

PLEASE COMPLETE AND SIGN.

The school and/or the principal retain the right to amend the handbook for just cause and the parents will be given prompt notification if changes are made.

Please detach and return the **five** signature pages: Parent and Student Agreement, Acceptable Computer Use Guidelines, Guidelines for Counseling, Textbooks Agreement, and Electronic Devices Policy Agreement to the school office (**Due: September 30, 2011**).

PARENT AND STUDENT AGREEMENT

We, the undersigned, have read and agree to be governed by this handbook.

Signatures

_____	_____	_____
Child's Name (print)	Child's Signature	Grade

_____	_____	_____
Child's Name (print)	Child's Signature	Grade

_____	_____	_____
Child's Name (print)	Child's Signature	Grade

_____	_____	_____
Child's Name (print)	Child's Signature	Grade

Parent /Guardian Signatures

_____	_____
Parent's (Guardian's) Name (print)	Parent's (Guardian's) Signature

_____	_____
Parent's (Guardian's) Name (print)	Parent's (Guardian's) Signature

Date _____

Technology Acceptable Use Guidelines

Acceptable Computer Use Guidelines User Agreement Form

I have read the terms and conditions of St. Apollinaris Catholic School's Technology Acceptable Use Guidelines.

I understand that an Internet account, whether accessed at school, home, or through other remote connections, is provided for educational purposes only. Parents and/or students may not post pictures or other information of St. Apollinaris students, faculty, and staff without written permission presented to the office. I agree to abide by the Technology Acceptable Use Guidelines. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

Child's Name (print)

Child's Signature

Grade

Child's Name (print)

Child's Signature

Grade

Child's Name (print)

Child's Signature

Grade

Child's Name (print)

Child's Signature

Grade

Parental Permission Form

(If the Computer/Internet user is under 18 years of age, parental permission is necessary)

I have read the Technology Acceptable Use Guidelines. I will monitor my child's Internet access if used outside of school and accept full responsibility when my child's Internet use is not in a school setting. I am aware that it is impossible for the school to restrict access to all controversial materials, and I will not hold them responsible for the materials that may be acquired in use. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's (Guardian's) Name (print)

Parent's (Guardian's) Signature

Parent's (Guardian's) Name (print)

Parent's (Guardian's) Signature

Date _____

**St. Apollinaris Catholic School
Guidelines for Counseling**

The school psychologist will meet with students when the school principal believes it is appropriate for academic progress, or for concerns about behavior in the classroom or on the playground. Students may be asked to meet with the school psychologist after being put on academic probation, following extensive absences, or after a suspension.

After meeting with the student, the school psychologist will make appropriate referrals for follow-up meetings. If the school psychologist believes it is necessary to see a child for more follow-up visits, the psychologist will first contact the parents.

The classroom teacher or the school principal may ask the school psychologist to hold class meetings with an entire class or with part of a class in order to address a variety of issues that are of concern.

Parents are encouraged to contact the school principal if they feel the school psychologist could be helpful in addressing questions or concerns about their child's progress at school or if they would like to impart information to her which might impact their child's progress at school, i.e. a death in a family, a divorce, learning disability, etc. Due to the concerns regarding confidentiality, messages will not be communicated via email.

Child's Name (print)

Grade

Child's Name (print)

Grade

Child's Name (print)

Grade

Child's Name (print)

Grade

I give my consent for the school psychologist to see my child(ren).

Parent/Guardian Signatures

Parent's (Guardian's) Name (print)

Parent's (Guardian's) Signature

Parent's (Guardian's) Name (print)

Parent's (Guardian's) Signature

Date _____

Textbooks

We accept and agree to our parental/student responsibility to keep textbooks:

- Covered at all times.
- Clean of all marks inside or on the jacket.
- In good condition throughout the school year or in “like new” condition if the books are new.

We realize that we must replace damaged books at the current replacement price. (Price ranges for new textbooks are \$50 - \$70).

Parent’s Signature

Student’s Signature

(Please sign and return this form to the school office.)

Electronic Devices Policy
User Agreement Form

I have read the terms and conditions of St. Apollinaris Schools' Electronic Devices Policy.

I agree to abide by the Electronic Devices Policy. Should I commit any violation, the electronic device will be confiscated, I will forfeit my electronic device privilege and may be subject to additional disciplinary action.

Child's Name (print)

Child's Signature

Grade

Child's Name (print)

Child's Signature

Grade

Child's Name (print)

Child's Signature

Grade

Child's Name (print)

Child's Signature

Grade

Parental Permission Form

I have read the Electronic Devices Policy. I hereby certify that I have reviewed this information with my child.

Parent's (Guardian's) Name (print)

Parent's (Guardian's) Signature

Parent's (Guardian's) Name (print)

Parent's (Guardian's) Signature

Date _____

Dear St. Apollinaris Families,

God graces us with the beginning of the 2011/2012 school year and the joy of a new start. To better partner with you in the spiritual, academic and social growth of your child, we have established the following guidelines. Should there be a need to make changes to any of these policies, an amendment will be noted in our weekly newsletter, the Shamrock. We are excited to join with you in the education of your child(ren). As we go forth, may God continue to watch over us, and lead us in the ways which make Him proud. As always we are here for your children and appreciate your continued support.

God's Blessings,

Connie Howard
Principal

St. Apollinaris Philosophy

Students of St. Apollinaris Catholic School are made in the image and likeness of God. At St. Apollinaris Catholic School the dignity of each member of our community is recognized and valued. In partnership with parents as primary educators, the faculty and staff facilitate learning and guide students in the mission and teachings of the Catholic Church by fostering in them a spirit of compassion, service and love. St. Apollinaris Catholic School provides an excellent academic curriculum inspired by the spirit of the gospel and the teachings of Jesus Christ.

Mission Statement

St. Apollinaris Catholic School's mission is to provide a Christ-centered faith-filled community where the whole child develops as an active Catholic Christian, a life-long learner, an effective communicator, and a responsible citizen.

Student Learning Expectations Grades K-4

St. Apollinaris students are:

- 1) Active Catholic Christians who:
 - Talk and listen to God through prayer.
 - Treat others as they would like to be treated.
 - Know and say the prayers of our Catholic faith.
 - Study and follow what Jesus taught us.
 - Participate in the Mass and receive the Sacraments of the Church.
 - Respect all of God's creations.
- 2) Life-Long Learners who:
 - Show interest and excitement in learning.
 - Use the tools that help them learn as much as they can.
 - Study and work independently or cooperatively.
 - Appreciate and use art, music, literature, and drama.
- 3) Effective Communicators who:
 - Read, write, and speak well.
 - Listen and follow directions.
 - Ask thoughtful questions.
 - Solve problems with others in kind and thoughtful ways.
- 4) Active Responsible Citizens who:
 - Respect and care for themselves and others.
 - See every person as a child of God.
 - Treat others fairly.
 - Follow the rules.
 - Try their best at all times.

Revised 04/11

Student Learning Expectations **5th – 8th Grade**

Saint Apollinaris students are:

1. Active Catholic Christians who:
 - Develop a personal relationship with God using formal and spontaneous prayer.
 - Participate in the Sacramental Life of the Catholic Church.
 - Study and understand the basic foundations and teachings of the Catholic Church.
 - Make moral choices based on Christian values.

2. Life-Long Learners who:
 - Are active participants in their own learning.
 - Use age-appropriate study skills and habits to investigate and make informed decisions.
 - Acquire basic, effective skills and knowledge.
 - Practice critical thinking and problem solving techniques.
 - Are developing an appreciation for music, art and drama.

3. Effective Communicators who:
 - Express ideas clearly and effectively in oral, written and artistic forms.
 - Listen attentively, openly and respectfully to the ideas of others.
 - Resolve conflicts peacefully and in a timely manner.

4. Active Responsible Citizens who:
 - Appreciate diversity and practice tolerance, respect, and compassion.
 - Are committed to social justice.
 - Are aware of the rights, privileges, and responsibilities of United States citizenship.
 - Volunteer time and effort for school, parish and community projects.
 - Practice self-discipline and exercise good health habits.

CHAPTER 1

Administration and Organization

The Bishop

Bishop Robert Vasa is the chief pastor of the Diocese of Santa Rosa. He is officially responsible for all educational programs within the Diocese. His responsibility includes all those elements that contribute to the development of the total Christian community. Therefore, all school policies and practices must have the approval of the Bishop or those to whom he delegates this responsibility. As Chairman of the Board of Education, the Bishop acts as the executive of all educational institutions within his jurisdiction.

The Superintendent of Schools

Dr. John Collins is the Superintendent of Schools for the Diocese of Santa Rosa. He is the head of the Department of Education and is the Diocesan Board of Education executive secretary. The Department of Education is located in Santa Rosa. Some of his specific functions as superintendent are:

- Represent the Catholic schools of the Diocese in all matters that concern the Department of Education and the schools.
- Consult with principals, pastors, school boards and community representatives in matters that affect the welfare and reputation of their schools.
- Make periodic official visits to all Catholic educational institutions in the Diocese.
- Advise and make recommendations to the Bishop, the Diocesan Board of Education and the Roman Catholic Welfare Corporation of Santa Rosa, on major legal, financial, personnel and other policy matters regarding the welfare of the school system.
- Review all school budgets and financial reports.
- Review and confirm decisions affecting the hiring and renewal of administrators, teachers and other personnel.
- Review all programs of school expansion, reduction and capital improvement, in cooperation with the Bishop, the Diocesan Board of Education and the Diocesan Building Committee.
- Safeguard and promote the Catholic identity and purpose of the school in the diocese of Santa Rosa.

The Pastor

Monsignor Joseph Alzugaray, Pastor of St. Apollinaris Catholic Church, delegates the administration of the school to the principal. St. Apollinaris Catholic School is a parish school and is part of a parish community. After communication and consultation with the principal, the pastor has the following rights and responsibilities:

- Ensure that the Christian commitment of the school is maintained and intervene when that commitment is compromised or contracted.
- Review and confirm decisions to admit or expel students.
- Review and confirm decisions to employ, renew, not renew, or terminate lay faculty and staff, as well as religious teachers hired by individual contract.
- In schools which have a contract with a religious community, see that the provisions of the contract with the Diocese are kept.
- Preserve the financial stability of the school; review and confirm the annual budget and financial report.
- Maintain the school plant and the religious residence.
- Maintain proper insurance for the school and convent buildings, according to Diocesan regulations.

The Principal

The principal, Mrs. Connie Howard is the administrative officer of the school. She is accountable to the pastor and the Superintendent of Schools. The principal, in consultation with the pastor, staff and school council directs the development of school policy in accordance with the policies stated in the Diocesan Administrative Handbook. The functions of the principal are as follows:

- Exercise leadership in establishing and maintaining a Catholic atmosphere in the school.
- Exercise professional leadership in the school.
- Develop, implement and evaluate the school's curriculum.
- Maintain an effective program of communication with parents and the community.
- Guarantee the rights of personnel and students to due process, as defined in the school and Diocesan handbooks.
- Prepare an annual school handbook for faculty, parents and students.
- Appoint and evaluate personnel; terminate or not renew their employment, according to Diocesan regulations.
- Guide and promote the professional growth of the teaching staff; schedule, plan and conduct bi-monthly faculty meetings.
- Implement Diocesan policies and local school procedures regarding the admission, suspension and expulsion of students.
- Implement School Council policies.
- Prepare the annual school budget.
- Provide for the accreditation of the school by the Western Catholic Education Association and the Western Association of Schools and Colleges; implement the recommendations of the visiting team; and make the annual progress report on the major recommendations to the Department of Education.
- Be familiar with, and implement, the policies of the Diocesan Administrative Handbook.
- Observe to Code of Ethics #7 under Teacher Admin duties

Observe and enforce:

- State Education Code regulations, which apply to non-public schools.
- Local law enforcement regulations regarding traffic control.
- Fire department safety regulations, including regularly scheduled and recorded fire, earthquake and lockdown drills.
- Health Department regulations regarding school inspection, health screening, and the immunization of students.

Assistant Principal is Mr. James Mulford.

The Faculty

Our faculty is committed to offering the highest quality education in a Catholic Christian environment.

Administrative Duties

- Observe the policies and regulations of the school and the Diocese.
- Record daily student attendance and tardiness.
- Complete school records and report cards carefully.
- Ensure that students are supervised at all times during the school day.
- Confer with the principal about student learning and disciplinary problems.
- Secure the principal's approval for all general communications with parents concerning important school matters.
- Observe the code of ethics for Catholic Schools Education as outlined in Faculty/Staff Handbook.

Instructional Duties

- Motivate students to follow the example of Christ by striving to teach Christian virtue through personal example and instruction.
- Encourage in students an appreciation for their culture and heritage.
- Identify and provide for individual student differences in learning abilities.
- Analyze and interpret student work and test results to determine directions for improvement.
- Cultivate good work habits and study skills in students.
- Work with parents by providing periodic reports and arranging parent teacher conferences when necessary.
- Implement the curriculum as set by Diocesan guidelines.

Volunteer Requirements

- Safe Environment Requirements for Schools of Diocese of Santa Rosa are followed. All school volunteers who have regular contact with children are required to be fingerprinted and cleared prior to their work with children. See Anna Cardwell for further instructions/information.
- All volunteers and visitors must report to the office, sign in and attach the yellow visitors name tag while on campus.

CHAPTER 2

Admission and Registration

Non-Discrimination Policy

St. Apollinaris Catholic School, in the Diocese of Santa Rosa, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

The Catholic schools in the Diocese of Santa Rosa do not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Criteria for Admissions

St. Apollinaris Catholic School teaches the beliefs and traditions of the Faith as espoused by the Magisterium of the Roman Catholic Church. Christian values are modeled and encouraged so students learn to exhibit them in their own lives. Prayer is an integral part of this experience and students help plan and participate in our various liturgical prayer services.

1. Students and their families must be committed to the value and purpose of Catholic education. All students are expected to participate in the religious exercises, which are part of the Catholic tradition of prayer and liturgy.
2. In evaluating applicants from Catholic families, children from parochial schools and parish religious education programs are given top priority.
3. Priority is given to the children of Catholic families who will benefit from the school's academic program.

Admission Guidelines

Our present class size is 36 students. Diocesan policy allows a maximum size of 40 students. As openings occur, the principal admits students to St. Apollinaris Catholic School based on previous records and placement tests. Admission is based on the provision and acceptance of the following:

Parents

- a written statement outlining the reasons for the child's application
- agreement with the philosophy of the school
- follow guidelines as established in the Parent/Student Handbook
- personal interview with the principal
- commitment to fulfill financial obligations
- choice of parent participation or non-participation according to tuition plan agreement

Student

- for Kindergarten, the results of a screening test
- for grades 1-8, the scholastic record from the previous school attended as demonstrated by a transcript and a placement test
- social conduct consistent with St. Apollinaris Catholic School expectations
- satisfactory completion of work for each school year previous to attending St. Apollinaris Catholic School

- birth certificate
- copy of Baptismal, First Communion and Sacrament of Reconciliation certificates (if applicable), and Health and Attendance Records

Waiting List Policy

When enrollment in any class reaches a maximum capacity, new applicants will be placed in a waiting pool.

Admittance on Probationary Basis

All pupils are admitted to St. Apollinaris Catholic School in the hope of successfully completing the school's program. New pupils are admitted on a probationary basis for the first trimester or quarter. If the pupil has not reached an acceptable level of progress, the parents will be advised that another educational setting would be beneficial for their child.

Ages of Admissions

A child who is five years of age by December 1st may be admitted into the 2011-2012 Kindergarten.

Readmission Requirements

Students who are currently enrolled will be evaluated annually for readmission.

Parents

- agreement with the philosophy of the school and to abide by the provisions of the Parent/Student Handbook
- commitment to fulfill financial obligations (registration contract)
- choice of parent participation or non-participation according to Registration/Tuition Contract Agreement
- choice of Scrip contribution according to Registration/Tuition Contract Agreement (see Appendix I)

Students

- social conduct consistent with St. Apollinaris Catholic School expectations
- satisfactory completion of work for each school year

Financial Obligations

Application Fee

An application needs to be submitted for each new child interested in attending St. Apollinaris Catholic School. There is a non-refundable processing fee of \$25.00.

Registration

- Registration for returning students begins March 5, 2012 and ends March 23, 2012. Starting March 26, 2012, any openings unfilled by returning students will be opened to families on the waiting lists.
- All accounts must be current for the 2011-2012 school year before registration will be accepted for the 2012-2013 school year.
- Tuition is due on the 1st of the month. If this date falls on a weekend or holiday, tuition is due the following school day.
- See Appendix I for current year financial obligations including Scrip, Parent Participation, Mercy, Special fees and Tuition/Delinquent Accounts.
- See Appendix IV for Parent Participation.

Supplies

Basic supplies are provided to each student at the beginning of the year. Each child also receives a supply list with the summer mailing. These supplies may need to be replenished as necessary. Any lost, broken or unusable school supplies may have to be replaced during the school year by the child's parents.

Text Books

- All books need to be given proper care and remain covered at all times.
- New books must be kept in like new condition.
- Damaged or lost books must be replaced and billed at replacement cost to the student and family.

Health Requirements

California law requires specific health screening procedures for all children entering school. Forms are available in the school office.

Immunization Records

Immunization records are required prior to school attendance. Written proof, documented by your physician, of full immunization against Polio, Diphtheria, Pertussis, Tetanus, Rubeola, Rubella, Tuberculosis, Hepatitis B and Mumps, must be provided for all incoming students by the first day of school. If immunizations are against your personal beliefs, you must sign a statement to this effect at school to be exempt. If exempt, your child may be excluded from school attendance during a disease outbreak for the student's protection.

Physical Examination

All children entering first grade must have had a physical examination within the previous eighteen months. Report of Health Examination for School Entry form is due on the first day of school.

All students entering Kindergarten must be current with the Hepatitis B immunizations prior to entry.

A child may receive the required immunizations and health examination from a private physician or from the local Public Health Department. Call 253-4461 for clinic schedules.

Napa County Public Health Department
2281 Elm Street
Napa, Ca 94558

St. Apollinaris Catholic School's Policy on AIDS

Admission and education placement of students known to be HIV infected shall be made on a case by case basis in line with current medical evidence, taking into consideration recommendations from the student's physicians, parents or guardians, teachers, and school officials. The student shall be allowed to attend school providing the current medical evidence indicates that the student's attendance does not present a health threat to the student or others. Reassessment of the student's condition may be made on a regular basis.

The identity of a student infected with HIV is confidential and the number of persons within the school who are made aware of the student's condition shall be the minimum necessary to assure proper care of the student, other students and staff.

Emergencies

Emergency forms for each child must be turned in by the first day of school. Please fill out forms completely. Parents are notified **immediately** of serious injuries or sudden illnesses that occur during school hours. Emergency forms should be kept current.

Student Insurance

This fee, required by the Department of Education is included in the registration fee. In the event that you wish to file a claim, please notify the school secretary immediately. All injuries must be reported **within 24** hours to present a valid claim.

Counseling Policy

Referrals for guidance and counseling regarding the well being of the students attending St. Apollinaris Catholic School will be made by the school principal when necessary. The principal will make the appropriate referrals. Our school psychologist will be working as a consultant for the 2011-2012 school year. Please sign and return the Guidelines for Counseling by September 30, 2011.

Medication

During school hours prescription medication will not be administered unless a medication card is on file with the school secretary. **Parents must bring all over the counter and prescription medicine to the school office before school and complete a medication card.** Please do not send any medication in lunch bags or backpacks. Students taking medication will be assisted by authorized school personnel. This shall be done in accordance with the physician's instructions, as indicated on prescriptions. All medications administered by school personnel will be kept locked in a secure place.

The dispensing of over the counter medicine such as aspirin, Tylenol, cough syrup, eye drops or Benadryl, will also require a medication card on file, and parents are to provide the medication. St. Apollinaris Catholic School does not keep any medication on hand.

Illness

A child should not be sent to school when the student has a fever over 99.6 degrees currently or within the past 24 hours.

Communicable Diseases

If your child should come down with a communicable disease (For example: pink eye, strep throat, chicken pox, impetigo, lice, fifth disease, etc.) please notify the school immediately. A notice will go out to all families who have children in the same grade informing them that their children have been exposed to such illnesses.

Attendance

Attendance is a record of your child's presence at school. Regular attendance is vital for your child's progress. Attendance is taken by the teacher in line when the 8:15 A.M. bell rings. When all students should be in line. Students will be counted **tardy** if they are not in line. There will be a warning bell sounded at 8:14 A.M.

Students who leave school early due to illness or appointments are marked "1 day absence" if they attended school for less than 2 hours, ½ day absent if they attend between 2 and 6 hours of school.

School policy on Absences

Please telephone the school office between 8:15 A.M. and 10:00 A.M. (224-6525) on any day that your child is absent. Telephone calls are to be made by the parent or guardian.

If a student is absent 10 days between August 25, 2011 and January 13, 2012 or 20 days between August 25, 2011 and May 15, 2012 an SST must happen before the student can be promoted to the next grade. The purpose of this meeting is to evaluate whether the number of days absent have affected the student's knowledge base or skill level for the next grade.

Medical/Dental and any other absence

- **Please schedule medical and dental appointments before or after school.** There will always be emergency situations or unavoidable absences, but these absences should be kept to a minimum. If doctor appointments must be scheduled during school hours, please try to schedule first thing in the morning and bring your child to school for the remainder of the day.
- Students need a written note from their parent/guardian to present to the teacher before leaving the classroom during the school day. The note must always have the date and time of the appointment and the time the child is to be excused from the classroom.
- Pupils are allowed to leave school grounds during the daily sessions only when picked up by parents or guardian. **The child is to be picked up in the school office (not the classroom)** and the parent/guardian will sign the child out. When the child returns to school, the parent signs the child in (the sign-in/out book is located in the school office). If someone other than the parent or guardian is picking up the child, the designated person must be on the emergency form or present a signed note from the parent or guardian to the principal (or school secretary if principal is not available) before the child will be released.

Extended Absences for trips or Family Visits

Instructional time is of primary importance. **Academic work can be made up according to the discretion of each teacher. Exceptions: Custodial visitations, on a case by case basis.**

Tardy Policy

It is the responsibility of the parent to get their children to school on time. Children who arrive to school after the 8:15 A.M. bell are tardy. The student must check into the office before going to class. A tardy slip will be given to the child to admit him/her to class. The teacher and the school office maintain a record of tardiness. Medical or dental tardies are not counted as a tardy for attendance purposes if a note from the doctor or dentist's office is submitted to the office. Excessive tardiness is being late 3 times per quarter (grades 6-8)/trimester (grades K-5) or a total of 12 times per school year. **Parents will be called for a conference for excessive tardiness of their child.** **For every 3 tardies a family accrues, the parents will be assigned 1 extra Parent Participation Hour.** If there is more than 1 child in a family who are tardy on the same day, it will count as 1 tardy. Students will no longer serve detentions for tardies.

Uniforms

School uniforms can be purchased at Dennis Uniform Company, 415-206-0111, Napa Valley Emporium, 253-7177, or Lands’ End, 1-800-469-2222 (www.landsend.com/school). Used uniforms are available; please call the school office at 224-6525. Used uniforms can be bought at MERCY meetings. Sweatshirts with embroidered school logos are available at Napa Valley Emporium.

UNIFORM REGULATIONS

GIRLS	
SHIRT	<ul style="list-style-type: none"> • White PeterPan collared blouse or • White long or short sleeved cotton knit polo, tucked in
SHOES	Solid black. Low or mid-top. (no heels, wedges, open-toe or backless styles.)
SOCKS	Solid white, above the ankle.
SHOELACES	Solid black
JUMPER OR SHIFT (K-5)	<ul style="list-style-type: none"> • Mayfair plaid • Length: at the knee • Required on Full Dress days
SKIRT (6-8)	<ul style="list-style-type: none"> • Mayfair plaid • Length: at the knee • Required on Full Dress days
SWEATSHIRT (K-5)	Navy blue crewneck with embroidered logo.
SWEATSHIRT (6-8)	Athletic grey crewneck with embroidered school logo.
PANTS	Dennis Navy Cotton Twill long or short pants. (Shorts may be work throughout the year, except on Full Uniform Days)

BOYS	
SHIRT	White long or short sleeved white cotton knit polo. Tucked in.
SHOES	Solid black. Low or mid-top.
SOCKS	Solid white, above the ankle.
SHOELACES	Solid black
PANTS	Dennis Navy Cotton Twill long or short pants. (Shorts may be worn throughout the year, except on Full Uniform Days)
SWEATSHIRT (K-5)	Navy blue crewneck with embroidered logo.
SWEATSHIRT (6-8)	Athletic grey crewneck with embroidered school logo.

ON THE FIRST DAY OF SCHOOL ALL STUDENTS ARE TO WEAR THE REGULATION FULL DRESS UNIFORM.

Additional Uniform Instructions:

- All clothing needs to be an appropriate size.
- Belts (black, brown or navy) are required for boys and girls wearing pants or shorts in grades 4 - 8.
- Plain white undershirts are worn under polo shirts or blouses. No printing, picture, or colors.
- Shoes must be appropriately fastened.
- Hair coloring and highlights are not acceptable.
- Boys' hair – must be neatly trimmed around the ears, above the collar in the back and above the eyebrows.
- Boys are to be clean-shaven.
- No makeup or nail polish.
- No jewelry except: cross or religious medal on simple chain, watch, medical alert bracelet and post earrings for girls
- Jackets are outside apparel and can only be worn over the uniform sweatshirt.

This list is not meant to be all inclusive. The faculty or administration will judge the appropriateness of a student's appearance. A notice regarding improper grooming or dress will be sent home by classroom/homeroom teacher. At any time any item which in the judgment of the administration is not to be in harmony with the mission of the school may be confiscated and/or prohibited.

NON-REGULATION UNIFORM DRESS CODE:

Non-regulation uniform dress days will be decided by the administration and will be announced in the weekly Shamrock Newsletter or special notice.

Girls may wear pants, Capri pants, jeans, skirts or dresses (uniform length); sweaters, blouses or tops with or without collar, (no midriffs, no spaghetti strap tops and/or tank tops are acceptable). **No shorts other than uniform shorts.** No open toed or backless shoes, platform heels, flip flops, or clogs. Boys may wear pants or jeans, shirts (with or without collar). **No shorts, except uniform shorts.** Do not wear shirts/tops with inappropriate writing or pictures.

CHAPTER 3

Discipline Guidelines

In order to maintain a Christian learning environment it is necessary to have a set of student discipline guidelines. St. Apollinaris Catholic School's disciplinary guidelines and procedures are in compliance with Diocesan policies and procedures.

General School Rules

Students will:

- Respect themselves and the rights and feelings of others.
- Respect all property.
- Obey classroom, schoolyard, and Church rules.
- Observe rules and regulations for health and safety.
- Not use electronic devices during the school day.
- Observe regular attendance and be punctual for school and class.
- Be responsible for all communication forwarded home.
- Walk to and from classrooms, schoolyard, and other parish buildings in a quiet and orderly manner.
- Behave in an appropriate manner when using bathrooms and water fountains.
- Observe traffic regulations in schoolyard and follow directions of the Junior Traffic Patrol and yard supervisors.
- Remain on school grounds during the school day.
- Arrive on campus no earlier than 7:55 A.M. unless on Traffic Patrol duty or enrolled in the Extended Care program.
- Leave campus by 3:20 P.M. unless enrolled in Extended Care, Traffic Patrol or other authorized school activities under proper adult supervision.
- Observe uniform regulations and non-uniform dress code.
- Not have gum or sunflower seeds on campus.
- Not be dismissed from class without prior notification and permission from teacher in charge of student at the time.

Classroom Rules

Students will:

- Be honest and trustworthy.
- Respect themselves and the rights and feelings of others.
- Respect school and classmates' property.
- Be prepared for class.
- Behave appropriately.
- Be punctual.

Church Rules

Students will:

- Show reverence.
- Participate during all religious services (responses, singing, etc.)

School Yard Rules

Students will:

- Line up quietly when school bell rings.
- Be kind, respectful and charitable toward one another.
- Stay in designated areas during recess and lunch.
- Stay seated while eating lunch and snacks.
- Leave area clean.
- Follow yard duty supervisors' directives.
- Be responsible for school/classroom playground equipment.
- Observe health and safety rules in yard.
- Keep hands, feet and objects to themselves.

Conduct Book

All teachers have a conduct book in which they log exemplary behavior and/or misbehavior for each report card period.

Minor Misconduct

Some examples of minor misconduct include but are not limited to:

1. Tardiness to class
2. Improper uniform or non-regulation dress (automatic detention grades 6-8)
3. Disruptive behavior during class time or assemblies
4. Chewing gum or eating sunflower seeds.
5. Failure to follow the "Electronic Devices" policy (page 17) regarding cell phones, etc.
6. Failure to follow yard duty supervisor's directives
7. Other actions that violate the philosophy and mission statement of St. Apollinaris School

Disciplinary Actions for Minor Misconduct

1. 1st - Verbal notification to student of inappropriate behavior and reminder of expected behavior. Recorded in Minor Misconduct book.
2. 2nd - Verbal notification to student of inappropriate behavior and reminder of expected behavior. Recorded in Minor Misconduct book.
3. 3rd - Communication sent home
4. 4th - After school detention (see page 16) followed by a Parent/Teacher/Student conference
After school detention will be held on Thursday afternoons from 3:10-4:00 P.M.
5. If a student misses a detention without prior notice the student will have to serve two detentions.
6. After two detentions, per report card period (8 minor misconducts), a Student Study Team (SST) conference will be scheduled. An SST is comprised of parent(s), teacher(s), principal, student and SST coordinator who meet to discuss student's strengths, area of concerns, and make recommendations for helping student's change their behavior. A follow-up meeting will be scheduled later in order to assess the implementation of the SST action plan.
7. In the case of a student not meeting the school's SST expectations of the action plan the following may result:
 - a. A grade of "4" in effort or conduct or in K-3 a "U"
 - b. Extended detention
 - c. Probation
 - d. Suspension
 - e. Recommended transfer

Major Misconduct

Major Misconducts will be recorded by the homeroom teacher as a disciplinary action in the progression of misconducts in the conduct book, along with the disciplinary action(s) for a major misconduct as established by the administration.

Some examples of major misconduct include but are not limited to:

1. Physical, verbal or written abuse or disrespect to any religious, teacher, staff member, student or other person
2. Stealing other people's property and/or school property
3. Harassment of students – physical, verbal, written, sexual or by electronic means
4. Fighting between students
5. Cheating on assignments, which include quizzes, tests, projects, essays, etc.
6. Plagiarism
7. Falsification or alteration of school records or interception of any communication between home and school
8. Continued willful disobedience
9. Use, sale or possession of narcotics, alcohol, illegal drugs or tobacco
10. Vandalism or misuse of school property
11. Habitual truancy
12. Assault or battery or any threat of force or violence directed towards any school personnel or their property
13. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds
14. Any other willful conduct or behavior, which in the opinion of the school administration disrupts or threatens any member of the school community

Disciplinary Actions for Major Misconduct

Depending on the severity and circumstances of the major misconduct, the administration may enforce one or more of the following:

- Arrange a conference with the student, parent and teacher.
- Serve an after school detention.
- Impose an immediate suspension of student (in-school or out of school suspension).
- Establish probationary terms.
- Recommend transfer.
- Expel the student.

St. Apollinaris Catholic School's Procedures for Detention, Suspension, Recommended Transfer and Expulsion

Detention Procedures

Students who violate school rules and policies may be put on detention. In such an instance:

1. The teacher or administrator will determine date and time of detention.
2. Parents will be notified 24 hours in advance of date and time of detention.
3. Detention notices are to be signed by the parent and returned to the teacher or administrator who issued the detention on the day following their issuance. If the notice is not returned, additional consequences may be enforced.
4. When a student does not serve the detention on the assigned date the amount of detention time will be doubled.

5. Parent must notify teacher or administrator if date and time of detention needs to be changed due to a conflict, such as a family emergency, medical appointment, or car pool arrangement. Parent, teacher, and/or administrator will establish a subsequent date and time.

Suspension Procedures

Suspension is an action taken by the school, which prohibits a student from attending or participating in school instruction or events for a period of not more than one week at a time. Suspension can occur out of or in school.

1. A decision regarding suspension will be made by the administrator after consultation with teacher and student.
2. The parents will be notified whenever suspension occurs.
3. A conference with the principal, parent, student and teacher will be held to discuss the suspension.

Recommended Transfer

Students who do not follow the disciplinary rules and guidelines of St. Apollinaris Catholic School, or who do not obey teachers or staff promptly and courteously, will be required to transfer elsewhere. The principal makes the decision in consultation with the Pastor. Ordinarily, the transfer is to take place at the end of a grading period.

Expulsion

Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school. It is an extreme but sometimes necessary disciplinary measure for common good.

Harassment Policy

Harassment is defined as the willful and repeated act of debasing or degrading another person. The schools of the Diocese of Santa Rosa shall not tolerate the harassment, exploitation, or abuse of any person by any student and shall insist that all persons are treated with dignity and respect.

Harassment is unacceptable conduct that is severe and deliberate.

Any student found guilty of harassment, exploitation, or abuse, shall be subject to appropriate discipline including suspension and or expulsion.

Any student, who considers himself a victim of harassment, exploitation, or abuse, should immediately report the matter to the appropriate school authority. Every reported incident of harassment shall be thoroughly and promptly investigated in a way which reasonably ensures the privacy of all parties concerned.

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Members of the school community who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (the director of technology,

principal of the school). Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation or expulsion from the school.

Electronic Devices Policy

Any electronic music, video game system and/or toy, lasers, recording or playback equipment (audio, video, and still photography), cell phones or other communication devices are strongly discouraged at St. Apollinaris Catholic School. If a student is allowed by the family to bring a cell phone or other electronic device to school it may not be used, made operable or have the power switched on anywhere on the school property during school time until 3:15 P.M. It is the responsibility of the student to store the electronic device in their backpacks in the homeroom and these devices are prohibited in other classrooms, bathrooms or any other school location throughout the school day. Students, not the school, are responsible for any damaged, lost or stolen personal property. Cell phones may be used after school in the homeroom with the permission of the homeroom teacher. Cell phone use on school property after 3:15 P.M. is subject to the discretion of the activity director or coach in charge at that time. At no time should a student using a cell phone on school property be unsupervised.

Students are prohibited from taking still photographs or video recording on school property at any time without permission from the school administration.

Any student found in violation of this policy will have the electronic device confiscated, forfeit their electronic device privilege and may be subject to a full range of disciplinary action. The return of electronic devices will be to the parent/guardian only.

Exceptions to this policy are allowed for instructional purpose with permission of the teacher in charge.

CHAPTER 4 Academics

Curriculum

The following subjects are taught: religion, reading, mathematics, English, spelling, handwriting, science, health, social studies, Spanish (4th – 8th), fine arts and physical education. Student Learning Expectations and grade level student outcomes have been established and are used in teacher planning and setting instructional goals.

Homework

Homework is assigned for the purpose of helping pupils develop independent work study habits and to reinforce material and concepts taught in the classroom. Homework may be assigned on the weekends. If you have any question regarding your child's homework, please contact the teacher(s). Homework and class work missed due to illness may be made up after a child returns to school. During and after an absence a student may also check the homework website and/or contact a classmate for updates.

Trimester Report Periods – Grades K-5

First Trimester: August 25, 2011– November 4, 2011

- Conferences will be held November 15-18, 2011
- Minimum Days for Grades K-5 / 12:40 P.M. dismissal
- Report Cards will be handed to parents at the conference(s)

Second Trimester: November 7, 2011 – March 2, 2012

Report cards will be sent home on March 12, 2012. Return to teacher by March 19, 2012.

Third Trimester: March 5, 2012 – June 12, 2012

Report cards will be mailed home.

Progress Reports for 6-8 Grades

All progress reports will be given to the students and are to be signed and returned to the teacher within a week.

1st Quarter Progress Report term ends Sept. 30, 2011. Reports will be handed out on Oct. 10, 2011.

2nd Quarter Progress Report term ends Dec. 2, 2011. Reports will be handed out on Dec. 12, 2011.

3rd Quarter Progress Report term ends Feb. 24, 2012. Reports will be handed out on Mar. 5, 2012.

4th Quarter Progress Report term ends April 27, 2012. Reports will be handed out on May 7, 2012.

Quarter Grades for Grades 6-8

Progress reports are sent home to inform parents of their child's progress. Near the end of the fourth week, a progress report will be sent home to all parents.

Quarter Report Periods – Grades 6-8

First Quarter: August 25, 2011 – November 4, 2011

- Conferences: November 15-18, 2011
- Minimum Days for grades 6-8 / 12:40 P.M. dismissal
- Report cards will be handed to parents at the conference(s)
- Extracurricular status change effective November 14, 2011

Second Quarter: November 7, 2011 – January 27, 2012

Report Cards will be mailed home February 6, 2012

Third Quarter: January 30, 2012 – March 30, 2012

Report Cards will be mailed home April 5, 2011.

Fourth Quarter: April 2, 2012 – June 12, 2012

Report cards will be mailed home.

Progress Reports for 6-8 grades Computer, Spanish, P.E. and Music only

First Semester Progress Report term ends November 4, 2011. Reports will be handed out at Parent/Teacher Conference.

Second Semester Progress Report term ends March 30, 2012. Reports will be handed out on April 5, 2012

Semester Report Periods – 6-8 grades

Computer, Spanish, P.E. and Music only

1st Semester: August 25, 2011 – January 27, 2012

Report cards will be mailed home February 6, 2012

2nd Semester: January 30, 2012 – June 12, 2012

Report cards will be mailed home.

Report Cards

Report cards are viewed as an important means of communicating the teacher's observations of your child's progress. Report cards will be issued three times during the year for grades K-5 and four times for grades 6-8. Check your monthly school calendar for dates.

Grading

Grading symbols used on our report cards are as follows:

Kindergarten

S- Satisfactory

I – Improving

N – Needs Improvement

Grades 1-3

S - Satisfactory

I – Improving

N – Needs Improvement

U – Unsatisfactory

Grade 4

A 97-100

A- 94-96

B+ 92-93

B 88-91

B- 85-87

C+ 82-84

C 75-81

C- 70-74

N Needs Improvement

Grades 4-8 / Effort Conduct

1 – Excellent

2 – Satisfactory

3 – Needs Improvement

4 – Unsatisfactory

Grades 5-8

A 97-100

A- 94-96

B+ 92-93

B 88-91

B- 85-87

C+ 82-84

C 75-81

C- 70-74

D+ 67-69

D 64-66

D- 60-63

F 59 and below

Parent Teacher Conference

Parent Teacher conferences will be held November 15-18, 2011 for K-8. Parents will be notified as to the exact time and date. Additional conferences may be scheduled at any time by contacting the school office or the teacher directly. Each family will have one appointment per homeroom teacher.

Student Study Team

A teacher may request an SST for a student when it is deemed helpful for the student's academic success.

Requirements for Passing to the Next Grade Level

In cases where a pupil with a deficient grade record has worked to the best of the student's ability during the school year, the teacher, principal and parents may confer to decide what is best for the individual child.

Standardized Testing

St. Apollinaris will administer the Iowa Test of Basic Skills September 21 – September 30, 2011. This test is administered each year to measure the skills and achievement of students from Grade 2 through Grade 8. Developed at the University of Iowa and backed by a tradition of more than 70 years of educational research and test development experience, the ITBS provides an in-depth assessment of students' achievement of important educational objectives.

Tests cover material in reading, vocabulary and comprehension, language and grammar skills, mathematics computation and problem solving as well as social studies, science and sources of information.

Extracurricular Eligibility

Students who participate in extracurricular activities (S.A.L.T., sports, decathlon, dances, choir, band, yearbook, cheerleading, theater, or other activities deemed extracurricular by the administration) must maintain an average of 2.0 GPA in all subjects and no more than one "3" in conduct or effort. If a student does not meet these minimum standards on a Progress Report Card he/she is not allowed to participate in activities or performances until a minimum average of 2.0 GPA or above is earned on a Progress Report or Report Card. In addition, a student receiving more than two "3's" or any "F's" or "4's" on a Progress Report or Report Card will not be allowed to participate in activities or performances until they receive a Progress Report or Report Card surpassing the minimum requirement.

Graduation from 8th Grade

In order to be granted a diploma from St. Apollinaris Catholic School, a student may not have a final average grade of "F" for the year in **any** subject area. All financial obligations (tuition, scrip, Mercy fees, graduation fees, and parent participation hours) must be met in order to receive a diploma.

Student Records

Access to Student Records

- Student records are kept secure. Precautions are taken by the principal to prevent unauthorized persons gaining access to student records.
- Parents and legal guardians have the right of access to their child's records. The following information is placed in a student's official folder: grades, academic testing results, health records, and any other pertinent information of record.
- Saint Apollinaris Catholic School abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, with respect to the rights of non-

custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If a court order has been issued specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

- Teachers, because of their “legitimate educational interest,” are granted access to the student records.
- Designated clerical staff may have access to student records for the purpose of making entries or maintaining records, but they shall do so under the supervision of the principal, respecting the confidentiality of any information contained there in.

Release of Student Records

When a student transfers from St. Apollinaris Catholic School to another school, St. Apollinaris Catholic School will transfer permanent enrollment and scholarship records upon written request from the school or district where the student intends to enroll. The request must be signed by the parent/guardian of the student.

The school must release information concerning a student in compliance with a court order. However, the student’s parent should be notified in advance of compliance if it is lawfully possible within the requirements of the judicial order.

The school may not, without the written authorization of the parents, permit access or release written transcripts to any other person or agency not cited previously. The authorization shall be in writing, signed and dated by the person giving consent and must include a specification of records to be released, the reasons for the release, and the names of the parties to whom the records will be released.

CHAPTER 5

Communications

School personnel are to be contacted during normal business hours 7:55 A.M. – 3:30 P.M.

Appointments with the Principal

The Principal will be available for conferences and meetings by appointment. Please call or direct requests to the attention of the Administrative Secretary, Mrs. Anna Cardwell at 224-6525.

Appointment with Teachers

It is important to arrange an appointment in advance. Please call the school office at 224-6525 or send a note or email to the classroom teacher with whom you wish to confer. The homeroom teacher will confirm a date and time. Please do not try to consult with a teacher, or set an appointment with the teacher, while the teacher is engaged in teaching or supervision of students. Parents of 4th -8th grade students may go to the students' classroom after 3:20 P.M. each day to inquire about missing or late assignments, or to obtain new assignments for their students.

School E-mail Guidelines

St. Apollinaris Catholic School has provided e-mail addresses to the administration, faculty and staff. The intent in providing professional staff with e-mail addresses is to allow for yet another means of communication between the parent community of St. Apollinaris Catholic School and the professional staff. The staff will check e-mails daily.

Please observe the following **St. Apollinaris Catholic School e-mail guidelines**:

- Professional staff e-mail addresses are to be used for parent/teacher/school communication. Addresses are to be respected and used only in a professional manner.
- E-mail is not to be used for **urgent, time-sensitive communication**. Please call the school office or write the teacher a note for any communication that may be **urgent** or **time-sensitive**.
- Allow 24-48 hours for a response.
- If a response is not received in the allotted time, the e-mail can be forwarded to the school office where it will be hand-delivered.
- E-mails may be answered with a 'Reply' e-mail, phone call, note or other means of communication.
- Excuses for student absences are not to be sent by e-mail. Parents must handwrite an excuse for a student absence and send it to school.
- Recording homework is the daily responsibility of the student. This is a crucial study skill for the student to develop. Students, depending upon grade level, could call a classmate for missing homework. Teachers will respond to an e-mail request for student homework when the student has been absent for a minimum of 3 days. (Many teachers post assignments on the website. Please check the website for assignments.)

Please refrain from sending 'Forwards'.

- E-mail practices will strictly adhere to the policies and procedures set forth in the St. Apollinaris Parent-Student Handbook.

Send an e-mail to aclunies-ross@stapollinaris.com to have your name added to the St. Apollinaris Catholic School e-mail address book.

St. Apollinaris Catholic School 2011-2012		
Professional Staff E-mail List		
Principal	Mrs. Howard	choward@stapollinaris.com
Admin. Secretary	Mrs. Cardwell	acardwell@stapollinaris.com
School Secretary	Mrs. Clunies-Ross	aclunies-ross@stapollinaris.com
School Office	School Office	stapollinaris@stapollinaris.com
Kindergarten	Mrs. Gray	mgray@stapollinaris.com
1st Grade	Mrs. Kempkey	kkempkey@stapollinaris.com
2nd Grade	Mrs. Flores	lflores@stapollinaris.com
3rd Grade	Mrs. Young	LYoung@stapollinaris.com
4th Grade	Mrs. Andrews	candrews@stapollinaris.com
5th Grade	Miss Reilly	vreilly@stapollinaris.com
6th Grade	Mrs. Scully	mscully@stapollinaris.com
7th Grade	Mr. Mulford	jmulford@stapollinaris.com
8th Grade	Mrs. Walter	pwalter@stapollinaris.com
Resource Coordinator	Mrs. Lani Manasse	TBA
Computer	Mr. Willoughby	mwilloughby@stapollinaris.com
Math/Bookkeeper	Mrs. Kempkey	wkempkey@stapollinaris.com
Music	Mr. McKeever	pmckeever@stapollinaris.com
Science	Mrs. Stahlecker	cstahlecker@stapollinaris.com
P.E. (K-6)	Mr. Walter Buckner	TBA
P.E. (7-8)	Mrs. Scully, 7 th & Mr. Mulford, 8 th	mscully@stapollinaris.com and jmulford@stapollinaris.com
Athletic Director	Mr. Walter Buckner	TBA
Scrip	Mrs. McWilliams	Amcwilliams.scrip@gmail.com

Grievance Procedures

Direct communication between those parties involved is the best channel of communication in reaching a settlement. Any parent or pupil who has a grievance:

- May set up an appointment to discuss the problem with the teacher.
- Parents are to confer first with teachers if any problem arises regarding students.
- The principal should be consulted only if a conference with the teacher fails to result in a satisfactory solution.

Custodial and Non-Custodial Rights

All divorced parents are asked to furnish the school with a copy of the custody section of the divorce decree. This information will help the school in determining, when, if ever, the child can be released to the non-custodial parent. St. Apollinaris Catholic School will work with the families in regard to visitation requirements and allow for class work to be made up. Any court documentation that would help facilitate the staff in handling financial affairs would be appreciated.

School Telephone

The school telephone number is 224-6525. We ask for your consideration in keeping telephone messages for children to a minimum. During the school day, telephone calls to the home or parent's work are not permitted unless there is an emergency. The Scrip telephone number is 224-5400.

“The Shamrock” Newsletter

The Shamrock Newsletter is available online each Thursday. It is the most current source of school information. A monthly calendar will also be available each month. All families are strongly encouraged to check the Shamrock, calendar and website frequently for important information. Email articles for the Shamrock to Mrs. Clunies-Ross at stapollinaris.schoolsec@gmail.com. Articles must be received by **3:00 P.M. Tuesday**. Articles received after that time will appear in the following week's newsletter. There will be no exception to this deadline. Any parent who would like a hard copy of the newsletter will need to send a note to the office by September 30, 2011 requesting a hard copy.

Back To School Night

St. Apollinaris Catholic School's back to school night will be held on Thursday, September 8th at 7:00 P.M. **Your attendance is essential.** (no children please!)

Emergency Procedures

In case of an Emergency (flood, fire or major disaster), St Apollinaris Catholic School follows the Napa Valley Unified School District's closure policy. Please tune into KVON 1440 AM or KVYN 99.5 FM and listen for the NVUSD schedules. If they are closed, St. Apollinaris Catholic School will also close.

Catholic School's Week (January 29 – February 4, 2012)

Attendance at the Eucharistic celebration for Catholic Schools week is required for all students and is held on Sunday, January 29, 2012 at the 10:30 A.M. Mass. This is a week for us to demonstrate to our community the value of Catholic education. During this week there are various activities at our school: Grandparent's Day, Open House and special classroom activities.

Correspondence

Any correspondence associated with St. Apollinaris Catholic School must be approved by the principal and must appear on approved school letterhead.

Fundraising

There are many ways to support St. Apollinaris Catholic School to insure we deliver on our mission to provide a Christ centered, faith-filled educational experience.

Mercy Fundraisers

The MERCY organization is obligated to generate \$75,000 in general revenue towards the operating budget of the school. Any amount above this obligation is designated to specific categories: 1) endowment 2) principal's scholarship 3) capital improvements 4) MERCY tuition assistance 5) M.A.C. discretionary account. MERCY events include the Walk-A-Thon, Golf Tournament; Crab Feed, St. Apollinaris Catholic School Wine and Gala.

Scrip Program

All families are asked to meet a \$400 profit obligation using the Scrip program where participating retailers rebate a certain percentage of sales back to St. Apollinaris Catholic School. The program is available by purchasing paper "scrip" in our office or by using a variety of online scrip options to make our scrip goal of \$70,000 in general revenue towards the operating budget of the school.

Partnership in Education

The Partnership in Education Fund is an opportunity for parents to make a tax-deductible cash donation to the school for the difference between the cost of education and tuition charged. Monies raised will go towards covering school operating expenses.

Blessed are the Children

Blessed are the Children is a quarterly parish campaign for the support of our school and the religious education program. The majority of funds going to St. Apollinaris Catholic School will be earmarked as scholarship money to make Catholic education more available in our community.

Private Giving

We are a qualified non-profit entity and are happy to accept monetary donations to assist specific programs.

Matching Gifts

A matching gift program is a corporate sponsored benefit that can double or even triple an employee's gift to St. Apollinaris Catholic School by matching the employee's contribution. Check with your human resources office to learn if your company has a matching gift program. If your gift qualifies, please obtain a matching gift form from your employer to send along with your contribution.

Bequests

Remember St. Apollinaris in your will and create a lasting legacy at the School. Bequests may include an estate, a percentage of an estate, or a specific cash amount.

CHAPTER 6 Special Programs

Religious Education

Religious Education, with an emphasis on our Catholic Faith, is taught throughout the grades. Christian values are incorporated into all areas of student life. Sadlier We Believe textbook series, is used in Kindergarten through eighth grades. Students will also take part in Penance services, school Masses, and other para-liturgies and celebrations according to the Church seasons. Parents are encouraged to attend.

Holy Eucharist/First Communion

The First Communion Program is a parent and child-oriented program for baptized Catholic children, consisting of four parts.

- Parent meetings
- Children's sessions in religion class
- Special Masses
- Home sessions

Reconciliation

Baptized Catholic children in St. Apollinaris Catholic School receive preparation for this sacrament in the second grade class. The children are given the opportunity to receive Reconciliation before receiving the Eucharist for the first time.

In addition, the fourth graders receive extensive study of the Sacrament of Reconciliation during the Lenten season. There are two parent meetings scheduled. Also, the students participate in weekly para-liturgies. The program culminates with the Sacrament of Reconciliation. Pupils in grades 5 through 8 are given opportunity to receive the Sacrament of Penance as a class.

Family Life Program

The Benziger Family Life program is presented in all grades. Materials/texts are in accord with Catholic teaching. AIDS education is a component of the Family Life curriculum.

Middle School Service Hour Program

Middle School students are expected to complete 24 hours of service each year.

- School Service – 8 hours
- Church Service – 8 hours
- Community Service – 8 hours
- S.A.L.T. members have pledged to do a minimum of 30 service hours each year

Homeroom teachers are responsible for keeping track of student hours. Students may pick up service hour forms from their homeroom teacher, in the school office or online. **All service hours for the 2011-2012 school year must be completed by May 15, 2012.**

School Enrichment

Field Trips

Field trips are privileges afforded to students who meet academic and behavioral requirements. Field trips are class projects, which require this commitment from each student. Parents will receive Field Trip Permission Slips, which must be filled out and signed in advance of the trips.

- No student will be allowed to attend a field trip without a signed permission slip.
- Faxes of the form are acceptable.
- Phone calls are not acceptable.
- Parents have the right to refuse to allow their child to participate.
- Field trips are days of legal attendance.
- The school budget doesn't cover the cost of field trip or transportation.
- Money cannot be returned to students who become ill or withdraw after the bus has been reserved.

Field Trip Guidelines

Educational purpose

Curriculum related

School day activity

Cost – Is to cover the field trip. Cost requires Principal's approval.

Transportation by bus

Chaperones – see volunteer requirements, page 5

Teacher with credential in attendance

Library

Each class has an assigned time to use the library. Pupils are taught proper library procedures and are then expected to use the library materials properly. Books borrowed from the school library may then be taken home. Pupils who have overdue books will not be permitted to check out books until overdue books are returned. Parents/students will be charged for lost books. **Students with lost books at the end of the school year will not be able to receive their report card until fees are paid.** The school library closes the third week of May in order to inventory books.

Food Service Program

Hot Lunch

The Hot Lunch Program is available for all students. Menus are subject to change. Please check the Shamrock Newsletter or the monthly calendars for any changes. There are three payment plans:

1. Exact Change \$3.50; extra portion \$1.50
2. A check for \$3.50
3. Hot Lunch Booklet \$35.00 for 11 tickets

Please understand that once a hot lunch ticket (or money) is turned into the teacher, the price of the lunch is *non-refundable* because hot lunch food orders are based on the number of lunch orders counted in the morning.

Milk Program

A milk program is available for all students. Fees are collected once a year in September. Please refer to the Shamrock Newsletter for fees and applicable dates. Deadlines are strictly observed.

Ice Cream

St. Apollinaris Religious Education Program sells ice cream for 75 cents each day after school, weather permitting.

Extended Care

Our Extended Care Program is open to all St. Apollinaris Catholic School students in grades K-8. The goal of this program is to provide a before and after school experience that will satisfy you and your child's needs for:

- Supervision from a caring and qualified staff
- Playtime inside and outside
- Various art and physical education activities

Care is provided from 7:30 A.M. - 8:10 A.M. and 2:55 P.M. - 6:00 P.M., both on regular school days and early dismissal days. Extended Care will close early on the following dates: Thursday, December 15, 2011 at 8:10 A.M.; and Tuesday, June 12, 2012 at 8:10 A.M. You may reach the Extended Care facility directly by calling 224-3639. Wholesome snacks are provided in the afternoon. Fees are paid on the first of each month at the School Office. Late payments will incur a fee of \$25.

Plan A	Permanent Full Time Extended Care - Unlimited Monthly Hours (more than 40 hours per month per child)
	\$170.00 per month one child
	\$140.00 per month 2 nd child
	\$140.00 per month 3 rd child
Plan B	Permanent Part Time Extended Care (30-40 hours per month per child)
	\$120.00 per month one child
	\$100.00 per month 2 nd child
	\$100.00 per month 3 rd child

Hourly service is available during regular Extended Care hours. Students must have an application on file in the Extended Care Program. Notification is expected 24 hours in advance for drop-ins to Extended Care. Notify the Extended Care Director at 224-3639 or school office 224-6525.

Hourly Fees and Emergency Fees are to be paid on the day of service.

Hourly Fees – 24-Hour Notice

\$4.00 per hour	one child
\$6.50 per hour	2 children
\$8.00 per hour	3 children

In case of Emergency

Emergency Extended Care Fee

No 24-hour Notice
\$7.00 per hour per child

For more information on Extended Care, please refer to the Extended Care Handbook.

Homework Club

Homework Club will be available Mondays through Thursdays on regularly scheduled school days. We are offering this program for students in grades 4 through 8. This is an opportunity for students to do their homework in a quiet setting. There are openings for twenty (20) students on a first come, first serve basis. Students accepted in Homework Club will have to be signed in at Extended Care. At that time, they will be given a snack and taken to a quiet designated area to do homework for one hour (3:15 P.M. to 4:15 P.M.). Students will be supervised by an Extended Care aide. Parents will be notified if their child has been accepted or if they are on a waiting list should we have more than twenty sign-ups.

SCRIPPS/San Francisco Chronicle Spelling Bee

Each year St. Apollinaris' top spellers in grades 5-8 compete in the SCRIPPS/San Francisco Chronicle school level spelling bee. These top spellers are invited to study sessions to increase their exposure to the English language through word games and mock-competitions prior to the actual Bee. The top speller in the school proceeds to the next level of competition for a 2 hour written spelling test to qualify for the state competition.

National Geography Bee

Students in grades 5-8 are invited to broaden their knowledge of geography by participating in our annual geography Bees. Fifth and sixth grade students compete in a preliminary Bee where the top four contestants advance to the school level competition of the National Geographic Geography Bee. Interested seventh and eighth grade students prepare for the Bee in organized study sessions, or on their own, vying for the top spot. The winner of the Bee takes a written test in hopes of qualifying for the state level competition.

Freelance programs

Freelance programs are offered to St. Apollinaris students such as Art Camps and After School Spanish. These programs are announced in the Shamrock Newsletter.

Extracurricular Programs

(See page 20 for extracurricular eligibility requirements)

Saint Apollinaris Athletics

Athletic teams within a school environment provide an important unifying element, as well as an additional avenue for our students to apply self discipline, teamwork and motivation. Team participation encourages gender confidence, and a sense of community. Good sportsmanship will always be among the highest objectives for our teams. Saint Apollinaris wants to be sure to support a healthy athletic program, with a range of sporting possibilities for all our students.

We will actively communicate to the student body about the opportunities to join a sports team. There is no experience necessary in any of our offered sports. Our goal is to teach the fundamentals, reward each student for participating in general...and have some fun along the way! Each participant, and their parents, will be given the official guidelines for athletics within the Catholic School League (CSL).

We will be encouraging all students to attend and cheer on our sporting teams. Our teams represent everyone at Saint Apollinaris, and it is equally beneficial to be cheering and supporting as it is to be playing.

Parents will be informed about registration dates (see following Sports Guide), game schedules, and coaching needs. Coaching is a key aspect to any successful athletic program...all that is required is a willingness to motivate the students! Coaching clinics are offered for every sport, so please register if you are able to spend some "team time." See Volunteer requirements, page 5.

Saint Apollinaris Catholic School hopes you and your children value our athletic program, and will participate and/or support its activities to ensure that it thrives for many years to come.



Saint Apollinaris Sports Guide

Saint Apollinaris Catholic School offers Volleyball, Basketball, Track & Field and Golf. All require a pre-registration, and the forms for this process can be found on our website or the school office. Coaching forms are located in the office

The Details and Dates:

- Volleyball: Fall Sport
 - Offered to 5th – 8th graders, girls and boys
 - Registration is the month of May, *prior* to the fall season.
 - Coaches clinic is mid-August
 - Practice, twice a week, begins the week before the start of school
 - Games are played on Saturdays from September to mid – October

- Basketball: Fall – Winter Sport
 - Offered to 5th – 8th graders, girls and boys
 - Registration is September 1st – 23rd
 - Coaches Clinic is Sept. 18, with a second clinic TBD
 - 7th & 8th Grade:
 - Practice begins in late September, twice a week
 - Games are played November – December
 - 8th grade continues practice as school tournament approaches*
 - 5th & 6th Grade:
 - Practice begins late December, twice a week
 - Games are played January – mid February

** The Saint Apollinaris March Madness Basketball Tournament takes place during the first week in March. Many eighth grade teams from our league/county participate, and everyone is encouraged to attend, cheer, and snack at the snack bar! Teams may participate in other tournaments as well.

- Track: Spring Sport
 - Offered to K – 8th graders, girls and boys
 - Registration begins mid-March
 - Practice begins early April, twice a week at Saint A’s field, thru mid-May
 - There will be a few optional practices at the Justin Siena track
 - Compete in two meets (a Friday evening, and a Sunday)

- Golf: Spring Sport
 - Offered to 6th – 8th graders, girls and boys
 - Registration is February 15th – March 15th
 - Practice will be once or twice a week, with matches after school/weekdays
 - Team members need to pass the Youth on Course program for 2012 (if offered) through the Northern California Golf Association.

Team members need to carry a GHIN # through the NCGA (can register on line)

Cheerleading

The Cheerleading Program is designed to encourage good sportsmanship and foster school spirit. The cheerleaders sponsor rallies and activities throughout the year designed to promote school pride and reflect positive role modeling. All interested 8th grade students are welcome to be a part of St. Apollinaris Cheerleading. The cheerleaders wear specific uniforms matching the schools’ colors and are approved by the administration. Cheerleaders are responsible for the cost of their uniforms.

Junior High Academic Decathlon

Three years out of fourteen the Saint Apollinaris Academic Decathlon Team has won the State Championship. The 2009 State Champions bested over 600 Catholic schools in the state of California. The Junior High Academic Decathlon is a ten event competition for students in 7th and 8th grade. Two of the events are collaborative team efforts – a logic quiz with 20 rigorous thinking problems and a super quiz with 50 multiple choice questions on five broad academic themes. The remaining eight events test individual knowledge of the Roman Catholic doctrine, English, Literature, Science, Mathematics, Current Events, Social Studies, and Fine Arts (Art and Music). Awards are given for individual and team performances. The winning school team from each geographic diocese competes in a state championship the first Saturday in May.

The team is chosen annually by the principal based on the following criteria:

1. Results of a Logic Test given each year
2. Standardized Test results for the current and prior 4 years
3. Report Cards (including effort) for the current and prior 4 years
4. Teacher recommendations

Academic Decathlon Team Commitment

Team study sessions are held from approximately October through February, with study continuing through April if the team advances to the State meet. Individual study time is required at home on a regular basis for assigned individual subject areas as well as Super Quiz and Logic responsibilities. Students must have the desire to be team players, to work collaboratively with all members of the team, and to perform to the best of their ability.

St. Apollinaris Leadership Team (S.A.L.T.)

The purpose of the St. Apollinaris Leadership Team (S.A.L.T.) is to provide an opportunity for student leadership experience, to encourage everyone to be active Catholic Christian citizens, to promote pride in being a student of St. Apollinaris Catholic School, to provide representation for the entire student body, and to serve God, Church, and community.

Qualifications for candidates:

1. 6th and 7th grade student
2. Faculty/principal approval
3. Conduct scores of “1” or “2”
4. Active liturgy participants

Members participate in weekly/biweekly meetings at lunch time and after school to plan activities to support their goals. Students act as leaders for their school and model leadership traits to their school and greater community. Members must complete 30 service hours during their term and maintain their grade and conduct requirements.

Yearbook

The Saint Apollinaris Catholic School Yearbook is published each year. The eighth grade and a parent moderator work together editing the yearbook. The yearbook cover and contents are approved by the principal before going to press.

Children’s Choir

St. Apollinaris Catholic School Choir is open to students in the 4th through 8th grades. Parent permission is required. Students who regularly participate in the Choir are eligible to attend the annual Choir Field Trip.

Drama

Every year, all classes participate in our Christmas Program that brings the story of the birth of Jesus to life with words, song and music.

CHAPTER 7

Safety Procedures

Emergency Drills

A fire drill is conducted during school hours each month. Earthquake and lock down procedures are also practiced.

Disaster Manuals

Disaster Manuals are located in the classroom, office, Gymnasium, Extended Care and Parish Hall. They are designed to give general guidance in case of emergency. The procedures outlined, together with common sense, are intended to prevent injury to persons on campus and to reduce damage.

They include directions for:

- Power Failure
- Personal/Property Security
- Health Emergencies
- Fire
- Bomb Threats
- Evacuation
- Earthquake
- Emergency Communications
- School Hour Supervision Policy
- Lockdown/Lockout Procedure

Emergency Communications

In case of an emergency (flood, fire or major disaster), St. Apollinaris Catholic School follows the Napa Unified School District closure policy. Please listen to your radio station KVON 1440 AM and KVYN 99.3 FM.

Arrival and Dismissal

There is adult supervision of school children before school from 7:55 A.M. to 8:15 A.M. and after school from 2:55 P.M. to 3:15 P.M. On minimum days (12:40 P.M. dismissal) supervision is until 1:00 P.M. Children are not allowed on school grounds before 7:55 A.M. or after 3:15 P.M. Children who arrive prior to 7:55 A.M. or are on the grounds after 3:15 P.M. must go to Extended Care. Children are not to play in front of the gym, on the field or in the tot lot before or after school.

Staying on School Grounds

Children are to stay on school grounds from the time they are dismissed. They are not allowed to go to local stores or to a friend's home, etc. during practice and/or games after school unless accompanied by a designated parent/guardian. We cannot extend supervision beyond school grounds. Failure to comply with this policy shall result in disciplinary action. Insurance policies do not permit the school and Extended Care program to extend supervision beyond our **enrolled students**.

Traffic Patrol

Teacher Representative: Virginia Reilly

Junior Traffic Patrol is a service position requiring student responsibility. Maintaining exemplary behavior is required at all times. Scheduled Traffic Patrol members are to report to the Traffic Patrol Room. Patrol times are from 7:55 A.M. – 8:15 A.M. and from 3:05 P.M. - 3:15 P.M. Traffic Patrol members will be identified by a red vest, orange belt and yellow helmet. When they are on duty, parents and children alike must obey them.

Pedestrians

Students who walk to school may enter and exit by the front convent entrance, or by the front entrance adjacent to the church. Walkers should stay on sidewalks and behind the big yellow line whenever possible.

Bicycle Riders

Bicycle riders need to:

- Walk their bikes on school grounds.
- Enter by the front convent entrance and exit by the church.
- Wear a helmet.
- Lock bike to the bike rack.

Driving, Parking and Student Drop off and Pick up

Please be very careful and patient while driving on and off campus. Always think of children's safety first. Please stop at the crosswalk and look before changing lanes. The parking lot entrance is next to the convent. Children are dropped off and picked up along the horseshoe shaped drive and cars exit alongside the Church and rectory. If you are parked in the longer duration parking lot you must walk to the front of the school and pick up your child/children. All children stay behind the yellow safety line. All children are to be picked up/dropped off in the **front school parking lot**. Parents should wait for their children in front of the school.

- **Only use the front parking area for drop off and pick up; not the lot in front of the gym.**
- Parking alongside kindergarten wing is not allowed at any time.
- Speed limit is strictly limited to 5 MPH at all times on school grounds.
- Please advise your delegated driver to follow school directives concerning parking and driving.
- No talking to teachers while they are supervising on yard duty.
- When entering by the convent, the right lane only is for drop-off/pick-up for **two minutes or less**. The left lane is a drive through lane. No stopping is permitted, as vehicles behind you cannot proceed through the parking lot.
- Do not cut across the parking lot diagonally.
- Do not stop to drop-off/pick-up in lanes between parking rows, as vehicles behind you cannot proceed.
- For longer duration parking (two minutes or more), park in designated, lined parking space only.
- People must stay in their cars and not leave a running vehicle unattended.

Circulation Plan

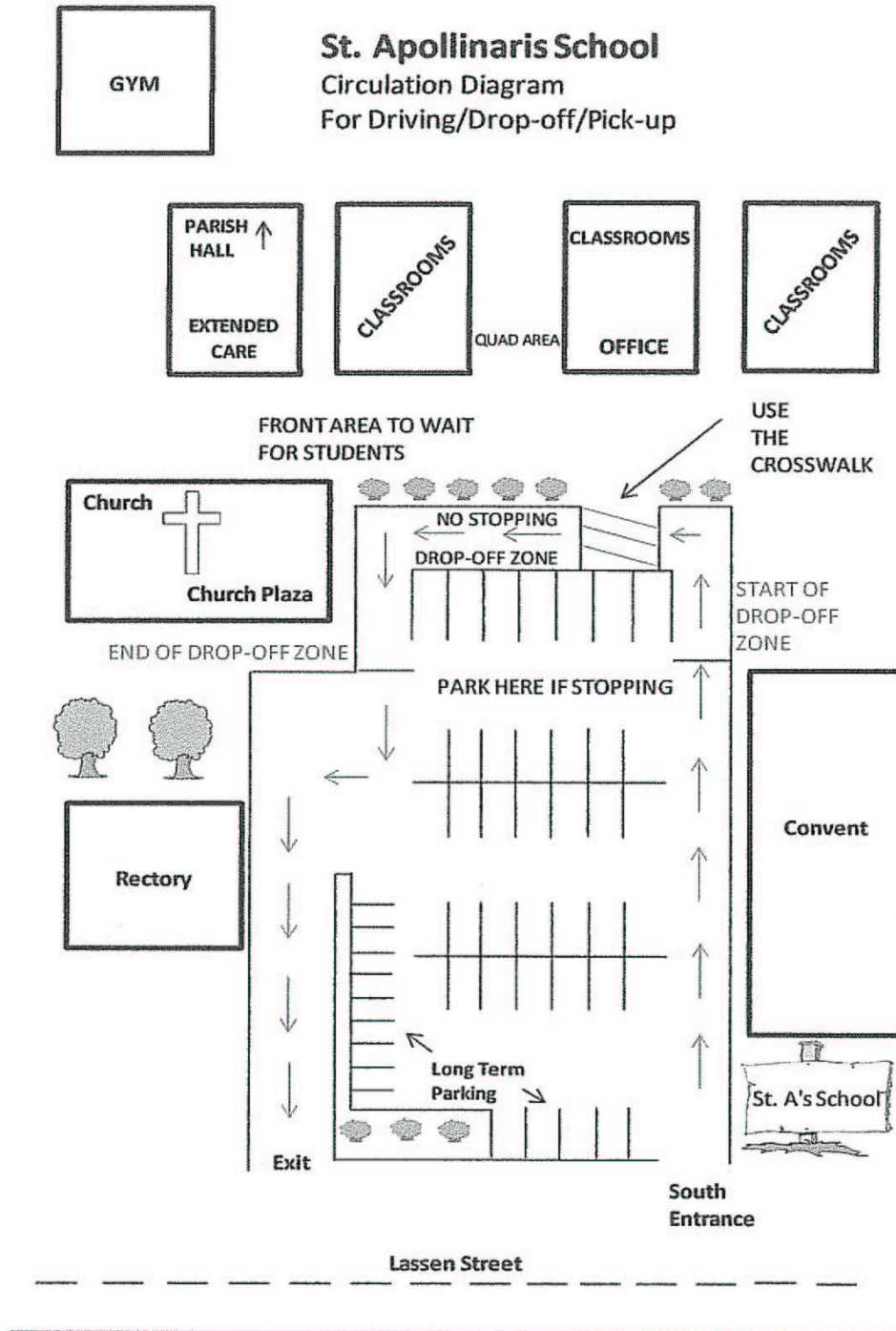
To understand the drop-off/pick-up routines please refer to the circulation diagram.

- If you are intending to remain on campus longer than two minutes, please park in a designated lined parking spot. **Please do not block the aisles.**
- Use the south entrance near the convent to enter the lot. This serves as a two-lane entrance and is one-way only.
- Continue straight ahead following the white dashed line around the horseshoe shaped drive.
- Park and stop in the right lane **ONLY** of the horseshoe drive to load/unload passengers. Pull into the left lane for exit. Drop off zone begins past the convent and extends to the church (as marked). The Traffic Patrol will have signs identifying the location of the drop off areas.
- Continue around in front of the church and past the rectory to exit.
- Instruct your child to stay behind the yellow line for their safety. **Children must cross by the crosswalk only.**

Long Term Parking

- If you stay on campus for an extended period of time (e.g. field trip chaperone, class/office help) park only on the perimeter of the school parking lot designated as long-term parking. Vehicles left in the middle of the parking lot during the school day interfere with students' recess, lunch, and PE. Please park along the edges of the parking lot in consideration of students.

CIRCULATION PLAN



CHAPTER 8 Office Information

School Hours

Grades K-8

School Begins	8:15 A.M. (Morning Assembly)
Morning Recess	10:00 A.M. - 10:20 A.M.
Lunch	12:00 P.M. - 12:40 P.M. Grades K-5 (M-F)
	12:50 P.M. - 1:30 P.M. Grades 6-8 (M-F)
Afternoon Recess	1:45 P.M. – 2:05 P.M. K-3
Dismissal	2:55 P.M. Grades K-4
	3:05 P.M. Grades 5-8

Minimum Day/Early Dismissal:

Grades K-8: 8:15 A.M. – 12:40 P.M.

Office Hours – Monday through Friday 7:55 A.M. - 3:30 P.M.

School Scrip Program – Monday through Friday 7:55 A.M. - 3:30 P.M. Telephone 224-5400
Please contact Angela McWilliams if you have scrip questions. She can also be reached by email at amcwilliams.scrip@gmail.com.

Weekend Scrip Hours throughout the year

Sunday: 8:00 A.M. – 12:00 P.M.

Administrative Secretary – Mrs. Anna Cardwell

7:55 A.M. to 3:30 P.M. Monday through Friday

Please contact Anna Cardwell for scheduling of appointments to meet with the principal, and for registration and admissions. Telephone 224-6525 or acardwell.adminsec@gmail.com.

School Secretary – Mrs. Antonela Clunies-Ross

7:55 A.M. to 3:30 P.M. Monday through Friday

Please contact Antonela Clunies-Ross for all other school related business, Shamrock Newsletter information, calendar information, student records and health records, etc. Telephone 224-6525 or stapollinaris.schoolsec@gmail.com.

Bookkeeper – Mrs. Willie Kempkey

Please contact Mrs. Kempkey for billing information 1:30 P.M. – 3:30 P.M., Monday through Friday. Bills and reimbursements are paid weekly. Telephone 224-6525 or wkempkey.bookkeeper@gmail.com.

Miscellaneous Information

School Telephone

Students need to have teacher's written permission in order to use the office telephone. Please remember that the office telephone is used for important matters. See Electronic Devices Policy, page 15, for cell phone guidelines.

Forgotten Books, Lunches, Homework, etc.

To minimize classroom interruption, any forgotten article brought to school during class time should be brought to the office, not the classroom.

Forgotten Lunches

If students forget their lunches, they will be able to call home during recess to notify parents.

Please write the student's name and grade on the outside of the bags. Students must come to the office during their recess or lunch to get their lunches.

Lost and Found

Lost clothing or articles will be turned into the office and kept in the Lost and Found closet for parents or students to claim items during the school day. Please be sure that all clothing articles, backpacks and lunch pails are labeled with your child's name. A child may not, however, be excused from class to look in the lost and found. Periodically, unclaimed articles will be given to a charitable organization. All lost uniform clothing not claimed will be given to the Used Uniforms for resale.

Parties

We ask you to be sensitive in the area of birthday (and other) party invitations and send them either by mail or telephone. Please be discreet if you are picking up or dropping off the children from school or Extended Care for the party. Do not exclude one or two students from off campus parties. Whenever possible invite the whole class. We wish to eliminate hurt feelings which then carry over into the classroom setting. Prior to bringing treats to school for your child's birthday, check with your homeroom teacher. Please do not send balloons, flowers, toys, party favors, etc. to school as they are a distraction in the classroom and school setting.

Students may have free dress on his/her birthday. If the birthday falls on a weekend, the student may have a non-uniform day on the Friday before his/her birthday. If your child has a summer birthday, he/she may have free dress on the last Friday of the school year.

Visiting School

All visitors on school grounds need to sign in at the office and wear a "visitors" badge.

CHAPTER 9

Parent Service Program

St. Apollinaris Catholic School Council

School Council Policy

In the spirit of Canon Law, a School Council exists at St. Apollinaris Catholic School. The St. Apollinaris Catholic School Council assumes the following responsibilities: planning, policy development, finances, public relations, and evaluation. The policies of this council are in accordance with those stated in the Diocesan Administrative Handbook. The school Council's constitution, by laws, and amendments to the same are ratified by the Board of Education of the Santa Rosa Diocese.

Purpose

This council is a consultative body for St. Apollinaris Catholic School. The general purpose of this council is to support the philosophy of St. Apollinaris Catholic School, whose aim is to integrate the teachings of the gospel with the total curriculum, and to create a Christian environment through prayer, education, and social action. School personnel and curriculum are not under the jurisdiction of the school council or members. Neither the council as a whole, nor any individual member, shall formally entertain or consider communication or complaints until they have been first referred to the principal and the pastor. Only in those cases where satisfactory adjustment cannot be made by the pastor and/or principal, shall communications or complaints be referred to the council. Individual members have a status as council members only when acting formally as members of the council while it is in session, or when specifically entrusted by the council to carry out specific assignments.

The agenda is prepared and agreed upon by the president and the principal. Agenda items may be proposed to the president, principal, any council member or any parent with a student in St. Apollinaris Catholic School. Agenda items offered by other than council members must be submitted in writing to the president, the pastor, and the principal at least seven days in advance of the meeting. Meetings are held the third Tuesday of each month. Meetings are open to the school community. Please notify the office if you plan to attend.

MERCY

MERCY Policy

A parent group at St. Apollinaris Catholic School has been organized to promote a broader appreciation of the ideals of Catholic education, to improve the environmental conditions which influence child development in the school, and to provide a forum for exchange between parents and teachers. The organization will also function as an informal advisory council to the school principal.

Purpose

MERCY is the name of the Parent Teacher Association at St. Apollinaris Catholic School. MERCY is an acronym for Making Education Reach Catholic Youth. The purpose of this organization is to enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible. Mercy will also provide a forum of exchange for parents and teachers, provide a solid organization to improve the school's efforts, and promote fellowship between all parish and school organizations. All teachers, parents, and guardians of children presently attending St. Apollinaris Catholic School are members. A MERCY fee of \$10.00 per family is due at registration time. Please watch the Shamrocket Newsletter and the monthly calendars for MERCY meetings.

Athletic Advisory Board

The Athletic Advisory Board manages the administration of the Athletic program at our school. Working with the Athletic Director, the board handles game scheduling, diocesan compliance, gym usage, and award presentations. The Board sponsors an annual Basketball Tournament to provide competitive excitement to the season as well as raise money to help cover budgetary costs which they oversee.

CHAPTER 10 Computer Usage Guidelines and Policies

Diocesan Administrative Policies

Copyright

It is the policy of the educational programs governed by the Santa Rosa Diocesan Board of Education that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print materials allowed by:

1. Copyright law,
2. Fair use guidelines,
3. Specific licenses or contractual agreements,
4. Other types of permission.

Employees, volunteers, and students who willfully disregard copyright law are in violation of Santa Rosa Diocesan Board policy, doing so at their own risk and assuming all liability.

Internet

It is the policy of educational programs governed by the Santa Rosa Diocesan Board of Education to require the ethical use of the Internet and related technologies. Access privileges may be revoked, school/district disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

Internet terms, Conditions, and Regulation

Acceptable Use – the use of the Internet and related technologies must be in support of education and consistent with the educational objectives of the diocese.

Unacceptable Use – transmission of any material in violation of an U.S. or state board is prohibited. This includes but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized “chat room”, and chain letter communication is also prohibited. Other examples of unacceptable information are: pornography, information on bombs, inappropriate language and communication, flame letters, etc.

Vandalism – Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to the uploading or creation of computer viruses. Unauthorized use of another’s computer, access accounts, and/or files is prohibited.

Privileges – the use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff person(s)

concerning the proper use of the network. The faculty, staff or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

Warranties – the educational programs governed by the Diocesan Board of Education make no warranties of any kind, whether expressed or implied, for the Internet service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, miss deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by the Santa Rosa Diocesan Board of Education specifically deny any responsibility for the accuracy or quality of information obtained through Internet services. The student or parent guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that are not previously approved as part of the local budget.

Adapted and Adopted (1997)

General Information for Internet Users

Catholic Schools in the Diocese of Santa Rosa are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Internet access in our school is strictly limited to "Educational Use" and is "Teacher Supervised."

In keeping with the mission of our schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the user (student, teacher, parent, volunteer, etc.).

St. Apollinaris Catholic School's Technology Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for access to the school's technological resources:

Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
 - Parents and/or students may not post pictures or other information of St. Apollinaris students, faculty, and staff without written permission presented to the office.

2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.

3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies)
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomforting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

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

Consequences for Violations

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Revised 08-23-11

CHAPTER 11

Directory

**ST. APOLLINARIS CATHOLIC SCHOOL 2011-2012
ADMINISTRATION**

Bishop.....Bishop Robert Vasa
Pastor.....Monsignor Joseph Alzugaray
Superintendent of Schools.....Dr. John Collins
Principal.....Mrs. Connie Howard
Vice PrincipalMr. James Mulford

FACULTY AND STAFF

Kindergarten.....Mrs. Melanie Gray
First Grade.....Mrs. Kerry Kempkey
Second Grade.....Mrs. Lynda Flores
Third Grade.....Mrs. Linda Young
Fourth Grade.....Mrs. Carolyn Andrews
Fifth Grade.....Miss Virginia Reilly
Middle School (6).....Mrs. Mary Scully
Middle School (7).....Mr. James Mulford
Middle School (8).....Mrs. Patricia Walter
Resource Coordinator (6-8).....Mrs. Lani Manasse
Spanish (Gr. 4-8).....Mrs. Carol Funk
Religious Education Coordinator.....Sister Philomena Geoghegan
Music DirectorMr. Paul McKeever
Accelerated Math (Gr. 5-8).....Mrs. Willie Kempkey
Science (Gr. 4-8).....Mrs. Carolyn Stahlecker
Physical Education (K-6)Mr. Walter Buckner
Physical Education (7-8).....Mrs. Mary Scully and Mr. James Mulford
Computer Teacher (2-8)Mr. Mark Willoughby
Librarian.....Mrs. Theresa Joske
Hot Lunch DirectorMrs. Francine Chouinard
Administrative Secretary.....Mrs. Anna Cardwell
School Secretary.....Mrs. Antonela Clunies-Ross
Bookkeeper.....Mrs. Willie Kempkey
SCRIP CoordinatorMrs. Angela McWilliams
Instructional Aide (Kindergarten)Mrs. Judith Hensley
Instructional Aide (First grade)Mrs. Theresa Joske and Mrs. Kim Post
Instructional Aide (Second grade)Mrs. Jean Petri and Mrs. Kim Jackson
Instructional Aide (Third grade)Mrs. Sylvia Hefley
Instructional Aide (Fourth grade).....Mrs. Cathy Galvin
Instructional Aide (Fifth grade)Mrs. Kim Post
Instructional Aide (Sixth grade)Mrs. Jill Bittner
Learning Consultant.....Mrs. Elizabeth Haughton

EXTENDED CARE

Administrator.....Mrs. Connie Howard
Extended Care Director.....Mrs. Francine Chouinard
Extended Care Aide.....Mrs. Jill Bittner
Extended Care AideMrs. Cathy Galvin
Extended Care Aide.....Gregory Chouinard
Extended Care Aide.....Katherine Kempkey

SCHOOL COUNCIL

President.....Mr. Tim Long
Vice President/Finance.....Mrs. Dormi Herman
Secretary/Marketing.....Mrs. Monica Granados-Lopez
Technology.....Mr. Tim Wahle
MERCY..... Dr. Erica Conway
MemberMr. David Ross
MemberMrs. Kelly Hyatt
Teacher Representative.....Mr. James Mulford
Principal.....Mrs. Connie Howard
Pastor.....Monsignor Joseph Alzugaray

MERCY-PARENT TEACHER ORGANIZATION

President.....Dr. Erica Conway
Vice Secretary.....Mrs. Christie Peterson
Treasurer.....Mrs. Andrea Perata
Fundraiser Coordinator.....Ms. Jennifer Renner
Crab FeedMrs. Dorothea Collins and Mrs. Sandra Moore
Father Cleary Golf Tournament.....Mr. Frank Hernandez
Gala.....Mrs. Kim Jackson
Walk-a-Thon.....Mrs. Dianne Decius
Hospitality Coordinators.....Mrs. Lisa Bahnsen
Room Parent Coordinators.....Mrs. Rita Han
Web MasterMrs. Liz Gilbert
Teacher Representative.....Mrs. Carolyn Andrews
Principal.....Mrs. Connie Howard
Pastor.....Monsignor Joseph Alzugaray

ATHLETIC COMMITTEE

Pastor.....Monsignor Joseph Alzugaray
Principal.....Mrs. Connie Howard
Athletic Director & Gym Coordinator.....Mr. Walter Buckner
Basketball Coordinator..... Mr. Ted Bacci
Track Coordinator.....Mr. Gary Prince
Sport PR Director & Volleyball Coordinator.....Mrs. Tracy Martin
MemberMr. Mike Jackson
MemberMr. Tom Leveque

ST. APOLLINARIS LEADERSHIP TEAM

Eighth Grade

Juliana Bittner
Dena Prince
Spencer Gavin
Sheila Campbell
Jewel Gamsby
Gianna Gagetta
Ashley McLeod
Cameron Reynolds

Seventh Grade

Catriona Barry
Hannah Smorra
Harrison Geesey
Hon-Nhien Tran
Isabella Hernandez
Isabelle Lemieux
Joey Devine
John Eberling
Jori Herman
Julia Prager
Kaitlyn Gardner
Maeve Peace
Neha Sidhu
Olivia Perata
Ryann England
Antonella Collins

S.A.L.T. Moderator: Mrs. Carolyn Stahlecker

Appendix I
2011 - 2012 REGISTRATION/TUITION CONTRACT

REGISTRATION

- Registration for new and returning students begins on March 7, 2011 and ends March 25, 2011. Starting March 28, 2011, any openings unfilled by returning students will be opened to families on the waiting lists.
- All accounts must be current for the 2010-2011 school year before registration will be accepted for 2011-2012 school year.

TUITION

- St. Apollinaris Catholic School strives to keep tuition rates affordable. The per pupil cost for the 2011-2012 school year is \$6,800.00 per child. The difference between the actual cost and the tuition paid is subsidized by our Parish, Scrip Program and fund-raisers. There are two tuition plans: Plan A for Active Catholic Parish Families and Plan B for Non-Active Families. Active Catholic Parish Families are those families who:
 - 1) are registered in the parish, 2) attend Mass weekly, 3) contribute to the parish on a regular basis through the use of envelopes, 4) participate in parish activities, and 5) Child/ren must be baptized Catholic. Your qualification for this rate will be checked on a quarterly basis. Failure to maintain active participation will result in a letter of notification followed by a change to *Cost Based Tuition* within 30 days.

Plan A			Plan B		
Active Catholic Parish Families			Non Active Families		
	Annual	Monthly		Annual	Monthly
1 Child	\$5280.00	\$528.00	1 Child	\$6600.00	\$660.00
2 Children	\$9820.00	\$982.00	2 Children	\$13200.00	\$1320.00
3 Children	\$13600.00	\$1360.00	3 Children	\$19800.00	\$1980.00

- The registration fee, 1/10 of the annual tuition, is due by March 25, 2011 with your signed registration/tuition contract; the registration fee is **non-refundable**. The nine (9) remaining tuition payments are due on the first day of the month, September through May.
- Three month payment plan available.
- Please circle the appropriate plan on page 4 of the Registration/Tuition Contract.

TUITION ASSISTANCE

St. Apollinaris Catholic School offers supplemental Tuition Assistance based on need as determined by the Parish Finance Committee. Applications are available in the school office and in the rectory. Completed applications must be turned into the school or rectory by the March 25, 2011 due date. Applications received after that date will not be considered. The registration fee and contract are due by March 25, 2011, even when applying for tuition assistance. Thank you.

SCRIP

Scrip is a fund-raiser for the school and helps subsidize the difference between the actual cost and tuition paid.

- Families have from May 1, 2011 through April 30, 2012 to meet their Scrip obligation.
- Each family has a Scrip obligation of **\$400.00** in profit on scrip purchases.
- If a family chooses not to purchase Scrip, there is a **\$400.00** fee to be paid with registration.

Appendix I (cont'd)

PARENT PARTICIPATION

Our Parent Participation Program is designed to bring St. Apollinaris Catholic School parents into a close relationship with the school. The “category-based” program for Parent Participation hours will continue for the 2011/2012 school year. The requirement of 30 points will stay in effect for the 2011/2012 school year. (1 point per hour)

15 points are required for category A, and 15 for category B.

- Category “A” – 15 pts (**Mercy’s Major Fundraisers and Scrip**)
- Category “B” – 15 pts (Hot Lunch, Yard Duty, School clean-up days, Library/Classroom Help, Sports Programs, Miscellaneous (from qualified list) or extra points from A)

MERCY

- Every family in the school is a member of MERCY, our parent-teacher organization.
- The MERCY fee of \$10.00 per family is due with the registration/tuition contract and is non-refundable.

FEES

- **Book Fee and Technology Fee** A book/lab/technology fee of \$200.00 will be charged per student. This fee is due with the registration/tuition contract.

Below are fees for students in the participating classes. These fees are due with the registration/tuition contract

- **Graduation (8th Grade) - \$35 per student**

The Graduation fee covers the cost of gowns, diplomas and awards.

- **First Communion (2nd Grade) - \$25 per student**

The First Communion fee includes the cost of speakers, visiting priests, crosses, Bibles, candles, certificates, programs and snacks.

TUITION/EXTENDED CARE DELINQUENT ACCOUNTS

- Tuition/Extended Care payments are due on the 1st of the month. If this date falls on a weekend or holiday, tuition is due the following school day. A cumulative late fee of \$25.00 per month will be charged if payment is received after the 10th day of the month.
- First Notice - 10 days past due - 20 days to pay the delinquent balance in full.
- Second Notice - 30 days delinquent-10 days to pay the delinquent balance in full. Families with outstanding tuition may be asked to withdraw their children at the end of 40 days. Thereafter, the Roman Catholic Welfare Corporation, a California non-profit corporation acting by and through St. Apollinaris Catholic School may exercise any remedy for collection available to it by law. In the event of assignment for collection, the undersigned parents or guardians agree to pay the actual expenses incurred for such collection, and in the event of action in court, a reasonable sum as attorney's fees in addition to the taxable cost of court.
- A \$30.00 fee (\$5.00 bank charge and \$25.00 late fee) is charged for all returned checks. Subsequent payments must be made by cash, money order or cashier's check.

St. Apollinaris Catholic School realizes that from time to time families experience financial hardship. When hardships arise, please contact Anna Cardwell in the school office before the 10th of the month by phone or in a note, so that we can work with you to resolve any tuition problems.

Appendix II/A Scrip Program

Scrip is a fundraiser for the school that helps subsidize the difference between the actual cost and the tuition paid. Merchants provide the school paper 'Scrip' and pay the school a varying percentage return when parents use it on purchases in their stores. Additionally, some merchants keep track of purchases and profits through the 'club card' or eScrip programs. Rebate percentages vary by merchant. See our Scrip form for the rates of paper scrip vendors and the web sites for the club card or eScrip programs.

- Each family has a Scrip **profit** obligation of \$400.00.
- Families have from May 1 through April 30 of the next year to meet their obligation.
- The obligation is measured by the profit received from paper Scrip. In the case of paperless merchants, the school will receive payment from the merchants on a monthly or quarterly basis. Please note that in these cases, there may be a delay of 60-120 days before reporting to the school.
- Families not making their obligation by April 30 must make up the difference up to \$400.00.
- If a family chooses not to purchase any Scrip they may opt out at a fee of \$400.00.

Families who have exceeded their obligation by registration time may use 50% of the overage towards registration fees. The balance will carry over into the next month. If families exceed their obligation at the end of April, they may use 50% of it towards May tuition. If any overage has not been used by June 1st, the balance will simply go to the school, as the Scrip year is over at that time.

Paper scrip is available for sale in the school office during normal school hours and every Sunday from 8am to noon. When the weather permits we may be in the Church atrium after the Sunday 7:30am, 9:00am, and 10:30am Masses. Scrip must be purchased with cash or a check.

Families are given a summary of purchases three times a year but can contact the Scrip Coordinator in the office at 224-6525 or via e-mail at amcwilliams.scrip@gmail.com to receive their totals at any time.

Please see Appendix II/B for current programs. Note rebate percentage is subject to change. Please check with the Scrip Coordinator if you have any questions.

St. Apollinaris Scrip

Appendix II/B

Scrip Order Form

St. Apollinaris School

Current as of May 2010

Purchaser:		Total Purchase: \$		Special Order	
Phone Number:		Date:		Check #:	
Credit Family Name:		Sold By:		Cash Amt:	
Needy Family Fund?		<input checked="" type="checkbox"/> if yes			
Scrip	%	\$	Qty.	Total	
Amazon.com	4%	\$ 25			
American Express Gift Card	1%	\$ 100			
American Exp. Special Order	1%	\$ 200			
Anette's Chocolates	10%	\$ 25			
Applebee's	8%	\$ 25			
Arco	2.0%	\$ 50			
	2.0%	\$ 100			
Banana Republic - See Old Navy					
Barnes & Noble/B. Dalton	9%	\$ 10			
Barnes & Noble Special Order	9%	20,25,100			
Bath & Body SALE		8.70			
Big 5 Sporting Goods	8%	\$ 25			
Blockbuster SALE		9.30			
Browns Valley Market	5%	\$ 10			
	5%	\$ 20			
Burger King	4%	\$ 10			
Caffino	20%	\$ 25			
Carl's Jr.	9%	\$ 10			
Central Valley	5%	\$ 100			
Gift Cert to pay bill. Special Order only.					
Chevron New Denomination	1.5%	\$ 50			
	1.5%	\$ 100			
Cinemark - Napa Cinedome	4%	\$ 25			
Claire's (icing) SALE		9.10			
Cold Stone Creamery	8%	\$ 10			
Compadres	20%	\$ 20			
Copperfields	8%	\$ 10			
Costco Cash Card NEW!	1%	\$ 50			
Costco Cash Card NEW!	1%	\$ 100			
Costco Membership		\$ 50			
CVS	5%	\$ 25			
	5%	\$ 100			
Dennis Uniform	8%	\$ 20			
Downtown' Joe's	25%	\$ 20			
Game Crazy/ Hollywood SALE		8.40			
Gift Card Holder		\$ 3			
Gift Card Wrapper		\$0.30			
Edwards Cinema/UA/Regal	8%	\$ 25			
Gap - See Old Navy					
Genova	7%	\$ 5			
Hallmark	4%	\$ 25			
Home Depot / Home Expo	4%	\$ 25			
	4%	\$ 100			
Special Order Only					
	4%	\$ 500			
iTunes	4%	\$ 15			
iTunes	4%	\$ 25			
J. Crew	13%	\$ 25			
Jack In the Box	4%	\$ 10			
Jamba Juice	7%	\$ 10			
JC Penny SALE		95.00			
Kentucky Fried Chicken	9%	\$ 5			
KOHL'S NEW! Pay your Bill	4%	\$ 25			
KOHL'S NEW! Pay your Bill	4%	\$ 100			
Land's End	17%	\$ 25			
Land's End	17%	\$ 100			
See additional Retailers at www.glscrip.com					
Scrip:					
La Taquiza Fish Tacos	5%	\$ 10			
Longs Drugs See CVS					
Lucky	2%	\$ 25			
	2%	\$ 100			
Macy's	10%	\$ 25			
	10%	100			
Marie Callenders	12%	\$ 25			
McCaulou's	5%	\$ 25			
McDonald's	10%	\$ 5			
Michael's Craft Store	4%	\$ 25			
Napa Valley Emporium	5%	\$ 5			
	5%	\$ 10			
Nob Hill/Raleys	4%	\$ 25			
	4%	\$ 100			
Nordstrom	2%	\$ 50			
Office Depot	4%	\$ 25			
	4%	\$ 100			
Old Navy	9%	\$ 25			
Orchard Supply Hardware - See Sears					
Papa Murphy's	5%	\$ 5			
Payless Shoe Source	13%	\$ 20			
Peets Coffee	8%	\$ 20			
Petco	7%	\$ 25			
QUIZNOS NEW	10%	\$ 10			
Raleys (See Nob Hill)					
Ross	8%	\$ 25			
Round Table	10%	\$ 5			
Safeway	4%	\$ 25			
	4%	\$ 100			
Sears/OSH	4%	\$ 25			
	4%	\$ 100			
See's Candies	23%	\$16			
Shell	1.5%	\$ 25			
	1.5%	\$ 50			
	1.5%	\$ 100			
Staples	5%	\$ 25			
	5%	\$ 100			
Starbucks	7%	\$ 10			
Starbucks	7%	\$ 25			
Subway	3%	\$ 10			
Taco Bell	5%	\$ 5			
Target	2%	\$ 25			
	2%	\$ 50			
New Denomination!					
	2%	\$ 100			
Vallerga's	6%	\$ 10			
	6%	\$ 25			
	6%	\$ 50			
Walmart/Sam's Club	2%	\$ 25			
	2%	\$ 100			
Wendy's	4%	\$ 10			
Whole Foods	4%	\$ 25			
	4%	\$100			
Special Order Info.-Office use only					
Date Ordered:					
Date Entered:					
Date Completed:					
Date Called:					

Appendix III

Partnership in Education Fund

St. Apollinaris Catholic School's Mission is to provide an excellent Christ centered education at an affordable rate. The tuition charged, however, does not completely pay for the cost of education, and actually falls short by \$1,400 for the first child and higher for each additional child due to the discount structure.

In 2004, we launched the *Partnership in Education Fund* which provides the opportunity to “close the gap” between the cost of education and the tuition charged. Many families met the challenge and elected to make a tax-deductible donation for all or part of the cost difference separately from their tuition payment. Our school needs to raise as much money as we can in these difficult economic times to keep the cost of tuition low for our families.

We are looking for your support again.

The success of the *Partnership in Education Fund* allows us to focus the results of the MERCY events on enrichment programs and other specific needs at the school *rather than subsidizing tuition*.

It's good for the school and good for parents.

We understand that not all parents can contribute at the same level, but 100% participation equates to 100% community – one of the core strengths at St. Apollinaris.

All donations will be acknowledged with our sincere thanks and appropriate tax documentation. Please encourage friends, parishioners, and benefactors to be generous in supporting St. Apollinaris Catholic School.

Contact Anna Cardwell with any questions (or donations) at 224-6525.

Appendix III (cont'd)
St. Apollinaris Catholic School
2011-2012 Partnership in Education Agreement

In order to help further the mission of the school and help close the gap between the cost of education and tuition, we would like to participate in the Partnership in Education Fund.

In addition to the tuition contract, we are interested in making the following tax deductible donation for the child/children in our family.

Full Tuition Subsidy

_____ \$1,400 one child
_____ \$3,600 two children
_____ \$6,400 three children

or \$1,000.00 _____ \$500.00 _____ Other \$ _____

Please indicate preferred billing method:

_____ One payment (due 12/15/11)
_____ 2 payments (due 9/01/11 & 12/15/11)

_____ Check _____ VISA _____ MasterCard

I/We have read and completed the above Partnership in Education Agreement and agree to pay accordingly. Please send me a receipt for the above tax deductible amount.

Family Name: _____

Parent signature: _____

Spouse signature: _____

Date: _____

Appendix IV PARENT PARTICIPATION QUALIFIED ACTIVITIES

A “category-based” program for Parent Participation hours will be in place for the 2011-2012 school year. The 30 points requirement remains in place. (1 point per hour)

Minimum 15 points are required for each category.

Category A

1. Selling Scrip at Mass
2. Fundraisers (1 pt. per hour worked) (Golf Tournament, Walk-A-Thon, Crab Feed, Gala)

Category B

1. Hot Lunch Help
2. Selling Scrip
3. Room Mothers and Classroom Volunteers (sometimes can be done at home)
4. Library Help
5. Tutoring Students
6. Yard Duty
7. Help Librarian with Book Faire
8. School clean-up days
9. Concession Stands
10. Mercy Meetings (1pt. per meeting)
11. Chaperoning field trips
12. Hospitality at various events
13. Gym helpers (score keeping, gym clean-up, etc.)
14. Baking cookies, donuts, cakes, etc for functions (1 pt. per cake or 2 dozen bars)
15. Class-Specific Fundraising

Certain volunteer positions are available that require special time commitments. Volunteers selected for a **contracted 15-point position** will satisfy category B upon completion of the requirements for the position. The volunteers still need to fulfill 15 points required for Category A.

- Head Room Parents; co-head room parents
- School Sports Head Coach
- School Council Members
- Mercy Council Members
- Major fundraising Chair or Co-Chair
- Box-Top/Campbell's Soup labels Coordinator

Appendix V

St. Apollinaris Catholic School
3700 Lassen St.
Napa, CA 94558

ATHLETICS REGISTRATION FORM

SCHOOL YEAR: _____

SPORT: (Please circle one only) VOLLEYBALL BASKETBALL TRACK GOLF

CHILD'S NAME _____ GRADE _____ M F

ADDRESS _____ CITY _____ ST _____ ZIP _____

PARENT(S) NAME _____ DAY PHONE _____

E-MAIL _____

ALTERNATE CONTACT _____ PHONE _____

CHILD'S DOCTOR _____ PHONE _____

CHILD'S DENTIST _____ PHONE _____

MEDICAL INSURANCE _____ POLICY # _____

MEDICAL RESTRICTIONS/REQUIREMENTS _____

SHIRT SIZE: (Circle one) YOUTH SMALL YOUTH MEDIUM YOUTH LARGE
ADULT SMALL ADULT MEDIUM ADULT LARGE

FEES: VOLLEYBALL - \$55.00 BASKETBALL - \$80.00 TRACK - \$25.00 GOLF - \$75.00

PLEASE INCLUDE A CHECK MADE PAYABLE TO ST. APOLLINARIS ATHLETICS IN THE AMOUNT INDICATED FOR THE ABOVE DESIGNATED SPORT.

I/We, the undersigned, as parents of _____ do hereby consent to release St. Apollinaris Catholic School of Napa, CA and any and all of its agents from any liability arising out of or in any manner related to my/our child's participation in the above designated St. Apollinaris Catholic School sport.

Emergency Authorization Form

Pursuant to the provisions of Section 28.8 of the California Civil Code, I hereby authorize Mrs. Connie Howard and/or staff or coaching member at St. Apollinaris Catholic School as agent(s) for myself to procure medical, hospital, or dental care for my child in the event of injury or illness while the child is in the care of the above named adults. I understand and agree that I am financially responsible for any care so procured. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority on the part of my agent(s) to consent to such medical care, should it become necessary in an emergency.

Parent/Guardian Signature _____ Date _____

OFFICE USE ONLY: FEE REC'D _____ CHECK # _____ FORM REC'D _____ DATE: _____ BY _____

Athletic Participation Permission Slip (cont'd)

**St. Apollinaris Catholic School
3700 Lassen Street
Napa, CA 94558**

**CSL After School Sports Program Registration
Grades 5th – 8th**

“The Philosophy of the Catholic School League is to provide the students that attend St. Apollinaris Catholic School, the chance to learn and develop skills in the sports that are sponsored. The student athletes and their adult supporters are given the opportunity to interact with their school peers, parish community, as well as other schools and parishes.”

**Sponsored Sports:
5th – 8th Boys and Girls Volleyball / Basketball & K-8 Track**

Signature Required by Parent & Athlete

We, the athlete and the parents/or guardians understand and agree to:

- Attend all practices and games, unless a reasonable valid excuse such as illness or injury.
- Agree to conduct ourselves in a good sportsmanship like manner at all times towards our teammates, coaches, officials, and opponents.
- Exhibit outstanding sportsmanship at all times. (Poor sportsmanship may result in removal from the team.)
- Be responsible (parents) for transportation for our student athlete to and from practices, league games and events. Participation in the CSL requires traveling throughout Napa, Sonoma, and Mendocino Counties.
- Have sufficient auto insurance when transporting our own and/or other participants to and from practices, league games and events.
- Maintain as students grades averaged at a 2.0 GPA and no more than one “3” in conduct or effort. This is the minimum requirement to remain eligible to participate in a sponsored sport. *See Extracurricular Probation on page 21 in Parent/Student Handbook.*

St. Apollinaris Catholic School may have additional rules and policies for their after school program (ie. maintain grade point average, school attendance policy, etc.). These will be provided to you with this registration form. **Participation in the CSL, by the students and parents, is a privilege, not a right. St. Apollinaris Catholic School and its’ representatives, reserve the right to remove those who fail to behave in a positive, responsible, Christian manner, from any league event. If such behavior is not resolved after notification to the Athletic Director & school administration, you may be asked to not attend any future CSL events.**

Athlete _____ **Date** _____

Parent/Guardian _____ **Date** _____

This form must be signed and returned with registration and medical release form.

Appendix VI
2011-2012 First Communion Calendar

September 2011

Theme: We Belong/We Gather
White Book Assignment: Lesson 1 & 2 (September)
Parent Meeting: Thursday, September 15th 7:00 – 8:30 P.M. / Parish Hall
Celebration/Activity for Parent and Child: Rite of Enrollment:
Thursday, September 29th, 7:00- 8:15 P.M. Church/ Hall

October 2011

Theme: We Listen
White Book Assignment: Lesson 3 (October)
Parent Meeting: Thursday, October 13th 7:00 – 8:30 P.M. / Parish Hall

November 2011

Theme: We Give Thanks
White Book Assignment: Lesson 4 (November)
Special Celebration: Thursday, November 3rd, 7:00 – 8:15 P.M. Church/Hall
Students will be presented with their First Bible

November 24th Thanksgiving Day Mass 10:00 A.M.
St. Apollinaris Church

December 2011

Theme: Making Peace
White Book Assignment: Reconciliation Book (December)
Parent Meeting: None in December
Special Celebration: Wednesday, December 15th, 7:00 P.M., Christmas Program, Church

January 2012

Theme: Preparing for the Sacrament of Reconciliation
White Book Assignment: Reconciliation Book (January)
Parent Meeting: Thursday, January 12th 7:00 – 8:30 P.M. / Parish Hall
Celebration/Activity for Parent and Child: Sacrament of Reconciliation
Thursday, February 9th, 7:00-8:30 P.M. Church / Hall

February 2012

Theme: We Remember
White Book Assignment: Lesson 5 (February)
Celebration/Activity for Parent and Child: Treasures of the Church
Thursday, February 23rd, 6:00-8:00 P.M. / Church

March 2012

Theme: We Celebrate
White Book Assignment: Lesson 6 (March)
Celebration/Activity for Parent and Child: Prayer Service, Thursday, March 15th, 7:00-8:15 P.M.
Children presented with a cross

April 2012

Theme: Preparation for First Communion
Parent Meeting: Thursday, April 19th, 7:00 – 8:30 P.M., Parish Hall/Church
Seating/practice

St. Apollinaris Catholic School - FIRST COMMUNION DAY – SPECIAL MASS

Saturday, April 28th, at 11:00 A.M.

St. Apollinaris Catholic Church

May 2012

Theme:

We Live

White Book Assignment:

Lesson 7 (May)

Special Celebration:

Mass and presentation of certificates and blessing of Religious Articles
8:45 A.M., Date to be determined

It is important for **all** parents to be present at all of the above scheduled meetings and celebrations. The speakers are excellent and the celebrations are inspiring. There is no way to make up information missed. Please mark your calendar.

Appendix VII

Calendar for Reconciliation Program Fourth Grade 2011-2012

Parent meeting: Monday, February 13th, 7:00-8:15 P.M. / Parish Hall

Sacrament of Reconciliation

Monday, April 19th, 7:00 P.M. St. Apollinaris Catholic Church

It is important for parents to attend both meetings.

Special prayer services are on the following Fridays:

February 10, 17, and 24

March 2, 9, and 16

All prayer gatherings are from 2:20 – 3:00 P.M. in the Church

This is a wonderful opportunity for parents to pray with the children and become aware of the stories of forgiveness.

		2011-2012					St. Apollinaris Catholic School						
M	T	W	T	F	S	No of Days**	Remarks						
August		1	2	3	4	5						First Day of School, August 25, 2011 Opening of School Mass @ 10:00am Students arrive @ 9:50am This is a full uniform day 8/30 Min. Day K-8 dismissal @ 12:40pm	8/22 Work Day 8/23 & 8/24 Faculty In-service
		8	9	10	11	12							
		15	16	17	18	19							
		22	23	24	25	26							
		29	30	31	5	8							
September					1	2						9/8 Back to School Night 7pm 9/5 Labor Day Holiday 9/21 - 9/30 ITBS testing grades 2-8 9/27 Min. Day K-8 dismissal @ 12:40pm	9/2 Holiday - Prof. Dev. Day (all teachers) 9/13 Faculty mtg 3:30 - 4:30pm 9/27 Faculty mtg 1:30 - 3:30pm
		5	6	7	8	9							
		12	13	14	15	16							
		19	20	21	22	23							
		26	27	28	29	30	20	21					
October												10/28 Min. Day K-8 dismissal @ 12:40pm 10/31 No School	10/11 Faculty mtg 3:30 - 4:30pm 10/28 Faculty mtg 1:30 - 3:30pm
		3	4	5	6	7							
		10	11	12	13	14							
		17	18	19	20	21							
		24	25	26	27	28							
		31	20	20									
November												11/15-18 Parent/Teacher Conferences min. days K-8 dismissal @ 12:40pm 11/11 Veterans Holiday 11/23-25 Thanksgiving Holiday 11/29 Min. Day K-8 dismissal @ 12:40pm	11/8 Faculty mtg. 3:30 - 4:30pm 11/29 Faculty mtg 1:30 - 3:30pm
		1	2	3	4								
		7	8	9	10	11							
		14	15	16	17	18							
		21	22	23	24	25							
		28	29	30	18	18							
December												12/15 Min. Day K-8 dismissal @ 12:40pm 12/15 Christmas Program @ 7pm 12/16 - 1/2 Christmas Vacation	12/13 Faculty mtg. 3:30-4:30pm
		1	2										
		5	6	7	8	9							
		12	13	14	15	16							
		19	20	21	22	23							
		26	27	28	29	30	11	11					
January												1/3 School Resumes 1/16 Martin Luther King Holiday 1/29 CSW Opening Mass 10:30am 1/31 Min. day K-8 dismissal @ 12:40pm Grandparents' Day & Mass @ 11:15am	1/10 Faculty mtg 3:30 - 4:30pm 1/17 School Closed-Teacher Inservice 1/31 Faculty mtg. 1:30-3:30pm 1/29 thru 2/4 Catholic Schools Week
		2	3	4	5	6							
		9	10	11	12	13							
		16	17	18	19	20							
		23	24	25	26	27							
		30	31	19	20								
February												2/2 Open House @ 6:30 - 8pm 2/20 President's Holiday - School Closed 2/22 Ash Wednesday 2/28 Min. Day K-8 dismissal @ 12:40pm	2/14 Faculty mtg 3:30 - 4:30pm 2/28 Faculty mtg 1:30 - 3:30pm
		1	2	3									
		6	7	8	9	10							
		13	14	15	16	17							
		20	21	22	23	24							
		27	28	29	20	20							
March												3/3 Academic Decathlon 3/27 Min. Day K-8 dismissal @ 12:40pm	3/13 Faculty mtg 3:30 - 4:30pm 3/27 Faculty mtg 1:30 - 3:30pm
		1	2										
		5	6	7	8	9							
		12	13	14	15	16							
		19	20	21	22	23							
		26	27	28	29	30	22	22					
April												4/5 Holy Thursday Min. Day K-8 dismissal @ 12:40pm 4/6 - 4/13 Easter Vacation 4/16 School resumes 4/24 Min. Day K-8 dismissal @ 12:40pm	4/24 Faculty mtg 1:30 - 4:30pm 4/30-5/4 Religion Exams
		2	3	4	5	6							
		9	10	11	12	13							
		16	17	18	19	20							
		23	24	25	26	27							
		30	15	15									
May												5/28 Memorial Day Holiday 5/29 Min. day K-8 dismissal @ 12:40pm	5/8 Faculty mtg 3:30 - 4:30pm 5/29 Faculty mtg 1:30 - 3:30pm
		1	2	3	4								
		7	8	9	10	11							
		14	15	16	17	18							
		21	22	23	24	25							
		28	29	30	31	22	22						
June												6/1 Awards Ceremony @ 11:15am - Min. day K-7 dismissal @ 12:40pm 6/3 Graduation Mass @ 12:00pm 6/12 Last day of School - Min. day K-7 dismissal @ 12:40pm	6/13 Emergency Day
		1											
		4	5	6	7	8							
		11	12	13	14	15							
		18	19	20	21	22							
		25	26	27	28	29	8	9					

Total # school days 180 186 * These holidays MUST be observed locally
 □ 12:40 Dismissal Grades K-8 ○ No School △ Faculty Meetings, 3:30-4:30pm

Appendix IX

Student Code of Conduct

Jesus, the ever present teacher in our school, leads me in making these commitments:

Spirituality

- I will pray daily for myself and others.
- I will have a reverent attitude during prayer, prayer services, and liturgy.
- I will treat religious symbols and sacramentals in a reverent manner.
- I will follow the Law of Love and the Ten Commandments.
- I will recognize and affirm the goodness of others.
- I will help those in need.

Respect

- I will not use profanity or obscene language.
- I will not make inappropriate or hurtful comments toward or about my classmates or teachers.
- I will not use violence to solve my problems.

Responsibility

- I will always do my best in all classes.
- I will demonstrate self-control.
- I will be accountable for my behavior.
- I will complete all assigned work on time.
- I will demonstrate appropriate behavior in classes and at school functions.

Fairness

- I will model fair play and include others in activities and decision making.
- I will refrain from judging others rashly.
- I will support and encourage my classmates.
- I will live by the rules.

Trustworthiness

I will keep my commitments to myself and others.

I will not spread rumors or gossip about others.

I will keep my promises and tell the truth at all times.

Caring

I will show compassion and kindness.

I will treat others the way I would like to be treated.

I will think of others before I think of myself.

I will forgive those who have injured me.

Citizenship

I will respect the authority of the teachers and other staff members.

I will follow the rules that govern my classroom.

I will show school pride by taking care of school property.

I will become active in class discussions and school activities.

Appendix X

School Masses – Parish Masses in the Church and Morning Prayer Assemblies in Extended Care for 2011 - 2012

August 25, 2011	1 st Day of School Mass 10:00 A.M.
September 8, 2011	Mass at 11:15 A.M. Mary's Birthday
October 7, 2011	Feast of the Holy Rosary – Rosary in Church at 10:30 A.M.
November 1, 2011	All Saints Days (choose a Saint to represent your class) School 11:15 A.M. (Church)
November 24, 2011	Thanksgiving Mass Parish/School 10:00 A.M. (Church)
November 29, 2011	Advent Prayer Assembly (Extended Care) 8:25 A.M.
December 8, 2011	Immaculate Conception of Mary Mass 11:15 A.M. (Church)
December 24, 2011	Christmas Eve Mass, Children's Mass – Angels and Shepards
January 29, 2012	Catholic Schools Mass 10:30 A.M. (Church)
January 31, 2012	Grandparents Day Mass 11:15 A.M. (Church)
February 21, 2012	Burning of the Palms 10:30 A.M., Fr. Cleary Park
February 22, 2012	Ash Wednesday Mass 11:15 A.M. (Church)
March 31, 2012	Palm Sunday Mass at 4:30 P.M. (Church)
April 1, 2012	Palm Sunday Mass at 10:30 A.M. (Church)
April 5, 2012	Holy Thursday Prayer Assembly 8:25 A.M. (Extended care)
April 8, 2012	Easter Sunday Masses (Church)
May 2012	Our Lady of Fatima – May Crowning 11:15 A.M. (Church) To be announced
June 1, 2012	Awards Ceremony 11:15 A.M. Church
June 3, 2012	Graduation Mass 12:00 P.M. (Church)
June 12, 2012	Closing School Prayer Assembly 11:15 A.M. (Church)

Appendix - XI
St. Apollinaris Catholic School
Code of Sportsmanship

Student-Athlete Code of Sportsmanship

1. Students will accept the responsibility and privilege of representing St. Apollinaris Catholic School and community.
2. Students will demonstrate responsibility and maintain good conduct, attendance, and grades.
3. Students will demonstrate respect for all players, coaches, and officials at every practice, game, or other school event. Students will exercise self-control at all times, accepting decisions and abiding by them.
4. Students will give their best effort and participate to their ability during all school events, including practice. Students will accept both victory and defeat graciously, being considerate to everyone involved with the event or game.
5. Students will participate in all school events with honesty and integrity. Students will demonstrate loyalty and show positive support for their fellow teammates.
6. Students will live up to the high standards of sportsmanship and reflect a high level of team spirit and fun as they participate in school events.

Character Traits Used to Define the Code of Sportsmanship

1. Citizenship – Doing your part to have a positive impact on your community.
2. Respect – Treat opponents, teammates, referees, and others with consideration and courtesy.
3. Humility – The quality of being humble, without arrogance or pretense.
4. Honesty- Being truthful in speech and action.
5. Integrity – Firm adherence to moral code.
6. Cooperation – Common effort of a group for their mutual benefit. Unity amongst a group.

Parent Code of Sportsmanship

1. Parents will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other school event.
2. Parents will place the emotional and physical well-being of their child ahead of a personal desire to win.
3. Parents will learn the rules of the game or event and respect the officials and their authority during all events.
4. Parents will accept and understand students are participating to have fun and the game or event is for the students not the adults.
5. Parents will show good sportsmanship by being a respectful fan and by treating opposing teams and fans with respect and courtesy.
6. Parents will praise student athletes for competing fairly and trying their best, remembering to emphasize these as traits of a winner.
7. Parents will emphasize skill development and practice and de-emphasize competition in lower age groups.
8. Parents will teach their child to play by the rules and to resolve any conflicts without resorting to hostility or violence.