



**St. Francis of Assisi
Catholic School**

My God • My All

Parent-Student Handbook

2020-2021

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I. General Information

History of the School

In 1908 the parish, then known as St. Ferdinand, was established. When the first church was built in Roy, the building was a two-story and housed both the church and the school. The school first opened its doors in September of 1912 and the dedication took place on September 26, 1912. The school was under the direction of Sisters Anthony, Theresa and Bernadine. The Sisters of St. Mary of Oregon continued to serve the facility until 1999 and again in 2015.

Rapid growth in the parish created the need for a larger church. Bishop Augustine F. Schinner of Spokane consecrated the new building on October 4, 1921. At that time the name of the parish and the school was changed to St. Francis of Assisi.

By 1950, the decision was made to construct a new school building. Through the financial support and manual labor of the parish community, the new school opened in April of 1951. This building contained four classrooms, a small library, an office, and a half size gym. In 1998, a modular building with two classrooms was added in order to accommodate the changing needs of the school.

An integral part of the parish, St. Francis of Assisi School has developed along with the community it serves. Fourth generation students are presently enrolled at St. Francis of Assisi School. With the school in its tenth decade of service, the administration and faculty anticipate serving a fifth generation of students, continuing a tradition of excellence in education and community service.

Mission Statement

St. Francis of Assisi Parish School in partnership with parents is committed to providing a strong educational foundation emphasizing traditional Catholic spirituality, teachings and values.

Philosophy Statement

- ❖ We maintain high academic standards emphasizing mastery of basic skills, problem solving strategies, and enthusiasm for life-long learning.
- ❖ We foster a safe and caring environment that provides a strong educational foundation for the academic, social, physical, and spiritual growth of each child.
- ❖ We affirm that parents are the first and primary educators of our children.
- ❖ We are a community of believers who uphold the teachings of Jesus Christ as found in the doctrine and traditions of the Catholic Church.
- ❖ We encourage the deepening of each student's faith through the study of scripture, worship, service, and moral development.
- ❖ We strongly support teachers as facilitators of learning to ensure that our students fully realize their God-given talents and potential.
- ❖ We believe each member of the school community, as a unique creation of God, deserves respect from all.

SCHOOLWIDE LEARNING EXPECTATIONS

As a St. Francis of Assisi Student:

A. Faith-Filled Christian

- I pray to and learn about God: Father, Son, and Holy Spirit.
- I read the Bible and actively participate in the Mass.
- I show love for God by caring for others.

B. Responsible Citizen

- I know about my community, country, and world.
- I accept responsibility for my own actions and work well with others.
- I take care of God's creation.

C. Effective Communicator

- I am able to organize my thoughts.
- I listen attentively and communicate effectively.
- I write clearly with good understanding.

D. Self-Aware Individual

- I take care of my body.
- I use my talents to benefit others.
- I play fairly using self-control and good manners.

E. Life-Long Learner

- I do my best in all subjects with enthusiasm and curiosity.
- I use critical thinking and problem solving in my daily life.
- I demonstrate responsible use of technology.

C. Educational Goals

SPIRITUAL EDUCATIONAL GOAL: To promote student growth in the commitment to serve God, one another, the Church and the general community, through the experience of learning and living fully integrated lives of faith.

Objectives:

- To foster knowledge of Catholic doctrine through the use of scripture and carefully selected and approved text books
- To foster a personal relationship with Christ through prayer, participation in liturgy and the reception of sacraments
- To assist in the formation of strong moral development and Christian values which will enable students to make good moral judgments
- To develop virtues and habits of heart and mind required for effective service to others

ACADEMIC EDUCATIONAL GOAL: To facilitate the development of the students, according to their potential, by instilling an enthusiasm for life-long learning using a variety of techniques and methods.

Objectives:

- To assist in acquisition of the computational and verbal skills necessary for an active intellectual life
- To encourage in students the ability to think constructively, to solve problems, to reason independently and to accept responsibility for self-evaluation and continued self-instruction
- To guide students to develop their God-given powers to think, judge and make free and responsible decisions, thus preparing them for life in today's church and society
- To provide for individual differences in students; learning abilities and styles through varied teaching techniques

SOCIAL EDUCATION GOAL: to prepare our young people to be Christian witnesses, serving and improving the society in which they live.

Objectives:

- To develop an active social awareness, respect for authority and responsive concern for the needs of others
- To provide opportunities to express and appreciate varied ethnic and cultural values and customs
- To provide opportunities to assume Christian leadership by working together in cooperative situations
- To encourage development of good relationships with family, peers, teachers and community

PSYCHOLOGICAL EDUCATION GOAL: To nurture the student's belief in himself or herself, so that he or she may grow spiritually, intellectually and emotionally.

Objectives:

- To develop a sense of self-esteem, allowing students to feel good about themselves, their capabilities and their accomplishments
- To allow to develop to the fullest, the unique and creative talents within each student

- To provide an open atmosphere of acceptance, care, encouragement and Christian love
- To help children realize that emotions are an integral and healthy part of being human and that it is important to learn to channel those emotions and to express them appropriately

Personnel

1. Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for all factors that contribute to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor of St. Francis of Assisi Catholic Parish is the school. The pastor can render service and leadership to the parish by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The principal is responsible for implementing school policies. He/she may amend the handbook as needed.

5. **Faculty**

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

6. **Secretary/Administrative Assistant**

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

7. **Other Support Staff**

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

8. **List of School Personnel**

- **Pastor** Fr. Michael Vuky
- **Principal & Preschool Director:** Mrs. Janelle Mayo
- **Kindergarten:** Miss. Lauren Krigbaum
- **1st & 2nd Grade:** Mrs. Amanda Gutierrez
- **3rd & 4th Grade:** Ms. Patti Allen
- **5th & 6th Grade:** Sister Alison Green, SSMO
- **5th & 6th Grade:** Mr. Lane Meeuwsen
- **7th & 8th Grade:** Mrs. Jeana Gump
- **PE Instructor** Mrs, Lolita Velez
- **Music Instructor:** Mrs. Lolita Velez
- **Instructional Assistant** Mrs. Amy Vanderzanden,
- **Instructional Assistant** Mrs. Donna VandenDries
- **Spanish Instructor** Mrs. Lolita Velez
- **Administrative Assistant** Ms. Katie Bernards
- **Librarians:** Mrs. Tia Wren & Mrs. Amy Vanderzanden
- **School Cook:** Mrs. Tabata Heidt
- **School Janitor:** Mr. Jeff Vanderzanden
- **Parish/School Bookkeeper:** Mrs. Fran Avery
- **Preschool Teacher:** Mrs. Alaura Heesacker
- **Preschool Assistant** Mrs. Jocelyn Hammer

II. Academic Information and Standardized Testing

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Copying and pasting information from a website onto a class assignment is also considered plagiarism. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

B. Conferences

1. Scheduled by School: Parent/teacher conferences are held for 15-minute periods at the end of the first trimester of school and at the end of the second trimester. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. Parent Teacher conferences are also held at Mid-term during the 1st and 3rd trimesters.
2. Requested by Parent: Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the office or the teacher to arrange for an appointment.
3. Guidelines:
 - Please be as courteous to the teacher as you would expect him/her to be to you.
 - Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations.
 - Discuss difficulties in the classroom with the teacher first before bringing them to the principal or the pastor

C. Curriculum

Local curriculum development is the responsibility of the principal and faculty following the Archdiocesan guidelines.

D. Daily Schedule: Please refer to your child's classroom schedule.

- * **8:00 a.m.** Students may enter the Classrooms
- * **8:15 a.m.** Classes Begin
- * **11:30 – 12:15 p.m.** Recess/Lunch Break – Kindergarten thru Gr. 2
- * **11:38 – 12:15 p.m.** Lunch/Recess Break – Grades 3 & 4
- * **11:40 – 12:15 p.m.** Lunch/Recess Break – Grades 5 & 6
- * **11:30 -- 12:00 p.m.** Lunch/Recess Break - Grades 7 & 8
- * **3:00 p.m.** Dismissal

Every Tuesday is a 2:30 p.m. dismissal for staff meetings and professional development.

Please refer to the calendar for half-day dismissal times. The lunch schedule will change when the basement is needed for parish activities, such as funeral receptions. Parents and students will be informed of any lunch menu changes as soon as possible.

E. Grading and Related Topics

- **Grade Equivalents** – Grades are given for academic achievement
- **Kindergarten, & Gr. 1-2** use a numerical and a letter key for academics and effort combined: E=Excellent, S=Satisfactory, & I for Improvement Needed
- **Grades 3 – 8:**
 - A = 92% - 100%
 - B = 81% - 91%
 - C = 70% - 80%
 - D = 60% - 69%
 - F = 59% and below

A grade of “A” is awarded to those students who:

- Perform outstanding on tests, class work, class participation and homework.
- Take initiative in their studies to exceed basic requirements.
- Complete appropriate assignments following absences

A grade of “B” is based on test scores, daily work, homework, appropriate make-up work and participation in class activities – all of which are done above average.

A grade of “C” reflects a minimal amount of accomplishment in assignments, tests, homework, class participation and make-up work.

A grade of “D” indicates frequent failure to complete class assignments, poor test results, inattentiveness in class, and minimal class participation in class.

A grade of “F” is given when 1) class assignments are incomplete, 2) poor performance on tests, and 3) non-participation in class work and activities.

Effort Code: Check (√) = improvement needed; plus mark (+) = excellent; no mark () = satisfactory growth.

Academic Probation: All third through eighth grade students are expected to maintain an acceptable grade point average (GPA). The minimum acceptable GPA is 2.0 (C).

Jupitergrades: Parents can access student’s grades online at www.jupitergrades.com. The passwords will be given to the students by the end of September. Please contact your child’s teacher if you do not receive a password by Sept. 30.

Should a student’s grade average fall below a C or should the student receive an “F” in any core subject (Religion, Language Arts, Social Studies, Math, or Science), parents will be notified and the student will be on academic probation for the following trimester. Grades are determined at the end of each trimester along with a mid-term report. Academic probation will include the following: a conference with the teacher, the parents, the student, and the principal. The future of the student will be addressed and a possible plan for success will be

developed. Exceptions may be made for students who have special learning needs or are on Service Plans through the local school district.

Achievement Assemblies: A recognition assembly is held at the end of each trimester, at which time students receive awards for academic and other accomplishments such as perfect attendance, service and citizenship. The Principal's Honor Award, Honor Award and Certificates of Recognition are given to acknowledge student achievement and effort in Grades K-8. Perfect Attendance is also recognized. The following criteria is used in presenting these awards (with adjustments for students in K-2):

- **Principal's Honor Award:** Five A's or above in the academic subjects*, no C's and no checks in Application or Conduct. (*Religion, Math, English, Reading, Spelling, Social Studies and Science).
- **Honor Award:** Six B's or above in the academic subjects*, nothing below a C and no checks in Application or Conduct.
- **Certificate of Recognition:** Teacher recognition awards
- **Saints in Training:** Peer recognition awards
- **Perfect Attendance:** No absences and 3 or less excused tardies per trimester
- **Perfect Attendance for the Entire School Year**

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Since new or more complex information is often presented during the next class session, it is imperative that homework be completed on time. Teachers will explain to students and parents at the beginning of the year their policy for late work (not due to absence). Classroom policy will define the amount of credit to be awarded when the late work is completed.

Homework Time Allotments

These time allotments are approximate and may fluctuate on some days. Individual students may require more or less time on any given day, depending on their individual skills and capabilities. The classroom teacher needs to be contacted if homework is a concern.

- Kindergarten - one activity
- Grades 1&2 - 20-30 minutes
- Grades 3&4 - 30-40 minutes
- Grades 5&6 - 45-60 minutes
- Grades 7&8 - 60-90 minutes

Progress Reports/Report Cards

Progress reports are informal updates given by the teacher. These reports notify the parents about their child's work and study habits. In this way parents will be alerted to the successes or areas of improvement for their child. Progress reports are issued during each mid-trimester for all students. Report cards are issued at the end of each trimester. Student grades & assignment completion are posted online for gr. 3-8 at www.jupitered.com. Teachers will send home login information.

Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. On the first day of school, students are responsible to bring those supplies listed on the supply list. (Refer to grade level supply list). Some supplies may need to be replenished throughout the year. St. Francis School provides students in grades 3-8 with a homework planner book.

Textbooks

The Department of Catholic Schools and the Oregon State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum. All textbooks should be covered with plain brown paper. Lost or damaged books will be replaced at the parent's expense and there will be no refund if the book is found later. (Individual damages will be assessed at the end of the year and charges will be made.)

F. Standardized Testing

1. Renaissance STAR Testing: All Archdiocesan schools participate in this standardized testing program. The tests are given 3x's a year to monitor student progress. Results are shared with the parents at PT Conferences. Parents may request other types of tests from the local public school district, Banks. If there are concerns about their child's academic progress.

2.NWEA/MAP: St. Francis School participates in the Northwest Educational Assessment, Measures of Academic Progress. The program tests each student in grades K-8 two times a year: fall and spring. The assessments are computerized, adaptive Reading and Math tests that provide information about the student's academic progress. Test results are shared with parents at the Parent-Teachers Conferences. All test results are studied and analyzed for improved learning for all students.

G. Electronic Information/Communications

The mission of St. Francis of Assisi School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school.

Please read the policy in Appendix A. If you would like to allow your child supervised use of the internet, please sign the permission form and turn into the office.

H. Promotion and Retention

1. Promotion: A student satisfactorily completing each grade's work will be promoted to the next grade.

2. Guidelines for Retention of Students: The teacher in consultation with the principal, parents, and, if appropriate, with other advisory staff, makes recommendation for retention of students. Such decision is based on the total evaluation of a student's growth in all areas of development. In most cases, the decision for retention rests with the principal and the parents.

I. Graduation

1. **Graduation Ceremony:** Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, ordinarily the eighth grade graduation and reception is scheduled on the last Sunday of the school year during the 10:30 a.m. Mass. The 7th grade students and their parents are responsible for planning and hosting the graduation reception.

2. **Graduation Attire:** Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; modest dress attire for girls. This includes no spaghetti straps, halters, or backless style dresses or blouses and an appropriate dress/skirt length.

III. Admission and Withdrawal

It is the goal of St. Francis of Assisi School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities, which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school assists Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

A. Application Process

Guidelines upon which the Principal and Pastor base decisions:

- Families with children who presently attend St. Francis School and who are current on tuition.
- Children of parents who are registered, active, contributing members of St. Francis of Assisi Parish who do not have children currently enrolled in the school.
- Children of parents active in a Catholic parish without a school. Verification from that parish's pastor is required.
- Children of parents active in a Catholic parish and the parish Catholic school is full. Verification from that parish's pastor is required.
- Children of families not in a parish, whose parents support the philosophy of Catholic education and who agree that their child/ren will participate in religion classes and attend school liturgies and services. Once enrolled, non-Catholic students will not be asked to withdraw from the school in deference to Catholic students.

Requirements for Kindergarten and entrance into grades 1-8:

- Student must be 5 years of age by September 1st.
- Verification of immunization as required by Oregon law.
- A physical exam is encouraged but not required.
- Birth certificate & Baptismal certificate, if Catholic

B. Entrance Requirements

1. **Records at Entrance:** Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations.
2. **Transfer Student Process and Requirements:** Student records are to be sent directly to St. Francis School from the previous school. Students may be asked to take placement tests in Math and Reading.

C. Nondiscrimination Policy

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, St. Francis of Assisi School admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, racial, or ethnic origin, administration of its education policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

D. Re-registration

Re-registration for the upcoming year is held each spring. There is a non-refundable registration/book fee due at that time, which reserves the student's place in the class for the fall. This fee must be paid by the due date in order to guarantee the student's place in the class. All tuition and fees of the current year must be paid in full by June 15th. Parents will not be able to register their child/ren during final registration in August unless all delinquent fees and tuition have been paid in full.

E. Waiting List

Parents interested in placing their children on the waiting list for any grade may do so by completing a preliminary information sheet. Openings will be filled according to the criteria stated in the admissions policy of this handbook.

F. Withdrawal Process

Parents of students withdrawing from the school during the school year must notify the principal in writing in advance of departure. Additionally, tuition for that present month needs to be paid in full. Any months that have been pre-paid (in advance) will be refunded. When all books are returned and tuition is settled, the principal will issue a transfer slip to the students. All outstanding fees and tuition must be paid in full before student records/transcripts will be forwarded to the next school.

*2021-2022 Tuition contracts outline withdrawal policy changes. Updates will be made to 2021-2022 Parent Student Handbook

IV. Attendance

Regular attendance is required of all students in order to support the academic climate of the school.

A. Reporting Process

Parents must notify St. Francis School by 9:00 a.m. if their children will be tardy or absent from school that day. Upon returning to school from an absence due to illness, the student must bring a note signed by a parent or guardian to the teacher. Parents will be contacted if their child/ren are absent and the school has not been notified.

B. Excused Absences

The following reasons are considered excused absences; student illness, illness at home requiring the student's assistance, family emergency, court appearance, funeral, or medical need.

C. Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours.

D. Pre-arranged Absences / Homework during Absence

Parents are asked to avoid having children miss school due to reasons other than illness. Teachers are not required to provide homework in advance of an extended absence. Pre-arranged absence or tardiness of your child/ren must be communicated in writing to the teacher and the principal *five days in advance*. The parents should state the period of time involved and the reason for the absence. Work missed will need to be completed upon return, with one day of make-up work provided for each day missed (grades 3-8). It is important for students and parents to realize that extended absences impact a student's learning and grade, especially in terms of class participation and hands-on learning, which will be forfeited.

E. Tardy

A student is tardy if he or she is not present in the classroom for the opening of school at 8:15 a.m. (bus riders are the exception) or at the designated time after the noon break. Students who are tardy must report to the office for an admit slip.

F. Truancy

A student who is absent from school without a valid excuse for ten consecutive days is truant. Parents and the truant officer will be contacted. Parents will be contacted if a student is absent and the school has not been notified of the absence.

V. Discipline

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. Each student has a right to learn in a Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

Discipline is the student's ability to manage him/herself within the limits set by school policies and procedures. Parents share equally with teachers the responsibility of assisting the student in achieving self-discipline. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student issues and actions.

A. Discipline Policies

1. Student Responsibilities:

- Show respect towards all by displaying an attitude of love and concern. Respect those in authority. Avoid name-calling, physical abuse, and harassment of any type, inappropriate noise or disruption, dishonesty, profanity, or disrespect of any kind.
- Show respect for school property by taking care of books and by keeping desk, classroom and hallways clean and tidy.
- Show respect for others' property and privacy.
- Show respect by following the uniform policy.

- Know and follow school and classroom rules.
- Use appropriate bathroom etiquette.
- Turn in assignments on due dates and contribute positively to class activities.

2. Items Prohibited at School

- Gum-no gum or gum chewing at anytime on the school campus
- Guns or weapons of any type
- Lighters
- Knives
- Tobacco
- Marijuana
- Illegal drugs
- Any electronic device that interferes with learning or are distractions to the learning process

3. Electronic Devices: such as tablets, e-readers, ipods, etc. may be brought to school only with the teacher's permission.

- Cell phones are not to be in the student's possession during school hours. If a parent deems it necessary for their child to carry a cell phone, that phone must remain turned off in the student's backpack from 8:00am-3:15pm. If a student is using the cell phone without authorization from the classroom teacher or other supervisory adult, the phone will go to the principal and the parent will be contacted. The student may not bring the phone back to school for at least one week or more to be determined by the administration and the parents.

4. Consequences for Behaviors: Disciplinary actions taken by the teacher, principal or supervising adult are based on the age of the student and the seriousness of the incident. Each individual classroom teacher will specify class rules and consequences.

Consequences may include:

- Classroom policy
- Conference with classroom teacher, parents and student
- Conference with classroom teacher, all sets of parents, student, and principal
- Conduct Referral Form sent home, detailing the disciplinary issue and actions taken
- Behavior Modification Plan
- After-school detention
- Suspension
- Expulsion

5. After-school Detention: Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour.

6. Suspension: Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days.

Parents will be notified before the student is released from school. Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student

The primary purpose of suspension is to give the student, the parent and the school time to resolve the problem. If a solution seems possible, the student may resume attendance on probation with a contract. In addition to behavioral expectations, the student is responsible for completing academic work, which was assigned during the suspension.

7. Class Exclusion: Class exclusion is a method of disciplinary action that denies a disruptive student attendance in a class, ordinarily for a period of two days or less. During that time of exclusion, the student is expected to work on classroom assignments while under the supervision of another teacher or staff member. The purpose of class exclusion is to place the disruptive student(s) for a period of time in an appropriate, supervised, in-school environment where learning for all students may continue.

8. Expulsion: Expulsion is the permanent exclusion of a student from the school. The reasons justifying expulsion from a Catholic school should be as serious as they are rare. Various situations may lead to expulsion of the student from school. These include but are not limited to the following offenses:

- In the judgment of the school, there is a danger to the moral, academic, or physical well being of the student body
- Open and ongoing disregard for school authority
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

It will be left to the discretion of the principal and the pastor the reasons for expulsion, following the Archdiocesan and school guidelines.

9. Illegal Substances: The use or possession of illegal or prohibited substances on school premises or at school sponsored activities are grounds for disciplinary action up to and including expulsion. Substances include, but are not limited to, alcohol, tobacco, and marijuana.

10. Leaving School Grounds During the School Day: No student may leave school grounds during school hours without the permission of the principal and written authorization from the parents or guardian. Parents must sign out their child from the office. Parents must sign in their child if late arrival.

11. Physical Restraint: Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, and school employee or school volunteers to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

12. Search and Seizure: Lockers, desks, ipads and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, computers and ipads and any other storage areas in the

school remain in the possession and control of the school even through they are made available or assigned for student use.

13. Vandalism/Property Damage: Students and their parents/guardians are liable for all damage to equipment or school property.

VI UNIFORM POLICY 2020-2021 School Year

Parents and students have primary responsibility for personal appearance. The principal is responsible for interpretation and maintenance of the uniform policy. Students who are not in uniform will call home and will be given a dress code referral. Three or more dress code referrals per month may result in after school detention.

- **Polo Shirt** Button-style with collar and long enough to be **tucked in**
Cotton or cotton/poly; long or short sleeves
Solid color with *no logo*, except St. Francis School logo
Colors: red, white, navy blue, light blue

Turtleneck: Long sleeves only, same **colors** as the polo shirt
Solid color with *no logo*
- **Pants / Walking Shorts:** Dockers style only----**NO CARGO** pants or shorts
Shorts need to be no more than 3” above the kneecap.
Colors: navy blue or khaki twill
- **Sweatshirt:** **Only school sweatshirt**
Crew neck, quarter zip, or full zip, **NO HOOD**
- **Sweater:** Cardigan, V-neck sweater, or sweater vest
Colors: red, white, navy blue
- **Jumper , Skort, or Skirt (pleated or A-line)** **Colors: Marymount plaid, solid navy blue,**
or **khaki twill. Marymount plaid** can be purchased only
from **Dennis Uniform** Company or St. Francis School.
Hem-lines must be no more than **3 inches above the kneecap.**
- **Blouse:** Button-up style with collar and long enough to be **tucked-in.**
Cotton or cotton/poly; long or short sleeves
Solid color with *no logo*
 - **Colors: plain white blouse**
- **Belts (Optional)** (black or brown)

- **Shoes:** Solid colors - white, black, brown, gray, or navy blue. No boots, flip-flops, slip-on flats, clogs, sandals without straps, or any heeled shoe. *Tennis/gym shoes needed for PE.*
- **Socks:** Must be visible above the shoe line and must be worn at all times.
Solid Colors: red, white, or navy blue.
- **Tights or Leggings:** May be worn with skirts & jumpers. Solid Colors: red, white or navy blue.
- **Headgear:** No baseball caps, hats, bandanas, scarves inside the school.

Headbands: solid colors, simple & not distracting

No flowers or any type of decoration on the headbands.

Hair is to always be a natural color.

- **Jewelry:** Conservative; studded pierced earrings—**NO hoops or dangling.**
Necklaces- under clothing only. Bracelets- none.
- **Makeup:** Only 7th & 8th grade girls are allowed to wear makeup. It must be subtle.
Only 7th & 8th grade girls are allowed to wear nail polish, lip gloss, or lipstick. It must be subtle.
No tattoos- rub on or commercial, K-8.
Chapstick needs to be put in the office for medical use.

General:

- All students are **required** to keep their shirts tucked in at all times.
- All clothing must fit **appropriately:** No baggy pants or shorts. Pant length stops at the ankle, not the bottom of the shoe or touching the floor.
- All clothing must be in good condition (even if new--no holes, rips, etc.)
- Pants and shorts may be worn all year. Capris must be approved by the principal.
- No logo on clothing purchased at local stores. School logo is available through Lands' End uniform catalog. Marymount plaid is available only with Dennis Uniform Company.
- No long sleeve shirts under short sleeved shirts or tank tops visible under polo shirts.
- No chewing gum.
- **Spirit Day**—the second Thursday of each month, as indicated on the monthly calendar. Dress can be blue or black jeans with a school or a CYO shirt.
- **Free Dress day**--the last Thursday of each month as shown on the monthly calendar.
- **Clothes NOT allowed on free dress days:**
 - Midriff blouses, tank tops, spaghetti straps
 - Bike shorts, leggings and spandex
 - Clothing advertising rock bands, sex, drugs, alcohol, violence, skulls or symbols with inappropriate language

- Baggy or dragging pant legs
- Short skorts, skirts, or shorts that are more than 3” above the knee
- Clothes with holes or in disrepair—even if new.

Additional Information:

K-2 students need to send an extra pair of clothes for emergency use.

Grades 5-8 need to have a set of P.E. clothes at school for use in P.E. classes.

ALL students, K-8, need a pair of gym shoes for P.E. classes.

VII. Emergencies

A. Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

B. Emergency Information

The school requires an annual update for each student’s current emergency information:

1. The name of the student, his/her home address, telephone number and birth date;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. The date of the latest tetanus immunization/booster;
4. The names and phone numbers of the family physician and dentist;
5. Name of medical insurance company and identification number;
6. Special health conditions or allergies, to which the student is susceptible, the emergency measures to be applied and any current medication;
7. The parents’ approval to send the student to a medical facility for emergency treatment should this be necessary;
8. The names of the persons to whom the student may be released;
9. The signature of responsible parent(s) or legal guardian.

C. School Lockdown or Lock-in

Some situations may require the school to have a lockdown or lock-in. As per police/fire recommendations, the following procedures will be implemented for a school lockdown or lock-in and emergency personnel will be immediately notified by the administration:

1. All doors will be locked—inside and outside if lockdown; inside only if lock-in.
2. All drapes and/or blinds will be closed;
3. No one will be permitted to enter (lockdown) or leave the building;
4. Lockdown or lock-in will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel nor should they arrive to pick up their students. Parents will be notified as soon as possible and given instructions on how to proceed for student pick-up, if necessary.

School Staff and parish volunteers are being trained in ALICE (Active Shooter Response) and Joint Active Shooter training conducted by the FBI Portland Field Office, US Attorney's Office District of Oregon, Portland Police Bureau and other Portland Area Law Enforcement Agencies.

VIII Financial

A. Tuition

At registration a "payment option plan" will be available for your choice of payment plan. Tuition payments may be made at the beginning of the year, twice a year, or in 10 or 12 month payments. Payments are due by the 15th of each month. A monthly statement will be sent home to update your account and to make sure all payments have been recorded. If there is a discrepancy in the amount recorded, please contact the school office.* Changes to registration timeline will be updated in 2021-2022 parent teacher handbook.

B. Tuition Payment Policy

The School Advisory Council in cooperation with the Parish Finance Council set the tuition schedule each year prior to registration. On registration day each family must select a payment plan option: one time full payment, two annual payments or a 10 month plan, due by the 15th, either by check or online. For online recurring monthly payments (Tuition, Lunch or School Care), a one-time \$40 service fee will need to be paid at the time of registration. Unpaid balances which are delinquent will incur late charges until brought current. If a monthly check payment is delinquent two times, the family will be asked to set up the online recurring monthly payment, including the \$40 service fee. Accounts over sixty (60) days past due must be discussed with the Pastor and/or the Principal. Non-payment may be grounds for student withdrawal from the school.

All tuition, fees, and other financial obligations of graduating students must be paid by June 1st. The Administration shall provide parents of graduating students with a complete account review by May 1st. No student shall receive a diploma or participate in graduation activities until all financial obligations to the school have been met.

C. Tuition Assistance

If a family cannot, for any reason, pay its fees and/or tuition, the family should immediately contact the principal. Facts Grant & Aid Applications are available online at www.factsmgt.com/aid in the spring. The deadline for applying in the spring is March 31. The same application is used for the Archdiocesan Tuition Assistance and the St. Francis of Assisi Sponsor-a-Student funds. The pastor and principal annually review the need of each family requesting financial aid to determine the distribution of available funds. Due dates are published in the January issue of the School News Notes.

D. Tuition/Fees – Non-Payment:

Tuition payments are due as outlined according to payment plans, preferably by the 10th of each month. If a family has some unforeseen financial situation arise which would cause

payments to be late, special arrangements may be made with the principal. Such an arrangement will be put in writing and signed by both parties. As a courtesy, a phone call will be made to remind the family of a missed payment.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Withhold grade reports;
- Deny a student enrollment for the following school year;
- Turn over to a collection agency when a family's account is in arrears at the end of the school year.

E. Insurance

Student Accident Insurance coverage is mandatory through the Archdiocese of Portland. The cost is \$5.00 per student. Additional school insurance forms are in the school office.

IX. Medical

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice, chicken pox, mumps and measles.

COVID-19

According to the CDC COVID-19 resources page, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms listed below may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All students and employees will be screened upon entry to the campus by a designated staff member or administrator and assessed for their completion of their self-check app electronically and temperature. Any student, faculty, or staff with a fever above 100 degrees Fahrenheit or who has failed the self-check COVID a paper questionnaire will be sent for a secondary screening. They will immediately be screened a second time by staff, for COVID symptoms. Students exhibiting symptom will then be isolated in the Health kiosk, until they are able to be picked-up or exit the site.

If an employee or student becomes ill at work/school or is exhibiting symptoms of COVID-19 such as a cough, they will be taken to the isolated Health kiosk, until they are

able to be picked-up or exit the site. SFA communication and training will inform all students, faculty, and staff of the health screening process. All screening information will be kept confidential.

Personal Protective Equipment As part of the school's safety pledge to maintain a safe and healthy campus environment, it is mandatory that while on campus all faculty, staff, students and visitors wear an approved face covering.

B. Immunizations

Students entering St. Francis of Assisi School must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

C. Medication

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

The parent shall make all requests in writing for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a non-prescription medication to a student. All medication must be in its original container, w/the student's name. A prescription label will be deemed sufficient to meet the requirements for a written prescription. The school reserves the right **to reject a request** to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible or **written permission with original labels are not provided.**

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

1. Medication Dispensation Guidelines

Prescription Medication

The following is required for: "...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."

- A. Written instructions from the doctor which include:
 - Name of student
 - Name of medication
 - Dosage
 - Time and/or frequency of administration
 - Method of administration (e.g., mouth, nose, ear, etc.)
- B. It is recommended that the physician note any possible adverse reactions and actions required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken as specific direction.

- C. The authorization form attached must be signed and filled out completely by the parent or guardian.
- D. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication home, the medication can be issued by a druggist in two separate bottles.)
- E. Unused medications must be picked up by a parent when treatment is complete or at the end of the school year. Medication left at school past the end of the year will be destroyed.

2. Prescription Medication (Injectables)

- A. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner, parents/guardians cannot train school personnel in the use of injectables.
- B. Only trained staff can administer an epi-pen in the case of an emergency.

3. Non-Prescription Medication

The following is required for: “only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids.”

- A. Written instructions from the parent which include:
 - * Name of student
 - Name of medication
 - Dosage
 - Time and/or frequency of administration
 - Method of administration (e.g., mouth, nose, ear, etc.)
- B. All non-prescription medication must be in original container or packaging including over the counter drugs like: tylenol, cough drops, chapstick, sun-screen, etc.
- C. Unused medications must be picked up by a parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

4. Medication Dispensation Authorization Form- Please use this form when your child needs medication at school. The form is located in your packet.

5. Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, head lice, and/or flu virus.

X. Parents

A. Classroom Interruptions

All visitors including parents must report to the office, sign in, and wear a visitor/volunteer badge. Classroom disruptions are to be kept to a minimum and learning time to a maximum.

B. Messages To Students

Telephone messages will be sent to the individual classrooms at the end of the day. Telephone messages will not be delivered to students during class time except in the case of emergency calls.

- ✓ **Student Change of Transportation** at the end of the day needs to be **in writing or via email** to the school office by noon either the day of or the day before the change.

C. Releasing Students During The Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. Students need to be signed out by the parent or guardian in the main office.

D. Issues Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

E. Family Cooperation

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school or not be permitted to return the following year.

F. Parent-Teacher Organization

1. Each school in the Archdiocese has Parent-Teacher organization to promote parental support for the school programs, increase mutual understanding between school and parents and reduce obstacles to effective communication.

The St. Francis School Parents Club serves as a link between school and home. All parents and teachers are members, and officers are elected each year. The club meets on the 1st Tuesday of each month at 6:00p.m. and functions in a variety of ways to service the school.

2. One of the main objectives of the Parent-Teacher Club is to raise funds for the school's operations.

There are three main fundraisers for the school during the year: Jog-a-Thon, Auction, and Bar Buffet Bingo. An ongoing fundraiser is Scrip.

Each family is required to purchase enough Scrip for the school to earn \$100 profit (approximately \$2,000 + or -). You may "opt out" for \$100, by turning in a check made out to St. Francis Scrip Program. Friends and relatives may also purchase scrip and rewards are applied toward your goal. Once St. Francis School receives the \$100 profit from your Scrip purchases, you begin to earn registration rewards split with the school at 50%. Scrip Rewards are earned June 1st through May 31st. Scrip is always available for purchase at the school office and through designated Scrip sellers.

3. The St. Francis Parents Club will comply with these general norms:

- It will have no legal status apart from the school.

- It will function in accordance with a written constitution that complies with all current provisions of Archdiocesan and local policy governing the structure and operation of such an organization.
- Recommendations and actions of the organization are subject to all Archdiocesan school regulations and policies.
- Parent/Teacher Club is accountable to the principal and the pastor.

G. Parties

- **In School:** Celebrations are arranged with individual teachers. The Washington County Health Department and Archdiocesan policy mandate that all treats be purchased and not home-baked.
- **Out of School Party Invitations:** Unless everyone in a class is invited to a party, it is requested that invitations not be brought to and/or distributed at school.
- **End of Year Party:** School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non-school sponsored celebrations.

H. School Advisory Council

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy. Because it reflects parents' best hopes and desires for the students, the School Advisory Council fills an essential role in the local school community.

The SAC meets on the 3rd Tuesday of each month at 7:00 p.m. Meetings are open to all parents, unless an executive session is called. New SAC members are elected in May and attend the June SAC meeting.

XI. Safety

A. Earthquake and Fire Drills

Earthquake and fire drills are conducted monthly in accordance with state ordinances and held so that in the case of an emergency students will be prepared to respond quickly, quietly and safely. During fire drills students are to remain silent and walk to the nearest exit, meeting in an assigned area outside. Students will also be instructed in earthquake emergency procedures and will practice taking shelter under their desks, followed by exiting the building as practiced in a fire drill.

B. School Grounds

- Bicyclists are expected to use common sense and to cooperate with the school regulation regarding bicycle use, parking and safety. Once on school grounds, the bicycles are left at the bike rack (behind the modular) and not ridden until the student leaves the grounds after school.
- Walkers and bicyclists are cautioned to be extra careful when crossing the parking lot and road.
- Students walking to after school day care will walk together in a group. School personnel or older students will always escort younger students, with written permission from their parents.

- Playground equipment is off limits after school hours, unless directly supervised by parents.
- Students may remain on the school grounds until 3:15 p.m. only if permission has been requested by a parent and approved by the principal. The school is not responsible for students who come to the school grounds to play after 3:00 p.m., or on weekends. An adult, responsible for the group, must supervise all after school activities.

C. School Closure

In the event of an emergency situation or bad weather, St. Francis of Assisi School will follow the school closure decisions made by the Banks School District. The principal will be notified first and she/he in turn will notify the pastor and those people assigned to the phone tree. The list of school closures is broadcasted on most television and radio stations by 6:00 a.m.

The St. Francis of Assisi School phone tree is a group of parent volunteers who will call their list of families in the event of a school emergency or school closure. You will be contacted and advised with the up-dated information. Parents will also be notified via email.

D. Drop Off/Pick-up of Students

All students (K-8) are to be dropped off between 8:00 and 8:15 a.m. in the parking lot by the blacktop. Students will proceed carefully through the fence gates and go **directly** to their classrooms. It is the recommendation of the faculty that parents allow their students to walk to their classrooms by themselves. Before School Care begins at 7:00am with students being dismissed to their classrooms at 8:00am. Students arriving before 8am are expected to attend the Before School Care session. The first tardy bell will ring at 8:15 a.m. Bus riders will be dropped off at the east end of the school, enter through the main door (south door) and go **directly** to their classrooms. Bus riders are the **ONLY** students who will not be counted as tardy.

At the close of school day, students will be dismissed to the blacktop area. Parents will form a car-pool line, facing west, beside the chain-linked fence. Students will be escorted into their cars by school personnel. It is most important that all parents cooperate with this procedure. Bus riders will board the bus at 2:35 p.m. at the main entrance. School personnel will supervise them. Any students left at school after 3:15pm will be expected to attend the After School Care Program, unless otherwise notified. The program begins at the time of school dismissal until 6pm. Parents whose students go to the After School Care Program will be charged at the current rate.

E. School Visitors

All visitors **must** report to the school office and sign in on the clipboard. This includes student visitors who want to visit campus. For safety reasons, we must know who is in the building at all times. All outside doors with the exception of the main entrance, are locked during the school day. Visitors are required to enter through the main doors of the school, sign in, and pick up a visitors pass in the office. Please return the pass and sign out when leaving. Parents are not allowed to bring non-attending students to school without permission from the principal and the classroom teachers.

F. Weapons Policy

Any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife-which school rules forbid), mace, tear gas, pepper mace, a club bludgeon or similar instrument, a deadly or dangerous weapon.

G. Policy for Bullying and Cyber-bullying:

St. Francis of Assisi School is committed to providing a safe and caring place for all students, parents, and staff. Each person is to be treated with respect at all times. The St. Francis school community has an obligation to promote mutual respect, tolerance, and acceptance. St. Francis of Assisi School will not tolerate behavior that infringes on the safety or the learning environment of any student. Bullying in any form will not be tolerated on the school grounds and cyber-bullying will not be tolerated when such actions interfere with a student's safety and learning at school or at home. Bullying is defined as unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, intimidating, or leaving someone out on purpose. Bullying is intentional and can include forms of being physical, verbal, non-verbal, relational, hazing, sexualize, or through social media (cyber-bullying).

Research indicates that when youth are bullied they can face long-term emotional damage. Youth who bully can face criminal charges, often by young adulthood. Doing all that is possible to prevent bullying will enhance each student's growth into responsible citizens who are truly faith-filled Christians.

Everyone plays a key role in bullying prevention: students, staff, parents, and volunteers. Staff and students will be trained in bullying prevention, cyber-bullying prevention, and in reporting procedures and expectations. The following programs are used in teaching students empathy and bullying prevention:

- Second Step Curriculum for grades K-8;
- Family Life published by RCL/Benziger for grades K-6;
- Theology of the Body by Ascension Press for grades 7-8.

Staff, parents, and volunteers will be trained using the Called To Protect initial training session, followed by the annual online Armatus training. The module for 2015-16 was on "Bullying Prevention". Staff will receive further training in bully prevention during staff meetings and in-services throughout each school year.

1. Bullying Reporting Procedure:

St. Francis of Assisi School expects students, staff, parents, and/or volunteers who witness bullying incidents or have knowledge of such an incident, to immediately report the incident to the principal and/or the teacher of the students involved. Each bullying report will be promptly investigated. Anyone who witness bullying or acts of bullying needs to take immediate action to intervene. Intervention can be in various forms: speaking directly to the students involved, if deemed safe to do so; leaving the scene and reporting the incident to the supervisor or other trusted adult; or reporting to the authorities, even calling 911 if deemed necessary. Anyone witnessing or experiencing bullying must report the incident to the supervisor, the principal, the teacher, or other trusted adult. Volunteers and students may make an anonymous report.

Reporting includes the following actions:

- Notification of the supervisor/principal
 - Notification to the parents of the involved students
 - Document the incident in writing
 - The report and the findings of the incident must remain confidential
 - Such reporting will not reflect on the target or the witness in anyway
- Acts of reprisal or retaliation against any person who reports a bullying or cyber-bullying incident are prohibited. Any student who is found to have falsely accused another of bullying shall be subject to disciplinary consequences.

2. Bullying Consequences:

Students who bully are in violation of this policy and are subject to disciplinary action that may include, but not limited to: separation from peers, in-school suspension, after school detention, suspension, and any other appropriate disciplinary action up to and including expulsion.

BULLYING REPORT FORM

Adult Receiving the Report: _____

Date and Time: _____

Who Reported the Bullying? (*Circle One*) *Bullied child* *Bystander*

Bullied Child/Children: _____

Where the Bullying Occurred: _____

Description of the Bullying Behaviors: _____

Are There Immediate Safety Needs? (*Check One*) Yes No

If yes, send student(s) to office for prompt attention.

Specific Concerns (*Check all that apply*)

- Physical injury
- Damaged clothing
- Transportation needs
- Fear of retaliation
- Severity of bullying
- Emotional needs
- Other (describe)

Action Taken (*Check one*)

- Referred to office for immediate attention
- Referred to teachers for coaching

Classroom Teacher(s) of Bullied Child/Children _____

Classroom Teacher(s) of Child/Children Who Bullied: _____

XII. Student Activities

A. Altar Servers

All Catholic boys and girls in grades 4-8 are eligible to become altar servers. The pastor schedules training classes usually in the fall and are published in the St. Francis Parish Sunday bulletin and in the weekly School News Notes. All Catholic students in grades 5-8 are welcome to sign up to serve at the parish daily Masses on Monday, Wednesday, and Thursday. Those Masses are at 8:00am and the parents are responsible for transportation. Those students who serve daily Mass are exempt from being tardy.

B. CYO Sports

St. Francis of Assisi School students have the opportunity to participate in CYO sports. Information and eligibility guidelines for CYO sports are available at registration and in the school office during the year. www.cyocamphoward.org

C. Student Council

The purpose of the St. Francis of Assisi Student Council is to make the school a better place for the educational process, and to lead the student body in various service projects. The Council is a group of students who represent the student body. Election of officers happens twice a year—September and February. Officers are elected from grades 7 and 8, with representatives from each grade 2-6. Qualifications for being in student council include: academic grade point average of 3.0 (A,B, a few C's); models the St. Francis Schoolwide Learning Expectations; and demonstrates leadership skills. Student Council meets once a week during the lunch time. The counselor is usually a staff member, but a parent may volunteer for the position.

D. Field trips

Field trips are an excellent enrichment resource to the curriculum. All students are expected to participate in class field trips. It is required that students have a signed permission form from parents/guardians for each field trip in order to participate. Fees for the field trip are non-refundable and any student remaining at school will be in a study hall.

E. Mass

An all-school Mass is celebrated once a week, usually on Friday at 9am. Parents and visitors are invited to attend. Students join parishioners in the recitation of the rosary before Mass on the last school Friday of each month.

F. Sacrament of Reconciliation

Opportunities for the students to receive the Sacrament of Reconciliation will be arranged during the school year, usually during Advent and Lent.

G. School Music Programs

Every student is expected to be present for the evening performances of the Christmas and Spring Music Programs. These dates are on the school calendar, posted on the school's website: www.sfa-roy.org

H. Service Projects

At the heart of the Gospel and our Christian living is service to others. The faculty models this service by their commitment to St. Francis School and by various projects that instill an appreciation of loving generosity in our students. Parents model this same spirit of generosity and service through volunteering for school and parish projects, which is always greatly appreciated. Several service projects are chosen by the staff & student council throughout the year and at special occasions such as Advent and Lent.

I. Recess Guidelines

OUTSIDE

Swings:

Children need to sit in the swings and swing up and down only---no twisting the seat or swinging in any other way. There is no lying on the seat of the swing.

Twirly Gig:

Maximum number is three at one time. All body parts need to be on the platform all the time.

Monkey Bars:

Only one student at a time may go across the bars hanging from their hands. There is no standing on top of the bars. One child at a time on the monkey bars.

Slide:

Face forward, sitting with legs in front at all times. No running up the slides.

Playground Structure:

The structure is designed for Preschool thru grade 6, ages 3-12years old only. Grades 7 & 8 may use only the blacktop or the field for their recess areas.

Wall Ball:

The wall ball game may be played on either side of the porch at the west end of the school building. That is the only place where there is more brick than windows.

Basketball:

The basketball hoops are to be used for shooting balls into the baskets. The rims are to be touched only by balls---not human hands. There is no hanging on the rims, please!

Blacktop Area:

This area is for general games such as: jump rope, four-square, hopscotch, catch games with a ball.

Grassy Area:

Students may play soccer, catch, kickball or variations of these games. Children must be on the south side of the trees at all times. They are not allowed to go into the field or into the street. Should the ball be thrown or kicked into those areas, the student needs to ask permission to retrieve the ball. If the ball goes over the fence two or more times, the ball is not retrieved during that particular recess. Students are not allowed to be near the convent: in the flower beds around it or on the railing or stairs that go down to its basement.

East Field Area:

This area is used after school for the Banks Soccer and/or Softball teams. During school hours, students may play in this field with adult supervision only. They may play games such as: kickball, softball, tag football, catch games, etc. This area is great for running. During the spring, summer and early fall, there are yellow jackets in the far, east end of the field. Students should stay closer to the school building. The field can also get rather muddy immediately following rainy weather.

INSIDE**Gym:**

The gym is half size so the following games are recommended: basketball, Dodge Ten with supervision, and catch games. Balls may only be thrown in the gym. There is NO KICKING of balls in the gym.

Basement:

The main games are: four square, hopscotch, and ball catching, wall ball and jumprope.

Lunch Indoor Recess:

Assigning areas of play for certain grades is most successful. For example, grade 3-4 plays downstairs, while the 5th & 6th graders are in the gym. K-2 students may either stay in their classrooms and/or go to the gym, depending on their teacher's decision. A monthly calendar is posted in the cafeteria to track which grade was last in the gym for recess.

XIII. Student Services**A. Lunch Service**

St. Francis of Assisi School provides its own daily hot lunch program. USDA guidelines are followed in meal preparation to ensure that our students receive healthy meals. At the end of each month two menus are sent home. Each family is expected to return one marked with the days/meals their children plan to eat and a payment attached for those meals. The cost of the lunch includes milk. Students are expected to use self-control while eating their lunch. Each class is responsible for making sure their table is clean after eating and before leaving for recess. The lunchroom supervisor will dismiss students.

B. School Library / Accelerated Reader Library

The school library with the Accelerated Reader Program enriches and supports the curriculum while supplying books for enjoyment. If a student fails in their responsibility to return materials by the due date, they lose the right to check out new items until they have met their previous obligations. At the end of the trimester, parents will be notified of past due materials and charged accordingly. If checked out items are returned in a damaged condition, the parents will be notified and arrangements made to replace or pay for the books. All overdue materials must be returned or paid in full by the end of each trimester before handing out the student's report card.

C. Student Telephone Use

The office telephone is needed for school business. Telephone messages will not be delivered to students during class time except in cases of emergency calls. Messages will be sent to the individual classrooms at the end of the day. Students are asked to refrain from using the school phone except in the case of an emergency and then with the permission of the teacher, secretary or principal. Students may **not** call home for forgotten homework, PE clothes, lunches, or to arrange impromptu after school activities. Please check your School News Notes and the Banks School District calendar for “No Bus” days. After school activities and the means of transportation to those activities need to be determined prior to coming to school. Written changes of student destination are expected in the office before noon of the event.

Cell phones are not to be in the student’s possession during school hours. If a parent deems it necessary for their child to carry a cell phone, that phone must remain turned off in the student’s backpack from 8:00am-3:15pm.

D. iPad and Chrome Books Acceptable Use Policy

Background

St. Francis of Assisi School is committed to providing a strong educational foundation. As part of that foundation, our vision is to enhance learning through the integration of technology, which will enable our students to become life-long learners for the 21st century. To augment technology integration, St. Francis of Assisi School has chosen to employ iPads as a personal learning tool for the students. The iPad was selected because of its portability, user-friendliness, touch-technology, and wide range support of apps. The iPads are available for all students in grades K-8. The iPads will be shared among the students, with each classroom having a specified time for usage throughout each week. Each student will be assigned an iPad for his/her weekly/daily use. The primary grades will use their iPads for center-type activities. Chrome Books have been made possible for student use in grades 5-8 through donations from the annual Auction Technology Paddle Raise.

General Guidelines

The iPad or Chrome book assigned to each student is only for school use and cannot be taken home. All apps will be provided and managed by the school. Students should have absolutely no expectation of privacy when using the iPad. Any and all activity performed on the iPad can and will be monitored. Students and parents need to read, understand, and sign the iPad Acceptable Use Policy. Violation of the rules is subject to consequences stated on this policy, the St. Francis School Internet Use Policy, and the guidelines in this handbook.

iPad and Chrome Book Use

Acceptable & Expected iPad and Chrome book Use

- iPads and chrome books are to be used for educational purposes only
- Only educational games which in no way contradict our mission as a Catholic school may be used with permission of a teacher.
- Internet browsing is allowed as directed by the teacher
- Students are responsible for the general care of the iPad and/or chrome book

- The iPads and Chrome books are school property and should be treated accordingly
- Muted sound at all times unless permission is given by the teacher for instructional purposes
- Apps and software installed by St. Francis of Assisi School must remain on the iPad in usable condition and be easily accessible at all times.
- iPads should always be in the protective cover.
- Chrome books should be stored on the cart in each classroom when not in use.

Unacceptable iPad/Chrome book Use

- Altering default iPad settings, including the password and screensaver image
- Changing the background on the opening screen
- Browsing internet pages not authorized by the teacher
- Installing apps & playing games without teacher permission
- Sending messages via email or 'air drop', not authorized by the teacher
- Using social media apps such as, but not limited to: Facebook, Twitter, Instagram, etc.
- Using the internet resources to plagiarize work
- Putting stickers or other effects on the iPad or chrome book to personalize it
- Violating policies stated in the school's Internet policy and Parent-Student Handbook
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Taking pictures, videos, and/or audio recordings without the teacher's permission
- St. Francis of Assisi School reserves all rights concerning any recording or photograph to be published of any student or staff member's work or image. Students must obtain permission to publish a photograph or video of any school related activity.
- Storing personal photos or downloaded images
- Leaving an iPad or chrome book in an unsupervised area such as the hallway, an empty classroom, the cafeteria or basement area, etc.

Possible Consequences

- ✓ Forfeiture of the iPad or Chrome book use in the classroom will be determined by the teacher & principal
- ✓ Disciplinary actions including issuance of conduct slips, detention, suspension, or expulsion

iPad and Chrome book Care

- ❖ Remain in protective case at all times or chrome books stored on designated cart.
- ❖ Nothing heavy may be placed on top of the iPad or chrome book
- ❖ Hands should be clean when using the iPad or chrome book
- ❖ Light pressure should be applied when touching or tapping the screen
- ❖ Care should be taken to avoid dropping the iPad or the chrome book
- ❖ iPad and Chrome book should be returned to the cart as directed by the teacher

School Responsibilities for iPad Content Management

St. Francis of Assisi School is responsible for managing iPad content including standard settings and apps. Any alteration to the settings by a student is in violation of the rules; therefore, the student will be subject to disciplinary actions and consequences.

Staff will provide guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Staff will provide guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

Student Responsibilities:

- Use the iPad or chrome book in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that apply to iPad/computer/internet/chrome book usage
- Use all technology resources in an appropriate manner so as to not damage school equipment or reputation.
- Assist the school in protecting the computer system/iPad/chrome book by contacting an administrator or teacher about any security problems encountered
- Turn off and secure the iPad or chrome book at the end of the assigned iPad/chrome book usage period
- Report all damage or malfunctions of the iPad or chrome book immediately to the classroom teacher

Parent Responsibilities:

- Talk with your child/children about the values and standards that should be followed for the use of the Internet, especially usage at St. Francis of Assisi Catholic School
- Review the iPad & Chrome book Use Policy at least three times during the school year
- Report immediately to the classroom teacher and/or the administration any concerns that you or your student has regarding the iPad or Chrome book use or care.

Ipads or Chrome Book Damage, Repair, Replacement Responsibilities

If an iPad or chrome book is lost, stolen, or damaged, through no fault of the student, St. Francis of Assisi School will replace or repair it at no cost to the student. Loss or damage due to negligence or purposeful damage to the iPad or chrome book, the teacher and the administration will determine the cost for reparation and may impose any disciplinary measure against the student up to and including expulsion.

Please be aware that the iPads and the Chrome books were purchased through generous donations from the 2013, 2016, and 2017 Auction paddle raise for technology. Each iPad cost \$499. There are 24 iPads for student use. Each student shares an iPad with other students in the school. Each chrome book cost close to \$300. Each student in grades 5-8 is assigned a chrome book for his/her usage during each school year.

If an iPad or chrome book is damaged, it is the responsibility of the student using the iPad or chrome book to report it immediately to his/her classroom teacher. That way a staff member knows about the incident and can take care of the situation appropriately. Should an iPad or chrome book be damaged and not reported immediately, it is possible that the last student using the device before the damage was discovered, would be held responsible whether or not the damage happened while the iPad or chrome book was in his/her possession. Reporting immediately any inappropriate usage with an iPad or chrome book is critical for the care of the device and will assist the school in a timely repair.

Signature Page is located in your registration folder—please sign and return to the signature page prior to the beginning of the current school year.

The iPad Use Policy is located in your family’s registration folder, please sign and return iPad Use Policy prior to the beginning of the current school year.

Students in grades 5 through 8 have an information and signature page regarding the use of Google Classroom on the Chrome Books.

Family iPad/Chrome Book Use Policy Acceptance

After reading the St. Francis of Assisi iPad/Chrome Book Acceptable Use Policy, please complete this form to indicate that you agree to abide with the terms, conditions, and rules as stated in this document.

STUDENT(S)

PRINTED NAME: _____ GRADE: _____

Student Signature: _____ **Date:** _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

PARENT(S)/LEGAL GUARDIAN(S)

PRINTED NAMES: _____

ADDRESS: _____

TELEPHONE: _____ DAYTIME TELEPHONE: _____

Email Address: _____

As parent/legal guardian of the student(s) signing above, I grant permission for my child(ren) to access networked iPad services such as network file storage and Internet. I have read and agree to the St. Francis of Assisi iPad and Chrome Book Acceptable Use Policy. I understand that I may be held responsible for violations and/or damage by my child. I understand that some materials on the Internet may be objectionable; therefore I agree to accept responsibility for guiding my child(ren) and conveying to her/him/them appropriate standards for selecting, exploring, and/or sharing information and media.

Parent Signature _____ Date: _____

XIV. Student Information Disclosure

A. Emergency Disclosure Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

XV. Volunteers

A. Volunteers

Volunteers assist in the school as valuable resources for the success of each student and the school as a whole.

1. Volunteer Background Checks & Safe Environment Training

All volunteers are required to undergo a background check and a safe environment training session. Ordinarily, any person with an adult criminal conviction is not eligible to volunteer. The school reserves the right to decline the services of a volunteer or may request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

All parents/volunteers who work with children are required to take the class, "Called To Protect." Each year the volunteer must take an updated, online class reviewing the safety of children. These sessions are mandatory for all chaperones, lunch proctors, classroom helpers, & volunteers.

The Archdiocesan Code of Conduct for Ministry with Children and Youth states: "Any use of tobacco, alcohol, marijuana (in any form) or illicit drugs (or being under the influence of alcohol, marijuana, or drugs) is absolutely forbidden while ministering with children and youth."

2. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities which include, but are not limited to: School Advisory Council and committees, Parents' Club members and officers, Art Literacy teachers, classroom assistance to teachers, room parents, field trip assistants, fund-raising events, and other activities relating to the talents and gifts of the volunteer population. Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for all.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive

decision by the school principal and /or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

3. Volunteer Hours

Volunteering provides opportunities for interested individuals to become actively involved in the educational process of the school while providing services that are not covered by the school budget. In order to assist tuition costs and help the school and parish community, each parent is asked to volunteer service to the school each year. These are called **volunteer hours and may be completed throughout the school year by a parent or guardian.**

2 Parent Household: 40hrs

-BBB/Auction = 10hrs

-Other Fundraisers = 15hrs

-Non-Fundraising (Includes CYO) = 15hrs

Single Parent Household: 20hrs

-BBB/Auction = 5hrs

-Other Fundraisers = 7.5hrs

-Non-Fundraisers = 7.5 hrs

You will see a \$1000.00 (2 parent household) or \$500.00 (single parent household) charge on your first billing statement of the year. This charge will decrease as you log your volunteer hours monthly throughout the school year. Only adults can fulfill volunteer hours. All volunteer hours are kept confidential

Parent are responsible for documenting their volunteer hours and submitting them monthly online: <https://sfa-roy.org/parent-reources>. Volunteer hours must be recorded prior to the last day of school. Any hours recorded after the last day of school will need to be approved by the principal.

Opportunities to earn volunteer hours will be listed every month in the School News Notes and addressed monthly at Parent Teacher Club Meetings.

XVI. Confidentiality Policy

Jesus said, "Love thy neighbor as thyself." In keeping with this teaching, a policy on respecting the privacy of each person is established. Information can be shared among staff, faculty, parents and volunteers on a 'need to know' basis. Information that concerns individuals' private lives needs to be respected and kept in confidence. Issues that are a concern should be shared only with authorized personnel: teacher/staff involved, principal and/or pastor. Persons sharing confidential information about individuals will be held accountable. Members of St. Francis of Assisi School are committed to the core value of respect for all, which is to be practiced through kindness in words and in actions.

XVII. Acknowledgement of Handbook and iPad/Chrome Book Use Policy

Each family, parents & students, is asked to sign the acknowledgement form that they have read and understood the expectations outlined in the St. Francis Parent-Student Handbook. Such statement verifies that parents and students are aware of and will comply with the regulations of the handbook and the iPad/Chrome Book Use Policy, located in Section XIII., D.

(Please sign and return the Signature form within the first week of school)

Please see signature page inside your registration packet, for the signature form to be signed and returned to the school office prior to the beginning of the current year.

Signature Sheet

Please sign the statement after you read the Parent/Student Handbook and keep for your records.

I have read and agree to comply with the policies and practices stated in the St. Francis of Assisi Parent/Student Handbook

Parent Signature _____

Student Signature _____

Date _____

APPENDIX A

Electronic Information Use Policy St. Francis of Assisi School

Electronic Information/Communications

The Mission of St. Francis of Assisi School is to educate students to become effective communicators, life-long learners who are responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making. We are committed to the integration and effective use of current and emerging technology.

Each classroom has at least two student-use, networked computers. We also have a computer lab which can serve the needs one classroom. Students are allowed to use the computers only under the supervision of the staff. WatchGuard is the installed firewall along with the protection offered through our internet provider.

A. Electronic Information/Communications Policy/Agreement

1. Appropriate Use Policy and Guidelines

St. Francis of Assisi offers on-line electronic information services including but not limited to the internet and email (“information services”) for students who participate in an orientation or training course. St. Francis of Assisi School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. St. Francis of Assisi School will make every reasonable effort to prevent students from misusing the information services. However, a student is also responsible and must avoid inappropriate and/or illegal interaction while connected to the internet. Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student will be subject to disciplinary action.

a) Privileges

The use of the information system is a privilege, not a right, and any inappropriate use will result in a cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with an appointed staff member as to proper behavior and use of the network. The administration, staff, or faculty of St. Francis of Assisi School may request that the principal deny, revoke, or suspend specific users.

b) Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the internet or network to the appropriate authority (computer teacher, principal, and teacher). Misuse may occur in many forms but it includes using unapproved programs, violent games, unapproved websites, or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate, as well as violating provisions of Sections b), c) and d) listed below.

c) Acceptable Use

The use of any information services must be directly related to the classroom curriculum content research in accordance with the educational goals and objectives of St. Francis of Assisi School. The appropriateness of internet, computer program content will be according to the standards and judgment of the St. Francis staff, with the final decision resting with the classroom/computer teacher and the principal. Any questionable content or use of questionable websites, ie. YouTube, must be approved by both the classroom teacher and the principal. The student is personally responsible for compliance with this provision at all times.

The Student May Not:

1. Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes but is not limited to copyright material, threatening or obscene material, or material protected by trade secret;
2. Use the information services for any commercial or profit-making activity;
3. Use the information services to advertise a product or for lobbying or other political purposes.
4. Use school computer for personal email communication or entertainment.

d) Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette.

These rules include (but are not limited to) the following:

1. Be Polite: - Never send, or encourage others to send, abusive messages;
2. Use Appropriate Language: - The student is a representative of the school on a non-private system, which may be viewed globally. Never swear; use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. Privacy: - The student should not reveal personal information such as age, address, phone number, or personal information about other people.
4. Electronic Mail: - (email) at school is not private. Messages relating to or in support of illegal activities must be reported to school authorities. Email use at school is limited and under the direction of the classroom/computer teacher at all times. Students may use email only for school assignments. Personal email usage is prohibited at school.
5. Disruptions: - Do not use the network in any way that would disrupt use by others.

e) Security

Security on any computer system is a high priority. If the student identifies a security problem notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the computer/internet usage.

