directed by the Diocesan Board of Education. The CSAC generally meets on the third Tuesday of each month and meetings are open to interested persons.

## ST. BASIL'S STUDENT COUNCIL

The St. Basil's Student Council is a student body organization which consists of a faculty moderator and elected student commissioners. The purpose of this organization is to provide learning experiences in leadership, citizenship, scholarship, human relationships, and cultural values.

Students, feeling a sense of worth and an ability to contribute to the well-being of the total school community, will grow in their caring, the pride they take in themselves, and in their school.

## EXTENSION PROGRAM

This is a non-profit, self-supporting program and is being offered as a service to St. Basil's parents. St. Basil's School provides an Extended Care Program from 6:30 A.M. to 6:30 P.M. The program is available every day that school is in session, **excluding** December 20, 2011, and June 8, 2012. It is available to those students enrolled in St. Basil's Elementary School.

The program is located in the classroom next to the faculty room. There are indoor and outdoor activities, and access to the school library for homework and quiet study. Arts and crafts, music and other creative arts activities are provided.

The program is staffed with a director who is responsible for developing and implementing the Extended Care activities. The director is assisted by an appropriate number of assistants to maintain a reasonable student/teacher ratio.

Extended Care Program Reminders:

- Every child who may need Drop-In Service **must be registered** (24 hour notice required).
- Billing and payments are handled separately from tuition.
- Study time provided is not a guarantee that all homework will be completed. Parents must check their child's work nightly and realize that not every child will be able to finish his/her homework at school.
- Conduct expectations will be identified at the beginning of the school year for students who are staying for the Extended Care Program. Failure to adhere to the expectations will result in loss of enrollment in this program in cases involving serious violation of school rules or persistent and willful violations of rules set out by the Program staff.
- A \$25.00 fee/per 15 min. will be charged when a child is not signed out by 6:00 P.M.

## CURRICULUM DESIGN

The complete curriculum is geared to fulfill the Standards set by the Diocese of Sacramento Catholic School Department which meet or exceed the Standards set by the State of California. Parent booklets of Standards are available in each classroom and on the school website.

**Religion:** Christian understanding and formation are developed through a program presenting Catholic doctrine, liturgy, Scripture, prayer, and moral development, Christian social action, and the Church, throughout each unit of the school year. St. Basil's uses texts from RCL/Benziger and the Bible. Students are prepared in the classroom for the Sacraments of Eucharist, Reconciliation and Confirmation.

**Family Life:** Reverence for life as taught by the Catholic Church is promoted throughout Grades K-8. This includes Christian Catechesis in human sexuality and skills which encourage self-esteem, self-respect, and self-discipline.

**Reading:** McGraw-Hill, *California Treasures*, is used in Grades K-5. This is a developmental reading program that emphasizes word analysis and comprehension in the primary grades and comprehension and study skills in the intermediate grades. Activity books provide application of skills in all grade levels. Literature is taught in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades using Pearson's *Literature* and a variety of texts.

**Mathematics:** The chapters in Scott Foresman, *California Mathematics*, Grades K-5 are organized around basic skills with emphasis on practice and reinforcement. Grades 6-8 use Prentice-Hall Mathematics, California edition. There is an emphasis on the realistic application to other subject areas such as science and social studies.

**English/Language Arts:** Grades K-5 have a specially designed program appropriate for each level by McGraw-Hill, *California Treasures*. Grades 6-8 use *Everyday Spelling* by Pearson as well as various supplemental materials. These programs are designed to prepare the student to write and speak effectively. They include the teaching of grammar, usage, mechanics, the development of creative writing skills and an appreciation of literature and poetry.

**Social Studies:** History, geography and civics are studied in the context of cultural, ethnic and economic backgrounds of various groups within society. McDougall-Littell and Harcourt are publishers of the Social Studies texts used at St. Basil's School.

**Science:** Grades K-6 use Scott Foresman Science and grades 7-8 use Exploring Science by Prentice Hall. Grades K-8 also use Full Option Science System, developed by Lawrence Hall of Science. Supplementing the Jr. High science program is a fully equipped lab for experimentation.

**Spelling:** Correct spelling is expected in all subjects and is an integrated program throughout all curricular areas. Handwriting skills are encouraged at each grade level.

**Computer Literacy:** This program is designed to follow the Diocesan guidelines for computer skills necessary to function in a computer and technology-oriented society. Topics included in the curriculum are "Computers in Today's Society," general knowledge of computer hardware and software, and computer ethics. All programs are designed for the appropriate Grade K-8 levels. Computer classes supplement the classroom curriculum.

**Physical Education:** Supervised periods of physical education for all students are held on a regular basis (except for those who are legitimately excused in writing for health reasons). Skill development, sportsmanship, and physical exercise are the key elements of the program.

**Spanish:** A general introduction to the Spanish language and culture is offered in Grades K-8.

**Fine Arts:** Art is taught in grades K-8. Music is taught in grades 3-8.

## ADMISSION AND TUITION

### Admission Policy (See appendix B for Diocesan School Board Policy)

All incoming students are academically tested and will, upon satisfactory performance, be admitted as follows:

- a) Students whose families are registered and active parishioners of St. Basil's Parish, and who regularly attend Mass at St. Basil's Church as verified by the use of Church envelopes for which no mandatory minimum contribution is expected, and whose families submit their registration forms by the required dates. **Parish envelope usage is recorded weekly by Parish staff and evaluated semi-annually by the Pastor who, in turn, directs reclassification where necessary.**
- b) If room is available, transferring Parish students who previously attended public school.
- c) If room is available, Catholic students from outside of the Parish.
- d) If room is available, other students who by their behavior and attitude demonstrate an acceptance of the St. Basil Parish School philosophy.

Admission to Kindergarten will be determined by two factors following the determination of status listed above:

- a) The applicant student should be five years of age by September 1st of the academic year that he/she is seeking admission for, and
- b) The applicant student must demonstrate that s/he is developmentally ready as determined by data compiled as a result of readiness screening.

Students entering **Grade One must be age six by September 1** of the year they are seeking entrance to St. Basil's School.

Students entering **Grade Two must be age seven by September 1** of the year they are seeking entrance to St. Basil's School.

Students new to St. Basil's School are accepted on probationary status during the first trimester after admission, with periodic evaluations made on a regular basis. The following points will be evaluated during the probationary periods: (a) student achievement, attitude and behavior; (b) parental support and cooperation as expressed by telephone, in letters, in conferences, etc. If the results of the probationary evaluation are unsatisfactory, the probationary period will be extended or the student will be transferred out of the school (usually at the end of a trimester).

### Re-admission

Readmission each academic year will be based on a student having received passing grades, and average or above-average grades in effort and/or conduct, as well as participation through fulfilling family commitments.

The administration and faculty of St. Basil's School wish to remind every family that this school is not geared to accommodate those students who demonstrate severe grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement where necessary.

### Financial Aid:

Financial Aid is granted through the generosity of St. Basil's Parishioners. The principal provides data to the Advisory Commission, protecting the anonymity of the applicant family. The Advisory Board Finance Committee reviews each applicant's information and grants aid to those families who demonstrate a financial need and who have consistently demonstrated support of St. Basil's Parish Church and School through time, talent, and treasure. (School Board, Policy, 1998) Families may complete an online application for financial aid at [www.tads.com](http://www.tads.com). The deadline for completing the application is May 31, 2012. First-year families are not eligible to apply for financial aid, however, may apply for outside financial assistance from the Basic Fund at [www.basicfund.org](http://www.basicfund.org).

### Non-discrimination Statement

"St. Basil's School admits students of any Race, Color, National and Ethnic Origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of Race, Color, National or Ethnic Origin in the administration of its education policies, admission policies, scholarship and loan programs, athletic programs or other school administered programs." (Administrative Handbook ES 5110)

### Registration Fees and Tuition

Registration Fee is \$220.00 per child and is NON-REFUNDABLE. There is also a \$50.00 Textbook Fee, a \$15.00 Technology Fee, a \$10.00 Auction Fee, and a \$35.00 Parents' Club Fee.

<u>TUITION FOR:</u>	<u>PARISHIONER</u>	<u>NON-PARISHIONER</u>
1 Child (Kindergarten)	\$ 3,200.00	\$ 3,610.00
1 Child (Grades 1-8)	\$ 4,490.00	\$ 4,900.00
2 Children	\$ 8,740.00	\$ 9,560.00
3 Children	\$ 12,780.00	\$ 13,980.00

Families may choose to make one payment due in August or two equal payments, due in August and December. Arrangements to make monthly payments (twelve or ten month plans) must be made by automatic debit to checking or savings account (any bank of your choice).

*Parishioners are defined as those families who are involved, practicing, registered contributing members of St. Basil's Parish. In order to continue receiving the Parishioner rate, families are required to contribute \$200 annually (\$4 per week) to St. Basil's Parish through regular use of the envelopes. Non-parishioners are those who do not.*

### Family Commitment

For the academic year 2011-2012, the cost of education per child is approximately \$4600. Tuition covers about 93% of the total cost. Cost is kept as low as possible because of substantial Parish support, the contributed services of our dedicated teachers, and the fundraisers and contributed services of our faithful parents. The Advisory Commission has a strong policy of Fair Share access to these tuition subsidies.

The "Parental Involvement" policy, amended March, 1995, states:

"In order to promote Catholic Christian involvement in the Parish and School so that the children may see how important we hold Catholic Education, even to the point of personal sacrifice, the following requirements must be completed by all families with children enrolled at St. Basil's School:

- 1) Worshipping together as a family and supporting St. Basil's Church as evidenced by registering in the Parish and regular use of Parish contribution envelopes.
- 2) Fulfilling tuition obligations.
- 3) Completing the hours commitment and participation in fund-raisers."

#### 1) Parents' Club Scrip and Fundraisers

Scrip is a certificate used in place of cash or check to purchase goods at participating stores and restaurants. Anyone (family and friends) can purchase scrip in the school hall during posted hours. Orders may also be sent to the school office and picked up after school. The scrip program costs families no additional money. Families receive dollar-for-dollar value at all participating stores. Scrip, purchased by friends or family, USING YOUR CUSTOMER NUMBER, will apply to your participation. The Advisory Commission recommends an average purchase of \$200.00 per month (\$2400.00 per year). Families may prefer to contribute \$150.00 in lieu of scrip purchases.

The Annual Auction, Candy/Gift Wrap Sale, and Crab Feed are examples of other fundraisers to support the school. Families may prefer to contribute \$150.00 in lieu of other fundraisers.

#### 2) Volunteer Hours

Recognizing the importance of parental involvement in the parish/school community and the many demands on parents' time, the Advisory Commission has suggested the number of service hours at 30 per family per school year in activities approved by the Principal and the Parents' Club.

3) It is of the utmost importance that parents remind themselves that their support of the school, especially in regard to prompt payment of tuition and willingness to volunteer in school projects, is a pre-requisite to re-registration and a condition for continued presence in school. Report cards may be held from families who are delinquent on payments. The school reserves the right to deny re-admission to any family delinquent in tuition or who has not met the school contract. Any family who fails to meet the parent involvement requirements, may be charged increased registration fees for the subsequent year. In addition, failure to support the philosophy, objectives, and policies of the school may also result in a bar to re-admission.

*Volunteer Hours, required as part of enrollment in the school, include activities such as time spent working on the auction or crab feed, coaching, or providing yard supervision. Hours should not be credited for attending mandatory meetings (a separate commitment).*



## REGULAR DAY SCHEDULE

### Grades 1 & 2:

8:00-2:00 Mondays only  
**Early Session** 8:00-1:45 (Tues-Fri)  
**Late Session** 9:15-3:00 (Tues-Fri)

### Grades 3-8:

8:00 School begins (Mon-Fri)  
9:45-10:00 Recess (Grades 2-5)  
10:00-10:15 Recess (Grades 1, 6-8)  
11:50-12:30 Lunch Break  
2:00 Dismissal (Mondays only)  
3:00 Dismissal (Tues-Fri)

### A.M. Kindergarten

8:00-1:45 Mondays only  
8:00 School begins (Tues-Fri)  
9:55-10:10 Recess  
12:00 Dismissal (Tues-Fri)

### P.M. Kindergarten

8:00-1:45 Mondays only  
11:00 School begins (Tues-Fri)  
12:45-1:15 Recess  
3:00 Dismissal (Tues-Fri)

## MINIMUM DAY SCHEDULE

### Grades 1-8:

8:00 School begins  
9:45-10:00 Recess (Grades 2-5)  
10:00-10:15 Recess (Grades 1, 6-8)  
12:00 Dismissal

### Grades 1 & 2:

**Both Sessions**  
8:00 - 12:00

### A.M. Kindergarten

8:00 School begins  
10:00 Dismissal

### P.M. Kindergarten:

10:00 School begins  
12:00 Dismissal

\*Both sessions of Kindergarten are in session from 8:00-12:00 on Mass days.

**Lunch Period:** Please send lunch with your child when s/he comes to school. If your child is to go home for lunch, a written note stating this and signed by a parent is sufficient for daily use. Students are not permitted to go to local stores or restaurants during the lunch period. When a student leaves for lunch, he/she is to go to his/her own home, not to another student's home. The office will not allow any lunches to be dropped off during the school day. The school will provide lunch if a student forgets to bring one and the family will be charged accordingly.

## ATTENDANCE, HEALTH & SAFETY

### Arrival Liability

**PLEASE NOTE:** For safety and insurance reasons, we ask that no students arrive at school before 7:45 A.M. The school will accept no liability for students on the school grounds or parish grounds before that time. Supervision is provided through the Extension Program and a fee is charged for this time. Parents not wishing to be charged must make alternate arrangements for their child's supervision before 7:45 A.M., or simply ensure that they **arrive at school no earlier than 7:45 A.M.** This same policy holds true **after 3:15 P.M.** Students on campus after 3:15 P.M. who are not participating in an after-school activity will be sent to Extended Care. This includes students who are waiting for siblings who are in an after-school activity. A fee will be charged for the time they are present until they are signed out by a parent. Any students walking home must have a parent note on file with the main office and sign out before leaving campus. Students should only be dropped off or picked up in designated areas. **NO STUDENTS MAY BE DROPPED OFF OR PICKED UP IN THE INNER PATIO. PARENT COOPERATION ON THIS MATTER OF SUPERVISION IS MANDATORY.**

PLEASE LET YOUR CHILDREN KNOW THAT OUR INTENT IS NOT TO CONTRADICT YOUR REQUEST, BUT RATHER CONCERN FOR THEIR SAFETY. Sometimes unexpected things happen which delay even the best of intentions to promptly pick up your child from school. Our desire is to provide a safe environment until you do arrive.

### Absence

If your child is ill, please contact the school **by 9:00 AM.** (A student may not call the office if s/he is ill.) **In addition, when your child returns to school, send a WRITTEN NOTE WITH DATE(S) OF CHILD'S ABSENCE to the classroom teacher as required by state law. The reasons MUST be written and signed by the parent or guardian.** If a child is absent 10 or more days during a report card period, his/her grades may be withheld until all required assignments are completed. If a child is returning after a contagious disease, s/he must have a note signed by a family doctor. Makeup work will be assigned when the student returns to school and he/she will have as many days to complete the work as the number of days of absence. If the absence extends more than a week, makeup work may be picked up by a parent at the teacher's discretion. It is the student's responsibility to check with his/her teacher about make-up work and tests.

Diocesan Policy 5240 of the Administrative Handbook for the Diocese of Sacramento states:

**Excessive absences, even if necessary and excused, may be grounds for decreased academic credit or disciplinary action/probation. Excessive absence is considered 10 days per trimester; a total of 30 days per school year. A warning letter will be sent home from the principal for excessive absences.**

### Accidents

If a child is injured, it is his/her responsibility to inform a staff member of the injury immediately. The students are covered by school insurance for injuries incurred on the school grounds or during a school-sponsored activity. Insurance forms are available in the school office. Any further communication is handled directly with the insurance company.

### Child Abuse Reporting Obligations

In accordance with Diocesan policy and California State Law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. (ES 5141.5)

### Child Custody

Regarding Child Custody, there must be a note in the office saying who is permitted to pick up the child at school - for appointments or at dismissal. **If there is a change during the year, the office must receive a note to update this file.** (DSB 5113.5)

### **Disaster Preparedness**

Children are instructed in fire and earthquake safety and have regular drills each month for various forms of disaster. In the event of an emergency, children will not be sent home without the knowledge of the parents.

### **Emergency Sheets**

An emergency sheet for each student is kept on file in the office. Parents/guardians are required to complete this form for each child on the first day of school. In case of illness, a child may never be sent home unless someone is there to receive him/her. If you have authorized someone, please note it. Each family is to provide an out-of-state/non-local contact and phone number. Often local phone lines are out of order in an earthquake. With an out-of-state contact you can get information about your child if a disaster occurs during school hours. Short-term emergency kits are provided for each student.

### **Fevers**

Children who are running a fever, even low grade, should not be sent to school. If a fever develops at school, the child will be sent home and should remain home for 24 hours after the fever is gone.

### **Field Trips**

Each class is allowed one or more educational field trips during the year. Students will usually travel by chartered bus. If this is not the case, the specific permission slip will contain the important information. Parents must have proof of a valid driver's license and adequate liability insurance when driving students on field trips. The amount of liability insurance required is \$300,000 and all students must be contained in a seat belt. Parents who agree to chaperone may not bring other children or adults on field trips. Parents who chaperone must have a Fingerprint clearance on file and complete the online Shield the Vulnerable Child Abuse training. This training may be completed at [www.shieldthevulnerable.com](http://www.shieldthevulnerable.com). Teachers send permission forms home informing the parents that the school cannot take responsibility for accidents which could occur. No child will be permitted to go with the class unless this permission has been obtained, in writing, from the parent. This form must be completely filled out.

*At the discretion of the teacher, a student may be ineligible to attend field trips due to academic or disciplinary reasons. Since these trips are during school hours, students who do not accompany their class for whatever reason must remain on school premises. Supervision will be provided.*

### **Immunizations**

According to State Law, before a student can be enrolled in a California school for the first time, each student **MUST** have the following:

- a) Salk or Sabin Vaccine for Polio, Measles (Rubeola) Vaccine and Hepatitis B Vaccine.
- b) Measles vaccine is not necessary if the student has had the disease (Rubeola, also known as red measles, lasting approximately two weeks.)

In addition to the above immunizations, your physician and your health department recommend immunizations for tetanus, diphtheria, small pox and hepatitis at the same time.

Immunizations are not given in school. If your child has not had the required immunizations, make arrangements with your physician to obtain them. For those having difficulty in obtaining private medical care, health department immunization clinics are held regularly each month throughout the county.

### **In-service Days**

These are days when your children are at home, while the staff is at work. In any profession, employees are given time on the job to attend conferences or workshops that will increase their effective service. Teachers are no exception. What enriches us, enriches your child(ren).

### **Liability**

All children must be supervised while on school premises. Any child on the school grounds before 7:45 A.M. Tuesday-Friday (8:45 A.M. on Monday) or after 3:15 P.M. (12:15 P.M. on minimum days), and not participating in a supervised school activity, may be sent to Extended Care and parents may be charged accordingly.

Students are never to leave the school yard during school hours without a written permission slip from their parents and the approval of the Principal. If students go home for lunch, they are to go to their own home only. Students must sign out at the secretary's office.

**The school is generally locked after 3:15 PM. Parents and/or students should not ask the secretary, nor the custodian, nor the Extended Care staff for entrance to a classroom unless the homeroom teacher is present.**

### **Medical Absence/Appointments**

These should be kept to a minimum. Please avoid making appointments during school hours. If it is absolutely necessary for a child to leave school, a written note from the parent must be presented to the teacher. **Do not call the school to have your child notified of appointments.** Any student leaving or returning must be signed in/out by the parent in the school office. Go to the Office to pick up and sign out your child -- not the classroom. In order for a medical appointment not to count as an absence, the student must have a dated slip from the doctor's office stating the exact time spent in the office.

### **Medication Policy**

In this day and age when drugs are so easily accessible, problems at school can be avoided or detected if you abide by the following:

When it is necessary for a child to take medication – prescription and over the counter – during school hours, the following directives should be followed as required by our State:

*"Notwithstanding the provisions of Section 11753 any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from such physician detailing the method, amount and schedules by which such medication is to be taken and, (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement."*

### **PE Non-Participation**

There must be a note on file for excuse from participation in PE activities. The excuse will cover physical activity at recess time and extended care. A doctor's note is needed for long term non-participation (more than three days). A doctor's release clearly stating when a student is to return to physical activity is needed to resume PE activities.

### **Timeliness**

Punctuality is not only a component of learning responsibility; it is also a sign of respect to teachers and classmates. All students who arrive late to school must check in with the front office and receive an admit slip to be turned in to the teacher. Students who are chronically tardy in the morning and/or during the school day will be referred to the Principal, and detention may be a consequence. After five tardies in one trimester, a warning letter from the principal will be sent home to the parents. After 10 tardies in one trimester, a student will be placed on probation.

### **TB Tests and Fingerprint Clearances**

In order to comply with the California Health and Safety Code, all volunteers and employees of a school are tested for Tuberculosis every four years. Fingerprint clearances are required.

### **Vacations During the School Year**

Vacations and other non-emergency trips which cause a student to miss school are discouraged. It is important for children to be in school daily in order to obtain maximum growth and to benefit fully from school programs. A student will be expected to make up all work and tests which the class completed during the student's vacation. **PARENTS SHOULD NOT ASK TEACHERS TO HAVE ASSIGNMENTS PREPARED FOR THE STUDENT BEFORE THE VACATION.**

## UNIFORM CODE

The purpose of St. Basil's uniform code is to bring focus to the inner qualities of each student rather than the exterior additions. Its design is meant to alleviate the cost of clothing for parents, and to eliminate the status of costly labels for the children.

**All items of clothing should fit properly: this includes the length and the waist of pants and skirts; the length of sleeves on sweaters; the belts should fit around the waist properly and the ends tucked into belt loops. Socks should appear above the ankles. Parents and students are expected to be aware of this rule when they purchase their school clothing.**

Parents and guardians who choose to send their children to St. Basil's School accept the judgment of the administration as final in matters of dress and appearance at school.

The required uniform code for the school year 2011-2012:

Girls: Marymount plaid jumpers (Grades K-5); Marymount plaid skirts or skorts (Grades 6-8). **Dennis Uniforms only.** Jumper and skirt/skort length must be at the knee; they must fit properly, not rolled at the waist.

Navy or khaki walking shorts (**Dennis or Dickies only**) or navy or khaki slacks (**Dennis or Dickies**) must be worn with brown, gray, navy blue, or black belt. No "skinny" or cargo pants (pants with big side pockets often with a flap).

Plain white or navy blouse with buttons in front, round or pointed collar, long or short sleeves; or knit, collared, polo shirts. Shirt tails must be tucked in at all times so that waistband is visible.

Navy cardigan or pullover sweater or vest - **Dennis Uniforms only.**

White, black, or navy **plain, solid color**, crew socks that reach above the ankles or knee high socks. No ankle socks.

Boys: Navy or khaki walking shorts (**Dennis or Dickies only**) or navy or khaki slacks (**Dennis or Dickies**) must be worn with brown, gray, navy blue, or black belt. No "skinny" or cargo pants (pants with big side pockets often with a flap).

Pants should fit properly at the waist and the length, neither sagging nor drooping, and hemmed to the proper length.

Plain white or navy shirts with buttons in front, long or short sleeves; or knit, collared, polo shirts. Shirt tails must be tucked in at all times so that belts can be seen.

Navy cardigan, pullover or vest sweater -- **Dennis Uniforms only.**

St. Basil's School navy sweatshirts may be worn. Sweatshirts must be replaced when they begin to look worn and faded.

White, black or navy **plain, solid color**, crew socks that reach above the shoes. No ankle socks.

Outerwear: Students may wear the navy SBS sweatshirts, the new navy fleece jacket with the St. Basil's crest, or the new navy windbreaker with the SB shield. **Non-school sweaters/jackets are not allowed to be worn on campus.**

Shoes: Shoes for all students in grades one through eight must be:

- A. Solid black, low cut shoes with black laces. Velcro closures are permissible.
  - B. Solid black leather oxford or loafer type shoes with laces of the same color. No other options.
  - C. Shoe soles must be **NO MORE THAN 1 INCH HIGH**.
- Kindergarten students must wear solid, black low cut shoes with rubber soles. Velcro closures are permissible.

PE: Boys and Girls (Grades 3-8)

St. Basil's gym shorts or sweatpants, St. Basil's T-shirts, and tennis shoes (not slip-ons) are required. PE uniforms should be worn to school on PE days. Students with solid, black uniform shoes may wear them on PE days. Any non-uniform tennis shoes must be brought to school to change into. All PE Uniforms should be clearly labeled with the students' names. **Students should be in regular uniform for PE during Mass days.** Parents will be called to bring a uniform and a referral may be given. Spirit shirts may be worn on Fridays **except on Mass days.**

Hair: Both boys and girls must have reasonable hairstyles, as determined by the faculty, and hair must be its natural color. Boys' hair may not extend below collar tops.

Uniform Options:

White or navy turtlenecks / white or navy underarmour (no writing) may be worn under, not in place of, the blouse or shirt.

Misc.: Nail polish, make-up, tattoos, and large jewelry are not allowed at school or at any school functions. Students may wear one small earring in each ear.

- NO STRIPED OR COLORED T-SHIRTS, EXCEPT ST. BASIL'S, MAY BE WORN UNDER SHIRTS OR BLOUSES.
- UNACCEPTABLE ATTIRE, AS DETERMINED BY THE FACULTY, WILL RESULT IN NOTIFICATION TO PARENTS FOR AN IMMEDIATE CHANGE OF CLOTHING.

Non-Uniform Days

On occasion, when students earn Non-Uniform Dress Passes, or a Non-Uniform Day is planned, our policy requires:

- Clothes that fit reasonably; neither oversized nor tight fitting; midriffs must be covered.
- Shirts and tops must have sleeves, a finished neckline, and be presentable. No inappropriate logos or writing.
- Pants that are in good condition, fit appropriately; and skirts that are a reasonable length. No ripped jeans allowed.
- Shoes that take into consideration safety factors.  
(No open-toed shoes such as thongs or sandals or shoes with wheels.)
- Walking shorts of reasonable length (**no more than 3 inches above the knee**) are acceptable. No spandex nor jogging pants, sweat pants or warm up type clothing.
- Jackets may not be worn in class.

The Student Council may plan other non-uniform days. With faculty approval, dress guidelines will be sent home for these occasions.

## ACADEMIC POLICIES AND REPORT CARDS

Kindergarten: Mandatory parent-teacher conferences are held in October and May. A certificate is given at the end of the year.

Grades One through Eight: Report cards are issued three times per year to students. All students receive a progress report first trimester and as needed thereafter. Parents should read report cards carefully and discuss the progress of the child with him/her. Effort and conduct grades are to be emphasized as reasons for success or lack of success in school.

Interpretation of Grades for Report Cards: Report cards for each grade have interpretations for that grading system. Please read the following marking codes carefully.

Marking Code for Grades K-2: Diocesan codes are indicated on the report.

Marking Code for Grades 3-8:

A	96-100	C	73-76
A-	90-95	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 & below

Report cards will be sent home on the following dates:

November 18, 2011; March 9, 2012; June 8, 2012

If your child is not present on the last day of school, the report card will be mailed home.

Parents' Signature Card: This goes back and forth between home and school. It enables the parent to comment in writing in response to the teacher's comments. Your signature is required for the first and second report period. Each report card is for you to keep for reference; the signature card and envelope are to be returned promptly.

Parent/Teacher Conferences: These are scheduled in October and as needed. **Parents are encouraged to consult the teachers by appointment** at other times during the school year if the need arises. **IF ANY DIFFICULTY OR MISUNDERSTANDING ARISES CONCERNING YOUR CHILD, PLEASE SEE THE TEACHER FIRST, THEN THE PRINCIPAL IF NECESSARY.** Because of the many demands on time, **appointments must be made in advance.** Cooperation and understanding between home and school is essential for student development.

Courtesy and respect are expected from all teachers and parents. Questioning the teacher's authority in front of the child is not appropriate. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions. Students need to be encouraged to speak with teachers regarding their concerns.

California Junior Scholarship Federation:

The C.J.S.F. is an affiliate of the California Scholarship Federation (high school). The purpose of this organization is to foster standards of scholarship, service and citizenship in grades seven and eight. Individual student membership in St. Basil's Chapter is achieved by earning at least 16 total grade points each term in English, Spelling, Foreign Language, Mathematics, Reading, Religion, Science and Social Studies. Three points are given for Grade A and one point for Grade B. Grade C is allowed but no points are given. No unsatisfactory marks in Academic Achievement and have all satisfactory marks in Character Development. Students must apply the first two weeks of each semester. Grade seven students may apply after the first trimester. Students who qualify for C.J.S.F. for two semesters in both seventh and eighth grade receive a gold cord during graduation.

Honors Program: Any student in grades seven and eight who earn all A's and have no unsatisfactory marks in Academic Achievement and have all satisfactory marks in Character Development will receive First Honors. Any student in grades seven and eight who earn all A's and B's and have no unsatisfactory marks in Academic Achievement and have all satisfactory marks in Character Development will receive Second Honors. Honors certificates will be presented to students at the end of each trimester.

Deficiency Reports: Deficiency reports are sent to parents as necessary, if grades fall below average. These must be signed and returned. Please help your child assume responsibility for his/her learning by explaining the deficiency notices. If your child cannot give you sufficient rationale for the notice, then an appointment with the teacher is suggested.

Home Study: Homework is assigned for the purpose of fostering habits of independent study. Please notify the teacher if your child consistently takes an excessive amount of time to do his/her homework. Parents should not do their child's work for him/her.

Testing Program: The Sacramento Diocesan Department of Education requires a program of standardized testing in the fall and spring for Grades 2-8. In addition, we do have standardized testing in Kindergarten and 1<sup>st</sup> Grade. Each series of tests is professionally interpreted, and the results provide an insight for the teachers into the strengths and weaknesses of our curriculum. These results assist teachers in individualizing instruction in some cases. The results will be sent home to the parents.

End of the Year Policy: Promotion, placement, or retention is determined by the teacher in consultation with the school administrator and the parents. To be promoted each academic year, a student must maintain passing grades in all subjects. A student must also have satisfactory marks in conduct and effort. If promotion seems doubtful, parents will be notified by March. Placement may occur when a child consistently works below grade level. Tutoring or summer school will be required as well as a Placement Conference in August of the new school year.

St. Basil's School Faculty makes every effort to educate and prepare students for high school. Acceptance at St. Patrick-St. Vincent High School is not automatic. For your general information, the following is from the SPSV Handbook, Admissions Criteria:

*"In keeping with the mission and philosophy of the St. Patrick-St. Vincent High School...preference is given to Catholic students. The following criteria (in no particular order) are considered:*

- 1) current attendance at a Catholic School;*
- 2) siblings or relatives who are attending or who have attended St. Patrick, St. Vincent Ferrer, or St. Patrick-St. Vincent High School;*
- 3) score on the placement test;*
- 4) academic marks from the seventh and eighth grades;*
- 5) recommendations from teachers, counselors and principal of current school."*

## **CHRISTIAN SERVICE POLICY AND REQUIREMENTS**

In keeping with our philosophy and mission, St. Basil's students will participate in annual, progressive service activities that promote community awareness.

Grades K-4: With the direction of the classroom teacher, students will participate in at least one class project and complete an individually written reflection each school year.

Grades 5-8: With the direction of the homeroom teacher, students will be expected to participate in at least one class project and one individual project each school year. Students will make a significant contribution of service to the community outside of school. Students will submit a proposal of service and the project should be completed by the end of the school year. Completion of project includes verification of service and a reflection paper.

## EXTRA-CURRICULAR ACTIVITIES & POLICIES

Extra-curricular activities are offered at St Basil's to enhance opportunities for students to attain the Student Learning Expectations. These school-moderated activities include Student Council, Traffic Patrol, Yearbook, Newspaper, Sports, Cheerleading, and other activities as student interest indicates and as Faculty are able to accommodate.

Extra-curricular activities are open to students who are willing to make the commitment of time and effort. Parents must give their consent, provide timely transportation, and support for their child's effort.

Students are expected to maintain Christian behavior, good effort, positive attitude and passing grades in their academic subjects. Parent and teachers will converse regarding adverse situations resulting from extra-curricular activities.

Serious misbehavior and or lack of effort or cooperative spirit may result in ineligibility to participate in these activities.

Sports Philosophy: Athletics, including Cheerleading, are an integral part of the total education program at St. Basil's School. It teaches understanding and appreciation of teamwork. A true team player is one who is eager to lose himself/herself in the group for the good of the whole. Athletics exemplifies the philosophy that hard work, perseverance and determination bring success, sometimes immediately and sometimes with the passage of time and maturation.

### Sports Goals:

1. To encourage the participant to maintain a Christian attitude of self-control, a desire to be fair, and a desire to accept the challenge of competition.
2. To aid the participant in the development and appreciation of such traits as team play, leadership, cooperation, sportsmanship, hard work and self-confidence.
3. To develop the participant's knowledge and understanding of various rules, strategies and skills related to his/her specific skills.
4. To aid the participant in the development of basic physical skills and fundamentals unique to a particular sport.

Parents' and Players' Code of Conduct: Parents, players and coaches shall make a commitment to the above philosophy and goals of St. Basil's School. (Please see Appendix B)

1. Parents and team members should show sportsmanship towards all players, coaches, referees, opposing teams and spectators.
2. Parents are expected to get the players to practice and to games on time and to pick them up promptly (as scheduled by coaches).
3. Parents and players should understand that the coach needs to maintain discipline in order to support the philosophy and goals of the extra-curricular program.

School Activities: **Students must be accompanied and supervised by a parent at all school activities. Siblings must not be left at practices or games unless accompanied by a parent.** Coaches cannot be expected to provide supervision beyond the team members. Drama Club, Sports Night, volleyball/basketball games and evening activities are examples of school functions.

Social Activities: It is the goal of the school to educate the student spiritually, scholastically and socially. Parents and faculty working together can provide an atmosphere for social relationships which are a necessary part of maturing.

## DISCIPLINE

**Classroom Discipline:** Discipline is based on the belief that every child has a right to learn and every teacher has a right to teach, and no child has a right to take away the rights of another. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right to correct students at any place or at any time. **Parents, by enrolling their child in St. Basil's School, agree to support this policy.**

**Catholic School Discipline:** Discipline at St. Basil's School is to be considered as an aspect of moral guidance and not just a form of punishment. The purpose of discipline is:

- a) To provide a classroom situation conducive to learning.
- b) To promote character training through self-discipline.
- c) To provide a safe environment.

St. Basil's School requires the following standards for students. Failure to follow these standards will result in disciplinary action, including conduct referrals (written warnings), detention, loss of recess, behavior contracts, probation, etc.

1. Respect and obey the classroom teacher, staff, and volunteers on duty.
2. Make a sincere effort to learn. **DO THE REQUIRED ASSIGNMENTS**, for class and for homework. All work must be done neatly and completely.
3. Respect the rights and property of others.
4. No equipment is to be used for play before or after school. Students are not to bring balls or electronic games/toys/ to school.
5. Unauthorized cell phone type technology used during school hours will be confiscated. Cell phones must be turned off and stored away in the student's backpack during school hours.
6. Students are not to be in the school building, at their lockers, or in the inner patio without homeroom teacher permission and staff supervision.
7. Gum is never permitted on school premises or **at school functions**.
8. Students are not to ride bicycles on the school grounds. Bicycles are kept in the assigned area. The school is not responsible for bicycles brought to school. We expect the use of helmets, as required by law, and urge the use of licenses and locks on bicycles. Any student who violates these regulations may have his/her bicycle confiscated for a given time. Skateboards, roller skates, and shoes with wheels are never allowed.
9. The following behaviors are unacceptable:
  - a. Rowdy behavior anywhere, running, pushing, shoving, yelling, etc.
  - b. Fighting (**including play-fighting**) on school premises.
  - c. Using inappropriate language.

Conduct leading to more serious consequences:

1. Abusive language which is seriously immoral, profane, or vulgar, including cursing, and swearing.
2. Insubordination, serious theft or dishonesty, lying, fighting, cutting class, continued tardiness, going off campus without permission, disrespect toward faculty and staff or other students, cheating, defacing and willfully damaging property, disruptive behavior, tampering with lockers and/or contents.
3. Possession of dangerous implements or materials (matches, lighters, etc.) assault with or possession of, lethal instrument or weapon; possessing, selling, giving away, using or being under the influence of drugs, including alcohol, and/or hazardous substances on the campus, at school functions or at a time or place that directly involves the school; also smoking or possession of cigarettes.
4. Inappropriate use of technology, including internet and cell phones.

**PLEASE NOTE:** THIS IS NOT AN ALL-INCLUSIVE POLICY. OTHER FORMS OF UNACCEPTABLE BEHAVIOR MAY BE IDENTIFIED AS THEY OCCUR.

JUNIOR HIGH HAS A SEPARATE DISCIPLINE POLICY FOR STUDENTS IN GRADES 6 THROUGH 8.

The following policies are quoted from the Diocese of Sacramento CSD, Administrative Handbook.

**Harassment** -*Diocese of Sacramento, CSD Administrative Handbook Series DSB 5690*

The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited.

Every school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Regulations

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be to determine if the incident was a mistake, or something more serious.

Harassment is unacceptable conduct that is deliberate, severe and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Harassment can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any if the following:

- A. Verbal Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written.
- B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement.
- C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures.
- D. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: Sexually demeaning comments, sexual statements or jokes, suggestive or obscene letters, phone calls, e-mail, deliberate, unlawful physical touching, leering, gesture, display of sexually suggestive objects or pictures.

2. It is the responsibility of each school to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor, or superintendent in cases of diocesan schools.

3. The following procedures are to be followed for investigating a harassment claim:

- A. Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
- B. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
- C. The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

- D. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
- E. Once the facts of the case have been gathered, the Principal in consultation with the Pastor or Superintendent (for Diocesan high schools) will decide what, if any disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
- F. Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found in the Administrative Handbook.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

5. If the complaint is against an employee by any co-worker, the process described in the Diocese of Sacramento's Personnel Handbook, Section D-4.O, is to be followed.

**Student Threats** -*Diocese of Sacramento, CSD Administrative Handbook Series 5000*

Every school will treat student threats to inflict harm to self, to others, or to destroy property, very seriously.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate.
- If the threat is judged credible and serious, appropriate law enforcement officials will be notified.
- All threats will be reviewed and investigated in a prompt, confidential, and thorough manner.

Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

Practical jokes or offhand comments of threatening nature will be considered serious and will be investigated.

**RECOMMENDED TRANSFER OF STUDENTS BECAUSE OF PARENTAL BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parents. However, the principal and pastor may recommend transfer of a student when parents are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school. Parental interference in matters of school administration and abusive language are some of the reasons for recommending a transfer.

After reasonable effort to elicit parental cooperation, the principal and pastor may recommend transfer. Documentation of the basis for this action and of all consultation with the parents is retained on the student's permanent record. (ES 5119.3)

## SUSPENSION

Suspension is a disciplinary punishment to be invoked at the discretion of the principal for repeated or serious infraction of rules as listed above. A pupil shall be suspended for no more than five consecutive school days. When a student has been involved in physical fighting in the yard, or when a student is extremely uncooperative or belligerent in the classroom, out of school suspension may be assigned. Aggravated grounds for suspension can become grounds for expulsion.

In-School Suspension: At times student behavior demands immediate response and parents cannot be reached. According to this form of suspension, a student is isolated for the entire school day and given class assignments to complete. Parents are notified when this action is taken, either by telephone or note. **A copy of the notice is to be signed by the parent and returned to the school.** No credit will be given for missed assignments. Credit may be given for make-up tests and quizzes.

AT THE DISCRETION OF THE PRINCIPAL, SERIOUS OFFENSES COMMITTED BY STUDENTS ARE POTENTIAL REASONS FOR IMMEDIATE SUSPENSION LEADING TO EXPULSION AFTER CONFERENCE WITH PARENTS AND THE PASTOR.

## PROBATIONARY STATUS

Probationary Status may be applied when a student's academic work and/or conduct has reached the point where there is substantial doubt as to the appropriateness of his/her placement at St. Basil's School.

**Attendance Probation** – A student may be placed on probation for excessive tardiness or absences, resulting in decreased academic credit or disciplinary action.

**New Student Probation** – All new students are on probationary status during the first trimester of enrollment.

**Academic Probation** – Any student who receives a failing grade in any subject during a trimester may be withheld from extracurricular activities for a period of two weeks. Extracurricular activities include sports (practice or games), student council, socials, fun days, field trips, free dress, etc.. The probationary period may be extended if no improvement is shown.

**Behavior Probation** – Any student who receives two suspensions within the school year may be placed on behavior probation. Behavior probation means that the student is under serious review and will not be allowed to participate in any extracurricular activities including sports (practice or games), student council, socials, fun days, field trips, free dress, etc.

## EXPULSION

In extreme cases, and in accordance with Diocesan guidelines, expulsion may occur. In cases of immediate necessity, this may be at the sole discretion of the Principal.

### EXPULSION PROCEDURES FOR DISCIPLINARY OR ACADEMIC REASONS:

1. The parent or guardian is warned in writing about the offensive behavior and school sanctions for same, not less than twice, except in serious situations.
2. A conference is held with the parents, student, teacher(s) and Principal to inform the parents that final action is being considered unless there is immediate change of attitude and behavior. The pastor will be notified of the facts and the impending conference and given the opportunity to attend and to receive a report.
3. If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor and teacher(s). If the parents fail to attend this conference without reason, the pastor, principal, and teacher(s) will make whatever decision is necessary. Any disagreement will be referred to the Diocesan Catholic School Department, complete with records.
4. A written record of the steps leading to the expulsion must be filed in the principal's office.
5. Full credit will be given for all work accomplished by the student up to the moment of expulsion.
6. Notice of expulsion is given to the Department of Education within seven days of such action.

## DISPUTE RESOLUTION PROCESS

In the event of a dispute, outlined below are the steps to take as outlined by the Catholic School Department's *Administrative Handbook – Diocese of Sacramento, New 5/02, Series 2000*.

### A. AIM

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

For conflicts that involve an employee's due process rights, the procedure outlined in Part D of the *Personnel Handbook – Diocese of Sacramento* must be followed.

### B. PROCEDURES

Step One: In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

Step Two: Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation described in Step One above to the principal for his or her review and decision. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this Step.

Step Three: If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step. This step does not apply to Diocesan high schools.

Diocesan Review: If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the pastor's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not to review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor in writing within ten (10) calendar days of receiving the written petition

## PARKING

For the safety of the children, staff, and other drivers, please follow these rules when dropping off or picking up your children:

1. Enter the driveway closest to the school from NEBRASKA ST. and exit toward CAPILANO ST. **Please do not make left hand turns off of Nebraska into the parking lot** from 7:45 A.M. to 8:15 A.M. and 2:40 P.M. to 3:10 P.M.
2. For after school pick up, all parents must leave their vehicles and pick up children in their designated areas. Children are not allowed to walk to their cars alone. **They are to be picked up by parents, guardians, or a designated adult. Siblings in the upper grades will not be allowed to pick up younger students.** Children found loitering outside of the designated pick up area will be issued a detention. Children in grades 1-3 will be picked up in the breezeway by the library and gym. Children in grades 4-8 will be picked up on the side of the gym behind the library by the tetherball poles.
3. We do not use the Church parking stripes; cars should be parked perpendicular to the chain link fence so that they pull forward and out of the parking lot onto Capilano St. We discourage parents from driving down Calaveras Street. If parents do use Calaveras Street, we ask drivers to be respectful of our neighbors' driveways and stay as close to the wire fence adjacent to the school. **Before and after school, follow the directions of the Traffic Patrol and the Staff.** Park ONLY in the designated areas at other times of the day.
4. No parking in the schoolyard while school is in session. Parking in front of the church is reserved for staff, funerals and other Parish activities. **Please do not drop off or pick up in the church parking lot.**
5. Please do not drive onto the school premises until 2:40 P.M. Parents may wait for children on the green benches alongside the gym and library. **Parents may not wait for students on the benches in front of the classrooms.** The conversations and cell phone usage at the end of the day becomes disruptive to the classroom. We encourage all parents who are waiting for children to join the school community in prayer at the end of the day.
6. Kindergarten, First, and Second Grades: AM Kindergarten children and Early Session 1st and 2nd Graders should be dropped off in the large yard. PM Kindergarten children and Late Session 1st and 2nd Graders ONLY are to be dropped off at the white curb on Nebraska St. Pick up for AM Kindergarten and Early Session 1st and 2nd Graders is at the white curb on Nebraska St. Afternoon Kindergarten children and Late Session 1st and 2nd Graders are to be picked up in the large schoolyard with the rest of the school children. However, Kindergarten, 1st and 2nd Grade children are not allowed to walk to their cars alone. **They are to be picked up by parents/guardians.**
7. Please advise other drivers who do not routinely pick up your children of the above-stated rules.
8. **There is no cell phone use while driving.** It is against the law.
9. Please do not park on Nebraska Street during pick up and drop off hours unless it is a legal parking spot. It disrupts the flow of traffic.
10. Students walking home must have a parent note on file with the main office and sign out before leaving campus .
11. All bicycles, scooters, and skateboards must be walked once on parish grounds.
12. If you bring your dog on campus, it must be kept in the car during pickup.
13. On rainy days, students in grades will be dismissed from the classroom. Grades 1,2,3, and 8 will be dismissed from the library and gym overhang.

CHILDREN SOMETIMES HAVE EYES ONLY FOR THE CAR PICKING THEM UP AND NOT ALWAYS FOR OTHER CARS AROUND THEM. TO ENSURE THEIR SAFETY, CHILDREN MUST BE PICKED UP IN THEIR DESIGNATED AREA BY AN ADULT.

**TEACHERS ON YARD DUTY ARE NOT TO BE DISTRACTED BY CONVERSATION WITH PARENTS. PLEASE MAKE AN APPOINTMENT.**

## MISCELLANEOUS

Books: Part of registration fees help to cover the cost of books and supplies; however, it does not meet the total cost. Students are charged if books are lost or damaged. All books must be properly covered. In rainy weather, books are not to be taken from the building unless they are in a protective covering.

Classroom Visits: We encourage parents to visit their child's classroom with permission from the principal and teacher. Because of our safety considerations, any person wishing to visit the school or coming to school for an appointment must first check in at the office for a Visitor's Pass. Parents are asked to never interrupt a teacher during the school day. If you wish to meet with your child's teacher, please make an appointment. Classroom issues should be directed to the teacher and not discussed with the teacher assistant.

Family envelopes/Friday Folders: At least once a month, a Parent Newsletter is sent home with any other communications necessary to keep you informed of Parish and school activities. They will be sent home in a "Family Envelope" AND/OR the Friday folder in care of the oldest child attending St. Basil's. Please read these communications carefully and **return** the requested materials promptly.

Hygiene: Students are expected to be neatly groomed and wear a clean uniform to school each day.

Library: Children are urged to make use of the school and public libraries. The more your child reads, the better reader s/he will become. Library books are an excellent supplement to the reading program. The fine for overdue books is 10 cents per school day. Remind your child to be responsible about "due dates."

Lost and Found: Any personal items a child wears or brings to school **MUST** be clearly marked with name and grade. Items found will be kept in Front Hall.

Mixed parties: Parents, as primary educators, should consider seriously the responsibility for mixed parties in private homes. Participation in social functions at other schools is discouraged. Invitations to private parties are not to be distributed on school grounds unless the whole class is invited. If not all students are invited, invitations should be mailed.

Money: Students should not have large amounts of money at any time.

Office Coordinator: There is an office coordinator in the school office at all times during the school day. The office coordinator assists the principal. She should not be asked to perform other duties without the permission of the principal. **Do not ask her to deliver messages unless there is an unavoidable emergency.**

Responsibility: We are attempting to teach our students the value of responsibility. Therefore, students are not allowed to call home for **any forgotten items**. Any late or forgotten, homework, books, binders, backpacks, projects, lunch, etc. delivered from home may be picked up by your child at the office after school.

School Pictures: School pictures will be taken in September. Students must wear their full uniform. Spring pictures are also taken, and students may follow the non-uniform dress code. Parents may purchase the pictures if they desire. There is no obligation to do so.

Solicitations and propaganda are not allowed on the school premises without the principal's permission. All communications from parent or parish groups **must be approved and initialed by the principal before distribution to students.**

Telephones: **Do not** call the teachers, assistants or school secretary at home regarding school business. All telephone messages may be left with the office coordinator, and the teacher or assistant will return your call. Inform the principal if the teacher/assistant did not return your call promptly. Students are not to use the school phones without permission from their homeroom teacher.

**Diocesan Safe Environment Curriculum**  
Smart Kids/Safe Kids

Grades K-1:

- We will discuss being made in God's image and that we are special to God. God created every part of us and our bodies are unique and private. Private parts will be identified at home as part of a homework assignment prior to the lesson.
- Sexual abuse will be defined minimally using the idea of safe touch and unsafe touch. Safe touches are those that make you feel warm and comfortable, versus unsafe touches that are done to cause harm.
- The third concept at this level is "No, Go, and Tell". This is to teach children that it is okay to tell someone that they do not like the touches that make them feel uncomfortable or funny inside. We will teach them to say "no", to get away, and to identify a trusted adult that they can talk to should something occur.

Grades 2-3:

- Working from the same basic format, the identification of private parts at home will be the same, and the additional concept of our bodies being sacred is introduced.
- Sexual abuse will be defined as above.
- The change at this age will be in the category of "No, Go, and Tell". At this level, the children will have an opportunity to role play how to handle different situations. They will also be asked to identify trusted adults that they could tell/talk with if something happened.

Grades 4-6:

- Genesis 1:26-31 and being created in God's image are emphasized. Matthew 19:13-15 is the basis for discussion of why the children were so important to Jesus.
- Sexual abuse will be kept simple and will include the idea that no one has the right to touch his or her body in a way that makes them uncomfortable. The terminology will include safe/unsafe/confusing touch. Because this age has a deeper understanding, we will explain more about feelings and why it is important to listen to them.
- "No, Go, and Tell" will include discussion on manipulations and lures as appropriate to this age group. They will be taught the concept of Check First, an idea that comes from the National Center for Missing and Exploited Children. They will identify those trusted adults to whom they could go if they have something they need to tell.

Grades 7-8:

- Because of the increased maturity of this age level and a teenager's natural belief in his/her ability to be independent and self-sufficient, this lesson will focus on "grooming". The different stages of "grooming" will be discussed as well as feelings. Students will be encouraged to trust their instincts (feelings) and discuss any concerns or happenings with a trusted adult. The acronym BOLT will be introduced.



**St. Basil's of Vallejo, CA**

TERMS AND CONDITIONS FOR INTERNET AND NETWORK ACCESS AND COMPUTER USE

**STUDENT NAME (PRINT)** \_\_\_\_\_

STANDARDS OF BEHAVIOR FOR INTERNET AND NETWORK USE

*Students will use their internet and network access privileges only for activities in support of education and research, consistent with the educational objectives of St. Basil School. I understand that with the freedom to use the Internet comes the responsibility to use it wisely. I understand that misuse of the Internet and networking tools available to me will reflect badly upon me and my school community and will have consequences.*

**These are some of my responsibilities:**

1. Users are expected to abide by the generally accepted rules of network and interpersonal etiquette. Therefore, any inappropriate language is prohibited.
2. Users will immediately notify an adult supervisor if any inappropriate materials are accessed. Users may not demonstrate the problem to others. Users shall not deliberately attempt to upload or download inappropriate materials.
3. Users shall not reveal online their personal home address, phone number, or any other personal information.
4. Dishonesty and vandalism will result in immediate suspension of privileges and disciplinary action. This includes (but is not limited to) any malicious attempt to harm or destroy data of another user, making equipment or software alterations, and uploading or creation of computer viruses. No software of any kind may be brought from home for use in any school computer.
5. Students may not create or access web pages without permission of teacher or other authorized adults. Students may not download or access any files without permission of a teacher. Students' work will be published only under the direction of the supervising teacher.
6. Use of the school's Internet account and local area network by anyone other than staff or students or authorized persons is prohibited (including parents, guardians, or other relatives). Transmission of commercial information, advertising or political lobbying is prohibited.

This agreement must be signed by student and parent/guardian prior to any Internet and network usage by student.

I understand that the use of the Internet, network, and the school's computers is a privilege. I also understand that not following the rules outlined above is not consistent with the values of St. Basil's School. Should I commit any violation, my access privileges may be taken away and appropriate school disciplinary action will be taken.

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

PARENT/GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the TERMS AND CONDITIONS FOR INTERNET AND LOCAL AREA NETWORK ACCESS AND COMPUTER USE. I understand that this access is designed for educational purposes only. I give permission to grant Internet and network privileges for my child.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SPAL Player's Code of Conduct**

1. Players shall show respect of coaches, officials, and teammates at all times.
2. Players shall show respect to the members of opposing teams.
3. Players shall cooperate with all reasonable demands from their coaches.
4. Players receiving disciplinary suspension shall be ineligible for a period of time determined by the principal.
5. Missed practices and/or games must be communicated to the coach prior to the absence. Non communicated absences will be unexcused. Three unexcused absences may result in the removal from the team.
6. Players will be expected to attend and be on time for all games and practices.
7. An absence from school could result in a player being ineligible on that day for either practice or game.
8. Participants guilty of unsportsmanlike conduct or using obscene language may be dropped from the team.
9. Removal of a player from a team shall have the approval of the principal and the athletic director.
10. Players shall be considered eligible to play in league games when registration fees are paid.
11. Players will be expected to put forth the effort to condition their bodies and learn the basic skills of the game.

## **SPAL Parent's Code of Conduct**

Without the participation of parents, the listed objectives will not be achieved. The Administration relies on you to support the philosophy as it applies to athletic activities. This philosophy will be expressed in conduct at games, relating to officials, and how we encourage the young athletes.

1. It is a mark of courtesy and gratitude to coaches to make sure players are dropped off and picked up promptly for games and practices.
2. Children must remain supervised inside the facility. The supervision of non-team siblings is the responsibility of the parents.
3. Make sure that your child wants to participate in a sport. To get the most out of a sport, children should play to please themselves, not parents or coaches.
4. If, or when problems arise, they should be addressed at an appropriate time and in a proper manner with the coach. If not satisfactorily settled, the problem should be brought to the attention of the athletic director and principal.
5. Parents should conduct themselves in a proper manner when attending games. Never yell demeaning remarks to officials, coaches, or players on either team. There is a great deal of difference between cheering and verbal abuse. Derogatory or profane language will result in your ejection from the stands/ballpark. Repeated offenses will result in a permanent ban from all athletic events.
6. Support all efforts to eliminate verbal and physical abuse from children's activities.
7. Encourage your child/children to always play by the rules.
8. Parents should recognize that an honest effort is the primary objective over winning and losing.
9. Remember that the goal of the game is to have the children learn the values of sportsmanship and teamwork.

## **SPAL Coaches Code of Conduct**

1. No one is deemed eligible to coach unless and until he/she has fulfilled the requirements issued by the Department of Catholic Schools the Diocese of Sacramento and Oakland. These requirements include fingerprint clearance and blood borne pathogen in-service.
2. Rules adopted by individual coaches must be in conformity with the school policy and approved by the principal and the athletic director.
3. Coaches act in the name of the school and their conduct should reflect this at all times.
4. When difficulties arise, these should be discussed with the Athletic Director.
5. Practices shall be scheduled for not more than six hours per week.
6. Teach your players that the rules of the game are mutual agreements that no one should evade or break.
7. Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
8. Follow the advice of a physician when determining when an injured player is ready to play again.
9. Never ridicule or yell at the players for making mistakes or losing a competition. These are children.
10. Coaches should never use foul language. Coaches receiving a technical foul for improper conduct will be given a warning. A second technical will result in conference with the principal and athletic director and possible dismissal.
11. Coaches will play all eligible players a reasonable amount of time in every league game, as determined by the athletic director and principal.
12. Remember that children need a coach they can respect. Be generous with your praise, and set a good example.

The principal may dismiss a coach for not complying with these rules and codes.