

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

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

**St. Robert School  
Right to Amend**

The school and the principal retain the right to amend the St. Robert School Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

We have read and agree to be governed by the St. Robert School Parent/Student Handbook.

Parent/Guardian's \_\_\_\_\_ Date \_\_\_\_\_

Signature

**Guidelines:**

Selections are limited to one graduating 8<sup>th</sup> grade student. An award in the amount of \$500.00 will be presented to the designated high school upon student's completion of the first semester of high school.

The selection process is to be conducted by the junior high teachers and the principal. The student's name shall be announced at the graduation ceremony.

Criteria to be used in the selection of the Academic Athlete award is as follows:

- Student must be accepted to a Catholic high school.
- Student must maintain an outstanding grade point average.
- Student must have participated in at least two sports during their 8<sup>th</sup> grade year.
- Student must maintain an outstanding grade in conduct.
- Other areas of consideration - extra curricular activities and/or volunteer services such as choir, parish events, Loaves & Fishes, student council, yearbook committee, various community services, etc.

**St. Robert School PBO  
Eighth Grade Academic Scholarship**

**Purpose:**

To organize and reward graduating students for their outstanding academic achievements while in grades 6-8 and to give financial assistance to help students continue their Catholic Educational studies.

**Guidelines:**

Selections are limited to one graduating 8<sup>th</sup> grade boy and one graduating 8<sup>th</sup> grade girl. An award in the amount of \$500.00 will be presented to the designated high school upon student's completion of the first semester of high school.

The selection process is to be conducted by the junior high teachers and the principal. The student's name shall be announced at the graduation ceremony.

Criteria to be used in the selection of the Academic award is as follows:

- Student must be accepted to a Catholic high school.
- Student must maintain an outstanding grade point average.
- Student must maintain an outstanding grade in conduct.
- Other areas of consideration - extra curricular activities and/or volunteer services such as choir, parish events, Loaves & Fishes, student council, yearbook committee, various community services, etc.

**SAMPLE**

**PARENT/STUDENT ATHLETIC AGREEMENT**

(each family will be given one of the following to sign for each sport)

We have read and understand the Parent/Student Athletic Participation Requirements and we agree to abide by these policies.

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_ Sport \_\_\_\_\_

- To instill sportsmanship in the lifestyle of the participants;
- To teach the proper attitude toward winning, losing and competing with dignity;
- To develop school spirit, team spirit, and personal acceptance;
- To train and instruct participants in athletic rules, skills and strategies;
- To develop acceptance and appreciation of others;
- To develop the participant's physical abilities and coordination;
- To develop good health habits;
- To provide a proper atmosphere and outlet for youthful energy;
- To teach the positive value of recreation.

The athletic program offers a variety of recreational sports and activities. All programs are organized through the Parochial Athletic League (PAL). The boys (grades 5-8) compete in flag football, basketball and volleyball. The girls (grades 5-8) compete in volleyball, basketball, softball and cheerleading. Pee Wee intramural basketball is offered to both boys and girls in grades 1-4. It is hoped that all children will find some area for development in our sports program.

### **ELIGIBILITY FOR PARTICIPATING IN SPORTS**

Students must maintain a "C" in every class and a "B" in Christian Conduct. The Athletic Director is in weekly contact with teachers to determine whether or not students are meeting this criteria.

Any student wishing to participate in St. Robert School Athletics must have a physical examination with one year of the beginning of the season. A completed Physical Examination Information Form must be filled out and given to the Athletic Director. **NO STUDENT MAY TRY-OUT, PRACTICE, OR PLAY WITHOUT THE PHYSICAL EXAMINATION FORM ON FILE.**

### **PARENT'S CODE OF ETHICS**

The St. Robert School Athletic Program exists, in part, to promote positive, Christian values and team play. The athletic program also is intended to promote competition and fair play in a safe environment. All parents need to help our athletes to learn to enjoy sports, to treat all participants, opponents, officials, and fans with dignity and respect, to uphold the authority of coaches and officials, and to help develop good sportsmanship and a desire to strive for success. Parents need to understand that by choosing to participate in St. Robert Athletics, they are delegating supervisory authority for their child and themselves to the coach during **practices and games. Please limit any comments about the team to positive and encouraging comments.** Uncivilized, unchristian behavior, such as ranting at game officials, players, coaches and/or other parents and spectators, will not be tolerated. Such behavior could lead to a ban from games and/or practices. As a last resort, such behavior could result in the disqualification of the participant from the team.

## **St. Robert School Academic Athlete Eighth Grade Scholarship**

### **Purpose:**

To recognize and reward graduating students for their outstanding academic and athletic achievements while in grades 6-8 and to give financial assistance to help students continue their Catholic Educational studies.

Students must not, under any circumstances, keep medication in their desks or on their persons. All types of medication, prescription or non-prescription, must be turned in at the office. School personnel may not administer medicine but may assist a student who must take a prescription medicine during the school day. Proper authorization must be given by the parent and physician who must detail the method, amount, and time schedules by which such medication is to be taken. Dispensing of non-prescription drugs, i.e. aspirin, acetaminophen, etc. by the school is absolutely prohibited unless there is written request from the parent and medication is provided. **All medication must be in the original container with dosage and name of child clearly visible.**

At the end of every school year, any medications not picked up will be discarded.

### **TEMPERATURE/FEVER**

Any child with a temperature of 100° or higher will be sent home. If a child has a temperature, please do not send him/her to school. A child may not return to school until 24 hours after the fever has broken.

### **COMMUNICABLE DISEASES**

The school office must be notified immediately if your child has contracted a communicable disease (i.e., Chicken Pox, Measles, etc.)

### **HEAD LICE**

The school office must be notified immediately should your child contract head lice. The school adheres to a nit free policy. Children who have had head lice will not be readmitted to school until their heads have no nits (eggs) visible.

### **MEDICAL APPOINTMENTS**

Medical and dental appointments should be made, whenever possible, outside of school hours. When this is not possible, a written request from school absence is required. These requests must be signed by the teacher before being presented to the office.

If a child has an appointment during school hours, he/she should obtain a confirmation slip from the doctor/dentist office stating the time of entry and departure. This should be presented in the school office upon arrival.

### **STUDENT INSURANCE**

Each child is covered by student insurance. The fee is taken from registration fees. Student insurance provides benefits for students injured at school, on the playground, while participating in athletic contests and while traveling to and from school-sponsored activities.

Accident reports must be obtained from the principal or coach. The reports are to be sent to the insurance company by the parent.

## **ATHLETICS**

### **GOAL OF ATHLETICS**

To foster human and Christian development through exercise, example, and athletic competition.

### **STATEMENT OF OBJECTIVES**

- Sunglasses
- Non-uniform sweatshirts including pullover and zippered styles
- Skorts

### **FREE DRESS**

On occasion, free dress days will be allowed. The dates will be announced in the PRIDE or by special note. Students may wear Levi's or jeans on these days as long as they are neat, clean, with no holes, tears or rips and as long as they are not baggy and the must be WORN AT THE WAIST.

When free dress is permitted, parents are asked to insure that clothes are in conformity with modesty, good taste and appropriateness.

The following is NOT allowed on free dress days:

- T-shirts with inappropriate graphics or slogans
- baggy or sagging pants
- tank tops
- sundresses or low necklines
- backless or open toed sandals, thongs, or high heels
- hats or caps
- nail polish
- make-up
- All jewelry, except for stud earrings and religious necklaces (gr. 5-8 only) - WORN UNDER SHIRTS

## **SCHOOL ORGANIZATIONS**

### **SCHOOL ADVISORY COMMISSION**

The School Advisory Commission (SAC) is responsible to the pastor for achieving diocesan and parish goals for Catholic education, for review and approval of the budget, for determining sources of funding, and for reporting on the status of Catholic school education in the parish.

### **PBO**

The Parent Booster Organization (PBO) is dedicated to assist the principal and faculty in every way possible in furthering the education of the children and their parents. It provides the school with financial assistance derived from various fundraising projects. It also promotes both the physical education and athletic programs at St. Robert School. All St. Robert School families are members of the Parent Booster Organization.

## **HEALTH**

### **EMERGENCY FORMS**

All emergency forms are to be kept current. This will ensure up-to-date and accurate records of each child's health during the years in attendance at St. Robert School.

### **MEDICATION**

container is cleaned out, clothes washed and placed on the Recycle Rack. Unclaimed lunch containers will be discarded after one week.

- **All:**  
Navy blue cotton twill or corduroy long pants or shorts (Optional for girls) \* - traditional fit (not baggy) **worn at waist.**  
White, collared, polo shirts, \* White turtleneck worn under the polo shirt in cold weather (optional)\*  
Navy blue sweatshirt with the school logo (ordered through the school office or on line @ [mvpts.com](http://mvpts.com))  
Tennis shoes that cover the heels and toes; Laces must be tied on top of the shoe and/or secured to the foot with Velcro, buckle or laces.  
Socks must be worn, and either be black, white or navy blue. **No logos.**
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may wear the red sweatshirt with the school logo (ordered through the school office)
- The uniform will be worn at all times, with the exception of days when free dress is designated.
- Shirts are to be tucked in at all times.
- St. Robert School has a NO hat policy for all students, including Free Dress days.
- Clothing with professional sports teams' themes or logos (shoes, jackets, tees, or schools other than St. Robert) are not encouraged.
- Hair/Make-up/Jewelry
  - a. Hair should be natural color and neatly combed.
  - b. No fad color or bleached hair.
  - c. Girl's hair needs to be neat. No fad haircuts/styles allowed.
  - d. Make-up, including nail polish and false fingernails, is not allowed.
  - e. Earrings, other than post earrings are inappropriate for school wear and may not be worn. **Earring posts may not be any larger in diameter than the eraser at the end of a #2 pencil.** Students are allowed to have only **one stud earring in each ear.** No one may wear earrings on any other body parts other than earlobes.
  - f. Religious necklaces may be WORN UNDER uniform shirts (grades 5-8 only)
- **Girls:**  
Grades K-3 - Marymount plaid jumper - **no shorter than four inches above the knees.**  
Grades 4-8 - Marymount plaid skirt - **no shorter than four inches above the knees.**
- **Boys:**  
Listed under "All"  
\*You may purchase items marked with an asterisk (\*) at any store.

#### **Attire NOT Allowed**

- Printed T-shirts under shirts or blouses
- Shoes with wheels (Wheelys)
- Cargo pants and shorts (large pockets on the sides)
- Hats or caps
- All jewelry, except for stud earrings and religious necklaces (gr. 5-8 only)
- Tattoos

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

After a reasonable effort to elicit parental cooperation, the principal and pastor may recommend transfer in accord with the terms and procedures set forth above. Documentation of the basis for this action and of all consultation with the parents must be retained on file. If parents refuse to accept the recommended transfer, the procedures for notification, conferencing, and documentation shall be followed as in cases of disciplinary expulsion. The Superintendent must be informed in writing when this action occurs. (Diocesan Handbook 5119.3; Diocesan School Board Approval: May, 1988)

### **FIRE DRILLS/EARTHQUAKE DRILLS**

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire and earthquake drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### **TRAFFIC SAFETY**

**Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:**

- ALL students should be dropped off and picked up in front of the Parish Hall ONLY. Please do not put your child into a hazardous situation by dropping them off or picking them up in unsupervised areas. This rule is only intended to prevent serious injury and to ensure the **safety for all students.**
- Do not stop to pick up or drop off a child until you have driven to the far end of the pick-up area directly behind the car in front of you. Please maintain only **ONE LANE** of traffic. No double parking is allowed.
- Students are to exit or enter car on the passenger side only.
- Only park in designated areas.
- Please use crosswalks. There is no cutting across the parking lot. Parents need to follow the same rules that we expect the students to follow.
- If your child is not at the pick up area when you arrive then you **MUST either pull into a parking spot or pull out and re-enter the parking lot.** This aides in a smooth pick-up.

### **SCHOOL UNIFORMS AND DRESS CODE**

The school is not responsible for any lost or stolen property. Label all sweatshirts, coats, sweaters, jackets and lunch containers clearly. After one week, any unlabeled, unclaimed items will be taken to the lost and found in the gym. Once a month the lost and found

decision, (b) delegate one or more members of the Catholic School Department to review the material and provide a written recommendation to the Superintendent, or (c) appoint an “ad hoc” review committee who would provide the Superintendent with a written recommendation. Within twenty days from the day of receipt by the Superintendent, a written decision will be issued to all parties.

**STEP 4** (Employees Only) If the employee remains dissatisfied with the decision of the Superintendent, a written objection is sent to the Director of Lay Personnel within five days of receipt of the Superintendent's decision. Within twenty days of receipt of the objection, a decision will be issued in writing to all parties involved in the process.

**STEP 5** Failing resolution, a written objection may be submitted to the Diocesan Conciliation/Arbitration Office of the Diocese of Sacramento. At this stage, the policies and procedures governing Due Process: Conciliation and Arbitration will be implemented.

#### **D. WAIVER**

Failure by the complainant to comply with the time limits set forth in the steps listed shall result in the appeal being withdrawn and deemed waived. If the referring party fails to comply with the time limits set forth, the complainant shall continue to the next step of the procedure.

#### **E. WRITTEN NOTICE**

Written notice to initiate any Step of this process shall include all OF THE FOLLOWING: Name of complainant; position at the school; name and city of the school; respondent's name and position; an explanation of the problem including facts giving rise to the problem; the specific policy, procedure, agreement or law alleged to be violated; dates, places, etc.; and suggestion(s) to correct the problem.

This written notice must be signed and dated by the complainant.

If the written notice does not present sufficient information to facilitate the next step, the respondent may delay a decision pending clarification of the information.

#### **RECOMMENDED TRANSFER**

St. Robert School may give a recommendation to transfer a student for grounds other than class or school discipline. A recommendation of transfer is, in fact, a determination by the school administration that continued attendance either will not profit the student or will make demands on the school which the school cannot meet. The regulations governing a recommended transfer are then applicable.

#### **WITHDRAWAL OR TRANSFER**

Whether before the school year begins or during the school year, withdrawals must be cleared through the office and will be effective once all accounts are brought up-to-date. Tuition and Extended Care fees will be pro-rated to the end of the current month. Any over payment will be refunded in a timely manner.

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

and/or local school policy regarding, but not limited to, conditions of employment, student enrollment, or parent/guardian dissatisfaction.

It is hoped that every effort will be made between differing parties, through open and honest discussion at the onset, and the problem will be resolved. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process and by their ability to affect the outcome. In situations where one or both parties believe that a mediator is needed to guide the parties toward a mutual acceptable decision, a request is made to the Catholic School Department for a mediator to be assigned. The mediator shall impose nothing on the parties, shall not arbitrate, and shall not decide for the parties. It will be the goal of the mediator to facilitate the parties in order to fairly and quickly resolve the difference.

## **B. DEFINITIONS**

"Parties" is defined as any person who is employed (full or part-time) by a preschool, extension program, elementary, middle, or high school; school pastors; and any parent or legal guardian of a child enrolled in any of the Catholic Schools of the Diocese of Sacramento. Any parish issues regarding the pastor are not subject to this process. Only issues that pertain to the Catholic school are covered by this process. Any issues regarding a dispute with the Superintendent of Catholic Schools are not covered by this appeal process.

"Days" is defined as working school days excluding holidays and weekends. Faculty workshops and/or in-service days are considered to be working school days.

## **C. PROCEDURES**

In the event that the situation cannot be resolved to the mutual satisfaction of either party through mediation, the following procedure for resolution of the problem may be initiated. Presentation of a complaint will not result in any retaliatory action against any of the parties. This process is intended to maintain the maximum confidentiality possible.

### **NOTE: NO ACTION BY HIGHER AUTHORITY WILL TAKE PLACE UNLESS THE PROCEDURES HAVE BEEN CAREFULLY FOLLOWED:**

There will be situations that will alter the following steps: They include:

- a. If the principal is one of the parties involved, Step 1 does not apply. Proceed to Step 2.
- b. If the pastor is one of the parties involved, or the pastor and principal are the two parties involved, Step 1 and Step 2 do not apply. Proceed to Step 3
- c. In cases dealing with Diocesan High Schools, Step 2 does not apply. Proceed to Step 3.
- d. In cases dealing with non-employees, Step 4 does not apply. Proceed to Step 5.

**STEP 1** Written notice is served to the principal that this process is being initiated. The principal will have five days to review the situation and respond.

**STEP 2** If all efforts to resolve the problem through the principal have failed, written notice is then served to the pastor within five days after receipt of the principal's response. The pastor will have five days to review the situation and respond.

**STEP 3** If either party remains dissatisfied, a written objection is made to the Superintendent's office within five days after receipt of the response. This written objection is to include a cover letter explaining the dispute and all previously written documentation. The Superintendent will have five days after receipt of the referral to review and decide on a course of action. The Superintendent may (a) personally review the material and make a

4. Unauthorized absence or continued tardiness.
5. Assault with, or possession of, a lethal weapon or weapon-like instrument.
6. Serious theft or dishonesty.
7. Conduct at school or elsewhere which would reflect adversely on the Catholic School or Church.
8. Serious disobedience, insubordination or disrespect for authority.
9. Language or behavior which is seriously immoral, profane, vulgar, or obscene.
10. Outrageous, scandalous or serious disruptive behavior.
11. If in the discretion of the principal any of the above reasons do not warrant immediate expulsion, then the procedures in 5114.9 and 5114.11 of the Diocesan Handbook should be followed.

## **SUSPENSION**

Suspension is a disciplinary punishment to be invoked at the discretion of the principal for violations of less serious infraction of rules as listed in the school handbook. A pupil shall be suspended for no more than five consecutive school days. Multiple suspensions may become grounds for expulsion. (Diocesan Handbook, #5114.8)

Any student who has been suspended is required to complete all class homework assigned during the period of suspension to insure that the student's education is not disturbed. NO CREDIT will be given for the work, including long-term projects due during the period of suspension. A suspended student MUST make up any tests given during the period of suspension on the day the student returns to school. However, a grade of Zero will be recorded for all such tests. When a student returns to school, the student must be prepared for the work on the day of return, including any tests which have been scheduled.

## **EXPULSION**

When expulsion is necessary, the following must be taken:

1. The parent or guardian is warned in writing about the offending behavior and school sanctions for same, not less than twice, except in serious situations.
2. A conference is held with the parents, student, teacher(s), and principal to inform the parents that final action is being considered unless there is immediate change in behavior. In parish schools, the pastor should be notified of the facts and impending conference and given the opportunity to attend and to receive a report.
3. If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal and teacher(s) will make whatever decision is necessary.
4. A written record of the steps leading to the expulsion must be filed in the principal's office.
5. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

## **PROBLEM RESOLUTION: APPEAL PROCESS FOR RECONCILIATION**

Christ entrusted His Gospel to the hearts of a faith-filled, living community. All involved in this community live and work with one another through mutual respect, understanding, openness of mind in dialogue, and the practice of justice and charity. It is through this spirit of community that the mission of the Church is fulfilled.

### **A. AIM**

Because of the human condition, honest misunderstandings and differences of judgment may occur. The purpose of this process is to reach an equitable and just resolution to an administrative decision which may arise out of an interpretation or application of a Diocesan

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical, emotional or intellectual disability, sex, or sexual orientation. Harassment can occur any time during school or during school related activities. It includes, but is not limited to any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person;

**Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement;

**Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawing, gestures;

**Sexual Harassment:** Includes unwelcome sexual advances, and other verbal or physical conduct of a sexual nature.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats or reprisals or implied threats or reprisals following a negative response to sexual advances.

It is the responsibility of St. Robert School to:

1. Make all faculty, staff, students, coaches, and parents aware of this policy and the commitment of the school towards its strict enforcement;
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the teacher or principal;
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

## **SUSPENSION AND EXPULSION**

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension leading to expulsion after conference with parents as per Diocesan Administrative Handbook (5114.1)

1. Use, sale distribution or possession of drugs and drug-like substances, alcohol, or any other legally controlled substance.
2. Injury or harm to persons or property or serious threat of same.
3. Sale of any material on school grounds without proper authorization.

## **DISCIPLINE**

Each staff member of St. Robert School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Therefore, any unwelcome physical contact or verbal indignity will result in suspension or expulsion.

## **GENERAL RULES**

1. Students are expected to use only appropriate language, no profanity or obscenity.
2. Students should be in their assigned play area during recess and noon hour.
3. Students are not allowed in the classroom at any time without the teacher's presence. (California Education Code)
4. All students will be responsible for the protection and preservation of school property. Restitution is expected for any damage.
5. Students are not to ride bicycles, skateboards, rollerblades, or skates on school grounds at any time.
6. All students, regardless of grade, are to assist in keeping the grounds and facilities free of paper and other debris.
7. Drinking fountains, play equipment and lavatories are to be used with safety and cleanliness in mind.
8. Students are to be honest, obedient, and responsible. Respectful behavior towards teachers, staff and peer is **mandatory**.
9. Students may not play or loiter in the restrooms.
10. The writing, passing and reading of notes in class or on the school grounds is not permitted.
11. Students may not leave the school grounds at any time during the school day without written permission from parent and clearance from the office.
12. Anything dangerous (i.e., knife, sharp objects, etc.) or that can be used as a weapon is not allowed and will be confiscated.
13. Glass containers, gum, and sunflower seeds are not permitted on the school grounds at any time.
14. All types of electronic equipment, sports equipment, toys, cameras, toys and other valuables are not permitted at school without permission of the principal or teacher. When this permission is given, the school will not accept responsibility for the damage or loss of these items.
15. Spitting and other actions which affect good hygiene are not permitted.
16. Severe disruption: If a student causes a severe disruption (for example, a fight), the student will be sent to the office immediately. The consequences will be suspension, which could ultimately lead to expulsion, as explained on the following pages.

## **HARASSMENT POLICY**

St. Robert School is committed to provide a learning environment that is free from harassment in any form. Harassment of any person in the school community is prohibited. The school will treat allegations of harassment seriously and will view and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary actions, up to and including dismissal. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Homework is assigned for the purpose of reinforcing classroom lessons, to extend the curriculum beyond the school hours and to foster and promote habits of independent study. Written homework is ordinarily not assigned over the weekends, evenings of school-wide activities, and/or holidays with the exception of assignments not completed and/or special projects. *Recommended time allotments are as follows:*

**Grades 1 & 2** (20-30 min.)    **Grades 3, 4, & 5** (30-60 min.)    **Grades 6, 7, & 8** (60-90 min.)

If a parent observes that a child has spent the allotted time on homework but is unable to complete it, he/she should stop the work, sign the paper and notify the teacher (by note) to that effect. If this happens frequently, an appointment should be made by the parent with the teacher to determine the cause. Children who cannot finish homework may be having learning difficulties that need to be explored with the teacher.

### **PARENT/TEACHER CONFERENCES**

Parents are required to attend Parent/Teacher Conferences once during the school year. Conferences are held in November prior to Thanksgiving. Teachers will notify you with the date and time.

### **SACRAMENTAL PREPARATION**

Those students planning to receive a Sacrament for the first time will make their preparation here at school but must receive the Sacrament at their home parish.

### **FIELD TRIPS**

Field trips are privileges afforded to students. Properly supervised and planned educational field trips are an important part of the instructional program. No student may go on a trip without written permission on a copy of the original permission slip. Notes or phone calls ARE NOT ACCEPTABLE.

Parents will not be permitted to drive for field trips unless they have the Diocesan recommended insurance amounts and seatbelts. The coverage is for the parent's protection and the school's. A copy of insurance verification and driver's license must be on file BEFORE a parent will be allowed to drive. This must be done yearly or when information changes. In addition, the parent driver must have completed Livescan with the local Police Department. Drivers are not allowed to stop at places not specifically on the itinerary (i.e. fast food restaurants, etc.)

The diocesan policy states that drivers have liability limits of \$100,000 per person and \$300,000 per occurrence and \$50,000 property damage and minimum medical coverage of \$1,000.

### **TEXTBOOKS**

Textbooks are furnished to your child by the school on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks. All books must be covered and labeled on the outside with the student's name and grade, and kept free from graffiti.

lunches or purchase hot lunch. Milk is available daily. A ten (10) or twenty (20) day lunch ticket will be sold in **advance**. There is NO CHARGING.

Each time your child buys lunch or milk, it will be logged through our lunch computer program. The ticket will be good as long as there are days remaining on it. Your child will be reminded when a new ticket needs to be purchased.

\*We ask that the parents **NOT bring fast foods** (i.e. Burger King, McDonalds, Taco Bell, etc.) for their child's lunch. This does not promote nutritional eating. Thank you for your cooperation in the matter.

## **LIBRARY**

The library is open at specified times during the week. Students are responsible for checking out books and returning them on or before the due date. Students purchase a replacement book if it is lost or damaged. Any student with overdue books or outstanding fines WILL NOT BE ALLOWED TO GO ON ANY FIELD TRIP OR PARTICIPATE IN ANY END OF THE YEAR ACTIVITY (including graduation).

## **INSTRUCTIONAL PROGRAM**

### **STUDENT PERFORMANCE/EVALUATION**

Report Cards for Grades 1-8 will be distributed four times annually. Report Cards are issued three times (Nov./Feb./June) in Kindergarten. Students who have been absent 10 or more days during a quarter will receive an incomplete in the subject areas affected. (Exceptions at the discretion of teacher/principal).

Deficiency notices will be sent home anytime a student is doing unsatisfactory work. These notices may also be sent home for poor conduct or attitude.

### **Report Card Standards as determined by the Catholic School Department:**

A	= 97-100%	B-	= 82-85%	D+	= 67-69%
A-	= 93-96%	C+	= 78-81%	D	= 63-66%
B+	= 90-92%	C	= 74-77%	D-	= 60-62%
B	= 86-89%	C-	= 70-73%	F	= 0-59%

## **HONOR ROLL**

At the end of each of the four quarters during the school year, students from grades 3-8 will be eligible for the St. Robert School Honor Roll. The honor roll is divided into the following categories:

- Principal's List (All A's) - including Christian Conduct and Effort
- Honor's List (All A's & B's) - including Christian Conduct and Effort

Subjects include Religion, Literature or Reading, English, Math, Science, Spelling, Social Studies, and P.E. Also in order to make the Honor Roll, students may not receive a grade lower than an "S" in either Art or Music.

## **HOMEWORK**

The school newsletter, **THE PRIDE**, is sent home the last school day of each month in the *Family Folder*. Please encourage your child to take responsibility for delivering it directly to you.

### **COMMUNICATION**

In order to keep the channels of communication clear and direct and to assist us in having an effective, open Christian community, we ask the following:

- Contact your child's *teacher* if there is any problem concerning academic progress, behavior, classroom procedure, or teacher-pupil relationship.
- Contact the *principal* if there is concern about the general administration of the school or the communication with a teacher is unsatisfactory.

### **TELEPHONE**

Students may not use the office, cafeteria, or Extended Care telephones during the school day without a phone pass from their teacher. These phones are for business and emergency calls only. Phone calls about forgotten books, homework, P.E. equipment, etc. are NOT considered emergencies. In addition, cell phones are not allowed to be on or used anytime during the school day.

### **CALLING TEACHERS**

Teachers are not to be called out of class during the school day except for emergencies. Parents and students **(Do not call a teacher at his/her home.)** If you wish to speak to the teacher, please call the school and leave a message to set up an appointment.

### **DELIVERIES**

All messages and deliveries (lunches) are made to the office. They will then be forwarded at a convenient time by a staff member.

## **SCHOOL FACILITIES**

### **EXTENDED CARE PROGRAM**

St. Robert School offers an Extended Care Program, 7:00a.m. - 6:00 p.m. every school day that school is in session except the day before Thanksgiving Vacation, Christmas Vacation, Easter Vacation and the last day of school. On those days, Extended Care is open from 7:00 - 8:00 a.m. ONLY.

This program is an extension of the school day, is supported by parents' fees, and is under the authority of the principal. A qualified director and staff provides a safe, caring environment for those students who are registered in the Extended Care Program. In the afternoon, a structured homework time is scheduled along with recreational activities. Call #452-2217 or #995-6265 for information.

### **CAFETERIA/HOT LUNCH PROGRAM**

St. Robert School's Lunch Program begins the second week of school and is in effect every day except on minimum days and the last week of the school year. Children may bring sack

Regular attendance at school is compulsory. The **parent MUST CALL the school** *each day* their child is absent. The school office asks that they be notified by 9:00 a.m. They may also call during non business hours and leave the information on Extension #18. A dated and signed written excuse stating a reason for the absence **is required** whenever a child is absent. If more than one child in the same family is absent, EACH child needs a note for their teacher.

## **TARDIES**

### Definition

Students are considered tardy when they arrive to their classroom after the 8:05 a.m. bell, or are not in the school hall and with their “school families” at the beginning of the Monday morning assemblies. All students arriving to school following a scheduled Doctor/Dentist appointment must present a signed Doctor’s note to the school office when arriving.

### **Consequences: Per each nine (9) week quarter**

- f. First three tardys – Understanding that there are at times extenuating circumstances, the students are not penalized.
- g. Tardy #4                                      After-school detention for 1 hour
- h. Tardy #5                                      2 one hour detentions after-school
- i. Tardy #6                                      Saturday school for three hours
- j. Tardy #7                                      Saturday school for three hours
- k. Tardy #8                                      Suspension for one day
- l. Tardy #9                                      Suspension for three days

*Subsequent tardies will be dealt with individually by the Principal.*

## **VACATIONS**

St. Robert School asks that parents plan their vacations when **SCHOOL IS NOT IN SESSION** (i.e. Christmas Break, Easter Break, and Summer Vacation).

## **LEAVING SCHOOL PREMISES/APPOINTMENTS**

A student is not permitted to leave the school premises at any time without permission of the parent. No student will be excused from school without the parent personally picking him/her up at the school office. If this responsibility is delegated to a third party, the parent shall notify the office **IN WRITING** prior to the student being released. If a child must leave school during the day for an appointment, the parent must sign the child out in the office before the child will be allowed to leave. Do not pick up your child at the classroom.

## **EMERGENCY FORMS**

It is essential that you complete the emergency form for your child/ren. We must have the names and phone numbers of “reachable” relatives or others who can assure responsibility for the student if the parent cannot be reached when necessary. Please **update** when there is a change of information.

## **BULLETINS**

All checks returned by the bank will be charged a \$25.00 fee. If two checks are returned for reasons other than bank error, all further payments must be made by money order, cashiers check or cash.

### **PARENT WORK COMMITMENT**

Each family of children at St. Robert School is required to contribute a minimum of forty (40) hours of time or services (twenty (20) hours for new **Kindergarten** families) that benefits the school community annually. We ask that families spread their hours out over the school year (i.e., 20 hours from May 1 - Nov.30 & 20 hours from Dec. 1 - April 30). Service hours must be completed by April 30 of the current school year. Children might not be registered for the coming school year if work hours are not completed.

**Each family is responsible for reporting their own work hours at the time of completion.** Work hours will not be accepted after 30 days of activity. They should be recorded, placed in an envelope marked "work hours" and sent to the office or placed in the Completed Work Hours box. Work hours slips can be found in the school office. Be sure to put both the parent and student(s) name and grade(s) so that the correct family will be given credit. School families may not give other school families "their hours".

### **GRADUATION FEE**

There is a graduation fee charged to all 8<sup>th</sup> grade graduating students. The graduation fee helps defray the costs of diplomas, ribbons, as well as the 8<sup>th</sup> grade spring trip and other graduation expenses. Parents will be notified of this fee in the Spring.

### **DAILY SCHEDULES**

#### **Morning Recess**

9:30 - 9:50 K  
10:00 - 10:15 1 - 5  
10:25 - 10:45 6 - 8

#### **Lunch Schedule**

11:30 - 12:15 EDP, 1, 2  
11:45 - 12:30 3 - 5  
12:15 - 1:00 6 - 8

#### **Afternoon Recess**

1:15 - 1:35 K  
2:00 - 2:15 1 - 3

### **SCHOOL HOURS**

School hours are from 8:00 a.m. until 3:00 p.m. each day. Please have your child at school no later than 8:00 a.m. each day. Children should NOT arrive earlier than 7:45 a.m. or remain on the campus later than 3:15 p.m. unless they are participating in a supervised activity or registered in our Extended Care Program. Supervision **WILL NOT** be provided for students who arrive before 7:45 a.m. or remain after 3:15 p.m. The above procedures are designed for the safety and well-being of your child/ren.

### **MINIMUM DAYS**

Grades 1-8 are dismissed at 12:15 p.m. Kindergarten is dismissed at 11:10 a.m. unless otherwise advised by the Kindergarten teacher. Minimum days are always the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month, during parent/teacher conference week, and before major holidays. Please check the school calendar for information. If a student is registered at the Extended Care, then he/she must bring a lunch. No hot lunch is served on minimum days.

### **ATTENDANCE**

- sibling.
- h. Non Catholic families actively participating in their own faith tradition.
- i. All Others

**\*Parishioner:** A St. Robert parishioner is one who attends Mass on a regular basis at St. Robert Church, registers at the St. Robert Rectory, participates in the Sunday envelopes according to one's ability, and contributes to the sacramental and liturgical life of this church and school community life. The length of time a person has been an active and participating member of the parish will also be considered.

### **WAITING LIST**

A child may be placed on the waiting list at anytime a family wishes to apply. (In order to be placed on the waiting list, we must have on file a copy of the student's Certificate of Live Birth, current Immunization Record, copy of the most current report card (Gr. 1-8) and baptismal certificate (Catholics only).) However, for the application to remain active, families must notify the school of their continued interest at registration time in May.

### **TUITION, FEES, & PARENT SERVICE COMMITMENT**

St. Robert School is a private, non-profit organization existing as the Parish School for St. Robert Parish. The Administration and Finance Committee shall establish such tuition and fees as necessary to insure the sound fiscal operation of St. Robert School. The School Advisory Commission (SAC) in accordance with the budget calendar shall review tuition and fees annually. The Administration and SAC shall take into consideration all the following: school and program need, inflation, and impact on both the school and families. All tuition and fee changes shall be made public and in writing for the parents in accordance with the calendar and prior to re-enrollment.

### **TUITION**

Tuition payments are collected through FACTS beginning in July and ending in April of the current year. Tuition is considered delinquent when a payment is missed, unless other arrangements have been made *in writing* with the principal.

### **REGISTRATION POLICY**

Registration fees are due annually at the time of registration. Registration for current families takes place in May. **The registration fees for both the school and extended care are NON-REFUNDABLE.** This fee is determined each year so as to cover costs of insurance, testing and technology. Enrollment for the coming year is contingent upon payment in full of the current year's tuition and fees unless suitable arrangements have been made with the principal or pastor.

### **MISSED PAYMENTS**

Payments will be deducted on the appointed date by FACTS Management. Missed payments will result in a \$25.00 fee. A second attempt will be made. Missing a second payment will result in an additional \$25.00 fee and you will be asked to withdraw your child from school.

### **RETURNED CHECKS**

The Catholic Schools in the Diocese of Sacramento, mindful of their mission to be witnesses to the love of Christ for all, admit students, of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of Sacramento do not discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, scholarships, athletic and school administered programs.

Likewise, the Catholic Schools in the Diocese of Sacramento do not discriminate against any applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

### **ENTRANCE REQUIREMENTS**

#### **A. Registration**

1. Applicants for Kindergarten should be five years old by September 1<sup>st</sup> of the current school year.
2. Applicants for First Grade should be six years old by September 1<sup>st</sup> of the current school year
3. Students new to St. Robert School (Kindergarten - 8<sup>th</sup> grade) will be admitted on probation for a period of one year. During this time they must work toward their academic potential and maintain good citizenship/behavior.

At the time of registration the following documents must be presented:

1. Personal data sheet (copy of cumulative record card)
2. Certificate of Live Birth
3. Immunization Record
4. Baptismal certificate - if child is Catholic

California State Law requires students entering school to present a record of current immunizations. Children entering first grade are required by law to have a physical examination. This examination may be done no sooner than 18 months prior to the child's entering first grade.

4. Grades 1-8: Copy of most recent report card from current school.
5. Assessments will be administered to all applicants for grades K-8.

### **St. Robert School Advisory Commission Policy regarding admissions**

The priority of placement of applicants on the waiting list will be governed by the following criteria:

- a. Actively participating St. Robert Parish families with a sibling already enrolled at St. Robert School. (\*)
- b. Actively participating Catholic families of St. Robert Parish. (\*)
- c. Actively participating Catholic families with a sibling already enrolled at St. Robert School.
- f. Actively participating Catholic families of parishes without schools.
  
- e. Actively participating Catholic families with a sibling enrolled at St. Robert School from parishes without schools.
- f. Actively participating Catholic families of parishes with schools.
- g. Non Catholic families actively participating in their own faith tradition with a

### **Intellectual Goal:**

It is our goal to help students acquire skills to gain access to the vital knowledge that will help foster an intellectual curiosity through life. We plan to implement this goal by:

- assisting students in acquiring a solid foundation of basic skills, equipping them with the fundamentals for lifelong learning,
- helping students develop lifelong study skills that will enable them to reach their academic potential,
- providing a learning environment that challenges the students' talents to think independently and solve problems through cooperative learning,
- encouraging each student to develop a questioning and open mind in dealing with the problems of today's changing society

### **Social Goal:**

It is our purpose to develop within each of the students a joy for living in our society. We plan to implement this goal by:

- encouraging each student to develop proactive social awareness and responsive concern for all,
- assisting each student in reflecting attitudes of mutual respect and understanding for all people,
- helping each student learn to exercise the right and obligations necessary to function effectively to bring about and maintain an ecologically sound and morally ordered world.

### **Physical and Psychological Goals:**

As Christian educators, it is our goal to foster an atmosphere in which students may develop positive attitudes toward physical and emotional health. We plan to implement this goal by:

- helping students develop an attitude of self-worth and habits which promote physical and mental health,
- providing various activities and opportunities for students to develop new skills and enhance self-esteem,
- encouraging and expecting students to demonstrate good habits of sportsmanship and proper conduct in games.

## **GENERAL INFORMATION**

### **ADMISSION POLICY**

## GOALS AND OBJECTIVES

Our primary purpose is to educate the whole person: spiritual and moral, intellectual and cultural, psychological and physical. We believe:

- that each child is a unique individual made in God's image,
- that all members of the school community are commissioned to create a supportive learning environment in which all will be open and responsive to the working of the Holy Spirit,
- that each student will develop that capacity to make responsible decisions while growing in relationship with God and other people,
- that we maintain an environment conducive to the growth of a spiritual life modeling the gospel values of compassion, justice and love,
- that each person has equal dignity and the right to a Christian education, without regard to race, color, national origin, ethnicity or gender,
- that parents are the primary educator of their children; their active role is a prime contributor to their children's educational success.

### **Spiritual Goal:**

It is our purpose to provide an atmosphere in which faith will grow according to one's level of maturity and spiritual experience. We plan to implement this goal by:

- continuing our faith development so that we can share with students our understanding of the Gospel message and the person of Christ,
- questioning the meaning of the Gospel message in our personal lives as well as in society as a whole,
- using Gospel values to develop an informed conscience in which each of us assumes responsibility for our actions or inaction,
- developing an understanding that many decisions are not easily made, and that people who love Christ may differ in their moral and ethical judgments,
- encouraging the living of faith by finding opportunities to give caring service in the family, school, and community,
- studying the historical development of doctrine and tradition relative to the Catholic faith,
- deepening prayer life through liturgical and paraliturgical services and creating opportunities for parents to join us in worship,
- respectfully studying other Christian traditions and other faiths in order to appreciate the work of the Spirit in all.

# ST. ROBERT SCHOOL PARENT/STUDENT HANDBOOK

## Principal's Message

Dear Parents/Guardians and Students:

Welcome to St. Robert School.

The pages of the handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. **Open and clear communication between school and home is important to the success of our educational program.**

We feel that the Parent/Student Handbook will serve as a helpful reference for parents as they seek to provide support at home. St. Robert School parents are our partners in the important job of educating the children spiritually, intellectually, socially, physically and psychologically.

We welcome your participation and support during the school year and solicit your participation in the activities of St. Robert School's Parent Booster Organization. We look forward to celebrating with you the achievements of our students.

Sincerely,

Principal

## MISSION STATEMENT

St. Robert School is a Catholic educational ministry promoting a Christ-centered environment in conjunction with academic excellence. Our school serves students grades kindergarten through eight of St. Robert Parish and welcomes families of the surrounding community who embrace our values and respect our beliefs. Working in partnership with all members of the school community, we strive to empower our students to grow spiritually, intellectually, socially, emotionally and physically in order to prepare them for a lifetime of service and intellectual growth.

## PHILOSOPHY STATEMENT

Many factors challenge the teaching of faith and the acquiring of education: changes in family structure and community life, peer pressure, progress in science and technology, and the messages of secular society. Our philosophy is based on the love of God as manifested in Jesus Christ. We strive to follow the example of this love by integrating a living faith in the Catholic tradition with a strong education stressing academics. Together, pastor, principal, faculty, staff, parents, and students work to create an environment that fosters learning and respect among all people.

"Christian education is intended to make.....faith become living, conscious, and active, through the light of instruction. The Catholic School is the unique setting within which this ideal can be realized in the lives of Catholic children and young people."

To Teach as Jesus Did (#102)