

MATER DOLOROSA SCHOOL

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The Principal retains the right to amend the Parent Student Handbook for just cause. Parents and students will be given prompt notification if changes are made.

Revised – May 11, 2007

Mater Dolorosa School
Staff Members
2006 – 2007

Pastor	Rev. Brian Costello
Principal	Sister Teresita Capurihan
Vice Principal	Ms. Anne Hartlein
Religious Coordinator	Sister Bernard Joseph
Administrative Assistant	Ms. Ivana Iacolino
8 th Grade Teacher	Sister Alma Esmero
7 th Grade Teacher	Mr. James Geyer
6 th Grade Teacher	Miss Dianne Haw
5 th Grade Teacher	Mr. Bryan Lorenz
4 th Grade Teacher	Mr. Jose Acosta
3 rd Grade Teacher	Miss Tamara Litrich
2 nd Grade Teacher	Ms. Anne Hartlein
1 st Grade Teacher	Ms. Marcela San Miguel
Kindergarten Teacher	Sister Leah Vinluan
Extended Care Director	Mrs. Margarita Lee
Physical Education	Rhythm and Moves

MISSION STATEMENT

The Mater Dolorosa Community is a Catholic school where the values of Jesus are modeled. We believe that Mater Dolorosa School must educate students to develop the spiritual, mental, and physical growth necessary to live a life as a contemporary Catholic.

STATEMENT OF PHILOSOPHY

We, the Mater Dolorosa community, believe that the Catholic School is a unique form of education that integrates religious truths and morals, academic, emotional, social, and physical well-being.

We believe that Mater Dolorosa School, in partnership with the family as primary educator, is a place where Christian values are modeled, expressed and incorporated into all activities. These values are developed and nurtured in each person in accordance with the Gospel.

We believe that our school exists to promote positive learning experiences that develop spiritual and personal growth. These experiences are embodied in the knowledge, skills, attitudes, and values necessary to live life as a responsible and mature, contemporary Catholic.

We believe that students must learn to function effectively and positively in a society of all races, cultures, and beliefs.

We believe that Mater Dolorosa School must educate the students in attitudes and practices, which contribute to sound spiritual, mental, and physical well-being.

GOALS AND OBJECTIVES

SPIRITUAL

It is the goal of Mater Dolorosa School:

- To recognize and affirm each person as a unique human being created in the image and likeness of God.
- To guide students and parents toward a deeper relationship with God.
- To invite students to build a personal relationship with God as Parent, Jesus as brother and Savior, the Holy Spirit as Life and Light, and Mary as our mother.
- To provide a foundation for good Christian life by studying the lives and deeds of saints and other role models.

The staff of Mater Dolorosa will model this by:

- Awakening in the children a sense of God's life through liturgies, as well as individual, classroom, and school prayer experiences.
- Facilitating class discussions and sharing to help the children become more conscious of their dignity as human beings and their responsibility to respect and assist others as God's children.
- Teaching our students a Christian perspective of history, with an appreciation of the contributions, customs, and traditions of our Catholic faith.
- Developing in the children and their families' deeper knowledge and understanding of what Christian Family Life is.

INTELLECTUAL

It is the goal of Mater Dolorosa administration and staff:

- To provide positive teaching experiences which stimulate curiosity and creativity.
- To offer the students a balanced curriculum which motivates them to further their intellectual development.

The administration and staff of Mater Dolorosa will accomplish this by:

- Encouraging staff growth through workshops, guest speakers, educational publications, investigation of new teaching techniques and visitations to other schools.
- Developing an understanding of the mechanics of the English language with an ability to use verbal skills correctly, and an appreciation of literature.
- Building basic computation skills and developing an ability to reason and solve problems in mathematics; as well as giving the children an appreciation for the practical use of mathematics.
- Fostering in students a sense of curiosity, creativity, inquiry, and developing self-understanding through Social Studies and Science.
- Offering the students varied experiences in the Fine Arts, as well as an appreciation and awareness of their surrounding community.
- Introducing the students to the proper use of technology and the value it plays in their growth and development.

SOCIAL

It is the goal of the Mater Dolorosa community:

- To actively involve priests, teachers, parents, and students in a Christian learning community where members can interact and develop attitudes of mutual understanding and respect for each other.
- To awaken in the students their responsibilities to promote peace and justice in their community.
- To develop an acceptance and understanding of all people regardless of sex, race, creed, or national origin

In order to accomplish this, we will:

- Provide the students with ample opportunities within the academic program to appreciate various cultures and nations, and be more responsive to the needs of people.
- Teach our students through discussions and student government, to listen and to respect one another's point of view.
- Delegate responsibilities (i.e. room jobs, safety patrol, student government, student monitors etc.) so that each student will have the opportunity to mature in their interaction with one another.
- Develop a sense of responsibility and sensitivity so that each child will recognize and respect one another's gifts, talents, and uniqueness (e.g. class meeting, group leaders, peer tutoring, group projects).
- Encourage the children to volunteer and participate in school, parish, and community service projects in the spirit of civic consciousness.
- Involve parents as curricular and extracurricular volunteers during school and parish activities.

PHYSICAL AND PSYCHOLOGICAL

It is the goal of Mater Dolorosa's Faculty and Athletic Program:

- To validate a student's personal worth and dignity by encouraging cooperation and participation from all individuals at various skill levels.
- To build in the student a positive and healthy mental attitude towards self and others.

This will be accomplished by:

- Promoting physical activity for all the students with daily playtime as well as weekly structured Physical Education classes.
- Providing a varied extracurricular sports program in which boys and girls may participate in the spirit of fun and good sportsmanship.
- Fostering emotional growth, Christian social values, physical development, and good hygiene through Science, Health, and a Family Life program.

CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

The student's interest in receiving a quality, morally based education will be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents / guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student / parent handbook of the school.

It shall be an expressed condition of enrollment that the parents / guardian of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in any student / parent handbook of the school.

These Christian principles further include, but are not limited to the following:

1. Parents / guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents / guardians may respectfully express their concerns about school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, nor divisive.
3. These expectations for students and parents / guardian include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and or parent / guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent / guardian's privilege to come on the campus grounds and / or participate in parish / school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and / or without an intermediate step short of withdrawal.

ADMISSION POLICIES

Notice of Non Discriminatory Policy

Mater Dolorosa admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Preference for Catholic Students

Since the schools of the Archdiocese are established by the Archdiocesan community as religious schools, preference in admission shall be given to practicing members of the Archdiocesan Catholic community.

In admitting students, preference may be given to siblings of students already enrolled in the school or to the children of past graduates.

Students with Learning Differences

Only identified students with special needs in Grades 1-8 will receive a Supplemental Report for Students with Learning Modifications.

SCHOOL POLICIES AND PROCEDURES

Application / inquiry for Mater Dolorosa School

Families wishing to apply for Mater Dolorosa School are asked to contact the school office. **KINDERGARTEN APPLICANTS MUST BE ATTENDING A FULL TIME PRESCHOOL PROGRAM AND MUST BE AT LEAST 4 YEARS TEN MONTHS OLD AS OF SEPTEMBER 1ST.** You will be contacted for testing times at a later date. Parents are requested to fill out an application and to return it also with a Birth and / or Baptismal Certificate and current report card as soon as possible

School brochures are available in the school office and will be mailed to interested parents upon request. Interested parents may visit the school by making an appointment with the school administrative assistant.

As a Parochial, Catholic school, we are subsidized by Mater Dolorosa Church. In the case of overcrowding in any grade, we will give preference for admittance to those who are registered as members of Mater Dolorosa Church. Any child, regardless of race, color, sex, national or ethnic origin is eligible to attend Mater Dolorosa School. However, regular religious instruction is an integral part of the education for all students at Mater Dolorosa.

Mater Dolorosa School is a member of the Archdiocese of San Francisco, office of Catholic School. All teachers are certified and all programs and curriculum approved the Archdiocese Department of Education. Mater Dolorosa School is accredited by both the Western Association of Schools and Colleges and by the Western Catholic Education Association.

Arrival and Pickup Times

School begins at 8:15 a.m. and ends at 3:15 p.m. Tuesday through Friday. Dismissal on Mondays is at 2:30 p.m. to allow for faculty in-service. A few days each year appear on the yearly school calendar as “minimum days.” Dismissal on minimum days is 12:30 p.m.

It is the parents’ responsibility to have your children at school on time and to make sure that your children are taken care of after dismissal. Extended care is provided before and after school for any children left on the school grounds before 8:00 a.m. or after 3:30 p.m. Because of liabilities, insurance laws, and for each child’s safety, we will require that any student on the grounds before or after these hours attend the extended care program. Parents will be billed for this service.

Attendance, Tardiness, and Appointments

Please phone the school office between 7:30 a.m. and 8:30 a.m. on the morning of the first day of absence. Upon returning to school, EACH child must have his / her own note signed in ink by a parent stating reason and dates of absence. These notes are kept on file and become legal documents in a court of law. Children absent for more than 15 days in a quarter may receive incomplete grades for that quarter and become subject to make-up work or retention in that grade. Children absent for any reason are responsible for make-up work and / or tests given during that period.

Pupils are tardy or late if they are not in line with their class for Morning Prayer and assembly. A late slip must be picked up in the office before the child goes to class. A written note is expected for any tardiness beyond 8:30 a.m. Continued tardiness will subject a student to detention after school and / or a phone call from the principal / teacher to make arrangements to rectify this situation.

Daily school attendance is important for continuity and normal academic progress. We discourage absenteeism for appointments, vacations during school, etc. When parents wish to take their children out of school for several days for personal reasons, we ask that you contact the principal or teacher as early as possible to discuss the effect such an absence would have on the pupil’s school work. The final decision, however, is the responsibility of the parents. **THE SCHOOL IS UNDER NO OBLIGATION TO PROVIDE MAKE-UP WORK OR SPECIAL TESTING SCHEDULES FOR SUCH A PERIOD OF ABSENCE.**

It is understood that some appointments, especially orthodontist, need to be made during the school day. Please check your school calendar for the best days and times for such appointments (e.g., Mondays and minimum days).

Car Pools

Car pool communication is essential for all families involved. It is especially important, when a child stays after school, that appropriate arrangements are made. Teachers or school staff cannot handle difficulties within car pools. Children should be informed, in advance, of any changes in car pools. Children should wait in the school year for their rides.

Good car pool communication eliminates disturbing the class with last minute messages. Only messages of serious nature are given to children during school hours.

Classroom Visitations

All visitors, including parents, must check with the office before going to a classroom to see a teacher or deliver a message. This rule enables the teachers to direct attention to the class and be free of interruption during the day and at dismissal times.

If a parent wishes to see a teacher for any reason, please contact the teacher by telephone, e-mail, or a written note.

Communication

Please check sections: ENVELOPES for PARENTS, GRIEVANCE PROCEDURE, or REPORT CARDS / PROGRESS REPORTS, AND PARENT-TEACHER CONFERENCES.

Controlled Substances and Weapons

Possession of tobacco, alcohol, drugs or weapons of any kind, including objects which simulate these possessions are considered serious offenses – for which according to the individual instance- detention, suspension or expulsion will be considered.

Conduct / Discipline

Pupils must observe good order, be diligent in study, respectful of teachers, classmates and school personnel, be clean and neat in person and attire and obey the regulations of the school. When a child's behavior fails to meet accepted standards, the following methods may be used for behavior modification: detention after school, alternative assignments, removal from the classroom, conference with teacher and pupil and / or parent, temporary denial of privileges, suspension and expulsion. A child with a 3 or 4 in conduct during a particular report card period is not eligible for the honor roll for that quarter.

Effort is always made to assist a student through constructive counseling in order to forestall the most serious of consequences. Probation, suspension and expulsion are reserved for the most severe and / or repeated infractions. Parents, of course, are always contacted in such cases.

Crises Plan

The principal shall have a readily accessible file containing emergency care information for each student. Each school must use the Archdiocesan form, developed and approved by the Department of Catholic Schools.

Counseling

A guidance counselor from Catholic Charities is available to all students. We consider counseling a positive aspect of education. It is intended to help students, not punish them. Parents may request a form from the school if they wish their child to see the counselor. Teachers may also recommend students for counseling for academic or personal difficulties or for conflict resolution. The counselor also conducts conflict resolution sessions with classes as part of the school program.

Course Offerings Graduation Requirements and Qualifications

In addition to a detailed list of course offerings, a complete list of graduation requirements shall be established and published by each school and made available to all students and their parents. Requirements for graduation shall generally include those listed by the California State Department of Education.

No student shall receive a diploma of graduation from any secondary school unless the required course of study has been completed and the standards of competency prescribed by the school have been met.

Written procedures concerning qualification for graduation shall be established. These shall be distributed to all students and parents. Regulations shall be indicated concerning advance warning and written notice if it becomes certain that, for whatever reason, a student will not qualify to graduate with the class.

Emergency and Earthquake Cards

Emergency cards and Earthquake cards are kept on file for every child in the school. These cards must be updated yearly or whenever the information changes. The people listed for emergency calls must be informed that they might be called when a problem exists with your child. We have no nurses on staff nor do we have proper facilities for an ill child in the office. Children with temperatures should not be sent to school. Please help us take good care of your child.

If at any time during the school year, there is a change of address, telephone, work number or any other emergency information, please immediately notify the school in writing.

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

Endowment Fund

The Archdiocese of San Francisco has mandated endowment Funds of all parish schools. The Mater Dolorosa Endowment Fund was established with the purpose of generating income, other than through tuition, to assist with the support and maintenance of Mater Dolorosa School. At this time all money, including interest earned is held in account with the investment pool of the Archdiocese of San Francisco.

Envelopes for Parents

Parent envelopes are sent home with your oldest child on designated Wednesdays during the month. Parent bulletins, dates and other important communications are sent home at this time. We ask that you sign and return the empty envelope on the next day of school.

Extension Program

Mater Dolorosa Program (Child Care) for before and after school care is offered to Mater Dolorosa students each day that school is in session.

Extra-Curricular Activities

Extra-curricular activities provide our students with additional opportunities to extend their knowledge and interact outside the regular curriculum. Activities are grade level appropriate and open to all students within each grade. Components of the extra-curricular program include religious, service oriented, social, academic, and athletic activities. At the discretion of the administration or faculty students may be restricted from participation in extra-curricular activities for poor academic performance or inappropriate conduct.

Field Trips

Field trips are a privilege, and students can be denied participation for failure to meet academic or behavioral requirements. The proper permission form must be submitted for participation in a field trip. Students who fail to submit the proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. The teacher will determine the number of parent chaperones needed for field trips. No siblings or other guests may accompany classes on field trips.

Parents who volunteer to drive for field trips must follow directives of the teacher. Drivers may not detour or stop for treats while enroute to or from field trips. Drivers must fill-out the proper forms for field trips. These forms and a copy of the driver's license must be given to the teacher.

Finance Committee

The principal shall appoint a finance committee to examine the school budget, finances, tuition and scholarship requests. The committee formulates and studies various proposals with regards to the budget and advises the principal in relation to all financial matters. The committee's recommendations are then submitted to the Pastor and Principal for approval.

Financial Assistance

The Mater Dolorosa School Financial Assistance plan has been established with the goal of making Catholic education easier for all who wish to receive one. The plan is available to any Mater Dolorosa School family, with preference given to "participating families". Applications for assistance are available in the school office during the spring for consideration for the following year. W-2 Tax Forms must be attached with the application. The decision for aid is made each year by the Administration on a year-to-year basis. Another fund, called the Ofelia Madriaga Scholarship, is available for emergency financial aid. Names and situations for all scholarships are kept strictly confidential.

Fundraisers

In order to supplement clubs and programs in the School and Parish, fundraisers like carnivals, candy sales, etc. may be held during the school year. Participation in these activities is optional but encouraged.

Grievance Procedure

Students, teachers and parents have every right to due process with regard to any judgment regarding school-related problems. All problems should begin with the persons directly involved in the dispute (e.g., teacher and pupil, coach and parent, etc.) through a phone call or written note. After conferring, if dissatisfaction persists, a similar communication to the next level of authority is proper. The proper line of authority is

1) Staff member / coach 2) Principal / Athletic Director 3) Pastor.

The final decision in most disputes usually rests with the Principal in accord with the wishes of the Pastor.

Grooming

Students are to be neat, clean and well groomed. Uniforms should be of proper size (pants not oversized and belted at waist, skirts not rolled and shirts tucked in).

Little if any jewelry is to be worn. Girls' earrings should be non-dangling; boys' earrings are not allowed.

Make-up and colored nail polish are not permitted.

Extreme hairstyles are not allowed. Boys' hair is to be no longer than collar length. No wedge, shaved or sculptures sides, tails or color lines will be permitted. Detention will be served daily until hair becomes acceptable or problem is solved. Faces must be clean-shaven. Hats are not permitted in school.

Harassment

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owned by adults to children. In 1996 a supplement to that policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion on misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student-to-student harassment, is available in the Principal's office

HOMEWORK

Homework is the responsibility of the student. It is up to the student to copy each assignment into a homework notebook as given by the teacher and to bring home supplies needed to complete the homework.

The amount of time required for each individual child to do work at home will vary according to the ability and good study habits of the child. The following guidelines for the amount of time a typical elementary student should spend on homework:

Grades K, 1 and 2 - 20 minutes
Grades 3 and 4 - 30 – 45 minutes
Grades 5 and 6 - 45 – 60 minutes
Grades 7 and 8 - 60 – 90 minutes

These times do not include the requirement that each student spend a minimum 20 minutes reading, nor does it include unfinished classroom work.

Apart from make-up work and long-term assignments, homework is not scheduled over weekend or vacation periods. Parents should contact the teacher when homework time exceeds these guidelines on a consistent basis.

INSURANCE CLAIMS

All students enrolled in our school are covered by student insurance. If a child is injured at school, during a sporting event, going to or from school or a school sponsored event, the parent / guardian must report the injury immediately and request an insurance form from the school office. These forms must be filed as soon as possible after the injury.

LOST AND FOUND

All lunches, supplies, and articles of clothing must be permanently and clearly marked with your child's name and grade. Children need to be responsible for their own belongings. Most lost or "stolen" items are found within 48 hours of their disappearance. If a child comes home without his / her things, send the child to the "lost and found" area in the school office. We are not responsible for goods left after one week. Items left unclaimed will be donated to the poor.

LUNCHESES

Taste Nutrition Services is proud to be your new food service provider! We are happy to be part of your school community, and we are looking forward to provide Mater Dolorosa students with healthy lunch options. We believe that by working together with the principal, teachers and parents will make this endeavor progressive. We are certain to have the best lunch program that your school will be proud of.

We will provide hot lunch service from Monday through Friday. Our staff shall take care of the day-to-day operations.

The lunch will include a hot regular entrée with side dish, fresh fruit and fresh vegetables, and 1% low fat milk or water will be offered. A monthly menu calendar will be sent home.

To participate, a student **MUST** purchase a Hot Lunch Card by sending in \$40.00 for 10 lunches in a marked envelope to the school's office. If you are sending a check please make check payable to Taste Nutrition Services. Credit for these lunches will **NOT** be extended to the following year. Children who do not have cards will **NOT** be allowed to purchase lunches as no money is handled in the cafeteria. The cards are kept on file to prevent loss of mix-up.

MEDICATION

Pupils are not allowed to have medication in their possession during the school day. School personnel are **NOT ALLOWED** to dispense medicine. In extreme or chronic cases, a dated doctor's note along with parental release must be sent to the school office where a small amount of medication may be kept and dispensed at the discretion of the principal.

MONEY

The school accepts no responsibility for money carried to school by students. Money / change in excess of \$1.00 is discouraged. If money in excess of this amount is brought to school for sales or charitable collections, it is best to place it in an envelope marked with the child's name and grade so that the teacher can keep it safely in the classroom.

PARKED CARS

Staff members **ONLY** are permitted to park in the schoolyard during school hours. All cars are off limits to students. Any student reported damaging or tampering with cars is subject with serious disciplinary action.

Fifteen minutes before and after school, cars are allowed for drop off and pickup of students within the area by orange cones. Parking is allowed Monday after 2:35 p.m., Tuesday through Friday is after 3:00 p.m. Please do not park beyond the cones.

PARENT PARTICIPATION

Parent participation is required for all parents at Mater Dolorosa School. Participation is needed for hot lunches, field trips, boys and girls athletic activities, library, fundraising activities, some classroom activities, Booster's Club, Parent Advisory Group as well as Parish and Church sponsored activities.

Families who pay "Participating Rate" for the school tuition are required to complete 40 hours of volunteer work the preceding school year. (Single parent families may apply through the principal's office for consideration in working fewer hours). It is the responsibility of each family to record their own volunteer hours and submit them for approval.

Tuition obligations for all families include registering for Safeway and Albertson's Community Card and four hours of work at our parish festival.

PARENTAL ACCESS TO RECORDS

Parents have a right of access to all student records related to their children that are maintained by the school. Schools will fully inform parents of this right. Ordinarily, this will be done at the time of the student's initial enrollment. This notice should also notify parents of the location, local procedure and policies concerning access to student records.

In the event the parents are separated or divorced with joint custody of the child, or divorced with the non-custodial parent having visitation rights, both parents are entitled to access of their child's records and information regarding their child's education, medical treatment, and general welfare. Parents and guardians have an "absolute right" to examine a child's records, although only a parent with legal custody can challenge the contents of a record or grant consent to release the documents to a third party. Either parent may grant consent for release of documents if both parents have notified the school that they have agreed to it.

STUDENT CUMULATIVE RECORDS

Student Records: Access, Dissemination, Maintenance and Security Definitions

"Access" means a personal inspection and review of a record or an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record, and a request to release a copy of any record. "Eligible student" is one who has attained eighteen years of age, or is attending an institution of post-secondary education.

"Parents" means a natural parent, an adoptive parent, or legal guardian. If parents are divorced or legally separated, only the parent having legal custody of the Student may:

- challenge the content of a record,
- offer a written response to a record or
- consent to release records to others.

An exception will be permitted only if the school has received, in writing, from both parents, requests to follow an agreeable alternate procedure. In the absence of written legal prohibition, access will be granted to both parents.

"Student" means any person who is attending or has attended an educational institution and with respect to whom that institution maintains education records. The term "student" does not include an applicant who has not been in attendance at an institution.

ACCESS

Parents have a right to access to all student records related to their children which schools are required to keep. The editing or withholding of any such records is prohibited.

A. Each school shall adopt procedures for granting requests to inspect and review records. Local procedures may require advance request by parents; they must provide that a qualified staff person shall be present at the time of the inspection in order to interpret data and to respond to questions that parents may ask.

B. Access shall be granted within a reasonable period of time after the request has been made, within five days if possible.

The school shall permit record access to officials of the Archdiocese and the religious community and to teachers within the school who have a legitimate educational interest. Other persons permitted access are listed on the reverse of the Record of Access Form which must be kept in each student's record. The name, date of request, and legitimate interest of these eligible persons must be recorded on the student's Record of Access Form.

Persons or agencies not mentioned previously in this section may not be granted access to a student's permanent record file without the written authorization of the parents.

PARTIES

School Parties and Treats

All K-8 classroom / school parties and celebrations are to be approved by the teacher. When approved, these celebrations should be as "low key" as possible.

Student Council Assemblies

Occasionally, the Student Council sponsors assemblies, activities and junior high dances under the direction and close supervision of the Student Council moderator and junior high teachers. These activities are planned in advance with the approval of the Principal.

Private Parties

Invitations to birthday parties in which all children of a class (or at least all children of a single sex) are invited must be given out before or after school only. It is required that unless **all** students in a given class are invited to a birthday party, that invitations be mailed directly to the children's homes. This rule was brought about because in some instances, excluded children suffered from not being invited by other children. This puts the teacher in the position of comforting the child / children who are not included.

PERSONAL POSSESSIONS BROUGHT TO SCHOOL

Personal possessions such as electronic devices, radios, tape recorders, toys, and balls, are usually distracting (to the day to day programs of the classroom) and may not be brought to school without the explicit permission of the Teacher / Principal. In any case, the school simply cannot be responsible when these items are lost, damaged or stolen. If a student must bring a cell phone to contact a parent after school, the cell phone must be kept in his / her backpack and remain off during school hours.

PROMOTION AND RETENTION

Promotion is based on an evaluation of academic, physical, social, and emotional growth. Parents may assume their child will be promoted unless the alternative of retention has been discussed during the school year. If a teacher decides a child may benefit from being retained (repeating the same grade in the same school), he/ she will discuss this matter thoroughly with the parents during the school year. Each decision regarding an individual child's retention is based completely on the child's needs, work habits, social relationships and potential. Retention in the same school is often beneficial in the primary grades but rarely productive in the upper grades. The teacher in consultation with parents and the principal makes the recommendation. The final decision regarding retention legally rests with the principal, though parents are included in the entire process.

The same process followed with regard to "skipping" a grade. "Skipping" is a rare phenomenon in our system and due to social and psychological ramifications is rarely suggested or supported.

RAINY DAYS

Dismissal on rainy days is the same as other days. Recess and lunch breaks are given indoors. Children need to come to school dressed properly on these days. Books and school supplies need to be properly protected on these days.

Driving around a school can be especially dangerous during poor weather and so we recommend extreme caution. Special caution must be taken when dropping off or picking up students on the school grounds. We ask you to remind car pools, sitters, relatives and friends who pick up on these days.

RECORDS – HEALTH

Health records are kept on file for each student at Mater Dolorosa. By law, all students must have current immunization and booster shots recorded and up to date. Kindergartners and new students entering the school are required to have a complete physical examination. Proof of this must be verified on the proper form sent on the first day of school.

It is essential that emergency and disaster cards be updated as needed. The school is powerless to act in an emergency without proper written authority.

RECORDS – PERMANENT

Permanent (cumulative) files are kept on each student at Mater Dolorosa. They contain directory data, grades, standardized test scores, enrollment history, attendance records, and any items or communications added by the school and parents during the years in which the child attends school.

Access to these records is available to parents, person's authorized in writing by parents, school personnel, or Federal or State officials auditing funded programs.

If the child is transferring to another school, the guardian must sign a form, which they will send to us requesting us to send them a written transcript of attendance, health and achievement. Authorization forms are available in the school office for persons or agencies other than schools to which you might want information released.

REPORT CARDS / PROGRESS REPORTS / PARENT-TEACHER CONFERENCES

Report cards, which include academic and social progress, are sent home four times a year. The first is given early in November at Parent – Teacher conference time. These conferences are mandatory for each family. All elementary schools in the Archdiocese use a standard Archdiocesan Report Card with a standard academic marking code. This code is found on each student's report card. During the course of a year, parents or teachers may suggest or request a conference at any time for the good of the child.

Progress reports are sent home approximately three weeks prior to the end of a quarter. This helps make both the parent and student aware of the success or difficulty the child may be having at that point in the grading period. It, hopefully, serves as an encouragement or warning of the kind of grade a child can expect for the quarter.

All report cards and progress reports must be signed and returned within one week.

REFERRALS

Conduct and academic referrals may be mailed or sent home to parents as the situation warrants. Questions regarding such notices should be handled by conferencing with the teacher involved. If satisfaction is not achieved at this level, then the principal may become involved in the conference.

RELIGIOUS PROGRAMS

All children, Catholic and non-Catholic are expected to participate in the religious aspects of the school. This includes Religion class as well as school Mass and other liturgical activities

SAFETY – TRAFFIC, AUTOS, BICYCLES ETC.

The traffic permitted on the school grounds only in the designated areas 15 minutes before and after school. The South San Francisco Police Department has asked us to remind you that double parking is not permitted on Miller or Willow Avenues.

Bicycles, skateboards and roller skates should never be ridden on the school grounds during school hours.

SAFETY PATROL, STUDENT COUNCIL AND OTHER ACTIVITIES

Safety Patrol, Student Council and other student-centered activities shall be operated under the philosophy of the entire school and the supervision of the principal and student moderator. Good conduct, academic progress and positive attitude are required for any member of such activities.

SPECIAL SERVICE REFERRAL

Teachers and all staff members have great concern that all children succeed, function, grow and achieve at Mater Dolorosa School. Sometimes a teacher, aide or staff member or parent may observe that a child is not happy with his / her peers and / or not growing and achieving at a usual rate. In these cases, parent and teacher or staff member should schedule a conference to discuss the course of action. The school is fortunate to have access to several agencies, which serve various types of concerns regarding children, learning, and family problems.

SPORTS – BOYS’ AND GIRLS’ ATHLETIC PROGRAM

An Archdiocese sponsored, extracurricular athletic program is offered for the boys and girls of Mater Dolorosa Parish (4th-8th grades) under the direction of men and women volunteers of the parish. This program is sponsored by the Archdiocese of San Francisco through the Peninsula Parishes / School League (PPSL).

The Mater Dolorosa Booster’s club helps provide the funds and promote spirit for the athletic program. Fees are assessed each participant to help cover insurance and league charges.

Any student of Mater Dolorosa School, or official enrolled member of the Parish Religious Education Program (CCD), is eligible to participate. If the Director of the CCD Program, a teacher, or parent feels that participation in this program has a negative effect on the student’s performance in class, the student may be removed from the team until the situation has improved.

UNIFORM / DRESS CODE

- Students are expected to be in complete and proper uniform daily.
- The school uniform must be worn on Mondays.
- Students should be well groomed and neat. Shirts and blouses may not have long tails and should be tucked in at all times.
- Hair should be its natural color (no highlights or dyed hair), modestly styled and moderate in height. Boys’ hair may not extend below the collar. Fad styles, (including fade, lines, spiked, shaved sides, and completely shaved), are not permitted. Students will be sent home to have their hair modified.
- Headbands, scrunchies, barrettes, and ribbons should match the uniform colors. They must be simple and not distracting.
- Boys must be clean-shaven; mustaches and beards are not allowed.
- Make-up (lipstick, tinted lip gloss, eye shadow, nail polish, artificial nails, etc.) may not be worn to school.
- Excessive jewelry may not be worn to school; a single, simple chain with a medal or cross is permissible. Girls must wear single ball-type pearl, silver or gold earrings (one in each earlobe). Since earrings may be construed as gang related, boys may not wear earrings in school or school related functions.
- All students must have their uniform sweater with them each day. On Fridays, their P.E. sweatshirt replaces their uniform sweater.
- Jackets, sweatshirts, and hats may not be worn in class (exceptions: 8th grade sweatshirts maybe worn).
- Students may not wear any shorts that hang below the uniform skirt.
- Baggy pants are not acceptable, and the belt must be worn above the waist.
- If there is a reason for a child to be out of uniform, a note should be sent to the teacher giving the reason. The situation should be corrected within one or two days or the child will be sent home until he / she can comply with the uniform regulations.

UNIFORM REGULATIONS WILL BE STRICTLY ENFORCED

For our younger students, it is the parents' responsibility to see that their child is in proper uniform. The responsibility for being in proper uniform for our junior high students resides with the student. A junior high student who disregards the uniform policy may be given detention or may be suspended for continued disregard.

Boys' Uniforms

- Pants:** Navy corduroy pants. Belts must be worn at the waist. "Saggy" pants are not allowed.
- Shirt:** White knit polo shirt, short sleeves; undershirts should be plain white with no designs. Shirts must not have tails and must be tucked in at all times. Oversized shirts are not allowed.
- Sweater:** Mayfair blue v-neck, cardigan sweater
- Socks:** White crew socks only – NO sport socks – All socks must cover the ankle.
- Shoes:** Solid black or white leather oxfords or tennis shoes. No colored stripes or designs are allowed on the shoes. Shoes must have laces and must be tied. No high-tops may be worn. Oversized shoes are not acceptable.

Girls' Uniforms

- Skirts:** Grades K-3 Rampart plaid jumper
- Pants:** Optional navy blue corduroy pants
- Sweater:** Mayfair blue v-neck cardigan sweater
- Shirt:** White knit polo shirt, short sleeves; undershirts should be plain white with no designs. Shirts may not have tails and must be tucked in at all times.
- Shoes:** Solid black or white leather oxfords or tennis shoes. No colored stripes or designs are allowed on the shoes. Shoes must have laces and must be tied. No high-tops may be worn. Oversized shoes are not acceptable.
- Socks:** White crew socks – No Sports Socks – All socks must cover the ankle. White tights may be worn on cold days.

Physical Education (Tuesdays)

During the summer the Boosters' Club sells Physical Education uniforms. Information is sent home at the end of each school year.

- Royal blue sweat pants and Mater Dolorosa sweat shirt. Baggy and oversized is not acceptable.
- Mater Dolorosa athletic t-shirt or school shirt. Undershirts must be plain with with no designs and oversized is not acceptable.
- Regular uniform shoes may still be worn on Thursdays.

Non – Uniform Dress Code

A "non – uniform" day is determined by the principal and will be announced ahead of time. It is not a "free dress" day, and guidelines must be followed. Students who do not come dressed appropriately will not be allowed to take part in the next non-uniform day and a note will be sent home to the parents.

There are three levels of “non – uniform” days and will be determined by the principal:

Dress – Up: Boys will wear dress pants and a collard shirt (Henley / high collar short permissible). Girls will wear dress pants, skirts, dressy shirts or blouses, or dresses. Girls must wear socks or nylon stockings. Skirts and dresses must fall at knee level. No jeans (denim pant of any color, sweats, shorts, overalls, windjammers, or t-shirts allowed).

Casual: Boys and girls may wear clean, presentable casual pants or jeans and nice shirts. Shoes and socks must be worn. Sweat, workout or jogging clothes, windjammers, shorts or overalls are NOT allowed. Baggy pants are unacceptable.

Fun / Special Occasion: The principal will announce dress code regulations.

IN ALL INSTANCES, THE SCHOOL RESERVES THE RIGHT TO REGULATE AGAINST UNBECOMING OR UNACCEPTABLE FADS OR FASHIONS. STUDENTS WITH INAPPROPRIATE HAIR CUTS OR WHO ARE INAPPROPRIATELY DRESSED WILL BE SENT HOME.

TUITION POLICY

Mater Dolorosa School is a privately funded and parish supported institution. The schools Finance Committee sets the tuition fee so that we can maintain a strong program and qualified staff at the most reasonable tuition rate possible.

Families are charged either as “Participating” or “Non-participating.” New families or families who are not members of Mater Dolorosa Parish are charged the “Non-participating” rate. To be allowed the “Participating” rate of tuition, a person must fulfill the following by June of the preceding year:

- Must have been registered in Mater Dolorosa Parish.
- Must contribute to the Church on a regular basis.
- Must complete at least 40 hours of volunteer work for the school and or church.

Tuition may be paid using one of the following options:

1. ANNUAL: All tuition paid by July 1st is paid directly to the school. Tuition discount given for this option.
2. SEMIANNUAL: Half tuition due on July 5th and half on December 5th paid through FACTS. Partial discount is given.
3. QUARTERLY: Four equal payments paid through the FACTS Program in the months of July, October, January, and March.
4. MONTHLY: 12 installments collected through FACTS Program beginning July through May on the 5th or 20th of the month.

Tuition payments must always be kept current and a \$100.00 late fee is charged for all past due accounts. Families with delinquent accounts at the end of the semester will not be allowed back to school for the next semester. Likewise, families with delinquent accounts in April, will not be allowed to reregister for the following school year.

Unless other written arrangements have been made with the school, accounts over 60 days past due will be sent to our collection agency.

VISITORS TO CLASSROOMS

Rules on classroom visitations are carefully set according to local or state laws. This provides for the protection of the child and to minimize disturbance to the learning atmosphere of the school.

- All visitors, including parents, must check with the office before going to a classroom to see a teacher, a child or delivering a message. Visitors will receive a visitor's badge, which they must wear while in the building and on school grounds.
- Parents wishing to visit a classroom to observe their child should send a note to the teacher who will provide a time convenient to both parties.
- According to Archdiocesan policy the Principal prior to the visit must approve any speaker, friend, or relative of students.
- Parents are asked to wait for children outside the school building or in the foyer.

STUDENT EXPECTATIONS

Student Philosophy

The Mater Dolorosa Student Community believes in a Catholic school where the values of Jesus are modeled. The priests, teachers, parents, and parishioners of Mater Dolorosa believe in Catholic education. The students realize that this school is special because it combines religion, high academic standards, and Christian values in all areas of school life.

Students of Mater Dolorosa School conduct themselves in a loving Christian manner. Fostering and encouraging Christian behavior, students respect all persons and are sensitive to the needs of others.

Behavioral Expectations

Student Safety

- 1) All members of the Mater Dolorosa community should walk in the halls, classrooms, and office areas for the safety of everyone.
- 2) Students may be in the building only during class hours or with the permission of a staff member.
- 3) The Faculty room is for the teachers and staff only. Students must receive permission to enter the faculty room.
- 4) Members of the Safety Patrol, while on duty, are an extension of faculty. While they are on duty, they should be obeyed and respected.
- 5) Tobacco, alcohol, drugs, fireworks, or weapons of any kind are considered serious offenses. Detention, suspension, or expulsion will occur for this offense.
- 6) Earthquake / Disaster and Fire Drills are emergency precautions that demand silence and attentive listening. Strict attention should be given to directions at this time. Disobedience in this area may affect the safety of the other children and would therefore be considered serious misconduct.

The School Yard

- 1) In the morning before school, students should congregate in the designated area between the convent light standard and wall around the school entrance. Students should stay at a safe distance from the pathway of cars. Running during this morning time is discouraged because of safety reasons.
- 2) During morning and lunch recess, each class should play in their designated areas. Permission from a yard-duty teacher is necessary before leaving the yard for any reason. When a teacher blows a whistle, please stop, look, and listen for directions.

- 3) Fences, shrubbery, trees, parked cars, and the disposal are off limits.
- 4) The area around the Rectory should be respected. Congregating near the windows should be avoided at all times.
- 5) When the recess bell rings, students should walk quietly to their lines.
- 6) The lines should remain quiet from the yard, through the hallway, and into the classrooms.

Grooming and the Uniform Dress Code

- 1) The school uniform must be worn Monday through Friday.
- 2) P.E. sweat uniforms may be worn on Thursdays.
- 3) Pants, skirts, shirts, and blouses must be the proper size. Uniforms that are too large or too short must be altered or replaced. Shirts and blouses must be tucked in at the waist.
- 4) Students must wear belts on their pants, and the pants should not be “sagged.”
- 5) On non-uniform day, students are expected to dress neatly and appropriately.
- 6) Extreme hairstyles are not allowed. Boys’ hair should be no longer than collar length. Sculptured sides, tails, color lines, or shaving one’s head is not allowed.
- 7) Little, if any, jewelry should be worn. Girls’ earrings should be non-dangling; boys’ earrings are not allowed.
- 8) Make-up and colored nail polish are not permitted.
- 9) Junior high boys should be clean-shaven.
- 10) Hats and caps are not permitted in school.

The Lavatories

- 1) During class time, Grades 1 through 4 will use the lavatories across from Grade one. Grades 5 through 8 will use the lavatories at the main entrance.
- 2) Before school and during recesses, lavatories at the top of yard should be entered and exited through the outside doors. The upper hallway doors should be kept closed during school hours for safety reasons.
- 3) The lavatory is for a specific purpose. Students should enter and exit as quickly as possible.
- 4) Students are asked to be conscious of conserving paper supplies and water.

Lunch Hall

- 1) Students are responsible to keep their eating area clean.
- 2) Students may talk quietly in the hall or classroom during lunch.
- 3) Students should respect not only each other but also the teachers responsible for them during lunchtime.
- 4) Wasting food is discouraged.

Respect for Others

- 1) Fowl language, racial slurs, and fighting have no place in Mater Dolorosa School. An infraction in this area will be treated as a serious offense.
- 2) Student desks, classroom furniture, and equipment are to be valued and maintained in good condition.
- 3) Another student’s desk and belongings should be respected at all times.
- 4) Archdiocese’s Policy of Harassment should be understood and followed.

LEARNING EXPECTATIONS

Mater Dolorosa Students are:

Faithful Christians who

- have a basic understanding of our Catholic faith, values, and tradition
- become, more conscious of the dignity and needs of all people
- discover God's love through participation in school and parish liturgies
- experience traditional prayers and Mass responses as well as create spontaneous prayer
- invite their parents to celebrate Mass with them each weekend
- learn to create individual class and school prayer services

Responsible learners who

- demonstrate a solid foundation in all subject areas
- develop reading skills which will enable them to successfully accomplish the school curriculum goals as well as be inspired to read for enjoyment on their own
- understand the mechanics of the English language and an appreciation of literature
- master basic computation skills and develop an ability to reason and solve problems in mathematics
- develop a universal sense of curiosity, creativity, and inquiry within themselves
- complete class work, projects, and homework assignments as scheduled.

Effective communicators who

- demonstrate, through their action, the ability to listen and respond to others
- are able to read, write, and express thoughts clearly
- can work cooperatively with others
- have poise and confidence in the classroom

Tolerant and aware citizens who

- develop an understanding and acceptance of the strengths and weaknesses of all people regardless of sex, race, creed, or national origin
- better understand themselves, their community and the world in which they live through social Studies and Science
- appreciate and respect cultural diversity by showing a sense of responsibility towards those in need
- become aware of peace and justice issues in the community, our country, and the world
- are able to work cooperatively, demonstrating tolerance and respect for one another's gifts, talents, and uniqueness
- respect other people's point of view through discussions and participation in student government activities

Active school and community workers who

- participate and volunteer in school, parish, and community services and projects
- display responsibility and leadership by being an active participant in student government activities
- develop an interest and concern in environmental awareness

Integrated individuals who

- promote spiritual and personal growth in the knowledge, skills, attitude, and values necessary to live like as a responsible and mature contemporary Catholic
- practice and contribute to spiritual, mental, and physical well being of self and others
- learn an appreciation of fine arts through varied experiences
- display basic knowledge of physical activity and sportsmanship
- have an awareness of good health habits and hygiene