



DIOCESE OF SAN JOSE

CODE OF CONDUCT

From the Diocese of San Jose

Office for the Protection of Children and Vulnerable Adults

Every youth is expected to act in a Christ-like manner.

Every youth is expected to be respectful.

Every youth is expected to follow the rules and policies as given.

Every youth is expected to cooperate with classmates, teachers,
peers & leaders.

Every youth is expected to communicate in an appropriate manner.

Every youth is expected to respect the personal boundaries
and property of others.

Every youth is expected to promote and support
a safe, fun and healthy environment
through positive participation.

NO YOUTH WILL TOLERATE ABUSE OF ANY KIND

DAILY SCHEDULE

Regular Day TK-8 First School Bell: 7:55 A.M.

Morning Assembly Begins at 8:00 A.M.

Regular Dismissal TK-8

3:00 P.M.

Dismissal on Minimum Days

Every Wednesday at 12:30

Cool Kids & Cool Tweens Zone Hours

Before School Care: 7:30 A.M. – 7:45 A.M.

After School Care: Dismissal Until 5:30 P.M.

Recurring Events*

School Masses: 10:45 A.M. Fridays

School Family Mass: 10:30 A.M. on Sundays

PTG Meetings: 6:30 P.M. on the 1st Tuesdays of the month

SAC Meetings: 6:30 P.M. on the 3rd Tuesdays of the month

Work Days: 9 A.M. to 1 P.M. on designated Saturdays

Free Dress Days: Last Wednesday of the month

Spirit Shirts on designated Spirit Days

Transitional Kindergarten

Recess 9:45 – 10:15 A.M.

Lunch 11:45 – 12:15 P.M.

Kindergarten

Recess 9:45 – 10:15 A.M.

Lunch 11:45 A.M. – 12:15 P.M.

Grades 1-5

Recess 10:15 – 10:30 A.M.

Lunch 12:00 – 12:45 P.M.

Grades 6-8

Recess 10:00 – 10:30 A.M.

Lunch 12:00 – 12:45 P.M.

ACCESSING THE SCHOOL CALENDAR

To find the calendar in our school website, go to <https://www.stclare.school/> and scroll to the bottom of the page and click on the "Calendar" icon (third from the left) or visit <https://www.stclare.school/calendar>.

To find the calendar in ParentSquare, go to your HOME page and look for "EVENTS" and click on "view all".

To subscribe and add the St. Clare School Public Calendar to your calendar app, use this link:

https://calendar.google.com/calendar/ical/drexelschools.org_u0vj6ujlr9lqlk8hu9uklt7qro%40group.calendar.google.com/public/basic.ics

ST. CLARE SCHOOL

750 Washington Street, Santa Clara CA 95050 | <https://www.stclare.school>

Office Hours

Monday-Friday 7:45 A.M. to 3:45 P.M.

Phone Numbers

School Office

408-246-6797

School Fax Number

408-246-6726

CKZ (Extended Care)

408-246-2513 (CKZ) | 408-246-6776 (CTZ)

Parish Office

408-248-7786

PARENT & STUDENT AGREEMENT

Family Name _____

Student Name	Grade

I/We and my/our child(ren) have read this Parent & Student Handbook and understand that the policies and guidelines outlined herewith are necessary for the safe and successful operation of St. Clare School. We will make every effort to comply with and support school rules and policies and acknowledge with our initials that we have reviewed the information compiled in this Handbook.

I/We will not participate in destructive criticism of the Administration, faculty, staff or the school to my child or others in person or via electronic media. If a problem arises, I/we will contact the teacher or administrator directly, resolving the conflict in a Christ-like manner.

I/We have read and signed this form and will return it to the School Office.

Parent Signature

Parent Signature

***PLEASE SIGN ATTESTATION IN PARENTSQUARE
OR PRINT AND RETURN TO THE SCHOOL OFFICE***

MIDDLE SCHOOL CODE OF CONDUCT

I, _____ have read and agree to the following Code of Conduct and Behavior:

I commit to showing respect at all times: to St. Clare teachers, administrators, volunteers and students, as well as to the school environment and the property and materials of others.

I commit to being a person of integrity in my thoughts, words and actions — in my individual work and in my interactions with those around me.

I commit to being responsible for my learning, my behavior and my attitude.

I will arrive prepared for class with my books and materials, my work and a positive learning attitude.

I will remain focused and engaged in class and will stay on task during both independent and group work.

I will follow written and verbal directions when first presented, knowing that I may ask questions for clarification.

I will cooperate with my teachers, school administrators and school volunteers and respond to them in a timely and respectful manner.

I will use technology appropriately and in accordance with St. Clare School Acceptable Use Policy.

I will not use the work of others and claim it as my own.

I acknowledge and will follow all policies and guidelines outlined in the Student/Parent Handbook and established in each classroom.

I have read the above statements and I understand them. I agree to follow these rules and those established in all classrooms, to the best of my ability. I understand that there are consequences as outlined in the school's discipline policy that could negatively impact my ability to qualify for awards and recognitions as well as a satisfactory grade in conduct.

Student Signature

Date

Parent Signature

Parent Signature

MIDDLE SCHOOL PARENT AND STUDENT AGREEMENT

STUDENT ACKNOWLEDGMENT

Student Name _____ Grade _____

- I have read this Handbook and will make every effort to support and comply with the policies and guidelines set forth.

- I understand the policies as they are written.

Student Signature _____ Date _____

PARENT ACKNOWLEDGMENT

Parent Name _____

Parent Name _____

My/Our child has read the Handbook as indicated above. We have discussed highlighted policies and my child has agreed to comply with them and we agree to support the School in its Administration.

Additionally, I/we understand that it is my/our responsibility to fulfill financial obligations to St. Clare School in a timely manner including, but not limited to tuition, CKZ (Extended Care and Camp) fees and Serving St. Clare Service Hours Commitment. I/We understand that in order for our family to actively and fully participate in the school's activities, it is my/our responsibility to ensure that these obligations are satisfactorily met as agreed upon.

Parent Signature

Parent Signature

***PLEASE SIGN ATTESTATION IN PARENTSQUARE
OR PRINT AND RETURN TO THE SCHOOL OFFICE***

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ST. CLARE SCHOOL ACCEPTABLE USE POLICY

Philosophy Regarding the Use of Technology

St. Clare School is proud to be able to offer our students, staff and guests access to digital technology, including wireless internet and online applications. We believe in leveraging the power of technology to enhance learning and connectedness so that we can better prepare our students to succeed in a global society.

Acceptable Use Policy

St. Clare School adheres to the **Diocese of San Jose Acceptable Use Policy for Internet, Equipment, Software and Technology Communications** and expects all its students, staff and parents to comply with said policy. By signing the Acceptable Use Policy, parents and students signify their consent to be governed by said policy.

Conditions for Use of Personal Computing Device

In addition to the diocesan policy, St. Clare School administration may give students the permission to use personal computing devices solely for educational purposes under the following conditions:

- St. Clare School makes no guarantees to students and parents regarding the use of the personal computing device and it is not responsible for any damages arising from its use.
- Usage of personal computing device while attending St. Clare School will be subject to ALL conditions imposed by the student handbook and outlined in the Diocese of San Jose Acceptable Use Policy.
- St. Clare School requires complete administrative access to the device when used at school.
- St. Clare School will not be responsible for any data stored on the personal computing device. It is the student's responsibility to back-up any and all data contained in the device including personal music, movies, pictures and other applications and files. The St. Clare School Google drive is available for use to back-up unlimited data.
- Installation and use of any third-party software or hardware will not be supported.
- St. Clare School does not provide insurance and/or extended warranty for personal computing devices. It is the device owner's responsibility to purchase such insurance if so desired.
- Should questions or issues arise regarding use of the personal computing device, users are directed to inform the classroom teacher who will in turn determine further action.

Guidelines for Acceptable Use

As outlined in the St. Clare School Parent & Student Handbook, students agree to the following guidelines for acceptable use:

Respect and protect the privacy of all:

- Use only assigned computer and accounts.
- Do not view, use or copy passwords, data or networks to which they are not authorized.
- Do not distribute private information about others or themselves.

Respect and protect the integrity, availability and security of all electronic resources:

- Use all technology equipment in a safe and proper manner.
- Report security risks or violations to a teacher or IT personnel.
- Do not destroy or damage equipment, data, networks or other resources.
- Conserve, protect and share school resources when appropriate (be mindful of paper consumption).

Respect and protect the intellectual property of others:

- Do not infringe copyrights (e.g. making illegal copies of images, music, games or movies).
- Do not plagiarize (the practice of taking someone else's work or ideas and passing them off as one's own)

Respect and practice the principles of community:

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting communication to a trusted adult.
- Do not access, send, copy or create material that violates the school's policies (such as messages that are inappropriate, threatening, rude, discriminatory or meant to harass).
- Do not access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).
- Do not use resources to further other acts that are criminal or violate the school's policies.
- Do not send spam, chain letters or other mass unsolicited mailings.
- Do not buy, sell, advertise or otherwise conduct business, unless approved as a school project or by Administration.

Students may, when in accordance with the policy above:

- Design and post web pages and other material from school resources.
- Use direct communications such as online chat or instant messaging with a teacher's permission.
- Install or download software, if also in conformity with laws and licenses and under the supervision of the school's IT department.
- Use technology resources for any educational purpose.

Guidelines When Using Electronic Communication

The same protocols used in the practice of communicating with others face-to-face should be used when communicating using an electronic format. When one is respectful of others at all times, one can expect others to be respectful in return.

The following are basic rules of communicating using an electronic format:

- Use clear and precise language whenever possible.
- Treat others as you would want to be treated.
- **Be polite and courteous, whether writing to a friend, a peer or to a teacher.**
- Keep emails brief and to the point.
- Respond to emails promptly.
- Let an adult know immediately when you see something inappropriate on a web page, email or other sites or applications.
- Do not use slang or swear words or Instant Message (abbreviated) speak.
- Do not include any explicit sexual content.
- Do not use rude or aggressive language.
- Do not engage in any act considered cyber-bullying. Cyber-bullying is defined as when an individual is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another using interactive and digital technologies including the internet or mobile phones. For more information, visit <https://www.stopbullying.gov/cyberbullying/what-is-it/>
- Do not send offensive files or messages.
- Do not use or access cell phones or other music/gaming devices during school hours without the express authority of a supervising teacher or adult volunteer.

Consequences for Violation: Violation of these rules will result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources, detention, suspension, expulsion and/or criminal prosecution.

Supervision and Monitoring: School and IT personnel monitor the use of information technology resources (including equipment) to help ensure that uses are secure and comply with policy.

Administrators reserve the right to examine, use and disclose any data found on the school's information network and student equipment (including computers and cell phones) in order to further the health, safety, discipline or security of any student or other person or to protect property. Information may be used in disciplinary actions and may be used to furnish evidence of crime to law enforcement. St. Clare School's Administration may intervene in violations that occur outside of the school day if such behavior causes or threatens to cause substantial and material disruption at school or interferes with the rights and safety of students.

Use of the computers and other network resources at school is a privilege, not a right.

Significant consequences will result when students do not comply with the Acceptable Use Policy.

St. Clare School

2021-2022 Parent & Student Handbook

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The State of California, Santa Clara County and Diocese of San Jose Department of Catholic Schools Guidelines and Requirements to Reopen Schools supersede any policy in this handbook that might be contradictory or non-compliant. Please consult school communications and the school website for the most current information.



ACCREDITATION

St. Clare School is fully accredited by the Western Catholic Education Association (WCEA) in and co- accredited by the Accrediting Commission for Schools Western Association of Schools and Colleges (ACS WASC). (Please consult the WCEA website and the ACS WASC website for additional information.)

NONDISCRIMINATORY POLICY

St. Clare School admits students of any race, color and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students. St. Clare School does not discriminate on the basis of race, color, national or ethnic origin, age, gender or disability in School Administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

DISCLAIMER | RIGHT TO AMEND

The provisions in this handbook are designed to provide parents and students information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to the parents and students.

A MESSAGE FROM THE PRINCIPAL

Dear St. Clare Students and Families,

Last year, our school theme, SOLIDARITY: We Stand Together in Faith, Hope and Love, guided many of our intentions and decisions. I am so proud of our teachers, students, and families for supporting one another in the most difficult of circumstances. Although we are not completely “out of the woods” yet, we have shown that we are a resilient, caring, and compassionate community, willing to give one another grace towards the path to unity. For this, I am forever grateful.

I am thrilled about the new addition to our faculty and staff, and I recognize the need to build a culture that melds St. Clare’s Silver Box philosophy with the need to accompany one another in our mission to celebrate who we are as a school community and our vision to form moral and ethical decision-makers and servant leaders. With this in mind, and through the intercession of the Holy Spirit, I present our theme for the 2021-22 school year: JOURNEYING IN HOPE AND LOVE: Building a Culture of Accompaniment. Inspired by the Emmaus story, my hope is that we will help one another encounter Jesus so that we can be the hope and love our students and families need as we accompany one another on this journey of healing and growth.

Here is the link to Luke 24:13-35, [The Appearance on the Road to Emmaus](#). We will explore this theme throughout the year, especially in the context of really getting to know one another.

We will continue to ground our work in the Church’s mission and improve our practice to reflect our core beliefs: that we are truly an incarnation people, made in God’s image and likeness. As such, we are morally charged to provide supports so that all students can flourish in an environment filled with hope, joy and love.

As Students and Families of St. Clare School, we ask you to support and reinforce the educational opportunities that the school provides; support and reinforce our Silver Box philosophy at home; model respectful behavior in all interactions and relationships; support and honor the faculty and staff as skilled and knowledgeable professionals; show respect, confidence, and trust in the decisions as the school strives to keep its commitment to its students and families.

We offer this Parent & Student Handbook which reflects the policies of St. Clare School for the 2021-2022 school year. Please read this document carefully and sign the attestation which states that you and your student intend to abide by the policies contained herein.

Let us accompany each other on this journey of growth, with Christ’s hope and love. I look forward to our partnership as members of the Body of Christ.

Peace be with you!



Mrs. Cecile Mantecon, Principal

A MESSAGE FROM THE PASTOR



725 Washington Street ■ Santa Clara, CA ■ 95050-4935
408.248.7786 ■ fax 408.248.8150

August 2021

Dear Saint Clare School Community,

As we prepare to begin a new school year, I realize that the challenges that have faced us for the last 18 months have not disappeared, as we had hoped they would. In fact, we are living with as much uncertainty as ever, due to the viral spread of Corona.

At the same time, we need only look to the past academic year to appreciate how much and how well Saint Clare adapted to offer in-person and remote learning, without ever missing a beat. Because of this, we are well-situated to continue to provide safe quality education to those entrusted to our care.

To returning families and students, I offer my thanks for continuing to trust our administration, faculty and staff to do the best job possible. Thank you, also, for “spreading the word” as you share the good news about our parish school with other families.

To new students and parents, I thank you, too, for the faith you place in us in choosing to become part of our community, to allow us “to walk with you” in the months and years ahead.

I pray that this year will open to us many opportunities to come to know each other. Father Jonathan and I will be looking for you not only at school, but at Sunday Mass, which is at the very center of who we are as a family of faith and of the people we can become in the Lord. May He strengthen us in His love now and always!

Sincerely,

A handwritten signature in blue ink, appearing to read "Msgr. Francis V. Cilia".

Rev. Msgr. Francis V. Cilia
Pastor

OUR MISSION

We, the St. Clare School Community, joyfully embrace the Gospel mission entrusted by Christ to His Church.

Believing that everyone is made in the image and likeness of God, we cherish and celebrate our diverse backgrounds and cultures.

OUR PHILOSOPHY

Educating generations of students since 1856, we provide a rigorous curriculum with innovative methodologies. In the classroom and in the community, we build strong academic and spiritual foundations that serve our children well, now and in the future.

By worshipping, serving and learning, our students grow in their ability to discover and live out the Good News.

OUR VISION

Recognizing that we are created by a God who knows us, loves us and calls us, St. Clare School provides a superior education while forming students who understand their faith, live their faith and serve.

Modeling life-long learning, our educators tailor their teaching to elicit each child's full potential using the most innovative tools and methods. St. Clare inspires students to become compassionate critical thinkers.

Modeling the Gospel values of servant leadership, we inclusively craft and communicate our shared vision. By inviting all to engage in ongoing school-wide improvement, we challenge our children and adults to develop leadership qualities. With the practice of active listening within healthy, trusting relationships, we continue to build a vibrant and resilient school and parish family that work effectively with the broader community.

SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

A St. Clare School graduate . . .

- ***FORMED IN FAITH, reasons with intellect and seeks personal growth,***
- ***LIVES A LIFE IN COMMUNION with compassion and empathy through inclusion and intentional encounters, and***
- ***ACTS WITH JUSTICE to become responsible STEWARDS of the resources entrusted by God.***

ADMINISTRATION AND STAFF

Pastor	Most Rev. Msgr. Francis V. Cilia
Principal	Mrs. Cecile Mantecon
Vice Principal	Mrs. Catherine Kogura
Religion Coordinator	Mrs. Cici Martinez
Office Business Administrator	Mrs. Cherell Rizzo
Office Manager	Ms. Teresea McKinnon

Administrative Team

In order to promote shared leadership and provide a wider basis for decision-making, St. Clare School has established an Administrative Team. Each team member has designated responsibilities as outlined below. These appointed leaders meet weekly to discuss school issues, which are then brought to the faculty. Final decision-making rests with the Principal in consultation with the Pastor and Diocese of San Jose Department of Catholic Schools.

Homeroom Teachers

Transitional Kindergarten	Mrs. Myla Guevarra
Kindergarten	Miss Hui Jiang
Grade 1	Mrs. Mafalda Soares, Primary Lead
Grade 2	Miss Cecily Cox
Grade 3	Miss Tonya St. Julien
Grade 4	Miss Taylor Payton
Grade 5	Mrs. Rhodora Finnan
Grade 6	Mr. Edrick Lin
Grade 7	Mr. Anhvu Nguyen
Grade 8	Mr. Christopher Goetz, Middle School Lead

Instructional Assistants

Transitional Kindergarten	Miss Mikaela Cunanan
Kindergarten	Mrs. Bernadette Meneze
Grade 1	Mrs. Bindi Aibara
Grade 2	Mrs. Maryanne Toy
Grade 3	Miss Mikaela Cunana

Middle School Faculty

Math (6-8) Science (5-6)	Mr. Edrick Lin
Reading and Literature	Mr. Christopher Goetz
Science (7-8)	Mr. Eric Namek
Writing and Grammar	Mr. Anhvu Nguyen

Visual & Performing Arts Program

Art (Grades K-4)	Mrs. Helen Navalta Biala
Art (Grades 5-8)	Ms. Vaneysha Hicks
Music (TK-8)	Mr. Joey Medeiros

Physical Education and Athletics	Ms. Valerye Moore
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Support Staff

Facilities & Maintenance	Ms. Valerye Moore, Mr. Esteban Lugardo, Mr. Matt Dutra
Extended Care (CKZ/CTZ)	Ms. Valerye Moore, Director

SCHOOL ADVISORY COUNCIL (SAC)

The St. Clare School School Advisory Council serves as a consultative body that assists the School Administration in the formation of educational policy and in the financial School Administration of the school. Its function and duties are:

- *To create better understanding and support of Catholic education.*
- *To recommend policies governing the operation of the school to School Administration and Pastor.*
- *To serve as finance committee; to recommend to the Pastor and the Department of Catholic Schools for approval the annual budget and determine sources of funding.*
- *To coordinate and promote all sources of revenue to meet yearly budget needs and long-range goals.*
- *To approve expenditures of all funds raised through voluntary activities of the Board.*
- *To provide spiritual, social and recreational opportunities to school families.*
- *To represent its constituency.*
- *To advise in the hiring of the Administrator.*
- *To be responsible for the development and maintenance of a “Coordinated Plan,” which will address the coming year’s needs, resources and project the same information for the following years.*

Final decision-making rests with the Principal and Pastor.

School Advisory Council

Pedro Espinoza, President
Baik Hoh, Vice President
Chiqui Tañedo, Secretary
Caroline Zelaya
Brent Rapport
Luisa Rapport

Finance Committee

Lea Lind, Chair
Jeff Harte
John Leyba
Conrad Tinio

Ex-Officio Members

Rev. Msgr. Francis V. Cilia, Pastor
Mrs. Cecile Mantecon, Principal

PARENT TEACHER GROUP (PTG)

The St. Clare School Parent Teacher Group assists school programs by providing funds and support for the academic, athletic and social life of students. All school parents and teachers are members of PTG and are welcome and encouraged to participate in PTG-sponsored activities throughout the school year.

Meetings are usually held on the first Tuesday of each month (6:30 P.M. in the MakerSpace).

2021-22 PTG Officers

President	Margarita Guizar
Vice President	Open
Secretary	Amy Gibson
Treasurer/Advisor	Open
Communications Director Lead Room Rep	Katy Kerns

2021-22 PTG Room Reps

TK	Open
Kindergarten	Heather Narciso
First	Sarah Brohmer
Second Grade	Christina Nolan
Third Grade	Christina Cunanan
Fourth Grade	Hazel Alabado
Fifth Grade	Natalia Cuenca
Sixth Grade	Amanda Votaw
Seventh Grade	Sandra Dominguez
Eighth Grade	Amanda Cardenas

STUDENT COUNCIL

President	Gabriella Gebala
Vice President	Jane Quiazon
Secretary	Lily Gibson
Treasurer	Samantha Ipsaro
Commissioners of Spirit	Thomas Hoh, Alexa Alvarez
Historian	Noah Reyes
Faculty Moderator	Mrs. Rhodora Finnan
Parent Moderator	Mrs. Marah Gebala

PARENTS AS PARTNERS

A Pledge to Uphold my Role as a Partner in the Education of my St. Clare School Student(s)

I pledge to treat all members of the St. Clare community, including students, parents, faculty, administrators, staff, coaches, volunteers and visitors with courtesy and respect at all times because this is what we all expect and deserve and because we believe that we were all created in God's image.

I pledge to support the Mission, Philosophy, School Wide Learning Expectations and policies of St. Mary School. I pledge to set rules, times and limits so that my child gets to bed early on school nights; arrives at school on time and is picked up promptly at the end of the school day; is dressed according to the school dress code; completes class assignments when they are due; comes to school with a healthy snack and lunch every day or knows that lunch has been ordered for him or her.

I pledge to review and discuss the Parent & Student Handbook with my child to ensure clear understanding and compliance with the rules and policies of St. Clare School.

I pledge to support and cooperate with the School Administration, faculty and staff in the implementation and enforcement of school rules and policies.

I pledge to express my concerns privately and constructively and avoid destructive criticism of the staff or school to my child and others. I pledge to contact the teacher or administrator directly, resolving issues in a Christ-like manner.

I pledge to actively participate in school activities such as parent clubs, parent-teacher-student conferences and to minister and volunteer my time and energy to both the school and parish because it is vital in maintaining a caring and active Catholic community.

I pledge to actively stay informed by reading school notices, emails and newsletters so that all school deadlines and policies are met. Likewise, I pledge to keep the school informed of any special situations including any changes in family information such as address and phone numbers, absences, my child's health, safety and well-being.

I pledge to respect the privacy of the St. Clare School faculty and staff by keeping school-related communications solely through contact at school, unless given permission to be contacted at home.

I pledge to meet all financial obligations to the school including Shared Responsibility Opportunities, fundraising and other fees that may arise in the course of the school year.

By making these pledges, I pledge to uphold the mission of St. Clare School: to create a community that will provide quality Catholic education.

PARENT RESPONSIBILITIES

St. Clare School community is a collective commitment in which every family has a vital role to play. As members of this community we work together to ensure the success of the school itself. Becoming involved with school organizations and supporting the work of various committees during the year will help fulfill the family's commitment to the community, as well as contribute to the quality of our school programs.

ATTENDANCE AT LITURGIES & PRAYER EXPERIENCES

All students are expected to attend mass during the weekend of Catholic Schools Week. Families are invited and encouraged to celebrate school liturgies and prayer experiences with the school community and attend Sunday mass regularly at St. Clare or their parish of registry.

FINGERPRINTING

Volunteers who have regular, unsupervised contact with children, youth or dependent adults are required to submit to a criminal record check as specified by the Diocese of San Jose under the Charter for the Protection of Children and Young People promulgated by the United States Conference of Catholic Bishops. Anyone wishing to obtain a volunteer status in this capacity is required under this charter to be fingerprinted under the guidelines set forth by the Diocese of San Jose. Please contact the School Office for more information.

SAFE ENVIRONMENT TRAINING (VIRTUS/PROTECTING GOD'S CHILDREN)

The Diocese of San Jose's Office for the Protection of Children and Vulnerable Adults, through the program Shield the Vulnerable, is dedicated to raising awareness for abuse and neglect and providing training and resources to help protect the most vulnerable members of our communities. St. Clare School requires staff, volunteers and coaches directly supervising or coaching children to complete the required training and re-certification under the auspices of the OPCVA. Upon completion of training, a copy of the certificate must be turned in to the School Office. Please contact the School Office for additional information.

SERVING ST. CLARE: Parent Service Opportunities

As part of the St. Clare School financial commitment, each St. Clare School family is required to complete **a minimum** of 30 hours of service to the school per school year beginning June 1 and ending May 31. (Single parent families, as approved by School Administration, are required a minimum of 15 hours of service per school year). In addition, school families are required to complete 2 3-hour shifts at the St. Clare Parish Festival. Participation keeps the cost of tuition down and is an essential commitment to building community at St. Clare School and Parish.

SUPPORTING FUNDRAISING AND DEVELOPMENT EFFORTS

Catholic school families, educators and leaders share the responsibility to establish funding formulas that ensure the vitality and sustainability of our institutions. Establishing a Development Program at St. Clare School will ensure the "success story" of our Catholic school and will raise awareness of the enormous contributions our school has made to the Los Gatos community.

Development is more than raising money for the future of our school. It is about building relationships with people who will share the good news of St. Clare School. Every parent, friend, alumni and donor of St. Clare School is involved in Development.

There are several ways to participate in the Development Program at St. Clare School. Additional information may be obtained from the Principal.

RELIGIOUS EDUCATION PROGRAM

The Christian vocation is a call to transform oneself and society. The educational efforts of the Church encompass the purpose of personal sanctification and social reform in light of the Gospels. This educational mission is to proclaim the gospel, promote community and live in service for others.

It is the responsibility of the Catholic School to teach the revelation which the Church proclaims, to build community, to share fellowship in the life of the Holy Spirit and to motivate Christians to the service of the entire human community.

The Catholic School guides students in attaining knowledge, in acquiring values, in discovering truth and in responding to God's love.

~ Adapted from *To Teach As Jesus Did* (par. 7, 14ff.) and *The Catholic School*, (par. 37-48).

RELIGIOUS INSTRUCTION

Students are introduced to Christian doctrine and the study of scripture and the Sacraments and experience a variety of ways to worship and pray. Students are encouraged and challenged within the classroom and in school activities to recognize their role and calling as they grow within their faith community and gain an understanding of themselves within the family of God as part of the Body of Christ, the Church. Furthermore, students are expected to work towards transformation in their words and deeds as they grow in their faith.

Family Life is integrated in the curriculum and provides opportunity to learn life lessons that promote responsible participation in family and community life, especially within parish life and the Sunday liturgy. Grades 1-8 have one opportunity each year to lead the school in liturgy and participate in liturgical ministry roles. The Religion curriculum is guided by outcomes issued by the Diocese of San Jose.

ALTAR SERVER TRAINING

Students are invited to train as altar servers. Duties include serving at school, daily and Sunday masses, weddings and funerals. Training dates will be announced via school and parish communications.

SERVICE LEARNING: "FAITH IN ACTION"

St. Clare School's Service-Learning Program has four components:

- Faith Family Groups
- Classroom Outreach
- Schoolwide Outreach & Advocacy
- Middle School Service Learning

The program seeks to connect students to the greater community, beginning with one another in Faith Family Groups and the parish, the greater community and the global society through participation in outreach programs and Service Block opportunities.

SACRAMENTAL PREPARATION PROGRAM

The St. Clare School community participates in the sacramental preparation program at St. Clare Parish for First Eucharist and First Reconciliation and beginning in 8th grade, Confirmation. Parents participate in their children's sacramental preparation through evening classes of instruction and prayer during the school year. Please contact St. Clare Parish for registration and additional information regarding all sacramental preparation programs.

ACADEMICS

Adaptations to accommodate COVID-19 requirements and considerations for the students' well-being were communicated early in the school year.

ACADEMIC STANDARDS

St. Clare School holds high academic standards and expectations for all students. Students are expected to complete classwork and homework in a timely manner, be prepared for class with the necessary materials and assignments and put forth their best effort.

Students are offered opportunities to engage in and enrich their learning experience before and after school. Establishing a habit of seeking assistance from teachers is a life skill that will serve a St. Clare School graduate well.

GRADING SCHEDULE

St. Clare School follows the trimester grading schedule to allow for a longer period for student assessment. The grading period begins on the first day of the trimester and ends prior to the last day of the trimester. The teacher will determine and notify the class as to the last day work may be turned in for each trimester or if assignments will be count towards the next grading period.

Yearly Parent/Student/Teacher Conferences are typically held in October.

HOMEWORK

Homework is considered a valuable extension of the school day and a useful tool for advancing the learning process. It is used to reinforce and review the learning that has taken place during the day. In addition, homework may be assigned to prepare students for upcoming lessons.

Ordinarily, no homework will be given over the weekends, during vacations or holidays. However, teachers may assign reading and math work in the summer to be completed prior to the beginning of the following school year. Homework submission is directed by the teacher.

Online homework postings should NOT be your primary source of homework information. Teachers hold students responsible for writing down their homework daily and seeking information that might be missing or unclear.

Students may receive a detention if assignments are consistently missing, incomplete or unacceptable. The classroom teacher will communicate with students and parents if further action becomes necessary.

DIOCESAN GUIDELINES FOR DAILY HOME STUDY

The amount of time which students in the same grade spend doing homework will vary. The diocesan guidelines for the amount of time the average student should spend in daily home study appear below. The teacher will give more specific information for the particular assignment, subject or grade level.

- Grades 1 and 2 30 minutes
- Grades 3 and 4 30-60 minutes
- Grades 5 and 6 45-90 minutes
- Grades 7 and 8 60-120 minutes

We recommend the following when establishing guidelines for home study:

- Set aside a specific time and place to study in each family home.
- Expect students to complete their own work. Parental support is encouraged, but allow students the opportunity to grow and take pride in their learning by completing the work themselves.
- Copying or having someone copy one's homework will result in disciplinary action for all the students involved.
- Stress the importance of turning in work when it is due.
- Contact the teacher if your student spends a great deal more or less time on home study.

HOMework FOR ABSENCES OR FAMILY VACATIONS DURING SCHOOL

Homework will be given to the student upon his or her return to the classroom. When the student returns to school the following day after an absence, it is the responsibility of the student and/or parent to contact the teacher regarding work missed and make the necessary arrangements to secure the date the work is due back to the teacher.

Middle School students and parents are expected to communicate with each individual subject teacher prior to a planned absence. The student is expected to discuss with his or her teachers the scope of work required to be submitted upon his or her return. The parent is expected to inform the teachers and School Office of the reason for the planned absence and the dates the student will be absent.

In the event of an absence due to illness, homework may be requested from the teacher by 8:15 A.M. at the same time that the school is notified of the student's absence. Arrangements to obtain materials to complete assignments should be made at the time of the request.

MIDDLE SCHOOL HOMEWORK POLICY

In order to better prepare middle school students for high school, the following homework policy has been initiated:

1. Homework is due on the day specified.
2. Missing homework due to longer vacations or illnesses will be made up in a fair and timely manner as agreed upon with the teacher.
3. Generally, no homework is given over weekends or holidays. However, there may be instances when students need more time to complete a long-term project before deadline or find that a weekend or holiday is the best option to collaborate on a group project.

PLAGIARISM AND UNETHICAL USE OF INFORMATION (CHEATING)

Plagiarism is defined in most dictionaries as the act of stealing intellectual property and asserting that property to be one's own. The property may be ideas, words, sentence forms or concepts taken from print, books, web sites and other media.

Unethical use of information is defined as using or giving to another any notes, materials, sources of information or assistance for a class, including but not limited to a quiz, test, written assignment, project or presentation without the teacher's approval.

A plagiarist misrepresents the information, ideas and/or other intellectual property of another person or group of people, as their own for personal benefit. A student who uses other sources not authorized by the teacher is not acting within ethical guidelines.

Plagiarism and unethical use of information is not in accordance with the Catholic values St. Clare School strives to instill in its students. Each teacher reserves the right to determine what is in violation of these infractions, as well as the right to determine appropriate repercussion on a case-by-case and person-by-person basis.

GRADES & CO-CURRICULAR ACTIVITIES

Co-curricular activities such as Student Council and After-School Sports have minimum requirements for participation. Please contact moderators and program director for specific information, especially with regards to grade requirements.

ASSESSMENT CODES FOR TK TO GRADE 5

Each report card identifies learning targets unique to its grade level. Instead of receiving one grade for each academic subject, students receive a number of marks reporting progress towards mastery of skills and knowledge within that subject. Student progress is reported by using the following marks:

4	Exceeding	<i>Exceeding end of grade level standards</i>
3	Meeting	<i>Meeting end of year grade level standards</i>
2	Approaching	<i>Approaching end of year grade level standards</i>
1	Below	<i>Making limited progress to end of year grade level standards</i>

Because not every standard will be introduced and not every standard will be assessed each marking period, the following marks may be used as appropriate:

- X** Not introduced
- NA** Not assessed

Lifelong Learning Skills, such as *comportment*, will be marked as follows:

- EE** Exceeds Expectations
- ME** Meets Expectations
- AE** Approaching Expectations
- U** Unsatisfactory

GRADES TK-8

Young Christian Award

Given to students who embody our Catholic school philosophy and Schoolwide Learning Expectations (SLEs) students receive Young Christian Awards at the Honors Reception following the end of each trimester

DISCIPLINE POLICY

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 a written and posted set of rules to meet the needs of his or her individual class. Each child is made aware of the school rules as set forth in the PARENT & STUDENT HANDBOOK. These rules are established to offer students the best opportunity to succeed in a given course.

Parents share the responsibility for guiding their children toward responsible behavior and providing Christian examples. By choosing to break a rule, a child has also chosen to accept the consequences of his or her behavior.

As representatives of St. Clare School, students, parents, faculty and staff are expected to conduct themselves in a manner worthy of a Catholic community and resolve conflict through restorative practices.

Following are the major means of discipline:

VERBAL COMMUNICATION

A teacher will discuss inappropriate behavior with the student, encouraging the student to understand the consequences of the behavior and to explore acceptable choices for future behavior. This may be accompanied by a "Think Sheet" to encourage reflection and corrective action. Parents will be informed of continued or seriously disruptive behavior.

PARENT COMMUNICATION NOTICE

Faculty and staff will keep parents informed of any difficulties or problems a student may be experiencing with educational or social areas at school via email or a phone call, depending on the severity and urgency of the infraction. Parents may also receive communication from the school if a student has had repeated verbal warning and continues to have difficulty in following school rules. Parents may be asked to phone the teacher or arrange for an appointment as a follow-up. Multiple communication notices may show that a student needs more serious intervention.

OFFICE REFERRAL

When extreme disruptions, especially in instances when the safety of the student or others becomes an issues, flagrant disrespect, disobedience or insubordination warrants the removal of a student from a classroom or playground situation, the attending adult (teacher, staff or volunteer) may refer a student to the office so that the student's behavior can be brought to Administration's attention. In each instance, the parent will receive communication from the Administration (Principal, Vice Principal, Office).

DETENTION

Detention is a disciplinary tool that affords the student an opportunity to reflect on his or her choice to continue irresponsible or inappropriate behavior. Detention is administered with the intent to discourage inappropriate conduct and promote positive choices and behaviors.

Detention will result after other disciplinary actions have proven ineffective or when the severity of the offense warrants such a consequence. Behaviors that warrant detention include but are not limited to:

- Disruptive classroom behavior (including but not limited to inappropriate use of technology)
- Repeated failure to observe school/classroom/yard rules
- Incomplete, unacceptable or missing class or homework

Detention will be held with the issuing teacher, staff or administrator on a weekday before school 7:15-7:55 A.M. or after school 3:05-3:45 P.M. Detention must be served in full. Multiple detentions indicate a lack of the student's ability to manage him or herself and further disciplinary action will be taken.

STUDENT SUCCESS PLAN (BEHAVIOR CONTRACT)

At times, it may be necessary to create a behavioral contract between the student/parents/school in order to resolve a serious situation. The primary purpose of the contract is to clearly define the expected behavior(s) and the appropriate corrections to give the student the best opportunity for success.

SUSPENSION

Students who commit the following offenses give reason for suspension from school:

- a. Actions gravely detrimental to the moral, physical and spiritual welfare of other pupils where honesty and personal integrity is compromised
- b. Habitual profanity or vulgarity
- c. Assault, battery or any other threat of force or violence directed toward school personnel or pupils
- d. Open or persistent defiance of the authority of the teacher
- e. Continued willful disobedience
- f. Cheating
- g. Theft
- h. Willfully defacing property
- i. Habitual truancy
- j. Public scandal while under school jurisdiction (to and from school sports activities, field trips, etc.)
- k. Leaving school grounds without permission
- l. Forging signatures
- m. Other actions deemed to be in conflict with the mission of St. Clare School

Parents of a child who is to be suspended will be contacted to arrange a conference with the Principal.

Teachers and Administration reserve the right to suspend a student's use of technology at school as referred to in the Acceptable Use Policy.

EXPULSION

The actions mentioned in the "SUSPENSION" section are grounds for EXPULSION with due process.

The Administration has the authority to make all final disciplinary decisions and interpretation of these rules.

ATTENDANCE

Attendance protocols and policies, including screening and reporting protocols have been adapted to comply with COVID-19 school reopening frameworks.

The culture of St. Clare School should be one in which students are present, on time and in school every single day they are able. A student having to make up the work at home does not compare to the experience in the classroom during instruction and as participants in discussion and as collaborators.

Students who are late or miss school on a regular basis miss important information and interaction, which can impact their learning.

We realize that there may be some very legitimate reasons for being absent. The coming school year's calendar is published in the spring so that family vacations can be planned when school is not in session. Please make every effort to keep your child in school when school is in session.

ABSENCES & TARDIES

Primarily for matters of safety, parents **MUST CALL** or email the office by 8:15 A.M. when a student is absent or tardy. However, this call is not an automatic request for homework and **does not** replace the note required by law, as follows:

WRITTEN NOTE UPON RETURN

A written note must be sent directly to the School Office upon return to school.

THIS IS CALIFORNIA LAW.

Please date the note, include the specific reason and the date/s of the absence.

*Any child absent **over three consecutive days** needs a written excuse from the doctor*

When should you keep your child home?

Communicable infections and diseases (see below)

- Contagious cold or runny nose
- Cough—wet, wheezy with mucus
- Diarrhea and/or vomiting
- Eye and/or ear infection
- Fever of 100°F

COMMUNICABLE DISEASES

In order to preserve the safety of all students, please alert the School Office immediately if your child has a communicable disease: (e.g., chicken pox, strep, pink eye, etc.).

Consult the Santa Clara County Public Health site for further information: www.sccphd.org/

COVID-19 PROTOCOLS have been communicated and any updates will continue to be communicated as local health orders are issued.

What happens if your child gets sick at school?

Parents of children who show signs of being ill at school will be notified by phone. The student will be kept in the School Office until a parent or an authorized adult at least 18 years of age can return for them, within an hour after notification.

If your child is possibly contagious or shows any of the signs listed above, please keep him/her at home. If your child stays at home or was sent home with a fever, the child must be fever-free for 24 hours (without taking Tylenol or Ibuprofen) before returning to school.

Late Arrivals = Disruption

The expectation is that all students arrive on time for morning assembly in order to start the day as a school community. Arriving late for class disrupts the teaching and learning process for the student, the teacher and the entire class. Arriving in a timely manner helps set healthy patterns for the future.

Students arriving once the school assembly has concluded and once the class has entered the classroom are considered tardy. Students must proceed to the School Office to acquire a tardy slip in order to be admitted to class.

If students continually arrive to school late, parents will be required to meet with the Principal to remedy the situation.

MEDICAL/DENTAL APPOINTMENTS

Medical and dental appointments should be scheduled outside school hours, especially during testing periods

Advanced notices must be sent to request permission to leave school for appointments.

Upon return to the school, a note, written and signed by the doctor, must be presented to the School Office in order to record the absence as an excused medical absence.

MEDICAL EXCUSE FOR P.E.

If your child is unable to participate in P.E. classes on a one-time basis, please send a note to that effect to the homeroom teacher and the P.E. teacher. If your child will be out of P.E. for more than two (2) days, please send in a doctor's note.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

If a student is absent from school for any reason (including a suspension), the student may not participate in any co-curricular activity (after-school sports, dances, field trips or events) that may take place after school or in the evening.

HIGH SCHOOL ADMISSION EVENTS

Students in 7th and 8th grade who wish to attend High School Admission events during the academic day must request permission to do so. The student is allowed up to two of these types of absences per academic year. These are recorded as unexcused absences.

ABSENCES DUE TO FAMILY COMMITMENTS, EMERGENCIES AND EXTRA CURRICULAR ACTIVITIES

Students in Grades 6 to 8 must obtain the permission of each of his or her teachers before a planned absence of more than two academic days. The absence is considered unexcused and the student must make arrangements to complete all work missed during this time period. As with all absences, a written note must accompany the student upon his or her return.

LEAVING SCHOOL GROUNDS

Students may not leave school grounds during the school day without a signed field trip permission form or having been signed out by a parent for an appointment.

Only students in Grades 6 to 8 who have a “Permission to Leave School Grounds” form on file in the School Office are allowed to leave school premises after dismissal and are encouraged to travel in pairs or as a group. Middle school students who choose to remain on campus must sign in to CKZ or be under the direct supervision of an adult (faculty, school staff, school contracted or volunteer enrichment supervisor).

SCHOOL COMMUNICATION

COMMUNICATION PROTOCOLS

Subsidiarity is an organizing principle recognizing that matters ought to be handled by the smallest, lowest or least centralized competent authority. At St. Clare School and in matters involving student concerns, the teacher is this first point of contact.

However, proper communication protocols must be followed in order to facilitate a positive, solutions-oriented discussion. Issues must first be brought to the teacher, who will communicate and seek counsel from Administration as deemed necessary. Open communication between the parent, teacher and Administration is vital to resolving any conflict.

For an appointment with the Principal or any member of the faculty, we ask that a request is sent via phone or email at least a day in advance of the desired meeting.

CHANGE OF ADDRESS OR TELEPHONE

Please send a written note or email to the School Office if you have a change of address or telephone number. It is very important for your child's safety that records be kept up to date.

CUSTODY ARRANGEMENTS

Some of our families have varied custody arrangements for their children. In order to cooperate with child and family needs, the school should be informed of custody arrangements. As a matter of policy, the school should have a certified copy of the decree of dissolution that defines custody rights of the parents, i.e., joint legal custody or sole legal custody; joint physical custody or sole physical custody. Information may be sent to the attention of the Principal where it will be kept on file. (See *Privacy Policy*.) If the situation changes at any time during the school year, the school should receive updated copies of the proceedings.

DIRECTORY

Each year the school publishes a family directory with names, email and street addresses and phone numbers of St. Clare School families. ***It may not be used for selling other services and products. Privacy of school families must be respected.*** (Please see "Protection of Certain Personally-Identifying Information" in this Handbook.)

EMERGENCY CONTACT/RELEASE AND CONSENT FORM

Emergency Forms are kept on file in the office and in CKZ (Extended Care) in the event of illness, injury or other emergencies. Their completeness and accuracy should be your HIGHEST PRIORITY. *Keep this information up to date!*

In case of emergency, we will attempt to contact a parent or guardian. If neither can be reached, the school will contact the names listed on the Emergency Form in the order determined by the parent.

It is very important that the persons listed on the card 1) are at least 18 years of age; 2) can respond to the situation and 3) have agreed to pick up your child when called.

It is in your best interest to have several people listed in case of an emergency. Your child will not be released to any individual whose name is not listed on this form unless prior arrangements are made in writing, by email or by FAX. Verbal authorization to release your child to a person not listed on the form cannot be honored. It is vital that all emergency notification cards are kept current.

PARENTSQUARE COMMUNICATIONS

ParentSquare is the main form of communication from school entities to St Clare School families. Expect the following communications on a regular basis to keep families informed of school events and activities.

SCHOOL NEWS, “Joyfully Embracing Our Mission”

Weekly communications from the Principal with articles for upcoming events; weekly calendar highlights and relevant articles or links.

CLASSROOM POSTS

These are posts that come directly from the classroom teacher, typically one per week. Some teachers post more often; some less often. The guideline is to post once a week to keep families posted on classroom-specific news. Information may be repeated from the weekly newsletter.

ROOM REP POSTS

Room reps are parent volunteers who coordinate and communicate directly to the class in support of the classroom teacher, classroom events and teacher requests. These posts would typically contain request to volunteer for a classroom activity or donate towards a classroom drive or event.

PTG POSTS

The Room Rep Lead and Communications Coordinator posts information regarding PTG fundraisers or community-building events such as BBQs, Lunar New Year celebration, Book Fair and the like.

On occasion, event chairs of certain events like Multicultural Dinner, Jog-A-Thon, the Golf Tournament or the Annual Benefit are given access to post on ParentSquare for a limited amount of time to communicate the progress of events to the school population.

The PTG president will have occasion to post invitations to attend a PTG meeting, as well as notes from PTG meetings.

OTHER POSTS

You will also see posts from staff that pertain to Work Day, CKZ or CTZ and After School Sports.

Posts that pertain to yard and lunch duty volunteers, charitable giving and fundraising, enrichment programs and other upcoming events or reminders (e.g, attendance, health and safety) not particularly associated with PTG may be included in the SCHOOL NEWS or posted separately by the School Office or School Administration.

Volunteer Sign Ups for upcoming events may come from the PTG president or the School Office.

ALERTS

These are critical and emergency notifications that will be pushed to phones via text message or voice mail, depending on urgency. These alerts will only come from School Administration.

UNIFORMS

The school uniform contributes to a sense of community and develops a student's pride in him or herself and the school. St. Clare School has established a uniform policy so that students can avoid the social stigma that is sometimes associated with dress. In order to enforce the School Dress Code, cooperation is needed. Families share in the responsibility of the student's adherence to the uniform policy.

The school uniform must be worn every day, except on designated non-uniform days, as directed by the teacher or published in school communication.

- Uniforms must be washed regularly (especially sweaters and sweatshirts) and kept clean.
- Uniform style may not be modified or altered in any way.
- Non-compliance will result in a verbal warning accompanied by a "Dress Code Violation" notice.
- Further incidents may result in loss of Free Dress privilege or other disciplinary action.

Most uniform items may be purchase at Merry Mart in Santa Clara. Additional uniform items may also be purchased from Land's End (landsend.com/school; 1-800-469-2222). St. Clare School's Land's End code is 900093634. In addition, the PTG oversees the Uniform Exchange Program, offering previously owned uniforms.

It is good practice to label all uniform items, articles of clothing and food containers so that they may make it back to their rightful owners when lost or misplaced.

UNIFORM REQUIREMENTS

SWEATERS

- Each student must own one of the following:
 - Navy logo V-Neck vest
 - Navy logo pullover sweater
 - Navy cardigan
- Only uniform sweaters and outerwear may be worn in the classroom
- Uniform shirt, tucked in, must be worn under the sweater, sweatshirt, vest or jacket
- Sweaters (pullover, cardigan, vest) are worn as part of the Formal Uniform

OUTERWEAR: SWEATSHIRT, FLEECE OR JACKET

- Students may wear any of the following during cold weather:
 - Logo crewneck sweatshirt (TK-5)
 - Logo hooded sweatshirt (6-8)
 - Logo nylon jacket
 - Logo polar fleece jacket
- Only uniform sweaters and outerwear may be worn in the classroom
- Uniform shirt, tucked in, must be worn under the sweater, sweatshirt, vest or jacket

PANTS

- Navy blue twill pants may be worn by boys and girls
- Long pants are part of the Formal Uniform
- Pants that are overly loose or tight (yoga, spandex or legging-type) are NOT part of the school uniform.
- Zip-off pants, cargo-pants or pants with adornments are NOT part of the school uniform

SHORTS

- Navy blue twill “walking” shorts
- Shorts must be longer than two (2) inches above the knee (5”-9” inseam)
- Short may NOT be worn as part of the Formal Uniform
- Shorts that are overly loose or tight are NOT part of the school uniform.
- Cargo-style or shorts with adornments are NOT part of the school uniform.

JUMPERS, SKIRTS & SKORTS FOR GIRLS

- The Merry Mart plaid jumper is to be worn by girls in Grades TK-2
- The Merry Mart plaid jumper may be worn by girls in Grade 3
- The Merry Mart plaid skirt or the navy blue Land’s End skort may be worn by girls in Grades 3-8
- Jumpers and skirts are part of the Formal Uniform for girls
- Jumpers and skirts must be longer than two (2) inches above the knee
- Navy blue or black shorts (twill, cotton or knit shorts) must be worn under the jumper or skirt

TOPS

- White plain or logo polo (interlock or pique/mesh knit); long or short sleeve
- Grey logo polo (interlock or pique/mesh knit); long or short sleeve
- White short sleeve Peter Pan blouse with no trim or logo for girls
- Shirts must be tucked in especially in church and while class is in session
- When it becomes necessary to wear garments under a white blouse, only plain white undergarments are allowed

FOOTWEAR

- Enclosed, flat shoes with appropriate heel and ankle support for active living
- Hiking boot type tread, lug soles or platform shoes are NOT part of the uniform
- Shoes with wheels (Heelies), lights or sparkles are NOT part of the uniform
- Boots of any kind (including Uggs) are NOT part of the uniform
- Shoes and shoelaces laces must be primarily blue, black, gray or white ONLY

HOSIERY

- Solid white, gray or black socks
- Girls may wear solid white knee socks
- Girls may wear solid white, black or gray tights
- Girls may wear solid navy or black leggings under the jumper or skirt

OTHER GUIDELINES

GROOMING

Each student is asked to maintain good personal hygiene so that the student’s appearance reflects a positive image of the school and contributes to a distraction-free learning environment.

Parents and students should follow the following guidelines when determining appropriate attire: modesty, cleanliness, health, preservation of the educational environment and safety.

HAIR STYLES

- Hair must be groomed neatly and must be kept away from the face such that the person’s eyes are not obscured
- Boys’ haircut needs to be trimmed neatly
- Extreme hairstyles, as determined by School Administration, are not allowed
- Hair may not be dyed or highlighted an unnatural color, shaved or have lines shaved into the hair or tails in the back

*If there is a question about the appropriateness of a hairstyle,
please consult with Administration first.
Non-compliance may result in a social detention.*

HATS AND HEADBANDS

- Only St. Clare logo baseball caps may be worn at school, while outdoors during recess and lunch or at P.E.
- Headgear worn as part of a specific theme day may only be worn while outdoors or during a rally. They must be removed and stowed away while class is in session.
- If your child needs to wear a hat or protective clothing during recess and lunch as recommended by the pediatrician, please send a note to the School Office so that supervising personnel may be notified.
- Headbands, bows and clips that are modest and in the school theme (plaid) or color of the school uniform (plain white, gray or black) and serve a function may be worn as part of the uniform.
- Excessively adorned headbands, bows and clips are NOT part of the uniform.

JEWELRY

To promote safety and a sense of community, please follow these guidelines:

- Girls may wear ONE pair of small pierced stud earrings *in the earlobe*
- A simple watch that does not cause a distraction to self and others is allowed

NAILS & MAKE-UP

- Make-up (including lipstick and tinted lip gloss) or tinted nail polish is NOT allowed.
- Artificial nails, long nails or French tip manicures are NOT allowed
- Nails must be trimmed and clean with no visible nail color
- Visible tattoos and hennas (including temporary) are not allowed

SCOUTING UNIFORMS AND SCHOOL SPORTS JERSEYS

- Scouting uniforms may be worn to school on designated days
- School sports jerseys may be worn over the uniform school shirt on game days with uniform bottoms (except on Formal Uniform days)

DEFINITION OF UNIFORM TERMS

DRESSY-DRESS / SUNDAY DRESS

Generally worn for special prayer service or liturgy or when students do not have to wear the school uniform, but are asked to wear “dressy” clothing (NOT jeans, capris, shorts, t-shirts or sweats) that would be acceptable to wear to an Easter Sunday service or a wedding reception.

- Skirts or dresses must be longer than 2” above the knee
- Shirts should have a collar and are of the type designed to be tucked in
- Blouses should be of the right length so that it is not deemed too long or too short
- The Formal School Uniform is always acceptable in lieu of Dressy-Dress or Sunday Dress

FREE DRESS/NON-UNIFORM DAYS

Usually on designated Wednesdays of the month. The school reserves the right to send a student home who comes to school inappropriately dressed.

Pants

- Jeans which are not ripped, torn or worn out (faded)
- Overly loose or tight pants and pants that sit too low on the waist are NOT allowed
- Pajama bottoms, spandex, yoga pants or leggings are NOT allowed

Skirts

- Must be longer than 2" above the knee

Shorts/Skortts

- Must be of walking short length (longer than 2" above the knee; 5-9" inseam as appropriate)
- Spandex, bike shorts or short shorts are NOT allowed

Shirts/Tops

- Halter tops, tank tops or crop tops are NOT allowed. Tops should cover midriff area even when arms are raised and must be constructed of a material that is not sheer.
- Any article of clothing which is in poor taste or offensive in design or wording, whether it be worn outside or under a shirt, is NOT allowed

Hats, Jewelry & Make-Up

- Hats are not allowed unless it is designated as a part of a theme day
- Must conform to school uniform guidelines

Shoes

- Must conform to school uniform guidelines

SPIRIT DAY / FIELD TRIP / THEME DAYS

Spirit Days: On designated days of the month.

Field Trip: When designated by classroom teacher. Consult Permission Slip.

Theme Days: As designated and communicated schoolwide or via classroom communication

- On Spirit Days: solid class color "spirit" t-shirts
- Uniform bottoms or acceptable free dress bottoms may be worn as designated in school communication or Permission Slip
- Jewelry/make-up must conform with school uniform guidelines and as specified in the Permission Slip

The school uniform is ALWAYS an acceptable alternative on designated non-uniform days.

P.E. UNIFORM

The P.E. uniform may be worn on P.E. days, except when the Formal Uniform is required. The P.E. uniform consists of the following:

- TOPS: Gray St. Clare School P.E. t-shirt, a Jog-a-Thon shirt.
- BOTTOMS: navy blue fleece sweatpants or short, navy blue mesh (basketball) shorts with the St. Clare logo
- SHOES: appropriately fitting athletic shoes that must be tied or securely fastened

FORMAL UNIFORM WORN FOR MASSES AND SPECIAL EVENTS

- Bottoms: uniform pants for boys and girls; uniform skirts or jumper for girls
- Tops: uniform polo shirt or blouse; tucked in
- Any of the following sweaters must be worn on colder days: Navy V-Neck vest, Navy logo pullover sweater or Navy cardigan
- Parents will **not** be called to bring proper attire; student will receive "Dress Code Violation" notice and will lose the next free dress privilege

ATTIRE FOR MIDDLE SCHOOL DANCES

Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation and good taste. Any interpretation and judgment in these matters lies with the school personnel supervising the dance. If there is a question about an outfit, consult with a middle school homeroom teacher well in advance of the event. Appropriate dress code will be announced prior to the event.

Clothing should be clean, hemmed and not torn. Clothing displaying any offensive or inappropriate language or anything related to tobacco products, alcohol or other illegal substances will not be permitted.

Violators will be asked to leave.

Girls: modest, age-appropriate dress or pants outfit suitable for a 7th and 8th grade girl.

Boys: shirts with sleeves and collar; pants must be secured about the waist with a belt.

FIELD TRIPS

Field Trips are currently not allowed as part of the COVID-19 school reopening framework.

There is educational and cultural value in visiting places of interest in our area. Field trips offer the students an opportunity to learn through first-hand experience: as an extension of or supplementary to, the instructional program. The educational value of the trip must justify the time, distance and expense involved. *(Adapted from the Diocese of San Jose Administrative Handbook, Section 6226)*

Because a field trip is meant to enhance the classroom experience and because chaperones and drivers have a very important supervisory role in caring for the students entrusted to them, siblings and minors who are not part of the class are not permitted to attend the field trip.

PERMISSIONS & FEES

Only students who submit a completed and SIGNED Diocesan Permission Form accompanied by any applicable fees by the designated deadline date may participate in a school-sponsored field trip. Telephone consent, hand-written or faxed notes are not acceptable. Students who do not have the school's or the parent's permission to participate in the field trip are expected to attend school that day during regular school hours; if not in attendance, they will be marked as "absent".

DRIVER INFORMATION, FINGERPRINTING & INSURANCE

Fingerprinting clearance, proof of completion of the Shield the Vulnerable training, proof of insurance and a valid driver's license of adult chaperones and drivers must be on file in the School Office prior to the field trip or event; these records must be updated annually. Volunteers who use their own vehicles for school activities are protected first by their own insurance and secondly by the school's. The school program does not provide any collision insurance for automobiles. *Please refer to Fingerprinting & Safe Environment Training.*

CHAPERONES

Driving or chaperoning on field trips may count toward your service hours commitment.

DISCIPLINE

Field trips are a privilege. Students who do not meet satisfactory academic and behavior requirements may be denied access to field trips.

LIABILITY INSURANCE

All activities sponsored by our school and parish, whether on or off our premises, are protected by our liability insurance policy.

SEAT BELT SAFETY AND BOOSTER SEATS

California Law requires the following:

- Children under the age of 8 must be secured in a car seat or booster seat in the back seat of a motor vehicle.
- Children who are 8 years of age OR have reached 4' 9" in height must be secured by a safety belt in the back seat.
- Passengers who are 16 years of age and over are subject the state's Mandatory Seat Belt Law.

It is strongly recommended by the National Highway Traffic Safety Administration that all children ride in the back seat of a vehicle until 13 years of age.

The school requires the following:

- Each rider **MUST** wear a seatbelt.
- There must be one seat belt per child in the vehicle.

- Whatever restraint system is used, it should be used correctly. Slipping the shoulder belt under the arm and double belting or sharing of the same seatbelt by two children is NOT allowed.
- All child and booster seats must be properly installed.

GIFT SHOP/FOOD PURCHASES

Students will NOT be allowed to go into the gift shop, snack shop or café while on field trips with a few exceptions. Shops, which are a worthwhile supplement to the field trip experience or those in which the gift shop is our support of the organization, will be permitted. In this case, the amount of money spent and the time spent in the shop will be limited.

These opportunities will be indicated on the permission form so that parents may make necessary arrangements to send funds with students to make such a purchase.

GUIDELINES

1. Drivers must have current and valid insurance and driver information and clearance in the School Office, prior to the day of the trip.
2. Drivers must check in with the classroom teacher upon arrival at school. (Drivers must be at least 25 years old.)
3. Teachers will provide drivers and chaperones specific information regarding the field trip.
4. Children and driver will be dismissed as a group to go to the vehicle.
5. Children must stay with the assigned adult at all times. They may not change groups or cars.
6. Parents should be ACTIVE and ALERT chaperones and drivers on field trips.
7. Drivers must follow specified route, without stopping (for gas, treats, etc.) except in an emergency or as authorized by school personnel.
8. Drivers must drive safely as required by law and observe the speed limit.
9. If an on-road emergency should occur, driver must call the school as soon as it is safe to do so.
10. During the course of the field trip, adult chaperones must notify teacher of any problems, as soon as they occur.
11. The teacher is responsible for the emergency backpack, medications including First Aid Kit, Emergency Forms and Diocesan Permission Slips.
12. Upon return to the school, drivers must accompany their group to the classroom and check them in with an assigned responsible adult.

ATHLETICS

St. Clare School offers recreational after-school sports available to students in Grades 5-8, supervised and trained by a coaching staff comprised of community volunteers who have met the diocesan Safe Environment training and fingerprinting protocols. The School Administration, in cooperation with the Athletic Director, governs the program. Its bylaws are filed with the Diocese of San Jose Catholic Athletic League. St. Clare School is part of the West Division.

The program seeks to instill in its participants the following values:

- Centering through prayer
- Good sportsmanship
- Respect for self and others
- Respect for coaches

The St. Clare School After-School Sports Program, seeks to:

- Work with student athletes to teach the value of individual contribution to the team effort
- Encourage parents to actively participate in the development of student athletes by coaching and volunteering at league tournaments
- Train coaches to respect each player for the talents he or she has to offer
- Train coaches to foster each child's physical, social and emotional growth
- Recognize the significance that for some students, this may be the only opportunity to participate in interscholastic athletics and therefore ensure that the experience remains positive so that all players get an opportunity to play in every game
- Equitably assign teams that so that each team is comprised of players with equally competitive skills
- Model that coaching sports is a fun learning experience

Boys' sports may include football, basketball, volleyball and track. Girls' sports may include volleyball, basketball, softball and track. Teams may participate in league tournaments.

Sports participation awards are presented at the end of the school year during the Sports Awards Banquet.

Even though these after-school sports offer a multitude of benefits, it is understood that this commitment should not interfere with the student's academic work. If a student is placed on academic or behavior probation, the student may lose the privilege to participate in after-school sports. If probation or suspension is a result of actions in a sports-related incident, the student will be suspended from the sports program for the remainder of the season.

Students must maintain a mark of "AE" or better in the areas of General Behavior Expectations in order to participate in the after-school sports program.

EXTENDED CARE PROGRAM (Cool Kids/Cool ‘Tweens Zone)

Policies and protocols may be different due to COVID-19 requirements. Please consult school reopening framework.

PHILOSOPHY

St. Clare School is committed to serving the needs of school families with an Extended Day Care program called Cool Kids Zone and Cool ‘Tweens Zone. This program is designed to provide a loving, wholesome, safe environment for the continued physical, spiritual and emotional growth of the students.

PROGRAM STRUCTURE

The school provides before and after school care starting at 7:30 A.M. until 5:30 P.M. each day when school is in session. Extended care is not provided when St. Clare School is not in session.

Students not in an organized after-school sports program or under the care and supervision of a school-authorized adult (teacher, contractor or volunteer) who chooses to remain on campus after the school is dismissed will be sent to CKZ or CTZ.

Only enrolled St. Clare School students may avail of the services offered by CKZ/CTZ.

School insurance covers all students while in the premises or under the supervision of the CKZ/CTZ personnel.

Program Administration and Staffing

School Principal	Responsible for overall program administration and supervision
Program Director	Organizes and maintains extended care program; reports to Principal
Program Leaders	Help maintain program; supervise and interact with children
Enrichment Programs	Contracted or volunteer leaders provide enrichment classes during the year

FEES & PAYMENT SCHEDULE

Extended Care services are optional, and fees are charged only when services are utilized

Grades	Type of Care	Time Period of Care	First Child	Add'l Children
TK through Fifth Grade	Full Time Care	Before & After School	\$275.00	\$150.00
		After School Only	\$260.00	\$135.00
		Before School Only	\$140.00	\$70.00
	Drop-In Care	Rate is Charged per Child per Hour	\$15.00	\$15.00
Sixth through Eighth Grade	Full Time Care	Before & After School	\$200.00	\$75.00
		After School Only	\$125.00	\$60.00
	Drop-In Care	Rate is Charged per Child per Day	\$15.00	\$15.00

Other Payment Information

- Payments are billed via FACTS
- Hourly charges are billed in half-hour increments.
- Late Pick-Up Fee: Parents are asked to pick up children no later than 5:30 P.M.
- There is a \$15.00 late fee charged for every 15 minutes after 5:30 P.M.

GENERAL GUIDELINES & PARENTAL RESPONSIBILITIES

Signing Out: State law requires that all children be signed out by the parent or person authorized by the parent in writing on the emergency form. These records are used for billing purposes.

Discipline and Behavior Expectations: Students are expected to follow the school's Discipline Policies while under the supervision of CKZ/CTZ staff. Issues with discipline and behavior will be brought to the attention of the child's parents and the Principal. Severe or recurring discipline and behavior issues may be cause for dismissal from the program. The program director and the school Principal will make the final decision regarding a student's dismissal from the program.

Activities: CKZ activities include: outdoor recreation organized games, homework time and creative activities.

Snacks: Healthy afternoon snacks such as fruit or fruit juice, crackers, popcorn, cookies, are provided. However, students may bring their own snacks in addition to or in lieu of the ones provided. Please notify the program director of any food allergies.

GENERAL POLICIES

ACADEMIC RECORDS

STUDENT PROGRESS

Student progress is reported through PowerSchool, the school's student information system. It is the responsibility of the student and his or her parent(s) to check student progress on a regular basis so that any concerns can be addressed as appropriate. In the fall, prior to the end of the first trimester, the parent(s), student and teacher conference in person to discuss the student's growth in each area of study and his or her faith formation.

TRANSCRIPTS

If a student is transferring schools during the school year, the School Office, homeroom teacher and Principal should be informed at least one month in advance so that student records are prepared. All records are forwarded to the new school when all tuition obligations and fees are made current.

CAMPUS COURTESY

CELL PHONE USE BY STUDENTS

Cell phones must be turned off and stowed away in the student's backpack or the classroom cellphone organizer while school is in session, unless approved and directly supervised by an adult authorized by the school. If used on campus during school hours, cell phones will be confiscated and brought to the School Office for parent pick-up at the end of the school day. Violation of this policy may result in additional disciplinary action.

TELEPHONE CALLS

Students may use the classroom phone for emergencies and with the permission of the classroom teacher. Please plan ahead with your child so that he or she is aware of all after-school activities and arrangements.

Speak with your child about the possibility of making other pick-up arrangements during the school year due to unforeseen circumstances. Reassure them that checking in to Extended Care (CKZ/CTZ) if you are not there is recommended and acceptable. Having this discussion will lessen the anxiety for you and your child in case of an unexpected delay.

VOLUNTEER ETIQUETTE

Volunteers who will be supervising children must complete all Safe Environment protocols and fingerprinting clearance and all documentation must be on file in the School Office. For details regarding this requirement, please contact the School Office. All volunteers must sign in at the School Office and obtain a badge. Volunteers must sign out with the School Office at the end of the volunteer period.

Please dress appropriately when helping at school (in classrooms, on field trips, when coaching). We ask that volunteers, parents and high school students fulfilling service hours adhere to the St. Clare School Dress Code, the Youth Code of Conduct and the school's discipline policies and behavior guidelines.

LOST AND FOUND

All articles of clothing, lunches, materials and personal items must be marked clearly with the child's name. Lost and found articles are kept on a rack in the elementary building. After a week, unclaimed articles are donated to local charities or discarded.

PERSONAL PROPERTY AT SCHOOL

Students are discouraged from bringing toys, personal electronic and sports equipment to school. The

school is not responsible for the loss of these items. Personal and/or library rentals brought to school are the responsibility of the student.

SCHOOL VISITATION

Parents are welcome to visit classes at any time during the year. However, those wishing to visit the classroom must contact the classroom teacher or the School Office prior to a planned visit. Upon arrival, visitors must check in to obtain a pass. Children who are not regularly enrolled must obtain permission from the office in order to visit a classroom. All visitors must sign out with the School Office upon completion of visit.

In order to minimize unnecessary distractions to student learning during class time and out of courtesy for the lesson or activity in progress, please do not go into your child's classroom or call them out as you pass through the hallways.

If you are picking your child up from school at dismissal, please remain outside of the building until the class is dismissed. This policy enables teachers to complete the day's routine without disruption.

CAMPUS SAFETY

EMERGENCY/DISASTER PREPAREDNESS GUIDELINES

The Administration and staff at St. Clare School make every effort to ensure that the school is a safe environment. The school's emergency plan, policies and safety procedures are reviewed and updated regularly.

PREPARATION

1. Make certain that your child's emergency information filed with the School Office is current and complete.
2. Be aware of the school's Disaster Preparedness policies and procedures. Each teacher has this information and evacuation routes are posted in each classroom.
3. Disaster drills, particularly for fire and earthquakes, are held monthly and are conducted in the manner recommended by Civil Defense authorities.
4. The school is prepared for care of the students for up to approximately 24 hours, the maximum length of time estimated before outside help would arrive. The school regularly maintains emergency kits: necessary supplies for students including non-perishable food items, drinking water and necessary emergency equipment to sustain an emergency.

PROCEDURE

In the event of an emergency, the school will make contact via ParentSquare alert, if available:

1. Do NOT call the school, as the phone will be needed for outgoing emergency calls.
2. Children will be evacuated to a designated area on or offsite.
3. Following a disaster, parents wishing to pick up their child(ren) should report to the designated release area (as communicated by the school or through media outlets). All children must be signed out before leaving the area unless they have been released to an emergency medical facility. Children will only be released to adults listed on emergency forms or to an adult at least 18 years of age producing a signed note from the parents. This policy will be enforced without exception!
4. During any disaster, parents with first aid training or those who are willing to assist staff are encouraged to help.

INFORMATION

Following an area or city-wide disaster, all information regarding St. Clare School, (i.e., when school will resume, etc.) will be processed through the Office of Emergency Services and broadcast on emergency radio and T.V./media stations.

HEALTH & SAFETY

HARASSMENT POLICY

St. Clare School believes in the sanctity and integrity of all persons: that we are created in God's image and are of inestimable value. Any form of harassment is completely contrary to this belief and St. Clare School is committed to providing an environment free of harassment.

Therefore, all students and employees of St. Clare School are forbidden from engaging in any harassing behavior, which is directed at any member of the community, adult, adolescent or child. This policy also extends to any visitor or guest to the school campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

THREATS/VIOLENCE POLICY

St. Clare School needs your help in keeping our school safe for everyone. St. Clare School will take seriously all threats to inflict serious harm to self or others. Our school will respond to any statements or

behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff or others and any weapon possession. St. Clare School has an obligation to keep our school safe and will take any of the above seriously.

Students and their families are advised that making threatening, obscene or nuisance calls, emails or posts on social media are a violation of state and federal laws. Violators will be prosecuted by the authorities and will face subsequent disciplinary action by the school. If you become aware of a situation as described above, please report it to Administration immediately.

SEARCH AND SEIZURE

The school and parish School Administration have the right and duty to protect the health, welfare and safety of students against drugs, weapons and anything else that may be harmful to a student. Because of this the School Administration reserves the right to inspect or search any cubby, desk, computer, phone, notebook, backpack or any property brought on school premises.

ACCIDENTS

In case of an accident, School Administration will follow the procedures listed on the Emergency Form for each child. All enrolled students are covered with the School-Time Plan. Accidents involving school insurance claims must be reported to the School Office as soon as possible. An insurance claim form may be picked up at the time the report is made.

Volunteer personnel are covered for on-the-job injuries by inclusion in a program provided by the Diocese of San Jose. If you are injured while participating in an activity at the school, notify the office immediately.

FINGERPRINTING CLEARANCE AND SAFE ENVIRONMENT TRAINING

All school personnel and volunteers acting in a supervisory role (field trip chaperones and drivers, coaches, classroom volunteers, etc.) are required to be fingerprinted under the guidelines of the Diocese of San Jose **ONLY**. These records are to be kept on file in the School Office. Contact the School Office for details.

LOCKING OF GATES

All exterior gates that lead to the elementary playground are locked each day during school hours. The Middle School classrooms doors are locked during school hours as are all elementary building doors that lead to the classrooms.

IMMUNIZATION REQUIREMENTS

St. Clare School complies with the regulations required by state law, the California Department of Public Health, the Santa Clara County of Public Health and the Diocese of San Jose.

MEDICATION

School personnel will only dispense medication when the School Office receives the medication from the parent with written parental permission (Medical Release and Consent Form) and signed instructions from the student's physician. **All medication will be kept in the office.** Medication should never be in the student's possession, with the exception of Epi-Pen injectors as stipulated in the Universal Medical Information/Emergency Contact/Release and Consent Form on file in the School Office.

According to the California Education Code, medication may only be administered by responsible school personnel, if the guidelines below are followed:

- The child's physician, in a letter addressed to the school personnel, states the child's name, the diagnosis of the illness, the name of the medication and how and when the medicine is administered or as stipulated

in the diocesan Release and Consent Form.

- Only medicine, in a container issued and labeled by the pharmacist, may be sent to the school. The medicine is to be replaced annually. The parents send to the office a dated note and request to supervise School Administration of the medicine to the child.
- If medications are given on a regular basis, the Universal Medical Information/Emergency Contact/Release and Consent Form requiring signature and information from both the parent and the child's physician must be completed and on file in the School Office.
- Aspirin/cough drops must be in ORIGINAL container and turned into the School Office.
- A dated note, signed by a parent, must accompany these medications authorizing School Administration by the school, according to state law.
- If medicine is to be sent home with the child each day, it is the student's responsibility to pick it up from the School Office at the end of the school day.

Telephone permissions/requests for dispensing of medication are not permitted by state law.

PERMISSION TO LEAVE GROUNDS (GRADES 6-8)

Students in grades 6 - 8 who have the "Permission to Leave School Grounds" form on file with the School Office are allowed to leave the school premises after school and are encouraged to travel in pairs. Middle school students who choose to remain on campus will be signed into CKZ/CTZ. Younger students may not leave the school premises until signed out by a parent or approved adult.

Bicycles are kept in the bike racks. All children riding bikes to school must have a lock and wear a helmet. Bikes must never be ridden on the school grounds. Skateboards, scooters and any other wheeled options are not to be used on school grounds.

MORNING DROP-OFF AND DISMISSAL PLAN

Morning Drop-Off

Supervised morning drop-off is from 7:45-8:00 for all grades. Students should not be on campus prior to 7:45 unless they have a scheduled meeting with a teacher.

Students in grades TK-2 must be dropped off at the South Gate on Santa Clara Street. Students in grades 3-5 must be dropped off at the North Gate on Lexington Street. Students in grades 6-8 must be dropped off at the Lexington Middle School Breezeway Gate.

<p style="text-align: center;">MODIFICATIONS TO MITIGATE UNSAFE ASSEMBLY AND CROWDING DUE TO COVID-19</p>
<p style="text-align: center;">School Protocols for Physical Distancing – Arrival/Departure</p>
<p>Close contact between students, staff, families, and the broader community will be minimized at arrival and departure through the following methods:</p> <ul style="list-style-type: none">• Designated car line drop off and pick up routes will be shared with the community, using three main car line drop off points for Grades TK-2 at the Santa Clara Street Gate, Grades 3-5 at the Lexington Street Gate, and Grades 6-8 at the Lexington Breezeway Gate.• Drivers will remain in their vehicles when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter campus, wearing a face covering, to pick up or drop off the child from a designated location.• Provide supervision to prevent mixing stable groups during school arrival and departure.

- Signage will be posted near campus entrances and exits regarding Physical Distancing.

Each car will display a placard with the family name and each student's grade.

Arrival and Departure Schedule

- Arrival: 7:45-8 A.M. via car line | Late arrivals after 8 A.M.: proceed directly to the school office
- Departure: 3-3:15 P.M., except on minimum days: 12:30-12:45 P.M. | Students not picked up by the end of this period may be picked up at extended care.

MULTIPLE CHILDREN FAMILIES

- Families with students from multiple grade levels may drop off at the youngest student's gate.
- Families with students from multiple grade levels must pick up at the designated car lines (TK-2: Santa Clara Gate | 3-5: Lexington Gate | 6-8: Lexington Breezeway Gate).

WALKING TO/FROM SCHOOL

- Students in Grades TK-5 who reside in neighboring streets, may walk to school provided they are escorted by a parent or caregiver.
- They must use the gate designated for their grade level at their designated time.
- Parents and caregivers will not be allowed through the gate and must leave the school vicinity as soon as students are under the supervised care of a school employee.

STUDENTS ARRIVING/LEAVING IN THE MIDDLE OF THE SCHOOL DAY

Students arriving late will be signed in by a parent or caregiver in the School Office. Only one parent or caregiver may accompany the child. The adult accompanying the child must complete the Self-Screening Form and wear a face covering before they are allowed to enter the building. After the student has been signed in, he or she will be escorted to their classroom by a school employee. The parent or caregiver must leave the campus immediately.

When a student needs to be picked up in the middle of the day, a parent signs the student out from the School Office.

Students are to proceed directly to the playground and line up in their designated areas for morning assembly. At the conclusion of assembly, the classroom teacher escorts them to class.

Parents must escort students arriving after 8:00 A.M. to the School Office to obtain an Admit Slip to present to their homeroom teacher upon arrival.

When dropping off using the loading/unloading zone, **vehicles must pull to the very front of the loading zone as available.**

Drivers are to stay in the vehicle at all times during drop off and pick up if using the loading/unloading zone. Cars are not permitted to be left unattended and parents may not walk their students to morning assembly

while parked in the loading/unloading zone.

Afternoon Pick-Up

Supervised pick-up is from 3:00-3:15 P.M. for all grades. Students should not be on campus after 3:15 P.M. unless they have a scheduled meeting with a teacher, parental permission to participate in extracurricular activities or attending CKZ/CTZ. Students attending CKZ/CTZ will proceed directly to the designated CKZ/CTZ classrooms at 3:00 P.M. dismissal.

PLEASE MAKE ALL FAMILY MEMBERS AWARE OF THE DROP-OFF AND PICK UP PROCEDURES TO AVOID CONFUSION.

PRIVACY POLICY

An individual's privacy is critically important to St. Clare School and below are the fundamental principles to which we subscribe:

- Personal information is requested only when it is truly needed.
- Personal information is shared only to comply with California state education requirements, the Diocese of San Jose education requirements or the school's administrative requirements.
- Only personal information required to perform administrative function is stored on the school server.

It is St. Clare School's policy to respect and protect an individual's privacy regarding any information that may be collected during the registration process and/or for Administration purposes.

PROTECTION OF CERTAIN PERSONALLY IDENTIFYING INFORMATION

St. Clare School discloses personally identifying information only to those employees, contractors and affiliated volunteers who need to know the information in order to perform tasks on behalf of St. Clare School. Other than to its employees, contractors and affiliated volunteers, as described above, St. Clare School will not disclose personally-identifying information unless required to do so by law or when St. Clare School believes, in good faith, that disclosure is reasonably necessary to protect the property or rights of St. Clare School, third parties or the public at large.

USE OF EMAIL ADDRESSES AND CONTACT INFORMATION

Registered families, volunteers and St. Clare School employees who have supplied email addresses may receive emails about upcoming events, feedback solicitations or community updates from St. Clare School.

PRIVACY POLICY CHANGES

St. Clare School has the right and sole discretion to change its Privacy Policy as it deems necessary.

USE OF ST. CLARE SCHOOL IDENTITY

No individual or group, regardless of intention and purpose, may use the St. Clare School name, image, logo or identity without written permission from School Administration.

YARD DUTY RULES

Parents and students are to respect Yard Duty personnel and one another.

Yard Duty personnel will complete "Yard Duty Notice" when infractions occur. These may result in detention for the offending student. These are given to the teacher at the conclusion of the lunch hour.

PROGRAMS

ASSESSMENT PROGRAMS

The Renaissance Star assessment system is a suite of adaptive assessments that measure student achievement and growth at a given point in time. To learn more, visit:

<http://doc.renlearn.com/KMNet/R0054872491706A8.pdf>.

These assessments are meant to give the teacher, parents, students and the School Administration information regarding the educational growth of each student. Results are discussed during Parent/Student/Teacher Conferences and at periods in the year if it becomes necessary to design an individualized program for a student.

Parents are strongly advised against scheduling out-of-school appointments during the published testing periods.

The NCEA IFG: ACRE Edition (National Catholic Educational Association Information for Growth: Assessment of Children/Youth Religious Education) assessment, given in the spring to students in Grades 5 and 8, is an integrated assessment tool to measure faith knowledge as well as beliefs, behaviors, attitudes and practices relating to the students' understanding of the Catholic faith. It is a format that supports the belief that faith formation is a partnership between the school and the home.

ENRICHMENT OPPORTUNITIES

St. Clare School offers a variety of enrichment opportunities for every age and interest. Registration for these programs is communicated via ParentSquare.

LUNCH PROGRAM

Lunches are available for purchase every day there is a lunch period through ChoiceLunch. Please contact the School Office for additional information.

Parents delivering lunches must leave them in the lunch shelf located in the Conference Room by the office, labeled with the student's name and grade. Children may only pick them up during lunchtime from the office; they may not be delivered to the lunch benches or the classroom.

STUDENT COUNCIL

The purpose of Student Council is to develop student leadership and to participate in planning school activities. Student participation in the decision-making process is meaningful and important. Representatives are elected via a democratic election process. The Student Council meets weekly. A staff member and volunteer parent act as Student Council Moderators.

STUDENT LEADERSHIP OPPORTUNITIES

St. Clare School students in Grades 6-8 have a variety of opportunities to engage in student leadership through the Math Club and as Student Ambassadors.

FINANCE

COMMUNITY INVOLVEMENT THROUGH SERVICE HOURS

Consult Serving St. Clare.

TUITION ASSISTANCE AND SCHOLARSHIP

In an effort to best serve the educational needs of our families, St. Clare School must balance the need to charge adequate tuition while providing financial assistance to families who might not have the means to access the school's tuition. A family who requires such assistance may apply via FACTS each school year. New incoming families may inquire about The Basic Fund and the Guardian Angel Fund from the School Office.

TUITION POLICY

St. Clare School's philosophy is to provide a Catholic education consistent with the highest standards, one that instills in students an appreciation for learning as well as a sense of personal responsibility to themselves, their families and the community. The cost of educating a St. Clare School student is financed primarily through tuition. Tuition is set each year during the budgeting process, recommended by the Finance Committee and approved by the School Advisory Council. The Tuition Agreement sets forth tuition payment options and establishes parental responsibility for meeting tuition payments.

Notification of Tuition and Fees

Prior to the beginning of each school year, a Tuition Agreement will be sent to all parents requesting selection of a tuition plan and tuition payment option. In order for a family to be eligible to return, all money due the school must be current, e.g. tuition, CKZ fees, After-School Sports or sports uniform replacement fees, etc.

Tuition Payment Options

Please see Tuition Agreement (Tuition and Fees).

Non-Payment of Tuition

If the monthly tuition option plan has been selected and payments are received more than ten days after the due date, a \$15 late fee will be charged.

If payments are more than 60 days in arrears, parents will be notified and given 10 days to bring tuition payments up to date.

A student may lose the privilege to participate in graduation activities if tuition is not paid in a timely manner.

Returned Checks

If any checks are returned to the school because of insufficient funds, a \$20 fee will be charged. This fee will be added to the tuition account balance and billed on the next statement.

"Open Door" Policy - Financial difficulties and hardship cases are unforeseeable and must be dealt with on a case-by-case basis. St. Clare has an "open door" policy for discussing situations, which may arise during the school year and parents may rely on the school to keep confidential any information disclosed in this context. If at any time a family feels that they cannot afford the cost of Catholic education at St. Clare, they are encouraged to contact the Principal through the School Office so that together they can formulate a plan that strives to meet the needs of both parties.

Parent-Initiated Conferences will be held in person with the Principal in strict confidence. The outcome of the conference should be an agreed upon payment schedule and/or an action plan for interim tuition assistance (see Tuition Assistance).

School-Initiated Conferences may be requested by the Principal if a parent fails to respond to delinquency notification within a reasonable time frame. These will be held directly with the Finance Board. The anticipated outcome of the conference would be an agreed upon payment schedule and/or an action plan for interim tuition assistance.

Failure to respond to a request for a conference within a reasonable amount of time or failure to satisfy agreed upon obligations in a timely manner may result in a more serious consequence until tuition is made current. If obligations are not met by the end of the school year, the per student registration fee will be applied against the delinquent tuition. Parents may be notified that the family is unable to return the following year.

Student Withdrawals

A notice to withdraw a student must be submitted in writing to the principal 30 days prior to the student's last day. When a student withdraws from school and has paid tuition for the year or half-year, a refund will be prorated. REGISTRATION FEES ARE NON-REFUNDABLE regardless of circumstance.

Tuition and Fees

Please consult Tuition Agreement

REGISTRATION

Registration takes place for all currently enrolled St. Clare students in February for the following school year when Tuition Agreements are sent home. Both a completed Tuition Agreement and the assigned per student registration fee must be returned to the School Office to secure a place for each student.

Please consult school communications via ParentSquare and the school website for additional information.