

Welcome to the 2022-2023  
School Year, Saint Clare School!

...

Begin the Year with  
*A Grateful Heart*

# A Grateful Heart

*I give thanks to my God at every remembrance of you,  
praying always with joy in my every prayer for all of you,  
because of your partnership for the gospel from the first day until now.*

*And this is my prayer: that your love may increase ever more and more  
in knowledge and every kind of perception, to discern what is of value,  
so that you may be pure and blameless for the day of Christ,  
filled with the fruit of righteousness that comes through Jesus Christ  
for the glory and praise of God.*

*~From Saint Paul's Letter to the Philippians, Ch. 1:1-5, 9-11*



# A Design Challenge for Students

Design a poster that exemplifies our theme.

We have so much for which to be grateful. More importantly, how does a grateful heart bring about the peace that we so desire? The peace that only God's love can give.

Some themes to explore: What does gratitude look like? How is our world transformed when we act in gratitude and humility?

Art must be submitted in an 8 ½ x 11 format to Mrs. Mantecón by August 22.

# Welcome, new teachers and staff!

- Miss Mikaela Cunanan, TK teacher
- Miss Victoria Sabina, 5th Grade Teacher
- Mr. Sean Sullivan, 7th Grade Homeroom, Religion, Social Studies, and Math teacher
- Ms. Christa Hanson, Middle School Writing and 6th Grade Religion teacher
- Mrs. Melissa Reynoso, School Marketing Manager

## New to the role:

- Mrs. Sohini Pakerla, 2nd Grade Instructional Assistant
- Mrs. Cherell Rizzo, Recruitment, Retention and Business Manager
- Mrs. Annette Elias, P.E. Teacher
- Mrs. Ethelita Wallace, K-4 Art Teacher

# Off to a great start!

## New this year:

- Great Minds Math Curriculum: Eureka Math Squared
- Alive in Christ from Our Sunday Visitor: Aligned with Parish Religious Education
- Voyages in English Grammar and Writing Program
- An Occupational Therapy Room and On Track Therapy Services on site!
- New flooring in the administrative offices
- Permitting process for HVAC in the middle school has begun
- Strategic Planning will begin shortly



# The new Friendship Bridgeway mural

Art by  
Vaneysha  
Hicks,  
Middle School  
Art teacher



# Teachers Have Returned!

Since August 1, teachers have been busy preparing for your return:

Eureka Math Squared training with 17 other diocesan schools

WCEA collaboration to create Schoolwide Learning Expectations (SLEs) and begin discussions around accreditation factors

Spent a day in reflection and renewal at Villa Maria del Mar in Santa Cruz, exploring our theme of A GRATEFUL HEART



# Knee-Deep in WCEA Accreditation

Fall of 2021: Developed shared understanding of accreditation factors and Self Study rubrics

Winter of 2021: Revised Mission Statement

Spring of 2022: Developed mission-aligned Schoolwide Learning Expectations (SLEs)

Fall of 2022: Developing rubrics for SLEs

The next few weeks: Self Study discussions, using data, identify areas of strength and areas of growth; develop an Action Plan to address areas of growth

# OUR MISSION

**We, the Saint Clare School Community,  
joyfully embody the Gospel mission entrusted by Christ to His Church.**

**Made in the image and likeness of God,  
our community values our diversity,  
embracing all backgrounds and cultures.**

**With a rigorous curriculum and student-centered instruction,  
we, together with parents as primary educators of their children,  
form learners with strong academic and spiritual foundations  
to become moral and ethical servant leaders.**

# **SCHOOLWIDE LEARNING EXPECTATIONS**

**A ST. CLARE SCHOOL GRADUATE builds  
Habits of the Spirit,  
Habits of the Mind, and  
Habits of the Heart.**

# Self Study Areas

Catholic Identity

Defining the School's Purpose

Organization for Student Learning

Data Analysis and Action

Clearly Defined Schoolwide Learning Expectations and Curriculum

Instructional Methodology

Support for Student Spiritual, Personal, and Academic Growth

Resource Management and Development

# This Year's Focus

Focus on Writing: began a common rubric and common prompt at the end of last year

Occupational Therapy

Forming the Whole Child

Equity and Accessibility: Every child, every day

*... aligning our work to our mission through Self Study and the Strategic Planning Process*

# The First Week of School

...

Everything you need to know TODAY



# Before the First Day of School

- Uniform Exchange, Home Antigen Test Pick Up, New Family Meet and Greet, Monday August 15 at 5 P.M.
  - Come to the Uniform Exchange and pick up a few items your child might need; ends at 6P
  - Pick up home testing kits to use before the first day of school; ends at 6P
  - Get fingerprinted by Verify Group so that you can volunteer at the school and the parish; ends at 6p
  - New parents, TK, and Kindergarten families are invited to meet Room Reps, PTG officers, and administrators. All are welcome!
- Plan accordingly:
  - August 17, 18, and 19 are early dismissal days - pick up children at 12:30 P.M.
  - Send students to school in FORMAL UNIFORM (see the flyer below)
  - Send snacks and refillable water bottles.
  - If students are staying at CKZ, please send lunch or order through Choice Lunch (see ParentSquare Post)
  - CKZ is available. Sign up using the link posted in ParentSquare



# FORMAL UNIFORM

*The Formal Uniform is worn on special occasions like the Bishop's visit, VIP Day and at particular school masses and Catholic Schools Week masses on Sundays.*

**TOP:** School Logo Polo Shirt, Grey or White.

**BOTTOM:** School Plaid Jumper for TK-3 Girls, School Plaid Skirt for 3-8 Girls. Navy Blue Long Pants. No shorts.

**AT MASS:** ONLY School Logo Cardigans, Logo V-Neck Vest or Sweater. No sweatshirts.

*If a sweater is not available, the polo shirt without a sweatshirt is the acceptable option.*

**P.E. Uniforms are NOT allowed on VIP Day or Bishop's visits.**



PLAID JUMPER (TK-3 GIRLS); LOGO  
POLO SHIRT



LONG NAVY PANTS; LOGO POLO SHIRT  
TUCKED IN



PLAID SKIRT (G3-8 GIRLS); LOGO POLO SHIRT  
TUCKED IN; NAVY LOGO CARDIGAN



# About Supplies

Saint Clare School provides supplies your child will need in the classroom:

- Writing implements (pens, pencils)
- Notebooks/Composition books
- Crayons/Markers
- Scissors/Sharpeners
- Binder/Construction Paper, Sketch Pads
- Folders
- Glue

These items stay in the classroom.

You will need to provide paper, scissors, glue, markers, writing and coloring implements at home for your child for work that may be assigned for completion at home. Other materials (organizers) and supplies for projects may be required by your child's teacher. They will communicate this with you in order for you to have enough time to acquire items. They will not need these for the first week of school

# COVID and Health Precautions

We will continue to ask that you monitor your family members for symptoms of any kind. If your child is sick, keep them home. We will send home home test kits while we have a supply of them.

We strongly encourage you to report when your child tests positive for COVID, especially if you are using the home antigen test kits. Send an email to Mrs. Mantecon ([cecile.mantecon@dsj.org](mailto:cecile.mantecon@dsj.org)) or Mrs. Rizzo ([cherell.rizzo@dsj.org](mailto:cherell.rizzo@dsj.org))

We will continue to strongly encourage the use of face coverings.

We will continue to prioritize ventilation (doors and windows open, air purifiers on, floor fans facing away from people).

We will, as much as practicable, use outdoor spaces for activities that require eating or working closely with others.

We will, as much as practicable, continue to designate outdoor spaces (for playing and gathering during recess and lunch).

And as always, we will continue hand and surface hygiene practices.

# Drop Off, Pick Up, School Schedule for the First Week

## DROP OFF:

- Before School Care (CKZ) starts at 7:30. Drop off at the Santa Clara Street Gate. You must sign up for CKZ (see ParentSquare post).
- Drop-off period is from 7:45 to 7:55 A.M. | Students must be in line by 7:55 A.M.
- Morning assembly begins at 8 A.M.
- TK-2 enter the Santa Clara Street Gate
- 3-8 enter the Lexington Street Gate

## OPTIONS FOR MORNING DROP OFF:

1. Park in the middle school lot off of Washington. Walk your child to his or her gate.
2. Use the loading zone to drop off students:
  - a. Pull up to the front of the loading zone.
  - b. Ask your child to disembark on the curb side of the street.
    - i. Parents with children in booster or car seats must assist them.
    - ii. Staff will not enter your car to do this. Guide your child to exit curbside or walk your child to school staff and return promptly to your car to drive forward and away.
    - iii. If you will not be dropping your child to school, please advise the person dropping off of the protocols.

# Drop Off, Pick Up, School Schedule for the First Week

## PICK UP:

- Those signed up for After School Care (CKZ) will be escorted by their teacher after dismissal.
- Pick up period is from dismissal time until 15 minutes after
  - Dismissal is at 12:30. Students not picked up by 12:45 will be escorted to CKZ. Normal rates will apply
- TK-2 are picked up from the Santa Clara Street Gate
- 3-5 are picked up from the Lexington Street Gate
- 6-8 are picked up in the middle school lot

## OPTIONS FOR AFTER SCHOOL PICK UP:

1. Park in the middle school lot off of Washington.
  - a. TK-5: Walk to your child's gate. His or her teacher will bring your child to the gate.
  - b. 6-8: Wait in your parked car for your middle school to safely approach your car.
2. Use the loading zone. Display a placard with your child's FIRST NAME and GRADE
  - a. Pull up to the front of the loading zone
  - b. Parents with children in booster or car seats must assist them.
    - i. Staff will open the car door for your child. It will be up to you to secure them into the car seat. Staff will not enter your car to do this.
  - c. If you will not be picking your child from school, please advise the person picking up of the protocols.



# Attendance

School is a social enterprise. As such, your child's presence is critical to his or her development as a learner. As much as possible, schedule vacations outside of the days when students have to be at school. Schedule appointments around their school day. So much is missed when students are not able to interact with teachers and peers to complete their learning experience.

Of course, when your child is not well enough to attend, it is appropriate to keep them at home to recover fully. Absences must be reported by 7:45 A.M. by emailing [stclare-attendance@dsj.org](mailto:stclare-attendance@dsj.org) or calling 408-246-6797.

Report positive COVID cases and communicable diseases to Mrs. Rizzo (cherell.[rizzo@dsj.org](mailto:rizzo@dsj.org)) or Mrs. Mantecón (cecile.mantecon@dsj.org)

# First Day of School | Wed., Aug. 17 | 12:30 dismissal | Formal Uniform

- Before school care starts at 7:30 A.M. YOU MUST BE SIGNED UP FOR CKZ!
- Arrive between 7:45 and 7:55 A.M.
- Park in the school lot on Washington Street and walk your child to school.
- Meet your child's teacher.
- Meet other parents and students in your child's class.
- Join us for Morning Assembly.
- Stay for "A Cup with the Principal" and meet our administrative team.

## Second Day of School | Thu., Aug. 18 | 12:30 dismissal | Formal Uniform

- Before school care starts at 7:30 A.M. YOU MUST BE SIGNED UP FOR CKZ!
- Arrive between 7:45 and 7:55 A.M.
- Follow Drop Off procedures and either option
  - Join us for Morning Assembly.
- Gates will be closed at 8 A.M.
  - You will need to walk your child to the front entrance of the school on Washington and sign in your child as a late drop off if you arrive after 8 A.M. and the gates are closed.

## Third Day of School | Fri., Aug. 19 | 12:30 dismissal | Formal Uniform

- Before school care starts at 7:30 A.M. YOU MUST BE SIGNED UP FOR CKZ!
- Arrive between 7:45 and 7:55 A.M.
- Follow Drop Off procedures and either option
  - Join us for Morning Assembly.
- Gates will be closed at 8 A.M.
  - You will need to walk your child to the front entrance of the school on Washington and sign in your child as a late drop off if you arrive after 8 A.M. and the gates are closed.
- Join us for Mass. Teachers will be Commissioned as Catechists
  - 10:45 A.M. Outdoor Church (tent)

# The First Full Week

Dismissal on most Mondays, Tuesdays, Thursdays, and Fridays are at 3 P.M. Pick up students by 3:15 P.M.

Send snack AND if your child is staying at school (CKZ), send lunch or order Choice Lunch.

TK-K parents, send a change of clothes in a Ziploc bag marked with your child's name.

Mark all articles of clothing, lunch bags, water bottles, and backpacks with your child's name.

Your teachers will send you information regarding sending headphones to school. These should be sent to school in a Ziploc bag marked with your child's name.

Tuesdays and Thursdays are P.E. days. P.E. uniform tops consist of a grey logo t-shirt or a Jog-a-Thon shirt from previous years. Bottoms consists of a logo navy blue sweat short or pants, or logo mesh shorts. Athletic shoes and white, grey, black, or blue socks are the acceptable footwear.

Fridays are FORMAL UNIFORM days. (See the Formal Uniform flyer.) Shorts are not allowed.

The last Wednesday of each month is a non-uniform day. Non-uniform attire that is modest and in keeping with Catholic elementary school norms is acceptable. When in doubt, wear a plain t-shirt and well-fitting pants.

# Faith | Family | Community – Opportunities for Encounter

Saint Clare School and Parish is a vibrant community rich in cultural and socioeconomic diversity. Your presence with one another is what enriches the experience of our students, families, and staff. Here are some ways to be involved:

## UPCOMING EVENTS:

- Come celebrate in Thanksgiving every Sunday at the 10:30 A.M. Family Mass
- Saturday Work Days | 8/13, 8/20 – gardening, painting, getting the school yard and classrooms ready for the start of the school year. Sign up on ParentSquare.
- New Family Meet and Greet | 8/15, starting at 5 P.M. Elementary Play Yard.
- Uniform Exchange/Pick up Home Antigen Test Kits | 8/15 5-6 P.M. Elementary Play Yard.
- PTG Events – a variety of events will be published and volunteer opportunities will be posted. Contact your Room Rep or PTG leadership ([ptgstclare@gmail.com](mailto:ptgstclare@gmail.com)); attend monthly meetings (first Thursday of the month). Sign up to join the planning committee for Jog-a-Thon, Multicultural Dinner, Golf Tournament and others!
- Keep informed by reading posts in ParentSquare from me, the school office, PTG, Parish Youth Group, Cool Kids Zone. It is a lot of information, but we work hard to make sure to keep you in the loop!



This is a  
STATIC  
calendar.

Consult the  
ParentSquare  
or Google  
PUBLIC  
calendar

SAINT CLARE SCHOOL 2022-23 CALENDAR SUMMARY \*\*\* THIS IS A STATIC CALENDAR \*\*\* FOR UP-TO-DATE INFORMATION, CONSULT THE GOOGLE PUBLIC CALENDAR IN PARENTSQUARE

LOCAL									
Mon	Tue	Wed	Thu	Fri	Stdt	InSv	Total	In-Service	
<b>AUGUST</b>									
1	2	3	4	5	0	0	0		
8	9	10	11	12	0	1	1		
15	16	17	18	19	3	0	3		
22	23	24	25	26	5	0	5		
29	30	31			3	0	3		
					11	1	12		
<b>SEPTEMBER</b>									
			1	2	2	0	2		
5	6	7	8	9	4	0	4		
12	13	14	15	16	5	0	5		
19	20	21	22	23	5	0	5		
26	27	28	29	30	5	0	5		
					21	0	21		
<b>OCTOBER</b>									
3	4	5	6	7	5	0	5		
10	11	12	13	14	5	0	5		
17	18	19	20	21	4	1	5		
24	25	26	27	28	5	0	5		
31					1	0	1		
					20	1	21		
<b>NOVEMBER</b>									
	1	2	3	4	4	0	4		
7	8	9	10	11	4	0	4		
14	15	16	17	18	5	0	5		
21	22	23	24	25	3	0	3		
28	29	30			3	0	3		
					19	0	19		
<b>DECEMBER</b>									
			1	2	2	0	2		
5	6	7	8	9	5	0	5		
12	13	14	15	17	5	0	5		
19	20	21	22	23	0	0	0		
26	27	28	29	30	0	0	0		
					12	0	12		
<b>JANUARY</b>									
2	3	4	5	6	4	0	4		
9	10	11	12	13	5	0	5		
16	17	18	19	20	3	1	4		
23	24	25	26	27	5	0	5		
30	31				2	0	2		
					19	1	20		

LOCAL									
Mon	Tue	Wed	Thu	Fri	Stdt	InSv	Total	In-Service	
<b>FEBRUARY</b>									
		1	2	3	3	0	3		
6	7	8	9	10	5	0	5		
13	14	15	16	17	5	0	5		
20	21	22	23	24	0	0	0		
27	28				2	0	2		
					15	0	15		
<b>MARCH</b>									
		1	2	3	3	0	3		
6	7	8	9	10	4	1	5		
13	14	15	16	17	5	0	5		
20	21	22	23	24	5	0	5		
27	28	29	30	31	4	0	4		
					21	1	22		
<b>APRIL</b>									
3	4	5	6	7	4	0	4		
10	11	12	13	14	0	0	0		
17	18	19	20	21	5	0	5		
24	25	26	27	28	5	0	5		
					0	0	0		
					14	0	14		
<b>MAY</b>									
1	2	3	4	5	5	0	5		
8	9	10	11	12	5	0	5		
15	16	17	18	19	5	0	5		
22	23	24	25	26	5	0	5		
29	30	31			2	0	2		
					22	0	22		
<b>JUNE</b>									
			1	2	2	0	2		
5	6	7	8	9	5	0	5		
12	13	14	15	16	7	0	7		
19	20	21	22	23					
26	27	28	29	30					
					TOTAL DAYS 181 4 185				

Key	
8/17+6/9	First Day of School / Last Day of School
<b>ALL SCHOOLS CLOSED</b>	
9/5	Labor Day
11/11	Veterans' Day Observed
11/24 - 11/25	Thanksgiving Holiday
12/19 - 1/2	Christmas Holiday
1/16	MLK Day
2/20	President's Day
4/7	Good Friday
4/10 - 4/14	Easter Break
5/29	Memorial Day
<b>ALL SCHOOLS</b>	
11/18 + 3/4	End of Trimester
<b>To Add for SCHOOL</b>	
	(5 TOTAL) Local Holiday
	(4 TOTAL) Collaboration Days (cohort specific)
	Conference Week (Minimum Days, 5 Days)
	Minimum Days (Wed)
181 days allows for 1 day off for unexpected natural disasters.	
(IF THERE ARE NO INCIDENCES, STUDENTS WILL HAVE 181 INSTRUCTIONAL DAYS.)	
2/9/2023	WCEA Accreditation Previsit Day
3/15-3/17	WCEA Accreditation Visit
3/31	Cesar Chavez Day
05/01/2023	Golf Tournament *Tentative
11/11/2022	Multicultural Dinner
10/26/2022	Jog-a-Thon
	Accreditation Writing Day

# Dynamic Calendar Access

- PUBLIC URL TO ACCESS FROM A WEB BROWSER

[https://calendar.google.com/calendar/embed?src=drexelschools.org\\_u0vj6ujlr91qlk8hu9uk1t7qro%40group.calendar.google.com&ctz=America%2FLos\\_Angeles](https://calendar.google.com/calendar/embed?src=drexelschools.org_u0vj6ujlr91qlk8hu9uk1t7qro%40group.calendar.google.com&ctz=America%2FLos_Angeles)

- PUBLIC ADDRESS IN iCAL TO ACCESS FROM OTHER APPS

[https://calendar.google.com/calendar/ical/drexelschools.org\\_u0vj6ujlr91qlk8hu9uk1t7qro%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/drexelschools.org_u0vj6ujlr91qlk8hu9uk1t7qro%40group.calendar.google.com/public/basic.ics)

- The ParentSquare calendar is linked to the PUBLIC Google Calendar

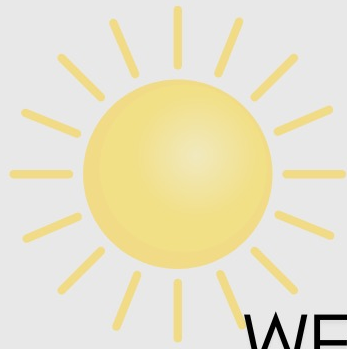
# Contact Information

Ms. Teresea McKinnon, Office Manager | questions about registration PowerSchool, ParentSquare, volunteer requirements, attendance, uniforms, supplies, school safety | [teresea.mckinnon@dsj.org](mailto:teresea.mckinnon@dsj.org)

Mrs. Cherell Rizzo, Recruitment/Retention, Business Manager | questions about COVID protocols, FACTS, tuition assistance, admissions, alumni, community-building events | [cherell.rizzo@dsj.org](mailto:cherell.rizzo@dsj.org)

Mrs. Catherine Kogura, Vice Principal | questions about academic excellence, resource program, curriculum and instruction, accreditation | [Catherine.kogura@dsj.org](mailto:Catherine.kogura@dsj.org)

Mrs. Cecile Mantecon, Principal | [cecile.mantecon@dsj.org](mailto:cecile.mantecon@dsj.org) | 408-246-6797 x104



SAVE THE  
DATE

WELCOME BACK  
*to School!*  
**Wednesday, Aug. 31 6-8P**







If the only prayer you  
ever say in your entire  
life is thank you, it will  
be enough.  
Meister Eckhart

