

St. Francis of Assisi Catholic School Parent / Student Handbook



2015-2016

Revised August 2015

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Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young.”
St. John Chrysostom*

Welcome to St. Francis of Assisi Catholic School! In choosing St. Francis School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Francis School for the 2015-2016 school year. Please read the document carefully and use it as a reference throughout the school year. Sign and submit the agreement sent home with your student. This agreement states that you intend to abide by the policies of St. Francis School during the 2015-2016 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence, personal growth, and spiritual development in the context of the Catholic Church.

Together, let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Tom Waszak
Principal

More than any other program of education sponsored by the church, the Catholic school has the opportunity and obligation to be unique, contemporary, and oriented to Christian service; unique because it is distinguished by its commitment to the threefold purpose of Christian education any by its total design and operation which foster the integration of religion with the rest of learning and living; contemporary because it enables students to address with Christian insight the multiple problems which face individuals and society today; oriented to Christian service because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others. All those involved in a Catholic school – parents, pastors, teachers, administrators, and students – must earnestly desire to make it a community of faith which is indeed “living, conscious, and active”.

To Teach as Jesus Did, National Conference of Catholic Bishops

*St. Francis of Assisi School accepts students from several local communities and parishes.
The school was founded by and is recognized as the parish school for:*

<u>San Antonio de Padua Church</u>	<u>St. Martin de Porres Church</u>	<u>Santa Clara de Asis Church</u>
Fr. John Neneman, Pastor	Fr. Sy Nguyen, Pastor	Fr. Fred K. Bailey, Pastor
5800 E. Santa Ana Canyon Rd.	1767 Yorba Linda Blvd.	22005 Avenida de la Paz
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Fx. (714) 974-9630	Fx. (714) 970-5654	Fx. (714) 970-2618
www.sanantoniochurch.org	www.smdpyl.org	www.scdayl.org

ACCREDITATION

St. Francis of Assisi School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

NON-DISCRIMINATION POLICY

St. Francis of Assisi School, mindful of its mission to be witness to the love of Christ believes that every person, as a child of God, regardless of race, condition, or age has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin." (Catholic Schools Department of Education Administrative Handbook 4110)

St. Francis of Assisi School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin, in administration of its education policies, admission policies, athletic, and other school administered programs.

RIGHT TO INTERPRET AND AMEND THE HANDBOOK
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St. Francis of Assisi School reserves the right to interpret and/or amend the policies in this Handbook. Notice of amendments will be sent to parents via school email.

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HANDBOOK OVERVIEW

The purpose of this handbook is to present the philosophy, organization, and policies of St. Francis of Assisi Catholic School. The policy statements are necessarily general and the administration (Pastors and Principal) reserves the right to make specific applications as circumstances arise. We ask that you read this handbook carefully and keep it for reference during the year.

Policies stated in this handbook are in accordance with guidelines established by the Office of Faith Formation, Diocese of Orange, and contained in the Diocesan Administrative Handbook. As such, it is inherent that parental support defers to the policies and procedures of the school.

We, as a faculty, rely on your cooperation and assistance in providing your children with a quality Catholic education. We invite each of you to share in our dedicated efforts to build a community of faith at St. Francis of Assisi Catholic School, where love and concern for one another are always present, and where students are able to develop educated minds and characters that reflect Christ in all of their relationships with others.

MISSION STATEMENT OF ST. FRANCIS OF ASSISI CATHOLIC SCHOOL

Founded through prayer, peace, and perseverance, Saint Francis of Assisi Catholic School is a unique, tri-parish school that serves the three parish communities of Saint Martin de Porres, San Antonio de Padua, and Santa Clara de Asis. We welcome children from age pre-kindergarten through eighth grade from our tri-parish families as well as Catholic families from surrounding communities, and families of other faith denominations.

As witnesses of the Gospel, our parents, teachers, and administration strive to educate and develop each student to reach his/her potential spiritually, intellectually, emotionally, socially, and physically.

Our tri-parish school collaborates with parents as their children's primary educators, students, and teachers to empower each child in our school community to become a lifelong Catholic steward and contributor in our world.

(Revised: March, 2010)

PHILOSOPHY

St. Francis of Assisi Catholic School is a Christ-centered faith community that integrates faith with all aspects of living and learning. Our tri-parish school welcomes the children from the three parishes of St. Martin de Porres, San Antonio de Padua, and Santa Clara de Asis, as well as surrounding parish communities. We accept and educate students from pre-kindergarten age through grade eight.

We believe the focus of our Christian community is the living joy and celebration of the good news of the Gospel and Catholic traditions. Therefore, we accept the challenge and opportunity to provide a program of faith formation, the heart of which involves students in experiences of prayer, sacraments, and worship. As active witnesses through service and stewardship, we explore opportunities in living out the Gospel of Jesus.

We believe that our school nurtures the individual student in developing a deep conviction of Christ's love that empowers him/her to acquire skills, virtues, and habits of heart and mind. Therefore, we provide a curriculum that helps our students to apply Christian values to meet the challenges of life in an ever-changing world.

We believe that our students are unique individuals made in the image and likeness of God and capable of learning in a variety of ways. Therefore, we assess each student's needs, stimulate learning, increase self-image, create a sense of responsibility and incorporate a variety of learning experiences to meet individual differences.

We believe that our school is meant to educate the whole person. Therefore, the teachers provide an education that addresses the child's spiritual, intellectual, emotional, social, and physical needs.

We believe that parents are the primary educators of their children. Therefore, we encourage and expect them to take an active role in the Catholic education of their child in partnership with the teachers and the school community.

SCHOOLWIDE LEARNING EXPECTATIONS (SLE)

A St. Francis of Assisi School student is a:

Faith-filled Catholic who:

- Celebrates faith through prayer, sacraments, Christian stewardship, words and actions.
- Demonstrates an understanding of the teachings of the Catholic faith.
- Uses Scripture as a guide in his/her daily life.

Responsible citizen who:

- Accepts responsibility for his/her decisions and actions.
- Respects the uniqueness of each person.
- Participates in school, community and church activities.
- Demonstrates tolerance through his/her daily actions.
- Makes healthy choices.

Active life-long learner who:

- Demonstrates basic skills and knowledge.
- Uses critical thinking skills.
- Participates in the Fine Arts.
- Sets realistic goals and creates quality work.
- Evaluates own work and recognizes personal learning styles.

Confident communicator who:

- Exhibits strong written and oral communication skills.
- Uses technology skills.
- Works independently and with others.

A ST. FRANCIS OF ASSISI EDUCATION FOCUSES ON THE WHOLE CHILD

Spiritual Goals

St. Francis of Assisi Catholic School is a Catholic faith community who integrates religion into all aspects of living and learning. Our goal is to impart to the individual student a deep conviction that will empower him or her to bear positive witness to the world.

To realize this vision every effort is made to provide the following advantages:

- An atmosphere that fosters the development of a personal relationship with Jesus Christ.
- The integration of religious truth and values with learning and living.
- Opportunities for the students to develop a realization that their Catholic faith is a way of life that permeates all of their actions and decisions.
- Academic knowledge of the truths of our Catholic faith.
- An appreciation and familiarity with the Word of God.
- Opportunities in which a love for the Liturgy of the Eucharist develops through active participation.
- Special preparation and continuing education for the celebration of the sacraments of Reconciliation and Eucharist.

Intellectual Goals

Recognizing the uniqueness and creativity of each child is basic to our educational approach. Therefore, a quality education is provided that maximizes the realization of each child's spiritual, intellectual, social, physical, and psychological potential.

To realize this vision the administration performs in the following ways:

- Employs qualified staff members.
- Counsels and guides staff members.
- Provides opportunities for professional growth.

In addition, both administration and faculty furnish the following opportunities:

- Comprehensive instruction in all areas.
- Consistent review of student's mastery of the basic skills and provision for reinforcement as needed.
- A challenge to each student to expand his or her intellectual capacities and individual success.
- Testing and diagnostic services.
- Extension of the curriculum through outside sources.
- Evaluation of the curriculum content and methods of instruction.
- Enrichment of the curriculum by enlisting the expertise of parent volunteers.
- Ongoing personal and professional growth.

The unique needs of individual students are also recognized and met through outside referrals for specific needs, such as, psychological testing and counseling.

Social Goals

This community continues to grow in the true knowledge of God, others, and themselves.

To realize this vision, this faith community works together in the following ways:

- Encouraging Christian behavior by modeling Christian values.
- Seeking to develop an appreciation and acceptance of our culturally diverse society through respect of self, others, and tolerance for all.
- Working to develop sensitivity to others' needs and values.
- Fostering an appreciation and respect for the environment.
- Encouraging students to respond to situations in a positive Christian manner.
- Teaching methods for positive interaction with peers and others.

Physical and Psychological Goals

Our commitment is to guide students in acquiring skills, virtues, and habits of heart and mind that will prepare them to meet the challenges of contemporary living.

To realize this vision, the administration and faculty work through the following means:

- Providing instruction in personal fitness for life.
- Providing experience for movement skills.
- Providing instruction in health-related areas.
- Helping each student to recognize his or her physical uniqueness.
- Expressing love, concern, and understanding for each student.
- Promoting an awareness and appreciation of each student's uniqueness.
- Helping each child realize, develop, and use his or her abilities.
- Encouraging the development of self-worth.
- Providing success-oriented instruction.
- Reaffirming each student's efforts through positive reinforcement.

RESPONSIBILITIES OF SCHOOL PERSONNEL

Pastors

- are the chief administrative officers of St. Francis of Assisi School, and as such, they determine those school policies not already pre-empted by diocesan regulations. A Lead Pastor is selected annually to serve as the primary administrative officer. The Pastors delegate the daily administration and supervision of the St. Francis of Assisi School staff and programs to the Principal. The Lead Pastor, in collaboration with the Principal, appoints members of the Parent Advisory Board.
- bring St. Francis of Assisi School together as a community of faith and worship.
- establish and maintain a Catholic atmosphere in the school.
- participate with the faculty in the religious education and formation of staff and students.
- provide the moral support that is necessary to the Principal, faculty, staff, parents and Parent Advisory Board so they can perform their educational duties successfully.
- are responsible for the upkeep and maintenance of school buildings and grounds.
- are responsible for the school's compliance with policies and regulations of the Office of Faith Formation.
- are responsible, in cooperation with the Principal, for maintaining the school's fiscal viability.

The Lead Pastor has the right to make the final decision in all school matters.

Principal

- has the immediate responsibility for implementing the philosophy of St. Francis of Assisi School in its regular operation.
- fosters community among faculty and students.
- collaborates with the faculty and the Diocesan Office of Faith Formation to plan and implement a program for an integrated approach to catechesis.

- is responsible for preparing and monitoring the school budget.
- administers school programs.
- establishes norms and procedures of accountability within the school.
- supervises the staff, teachers, and the instructional program.
- selects teachers dedicated to the philosophy of Catholic education, committed to the development of a Faith Community, and academically prepared as professional educators
- builds cooperation among and relating with the parents, the parishes, and the general public.
- has overall responsibility for pupil matters.

Vice Principals

- assist the Principal with implementing the philosophy of St. Francis of Assisi School and fostering community among faculty, staff, parents, and students.
- have primary responsibility for student discipline.
- are assigned responsibilities and specific tasks by the Principal.
- take on the role of acting Principal in the absence of the Principal.

Teachers

- motivate students to follow the example of Christ and strive to teach Christian virtues by personal example as well as by explicit instructions.
- follow the prescribed curriculum in all subject areas.
- cultivate in students effective work habits and study skills.
- work with parents to provide timely and periodic feedback (grades, graded materials, comments) and arranging parent conferences as needed.
- fulfill administrative duties and professional responsibilities as prescribed by the school Faculty Handbook and in accordance with the Department of Catholic Schools Employee Handbook.

Parent Advisory Board

The Parent Advisory Board was established by the Pastors, in accord with Diocesan policy, to assist them and the Principal in the governance of the school. The Parent Advisory Board is consultative in the following sense: the members cannot act apart from the Pastor and Principal and cannot make decisions binding for St. Francis of Assisi School without the approval of the Pastor and Principal. A consultative school board is one which cooperates in the policy making process by formulating and adapting, but never enacting policy. The Parent Advisory Board shall meet with the Pastor and Principal on a regular basis to:

- support the mission and vision of the School and Catholic education.
- lead by exemplifying a spirit of cooperation and consensus and serve as a source of counsel on all matters requested by the Pastor and the Principal.
- promote the concept of lay ministry; to provide a concrete means for people to contribute to Catholic education and thereby build the kingdom of God.

- develop ownership and stability for the future.
- offer financial advice; review the annual budget, the fiscal soundness of the school, and financial policies.
- serve as a public relations source; promote good relationships with the three Parish communities as well as with the general public.
- enable the Principal to spend adequate time as an educational leader.
- provide parents/guardians with a voice in their children's education.
- encourage strategic planning; set goals and establish long and short term plans for the school, participate in long range planning committees such as Development, Enrollment, Marketing, Catholic Identity, Technology, Alumni, etc.

GENERAL POLICIES

Safe Environment

All parents and family members who wish to work with the students in any capacity are required to be fingerprinted through the Diocese of Orange. Paperwork is available in the school office. In addition, each adult must have completed "Safe Environment Training." This safety program is offered online at www.shieldthevulnerable.org. A certificate of completion is issued at the end of the training. The certificate must be brought to the school office as proof of training. The two requirements are mandated by the Diocese of Orange.

Child Abuse Reporting Obligations

In accord with Diocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report with the proper authorities for their investigation and review. *(Section 11166 of the Penal Code)*

Code of Christian Conduct Covering Students and Parents/Guardians

(Diocesan Handbook Code 4180A)

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

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

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

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

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

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

Recommended Transfer Resulting from Parental Attitude

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that the continuation of the child in the school might be impossible. The principal may ask a family to leave the school when one or both parents are overtly uncooperative with school staff, disregard policies, regulations or programs, or interfere in matters of school administration or discipline to the detriment of the school's ability to serve their own, or other children.

Abuse of Teachers and School Staff

Any parent, guardian, or other person who insults or abuses any teacher or school staff in the presence of other school personnel or students and at a place which is on school premises or public sidewalk, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and may be punishable by a fine. (E.C. 44811-2) A report will be filed with the local law enforcement agency. The student is subject to withdrawal.

ACADEMICS

Every effort is made by the administration and faculty to provide learning experiences for the students that will allow them to master basic skills, grow in knowledge, and achieve their fullest potential. When the home and school cooperate and complement each other, the result is a quality Catholic education for the students.

Curriculum

St. Francis of Assisi School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). All St. Francis of Assisi teachers are credentialed by the state of California. The curriculum follows the regulations of the Office of Faith Formation of Orange, and is inclusive of State Standards. In accordance with Diocesan objectives, St. Francis of Assisi School is in the process of aligning to the National Common Core Standards.

St. Francis of Assisi School is committed to providing academic excellence rooted in Catholic values and traditions by offering a comprehensive and holistic education. St. Francis of Assisi School offers its students opportunities for growth in following subjects: Religion, Math, Reading, Literature, English, Spelling, Handwriting, Social Studies (Geography, History, Civics), Science, Safety, Technology, Music (Grades K-5), Art, Physical Education. Spanish (Grades 6, 7 and 8). The Administration approves fee based after school programs to provide enrichment opportunities such as Instrumental Band, Young Rembrandt's Art Program, Mad Science, and Academic Chess.

Homework

Homework is assigned to provide students with the opportunity to practice and apply what they learn in class, to learn how to investigate on their own, and to finish work that was not completed in class. Homework standards vary by grade. Homework does not always mean written work, but study and research as well, so that the student is prepared for class discussion and new concepts. Long-term projects are considered part of daily/weekly homework. Working with your child will provide valuable insights into your child's work habits, ability, and progress.

The amount of homework is usually based upon what the average student is able to do within a certain amount of time. The average time allotment for daily homework for grades 1 & 2 is 30 minutes; grades 3

& 4 is 45-60 minutes, grades 5 & 6 is 60-90 minutes, and grades 7 & 8 is 90-120 minutes. Please remember that these time frames are only guidelines. Some children work more slowly than others. Parents are asked to write a note verifying the effort on an incomplete assignment. Contact the classroom teacher to discuss questions or concerns about homework.

Make Up Work

If a student is absent, it is his/her responsibility to make up all missing work. Students are expected to submit all completed work within the same number of days as the days absent. For example, students who miss two days of school have two days to complete make up work. Homework is not sent home in advance of an absence. Missed work assignments will be available upon the student's return to school. Vacations and day trips are not considered acceptable reasons for absence. The administration and faculty strongly discourage this type of absence due to the interruption in the learning process.

Turning in completed homework is considered part of the student's academic responsibility. Therefore students who fail to turn in homework assignments will receive no credit, however, they are still responsible for completing and submitting the assignment(s). Failure to turn in completed homework will impact a student's academic grade and may also warrant a detention.

Academic Integrity

Academic integrity and ethical behavior is expected of all St. Francis of Assisi students. Academic dishonesty and unethical behavior (i.e. cheating, forgery, plagiarism, fabricating, falsifying, unfair advantage) are contrary to the philosophy and goals of St. Francis of Assisi School. Academic Integrity is defined as producing original work on all examinations, and in all writing assignments, projects, homework, and oral recitations. Students have the primary responsibility to be honest. He/she is responsible for understanding school expectations and managing their time to properly complete assignments

Academic integrity is achieved when a student:

- Completes his/her homework and does not allow it to be copied by a fellow student.
- Completes an examination without seeking help from or offering help to another student.
- Completes original research for a paper, project, or oral report and acknowledges another person's contributions to that work by citing the source and individual's name.
- Understands that it is of greater value to his/her personal growth when he/she chooses to submit his/her personal work.
- Realizes that each choice for copying, cheating, or plagiarism, no matter how small the matter, diminishes his/her academic and personal integrity.
- Produces original work. Academic excellence is achieved when the student produces original work of the highest quality to the best of his/her ability.

Academic excellence and academic integrity are achieved when a student:

- Is not satisfied with minimum performance, but strives for quality work.
- Prepares for class discussions, tests, and other activities by completing his/her homework and reading assignments, and by studying appropriately.
- Seeks additional help from students or teachers when it is necessary.
- Assumes responsibility for all his/her work and actions.

Academic dishonesty includes, but is not limited to:

- Plagiarism: Plagiarism is defined as the use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work.
- Cheating: Cheating is defined as having unauthorized notes, materials, and/or resources of any type (calculators, computers, the help of another student, looking at another paper, answers and/or pertinent information written on any item) for any exam, quiz, paper, and/or homework assignment. Allowing another student to obtain information from one's own exam, paper, and/or homework is also considered cheating.
- Fabrication: Falsifying or inventing, data, or citation.
- Obtaining an unfair advantage – Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment.
- Falsification of records and official documents: Altering documents or forging a signature.

Consequences for violations of Academic Integrity Policy:

- First Offense: The student will receive no credit on the test/assignment. The teacher will contact the parents to discuss the incident and the action the school will take if their son/daughter commits a second violation of the academic integrity policy. The student will be required to hand write the policy on academic integrity and the student's Responsible Behavior grade will be lowered.
- Second Offense: The student will receive no credit on the test/assignment and will be suspended for one day. The teacher will contact the parents to discuss the incident and the action the school will take if their son/daughter commits a third violation of the academic integrity policy. The student will be removed from the honor roll for the trimester and from all elected or leadership positions for a period of time at the discretion of the school. The student's Responsible Behavior grade will be lowered.
- Third Offense: The student will receive no credit on the test/assignment and will meet with parents and school administration to discuss possible dismissal from St. Francis of Assisi School.

Academic Probation

Students in grades 5 - 8 will be placed on Academic Probation if any of the following occurs:

1. A student earns a 1.75 total grade point average or lower on a trimester report card.
2. A student earns an "F" in two or more core subjects on a trimester report card.

3. A student earns an “F” in the same subject on two or more trimester report cards.

Students on Academic Probation receive a letter designating their status and a conference will take place with the teacher, parent(s), and an administrator to determine a course of action. Continued probation is not in the best interest of the student and is not an acceptable performance criterion. Therefore, a student on academic probation for two or three trimesters during the school year may be asked to withdraw from the school.

Students must maintain a “C” grade or higher in all subjects to be eligible to participate in an extra-curricular activity, i.e. school sport team, student council, choir. A student who has below a “C” in any subject will be placed on probation for the purpose of participating on the team/activity. If a student on probation fails to bring his/her grade up to “C” level by the next major test/project, he/she is not eligible to participate on the team/activity until the grade is a “C” or higher. Student grades will be evaluated at the beginning of each extra-curricular activity to determine eligibility.

Learning Support Program

...As witnesses of the Gospel, our parents, teachers, and administration strive to educate and develop each student to reach his/her potential spiritually, intellectually, emotionally, socially, and physically...

As stated within its mission statement, St. Francis of Assisi School strives to “... educate and develop each student to reach his/her potential spiritually, intellectually, emotionally, socially, and physically...” With this as its guiding design principle, the Learning Support Program at St. Francis School functions to serve within that ideal. The Learning Support Program endeavors to provide a team approach by partnering with classroom teachers, administration, and parents to meet the wide range of challenges that may face any student or whole class setting. Challenges to maximized learning can present in a variety of ways. Some are individually identified through professional assessments. Some may be skill specific and temporary. Certain situations benefit from year to year support at an individual level, while others are best approached from a whole class perspective. Once the determination is made that St. Francis School, within its means, is able to meet the requirements of a student, the classroom teacher begins the dialogue with the Learning Support staff. Resources and knowledge are shared to collaborate for enhanced student success. With caring and professional experience and knowledge, teachers assess each year to discern what individual as well as general classroom learning needs are present. At that point, the Learning Support Program is able to be accessed providing an extra layer of expertise, perspective, and personnel support as needed for your child's learning journey.

Should you find you have any questions regarding the Learning Support Program, please feel free to phone, e-mail, or even pop-in when you find yourself on campus either before or after school hours. We are located in the Extended Care room just next to grades 4 A and B.

Physical Education Program

The purpose of the Physical Education Program is to:

- Further promote Christian attitudes through physical activities.
- Promote good sportsmanship on and off the field.
- Develop leadership potential.
- Develop strength, muscular and cardiovascular endurance, agility and flexibility.
- Encourage students to develop self-discipline.

All activities are designed to promote physical fitness and all students are required to participate to the best of their ability.

Graduation Requirements

In order to receive a diploma, a student must earn an overall cumulative 8th grade total GPA of 1.75 or better, have no “Incomplete” grades, have completed their Christian service requirement, and have no financial obligations. Should a student receive an “F” for more than one trimester in the same core academic class during the 8th grade year (math, literature, reading, spelling/vocabulary, social studies, science, religion), the student may participate in graduation activities but will not receive a diploma until the “F” is remediated. Arrangements for remediating academic courses must be approved by the administration.

Promotion Requirements

Promotion to the next grade depends on successful completion of all subject areas and correspondingly mature behavior. Successful completion of grade level expectations implies that the student has satisfactorily demonstrated achievement of basic skills and met expectations for completing course work in order to merit promotion to the next grade.

The minimum level of academic achievement for continued enrollment is an overall grade point average (GPA) of 1.0 (D), no “F” grades in two or more core subjects (math, literature, reading, spelling/vocabulary, social studies, science, religion) on a trimester report card, and no “F” grades in the same subject on two or more trimester report cards.

The teacher and administration may recommend repeating a grade, tutoring, or summer school class as a requirement for promotion when, after conferencing with the parents, it is believed that such action will better prepare the student academically and/or emotionally for the next grade level. The conference will include an evaluation of the student’s grades, course work, standardized test scores, study skills, and attitude.

ADMISSION POLICIES AND PROCEDURES
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Nondiscriminatory Policy

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school or the course of study therein presented on the basis of sex, race, color, religion, or national/ethnic origin.

The administration of St. Francis of Assisi School recognizes that our students come from a variety of family backgrounds. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

Parents and guardians who enroll their children in our school also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus, every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students.

Application Procedure

Anyone interested in attending St. Francis of Assisi School must submit the following application materials:

Preschool/Pre-Kindergarten

- Application with required registration forms.
- Birth certificate.
- Baptismal Certificate as applicable.
- Up-to-date immunization records.

Kindergarten - 8th grade

- Application and \$25.00 fee.
- Birth certificate.
- Baptismal Certificate as applicable.
- Certificate of First Holy Communion as applicable.
- Up-to-date immunization records.
- Copies of 2 complete years of report cards.
- Copies of 2 complete years of standardized test scores as applicable.
- Student Evaluation Form to be completed and submitted by current teacher.

Age Requirements

- Preschool: 3 years old on or before September 1st. (Student must be potty-trained.)
- Pre-Kindergarten: 4 years old on or before September 1st.
- Kindergarten: 5 years old on or before September 1st.
- 1st Grade: 6 years old on or before September 1st.

Assessment

In order to ensure that a child is developmentally ready to succeed in school and to determine if we can meet their academic and personal needs, St. Francis School administers assessments to all children applying for admission to kindergarten through 8th grade. St. Francis School may not be able to meet the needs of those students who demonstrate severe grade level deficiencies, learning disabilities, or behavioral problems. Student and parent interviews may be required. Grade placement will be at the discretion of St. Francis of Assisi School.

Acceptance

When all required materials have been received and upon satisfactory review of required forms, school documents, and assessment results, incoming families will be contacted by St. Francis School administration. Students accepted for kindergarten through 8th grade placement will then receive the required registration instructions necessary to finalize enrollment. All required fees and the establishment of a FACTS tuition account are required to complete the registration process for all incoming families.

Priority Order of Acceptance

1. Families who have siblings enrolled at St. Francis of Assisi School.
2. Families registered at St. Martin de Porres, San Antonio de Padua, or Santa Clara de Asis parishes.
3. Transferring Catholic school students who are registered with their local parishes.
4. Families who are Catholic.
5. Families who are not Catholic.

Continued Enrollment

Re-registration for returning students takes place in spring. The online registration process must be completed and all fees paid by the assigned date. All financial obligations must be current in order to re-register and reserve a space for the upcoming school year.

All students are expected to abide by all requirements and expectations as designated in the Parent-Student Handbook, in particular, satisfactory behavior and satisfactory academic standing. Parents will be notified should there be an indication of academic and/or behavioral difficulty that may jeopardize a student's continued enrollment.

Health Requirements for Admissions

All applying families are required to submit proof of up-to-date immunizations.

California law requires specific health screening procedures for ALL students entering Kindergarten and a T-dap booster for students entering 7th grade.

ATTENDANCE POLICIES AND PROCEDURES

If your child will be absent from school parents must call the school each day of absence before 9:00 a.m. and state the reason for the absence. On returning to school after an absence, a written excuse stating the reason for the absence must be presented to the classroom teacher. The note must include the name of the student, date(s) of absence, satisfactory reason for the absence, and signature of the parent or guardian. Please do not send your children to school if he/she/they have had a fever within a prior 24 hour period.

If the child has been diagnosed as having a contagious illness, notify the school at once so that precautions can be taken and exposure notifications can be sent home, and/or notification forwarded to the Orange County Health Agency and the Diocese of Orange. Students who have been absent five (5) consecutive days may not return to school without a doctor's release to return to school.

If a student is absent due to film work/acting, the teacher shall mark on her register and on the student's learning assessment that the absence(s) are because of the student's involvement in filming off campus. This, however, will only be done for the days that the student is on the set and the teacher receives a report from the set teacher verifying that instruction was received on that day.

Excused Absences

Excused absences may be for the following reasons: illness, medical/dental procedures, family emergency, attending a funeral for immediate family, quarantine (official), and school initiated absence. All classwork must be made up according to the teacher's make up work policy.

Unexcused Absences

Unauthorized absences from school, such as trips, vacations, etc. during the regular school year are not considered to be acceptable reasons for absence, and are strongly discouraged, since they cause a disruption in the planned educational program that is being provided for our students. Actual classroom instruction such as direct instruction, hands-on manipulative, class discussions, group work, study trips, speakers, videos, can not be duplicated. It is the student's responsibility to meet with the teacher to obtain missed assignments and be prepared to take make-up tests on his/her return to class. Teachers are not expected to make up missed instructional time in the classroom for absences. All classwork must be made up according to the teacher's make up work policy.

Excessive Absence and Tardy Policy

Excessive absence, even if due to an excused reason, may be grounds for decreased credit. Excessive absence is defined as 10 days during a trimester or 30 or more days during the school year. (Catholic Schools Department of Education Administrative Handbook 4220). If excessive absences are due to a prolonged medical condition, the school must be notified to determine the best course of action.

Tardiness

A student is tardy if he/she arrives to their classroom after the 8:00 a.m. bell. A tardy student must report to the school office before going to class. Morning tardies are determined as excused or unexcused by the school office. Each student will be granted one (1) morning 'excused' tardy per trimester beyond those that occur for medical/dental appointments. Only a medical or dental appointment with official written verification from the doctor or dentist is an excused tardy. The student 'excused' tardy includes any activity out of his/her control (i.e. traffic, electrical outage, etc.). Beyond the one 'excused' tardy, students will receive a detention for every 3rd unexcused tardy up to nine tardies. After that, beginning with the 10th tardy of the year, the student will serve a detention for every tardy after 10. The school recognizes excessive tardies as 10 tardies per year at all grade levels.

Dismissal for Medical or Dental Appointments

Excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this upon the occasion of the visit. Frequent absences of this type impede the student's class work and should be kept to a minimum, preferably scheduled in the afternoon hours. These should not conflict with dates of standardized testing the last week in September/October. Please make every attempt to schedule medical appointments on a minimum day or after school. All classwork must be made up according to the teacher's make up work policy.

Dismissal of a Student During the School Day

At no time during the daily session are pupils allowed to leave the school grounds except when arrangements have been made for the child to be picked up by the parent/legal guardian. Students leaving early are never picked up from the classroom or the lunch tables. Parents/guardians may pick up their student from the office. The child is then signed out and released. If someone other than the parent/guardian is picking up the child, he/she must be listed by the parent as an emergency contact on the Emergency Information Sheet, and present a signed note from the parent or guardian before the child will be released. All classwork must be made up according to the teacher's make up work policy. The school assumes no liability in cases where students leave the premises in violation of the above policy.

Attendance Requirement for Participation in School Events

In order for a student to be eligible to participate in a school sponsored event (practice, competition, or activity), the student must be in attendance a minimum of half-day.

Truancy

Truancy is defined as absence from school without the knowledge and consent of the parent/guardian.

AWARDS AND RECOGNITION

Academic

Honor Roll is based on the most recent trimester grades. Students in grades 6, 7 and 8 may earn Honor Roll status in the following levels categories:

Academic Excellence:	95%-100% GPA with an A or B in conduct.
Academic Achievement:	90%-94% GPA with an A or B in conduct.
Academic Merit:	87%-89% GPA with A or B in conduct.

Athletic

Members of the school sport teams are recognized for their participation and achievements at the sport award nights at the end of each sport season. Individual awards are presented to student athletes for their exceptional accomplishments.

Attendance Awards:

Perfect attendance awards will be given out at the end of the school year to students who have been in school every day and have arrived on time every day (0 tardies / 0 absences). The only exceptions are school sponsored activities (i.e. retreats, field trips, one 8th grade high school shadow day)

Faith In Action (FIAT)

St. Francis of Assisi School's FIAT program, Faith in Action Today, models character values after Mary. Mary's FIAT was her active participation with God's call for her life. We use her example of love, sacrifice, and compassion as a model for her citizenship on campus, at home, and in our community.

St. Francis of Assisi students are faith-filled Catholics who demonstrate an understanding of their faith through daily actions. Following Mary's example and that of St. Francis of Assisi who said, "Preach the gospel always, when necessary use words" each month, from September through May, a student from each grade is recognized for their witness of the Gospel through their example of respect, responsibility, empathy, compassion, peacemaker, honesty, courage, perseverance, and gratitude.

Franciscan Award Certificate

At the end of each trimester, a student is selected from each classroom as a recipient of the Franciscan Award certificate. The students are recognized at the weekly Morning Prayer service. A student is selected for demonstrating a spirit of friendship, cooperation, responsibility, good study habits, and courtesy. As a faith-filled member of the St. Francis of Assisi community, the students who receive a Franciscan Award have made both their classroom and the school a better and happier place.

BEHAVIOR AND DISCIPLINE CODE

It is expected that all St. Francis of Assisi School students conduct themselves in a manner consistent with the accepted norms of Christian values. In accordance with our school philosophy, which reflects a deep respect for the human dignity and uniqueness of every individual, we strive to create a Christian atmosphere which stresses moral and spiritual values and emphasizes high standards of conduct. To accomplish this, each student must recognize his/her individual responsibilities and obligations, and discharge them in accordance with school regulations. Students are expected to act in a Christian manner. Christianity in action embraces all of one's conduct. Courtesy and respect is expected of our students at all times. The entire school will work closely to reinforce positive behavior and a positive attitude in all our students. These are the essential elements of a successful and faithful educational community.

Discipline Philosophy

St. Francis of Assisi School's discipline policies seek to promote student's moral development, self-discipline, and growth toward maturity and adulthood. Discipline is an essential element of Christian development:

- to develop within students an appreciation of responsibility, respect, and self-control
- to promote personal growth by developing self esteem based on a positive self image
- to build a sense of community built around shared values

The ultimate goal of the teachers and administration is to actively work with students and parents to promote personal responsibility, courtesy and respect for others, promptness in fulfilling obligations, and a safe and orderly environment conducive to learning.

Similar to parents working together at home to implement discipline practices, applying disciplinary measures at school are most effective when the school and parents cooperate and support each other. Your decorum when communicating with school staff and respect for school decisions is reflected in the attitude of your child.

All students are entitled to the best education and environment possible. Therefore, if any student is lacking in self-control and is disturbing others, counseling of the student and consultation with the parents will be conducted, and every effort will be made to help the child. If the student continues to disrupt the educational process or the Christian atmosphere, the parents may be requested to withdraw the child from school in order to provide the appropriate learning environment for the other students. This decision is the prerogative of the school administration in accordance with Diocesan policy.

The school reserves the right to determine which actions fall short of meeting the behavior expectations described in the Parent-Student Handbook and the Christian principles of the school. The Principal has the final decision regarding discipline matters.

Off Campus Conduct

Students are expected to act as positive representatives of the school both on and off campus. The Administration of St. Francis of Assisi School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students while at school. This off-campus behavior includes, but is not limited to demeaning behavior to another student via phone, text, email and/or social networking behavior or inappropriate behavior at a school sponsored event.

Parental Liability

Parents are responsible and liable for the cost of any repair or replacement of property caused by an act of destruction by their student.

School Wide Conduct Expectations

Providing a safe and nurturing environment conducive to learning is the basis for rules regarding student behavior. St. Francis of Assisi Catholic School expects students to behave in a manner consistent with Christian and civic norms and appropriate to their instructional program and school-sponsored activities.

The school believes that all students have a right to attend a school that is safe and secure. To that end, the school community strives to promote mutual respect and safe and harmonious relations that support individual human dignity. St. Francis School will not tolerate any gestures, comments, threats or actions, written, verbal or physical, which cause or threaten to cause bodily harm, or personal degradation.

The responsibilities of Christian citizenship are stressed in classroom, school and community activities which strive to develop sensitivity to the needs of others and an appropriate response to those needs. Service projects allow the children to share their own uniqueness, time, and talents with others.

Students are expected to:

- Display courtesy with everyone on campus. No name calling or teasing.
- Politely greet all guests; i.e. smile, say hello, introduce yourself, ask if you can help.
- Follow the directions of all school personnel (teachers, staff, volunteer supervisors)
- Respect the rights and property of others including school property.
- Do not use inappropriate language at any time.
- Follow the school dress code at all times.
- Arrive to school on time.
- Respond to bells immediately.
- Keep our campus safe. Do not run in the courtyard or throw objects that can cause injury.
- Keep our campus clean. No littering. Clean up your trash.
- Do not enter a classroom unless an adult is present.
- Do not bring non-school related items to school.
- Recognize that restrooms are not playrooms.

- No gum on campus.
- Move quietly in the courtyard when classes are in session.
- Do not bring or use skateboards or roller skates/blades at any time on school grounds.
- Be respectful at Mass and school assemblies.

Classroom Conduct Expectations

Classroom rules are set at the discretion of the classroom teacher. Each teacher implements an assertive discipline plan resulting in rewards and/or consequences. Parents are notified if their student's behavior is disruptive to the classroom learning process. Excessive disruptive behavior may result in a behavioral contract for a positive plan of improvement. Teachers explain classroom expectations and discipline policies at Back to School Night.

Students are expected to:

- Follow school/class policies and procedures.
- Follow directions.
- Treat their teacher, aide, substitute, parent helpers, and classmates with respect and courtesy.
- Report to class on time, properly groomed, in uniform, and prepared.
- Complete all assignments and homework.
- Bring a positive attitude and put forth their best effort.
- Treat student and classroom property with respect.

Examples of inappropriate classroom behavior:

- Tardy to class
- Out of uniform
- Missing supplies
- Disrespectful behavior
- Uncooperative attitude
- Lack of self control
- Lack of responsibility
- Violation of academic integrity policy

When unacceptable behavior occurs, the teacher will enforce the classroom disciplinary policies that include but are not limited to:

- Verbal reprimand or reminder
- Age appropriate consequence
- Conduct referral slip sent home
- Lowered conduct grade
- Parent-teacher conference
- Parent-school conference

Bullying

St. Francis of Assisi School is committed to creating and sustaining a safe, positive, and inclusive environment for all students, staff, and parents. We believe that all students, staff, and parents have the right to be protected from bullying and abusive behavior.

Conflict is a normal part of growing up. When developmentally appropriate conflict crosses the line we have to both educate and protect. The ongoing and long-term objective of the policy is to increase the awareness of mean behaviors and eliminate bullying from our school. Students are encouraged to find solutions to issues of bullying. We aim to ensure that individual cases of bullying will be dealt with consistently and in a constructive and fair manner when they occur.

A student who feels that he/she has experienced bullying behavior is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. If the bullying behavior continues, or the student is not comfortable confronting the other student, he/she has the responsibility to report the bullying as soon as possible to their teacher or another adult. The teacher will investigate the complaint and determine what action to take including a verbal or written warning/reprimand, appropriate classroom discipline, or referring the matter to the administration. If necessary, the teacher will contact the student's parents.

Any student who is not directly being bullied, but is an observer or third party who is offended by the behavior witnessed should bring the behavior to the attention of their teacher so the actions being witnessed can be investigated and corrective action taken. Students who are bystanders and witnesses have a responsibility to demonstrate compassionate support for the targeted student and to report dangerous behavior and/or situations to their teacher.

When bullying is reported, it is taken seriously. All reports of bullying will be investigated. Faculty and staff work with the person who is being bullied to help them feel safe. Faculty and staff also work with the person or people who are bullying to change the bullying behavior. When appropriate, faculty and staff will work with all parents and students involved. When appropriate, faculty and staff will involve the school counselor in supporting students.

If the school determines that bullying has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any student determined by the school to be responsible for bullying behavior will be subject to appropriate action including verbal/written warnings and/or reprimands, conference with students and parents, exclusion from a school activity, the requirement of counseling (on or off-campus), and taking discipline action as warranted (i.e. detention, suspension, lowered conduct grade, and expulsion) by the severity of the situation.

Fighting

Fighting is defined as assault or any threat of force or violence directed toward anyone.

Grades K-2

- 1st incident: Parent notified
Appropriate disciplinary action taken in conjunction with grade level guidelines
Conduct grade lowered
- 2nd incident: Parent notified
Immediate in-school or home suspension
Student is placed on Behavior Probation
Appropriate disciplinary action taken in conjunction with grade level guidelines
Conduct grade lowered
- 3rd incident: Parent notified
Student sent home for 1 day suspension
Appropriate disciplinary action taken in conjunction with grade level guidelines
Conduct grade lowered

Grades 3-8:

- 1st incident: Parent notified
Immediate in-school suspension or home suspension
Appropriate disciplinary action taken in conjunction with grade level guidelines
Conduct grade lowered
- 2nd incident: Parent notified
Student sent home; 1-2 day suspension
Student placed on Behavior Probation
Appropriate disciplinary action taken in conjunction with grade level guidelines
Conduct grade lowered
- 3rd incident: Parent notified
Parent-school conference
Student sent home; up to 5 day home suspension or expulsion.
Appropriate disciplinary action taken in conjunction with grade level guidelines
Conduct grade lowered

Harassment

As Christians, we believe that persons are created in the image of God and have dignity and worth. St. Francis of Assisi School affirms that any form of harassment whether sexual, verbal, written, physical, or visual is strictly forbidden. Accordingly, and in faithfulness to its mission, St. Francis of Assisi School

does not tolerate any form of bullying, harassment, or disruption of the educational process or work environment. All students and employees are to be treated with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aide, volunteer, visitor, or guest to conduct themselves in a manner which contributes to a positive school environment.

Harassment occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating because of the individual's race, creed, color, age, gender, ancestry, physical or mental disability, or medical condition. The conduct must be sufficiently deliberate, severe, or pervasive to have a negative impact upon the student or to create an intimidating, hostile, or offensive educational environment. The School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, professional, and thorough manner.

Prohibited harassment includes, but is not limited to, the following behaviors:

- **Sexual:** Unwelcome sexual advances, requests for sexual favors, sexual demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, epithets, and other verbal or physical conducts of a sexual nature.
- **Written:** Suggestive, obscene or hostile letters, notes, or invitations (electronic or paper).
- **Physical:** Unwanted, unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- **Visual:** Leering, gesture, display of sexually suggestive objects, pictures, videos, cartoons, drawing or posters (electronic or on paper).

The prohibition against bullying and harassment applies to all students, employees, volunteers, and parents in school buildings, on school grounds, while going to or from school, or at any time while representing the school or attending a school-sponsored activity.

St. Francis of Assisi School is committed to a “zero indifference” approach which means that any and all witnessed or reported incidents of harassment will be addressed appropriately, which may include written warnings and reprimands, conference with students and parents, exclusion from a school activity, the requirement of counseling, and taking discipline action as warranted (i.e. detention, suspension, lowered conduct grade, and expulsion) by the severity of the situation. The primary goal of corrective action is to stop the problem and prevent it from happening again.

Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Diocesan schools are expected to conform their lives to Christian principles at all times.

Suspension

A student may be suspended from school for serious or chronic violation of school rules and/or procedures. Length and type of suspension is determined by the Administration in consideration of the

nature and seriousness of the incident/violation. The length of the suspension is for a period of one to five days. Parents are notified and may be required to meet with the Administration.

In-School suspension: Student is removed from the classroom and regular participation in the school life, but continues schoolwork at school. A suspended child may not participate in any school related activity, such as sporting event, dances, field trip, etc. and must keep up with school assignments.

Out-of-School suspension: Student is removal from school for a period of time. A suspended child may not participate in any school related activity, must keep up with regular school assignments, and may not be permitted on the school grounds unless accompanied by a parent.

Students may be suspended for the following reasons:

- Blatant willful and/or persistent disrespect or defiance
- Defamation of character
- Blatant use of profanity/vulgarity
- Vandalize, deface, damage, or destroy school property
- Fighting, bullying, intimidating, or threatening a member of the school community
- Possession or creation of pornographic materials
- Truancy/skipping class
- Possession and/or use of tobacco products
- Possession of pyrotechnics
- Tampering with a fire alarm
- Violations of Harassment Policy
- Reasons deemed appropriate by the Administration

Behavior Probation

A student may be placed on a Behavior Probation for serious or chronic violation of school rules and/or procedures. The purpose of the Behavior Probation is to increase the student's awareness of his/her personal responsibility for monitoring their behavior and continued enrollment. While on Behavior Probation the student is ineligible to participate in extra-curricular activities including, but not limited to sports, student government, and student dances. The length of the Behavior Probation is at the discretion of the Administration.

Expulsion

The Administration may determine that a student's conduct and/or chronic violation of school regulations and/or procedures has sufficiently indicated an inability or lack of desire to remain a student at St. Francis of Assisi School. In such a case, the Administration will recommend the student's withdrawal/expulsion. Expulsion from the school requires the approval of the Lead Pastor and Superintendent of Catholic Schools.

In addition to continued violations listed under “suspension” students may be expelled for the following reasons:

1. Failure to maintain academic standards.
2. Use, possession, and/or distribution of illegal drugs and/or mood altering substances and/or drug paraphernalia substances.
3. Gang affiliation or association.
4. Words and/or actions motivated by racism or bigotry.
5. Possession of a weapon.
6. Disorderly, lewd, obscene, immoral, and/or offensive conduct.
7. Theft
8. Use, sale, distribution or possession of any alcohol beverage on or near school premises
9. Habitual truancy
10. Continued harassment
11. Assault or battery, threat of force or violence, and/or defamation of character, either physical, verbal, or in writing (including texting, emailing, blogging, Facebook, Instagram, or any other form of electronic communication) directed toward any school personnel or student

DAILY SCHEDULE

School Hours

School begins promptly at 8:00 a.m. for grades K-8. Students are tardy after the 8:00 bell. Dismissal on Monday - Friday is at 2:50 p.m. Early Friday dismissal is at 12:00 p.m. Minimum day dismissal times are marked on the school calendar and are dedicated to faculty meetings and professional development.

Playground supervision begins at 7:40 am. Students are not allowed to be on campus without adult supervision prior to 7:40 am.

The school is responsible for the safety and supervision of all students on campus. Students who:

- are not picked up from the classroom by 3:10 p.m. (excluding students in after school sports), or
- are not picked up from after-school make-up tests (times will vary), or
- are not picked up from detention at 3:30 p.m.,

will be sent to the Extended Day Care Program. Parents will be charged a registration fee (if not currently enrolled in Extended Care) and an hourly rate for this childcare service.

Students are never permitted to leave school grounds for any reason. Students who walk to or from school must have a parental permission on file in the school office. Permission note must be summited annually.

Lunch and Recess

Recess takes place daily at the following times:

Pre-Kindergarten	9:30 - 10 a.m.
Kindergarten:	10:00 - 10:20 a.m.
Grades 1 - 4	10:00 - 10:20 am
Grades 5 - 8	10:29 - 10:49 am

Lunch takes place daily at the following times:

Pre-Kindergarten	11:20 – 12:00 pm
Kindergarten	12:00 – 12:40 pm
Grades 1 - 4	12:00 - 12:40 pm
Grades 5 - 8	12:26 –1:06 pm

Lunch is a great time for students to interact with their peers outside of the classroom. Socializing with peers is an important part of the educational experience. Therefore, removing your student from school to eat lunch off campus is strongly discouraged.

Talk to your children about sharing food with other students, especially if they have food allergies. Students with food allergies should be instructed to never eat food from another student. Parents who bring their student's lunch to school should place it on the shelf outside the back of Fr. Seamus Glynn Center. Lunches are not delivered to the classroom. Students will not be allowed to call home for a lunch without their teacher's permission. If a child does not have a lunch for the day, students in the class may share their lunch (if the student does not have food allergies) or the student will be provided an emergency lunch (cold cereal with milk).

Healthy nutritious snacks are encouraged at morning recess and lunch.

DRESS AND PERSONAL APPEARANCE POLICIES

Student appearance has an impact on attitude and behavior in school and is a sign of respect for the school community and for themselves. The purpose of our uniform policies is to ensure that each student at St. Francis of Assisi Catholic School is neat, clean and well groomed, to lessen distractions, and to help students develop a sense of modesty, self-respect, and personal discipline. We are ambassadors of our school and witnesses of our faith and therefore, our uniform dress should be a visible sign to our community of who we are as Catholic school students.

Parents have the primary responsibility for maintaining uniform regulations before arriving at school. Administration and faculty will be responsible for interpreting and enforcing the uniform policy. The administration reserves the right to adjust uniform/grooming policy based on school needs. Parents will be notified of any modifications regarding the dress and uniform code.

Unless parents and students are notified otherwise, students must be in uniform every day. Students who are “out of uniform” are in violation of the school dress code and will be issued a uniform infraction and, if the problem needs immediate attention, the parents will be contacted. Failure to correct the violation accordingly will result in the issuance of a detention.

Pre-Kindergarten students are not required to wear uniforms.

All uniform supplies must be purchased through Vicki Marsha School Uniforms except shoes and socks. Vicki Marsha sells uniforms at St. Francis School three times a year and accepts orders by phone at 714-895-6371. You may go to their store location at 5292 Production Drive Huntington Beach, CA, 92649. Consult the Vicki Marsha website at www.vickimarsha.com and enter code “FOA3700” for a complete list of products, sizes, and prices. Students may continue to wear existing uniforms provided they fit properly, are the appropriate length, and in good repair.

Uniforms:

NON-MASS UNIFORM

Boys K-5th

White oxford shirt w/logo
White or green polo shirt w/logo (SS or LS)
Flat or pleated front shorts (navy)
Flat or pleated front slacks (navy)
Belt (brown, black, navy, or khaki)
White socks covering ankle (sport logo accent OK)
Cardigan sweater (green) and/or
Crew neck sweatshirt (green) and/or
Hooded zipper front sweatshirt (navy) and/or
Nylon zipper jackets (green)
School caps/visors (optional)

Boys 6th-8th

White oxford shirt w/logo
White or green polo shirt w/logo (SS or LS)
Flat or pleated front shorts (navy)
Flat or pleated front slacks (navy)
Belt (brown, black, navy, khaki)

NON-MASS UNIFORM

Girls K-5th

White oxford shirt w/logo
White or green polo shirt w/logo (SS or LS)
Plaid, flat, or pleated front shorts
Flat or pleated front slacks (navy)
Plaid or Twill Jane skort (navy)
Modesty shorts (worn under jumper and skirts)
Belt (brown, black, navy, khaki)
White socks covering ankle (sport logo accent OK)
Navy or white knee-hi socks
Navy or white tights
Cardigan sweater (green) and/or
Crew neck sweatshirt (green) and/or
Hooded zipper front sweatshirt (navy) and/or
Nylon zipper jackets (green)
School caps/visors (optional)

Girls 6th-8th

White oxford shirt w/logo
White or green polo shirt w/logo (SS or LS)
Flat or pleated front shorts (navy)
Flat or pleated front slacks (navy)
Plaid or Twill Jane skort (navy)

White socks covering ankle (sport logo accent OK)
Cardigan sweater (green) (optional for 6th) and/or
Crew neck sweatshirt (green) and/or
Hooded zipper front sweatshirt (navy) and/or
Nylon zipper jackets (green)

Boys 7th-8th (additional options)

Flat or pleated front shorts (khaki)
Flat or pleated front slacks (khaki)
V-neck pullover sweater (green) and/or
V-neck sweater vest (green) and/or
8th grade jacket

MASS UNIFORM

Boys K-5th

White oxford shirt w/logo
Flat or pleated front slacks (navy)
Belt (brown, black, navy, khaki)
White socks covering ankle (sport logo accent OK)
Cardigan sweater (green) and/or
Nylon zipper jackets (green)

Boys 6th-8th

White oxford shirt w/logo
Flat or pleated front slacks (navy)
Belt (brown, black, navy, khaki)
Cardigan sweater (green) (optional for 6th) or
V-neck pullover sweater (green) and/or
V-neck sweater vest (green) and/or
Nylon zipper jackets (green)

Boys 7th- 8th (additional options)

Flat or pleated front slacks (khaki)
8th grade jacket

Modesty shorts (worn under jumper and skirts)
Belt (brown, black, navy, khaki)
White socks covering ankle (sport logo accent OK)
Cardigan sweater (green) (optional for 6th) and/or
Crew neck sweatshirt (green) and/or
Hooded zipper front sweatshirt (navy) and/or
Nylon zipper jackets (green)
Plaid 2-pleat skirt

Girls 7th-8th (additional options)

Flat front or pleated front shorts (khaki)
Flat front or pleated front slacks (khaki)
Twill Jane skort (khaki)
V-neck pullover sweater (green) and/or
V-neck sweater vest (green) and/or
8th grade jacket

MASS UNIFORM

Girls K-5th

White round collar blouse
Plaid jumper
Modesty shorts (worn under jumper and skirts)
White socks covering ankle (sport logo accent OK)
Cardigan sweater (green) and/or
Nylon zipper jackets (green)

Girls 6th-8th

White oxford blouse w/logo
Plaid 2-pleat skirt
Modesty shorts (worn under jumper and skirts)
White socks covering ankle (sport logo accent OK)
Cardigan sweater (green) (optional for 6th) and/or
V-neck pullover sweater (green) and/or
V-neck sweater vest (green) and/or
Nylon zipper jackets (green)

Girls 7th-8th (additional options)

8th grade jacket

Personal Appearance:

1. **Hair:** Boys and girls hairstyles should contribute to a neat, well-groomed appearance. Boy's hair is to be worn off the collar in the back, above the eyebrows in the front, and above the ear on the sides. Boys must be clean-shaven. Girls' hair is to be worn in a fashion that does not obscure vision. "Fad" hairstyles, including color, spiking, or shaved on the sides, are not permitted. Hair gel may be used in moderation, but not to spike. Hair must remain its natural color. No dying, bleaching, lightening, highlighting, or weaving.
2. **Hair accessories:** Hair accessories must match primary uniform colors black, green, navy, or blue. No flowers, feathers, bandannas, large bows, glittered, or jeweled headbands.
3. **Jewelry:** One simple religious necklace and/or bracelet are allowed. Girls may wear one stud/post pierced earring in each ear. No hoop or dangling earrings. Only girls may wear earrings. One small ring may be worn. No other bracelets/only a watch (Apple watch is not allowed)
4. **Make up:** No form of make up is allowed. This includes mascara, lip gloss, lipstick, blush, rouge, eye liner, eye lash highlighter, nail polish, acrylic nails, or French manicures. Colorless chapstick is permitted. The 8th grade girls are permitted to wear light make-up on graduation picture day. See grade 8 level handbook for makeup privileges for 8th grade graduation only.
5. **Shirts and blouses** must be tucked in at all times.
6. **Skirt and jumper** length must touch the top of the knee. The skorts and shorts must be a modest length, no shorter than three inches above the knee.
7. **Over-sized, baggy, or "sagging" uniforms** are not permitted. Skirts, skorts, and shorts must be worn at the waist.
8. **Belts** are required on any clothing that has belt loops.
9. **Shoes:** Only black, white, navy, gray, maroon, or green leather or canvas shoes are allowed. Shoes may include a contrasting trim/stripe in any color. Accent sport logos are acceptable (i.e. Nike or Adidas symbol). No pattern, checkered, or fluorescent shoes. Shoe laces must be white or match the dominant color of the shoe. Shoes must provide good support during physical activity. No open toe, slip on, platform, high tops, heels, boots are allowed. Preschool – 4th grade student shoes may use Velcro straps in place of laces
10. **Socks:** Socks must be white (accent sport logos are acceptable, i.e. Nike or Adidas symbol) and must cover the entire ankle. Low cut socks that come below the ankle are NOT allowed. Girls may also wear white or navy knee socks or tights. Girls may wear white eyelet socks.
11. **P.E. Dress:** School uniform appropriate for P.E. students is required to wear athletic shoes.
12. **Hats/Visors:** Only Vicki Marsha uniform hats/visors are approved to wear at school. Hats may be worn outside the classrooms and always facing forward.
13. **Scout Uniforms:** Students participating in scouting programs may wear their Scout uniforms to school on meeting days.

Non-Uniform Dress/Relaxed Dress

On certain occasions, students will be permitted to wear non-uniform attire. In these cases, students must wear modest clothing. Extreme fad styles are not permitted. We ask for parent cooperation in adhering to these regulations so this privilege may continue. Any student whom the administration feels is dressed inappropriately will be required to call home for a change of clothing.

Not Acceptable

- No short-shorts, cut-offs, athletic sweats, frayed pants, leggings, jeggings, or jeans with holes.
- No halter tops, tank tops, crop tops, spaghetti straps, or bare shoulders
- No t-shirts with unacceptable or offensive wording or logos.
- No over-sized clothing of any kind.

Acceptable

- Uniform shirts, shorts, pants, or skirts/skorts worn in combination with the items listed below.
- Non-uniform walking shorts, skirts/skorts no shorter than 3 inches above the knee and jeans (any solid non-fluorescent color) are permitted as long as the student is dressed in an acceptable, modest style (not too tight).
- T-shirts, buttoned down collared shirts, blouse.
- All other uniform regulations related to shoes, hair, jewelry, or make-up are still in effect for alternate dress days.

Parents will be notified about attire that may be worn on specific alternative dress days such as Jump Rope for Heart and June Play Day.

The school administration reserves the right to make any necessary decisions, changes or additions to the uniform policy.

DROP OFF AND PICK UP PROCEDURES
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Parking off campus: Off campus parking is available at Eastside Park, Santa Clara Church, and on the downhill side of East Side Circle. Parking is not permitted on the uphill side of East Side Circle. In order to maintain safe and smooth traffic flow during drop-off, students and parents may not cross the school driveway in the morning. Therefore, parents should not park and walk from the Santa Clara Church parking lot in the morning. Children are not allowed to walk unattended before or after school from Eastside Park, Santa Clara Church, or East Side Circle Drive. Students walking home after school must have a note on file in the school office.

Pre-K parking: When bringing your student to school in the morning, Pre-K parents may enter the parking lot park after 8:05 am and park in any available designated parking space. When picking up your children you may park in any available designated parking space prior to 2:35 p.m. In order to allow for K-8 student pick-up, all Pre-K parents must exit the parking lot by 2:40 p.m.

Grade K-8 morning drop-off begins at 7:40 a.m.: Students may exit their cars beginning at the 7:40 a.m. bell when adult monitors are supervising. Cars should form a single line when entering the school parking lot. Follow the directions of the monitors as to where to let children out of the car. To allow staff to arrive and park, please remain on East Side Circle Drive and do not begin forming a line in the parking lot until 7:35 a.m.

Grades K-8 afternoon pick-up begins at 2:50 p.m.: Cars may line up on the uphill side of East Side Circle prior to 2:50 p.m. but they may not block access to school or church driveways or enter the school parking lot before 2:50 p.m. This allows access by Pre-K parents, emergency vehicles, deliveries, and early dismissals for appointments. You may park in any marked parking space.

When entering the drop-off or pick-up zone, pull completely forward and come to a complete stop before unloading passengers: All passengers must exit from the passenger side of the vehicle. In order to prevent the car from moving, it is recommended to keep the car in PARK with the emergency brake on, while students are entering/exiting vehicles. Students must wait until a car has completely stopped before exiting the vehicle. Your student(s) should be prepared to exit when the vehicle comes to a stop. When exiting a vehicle, students must walk in the designated safety zone. Instruct your children to *never* return to their car once they have exited in the morning. If they have a problem they should go to the adult on supervision.

While navigating the drop-off zone drivers must remain behind the steering wheel of the vehicle. Do not exit your car to access the trunk or rear storage area while in the car line. If children need special assistance or need to remove articles from the trunk or back of vehicle, please park and walk your child onto campus. Use the crosswalk.

State and local traffic laws are in effect on East Side Circle as well as in the school parking lot: Do not park along the red curbs in the school parking lot (unless instructed to do so by school personnel) and on East Side Circle. These areas need to be kept clear to allow free and unobstructed movement of traffic. No U turns on East Side Circle.

Classroom pick-up. All students must be picked up from their classrooms. There is no car line and no double parking in the school parking lot during pick-up. Parents will be directed to parking spots when they become available. Parents may park and walk from Eastside Park, Santa Clara Church, on the downhill side of East Side Circle, or wait until a space becomes available in the school parking lot. Those with special needs, i.e. baby in the car or handicapped, may park next to the Pre-K classrooms or in the handicapped spots as appropriate.

Additional Safety Precautions:

- While waiting in the car line on the uphill side of East Side Circle, pull as far to the right as possible so as not to impede the flow of traffic.
- Make sure that your children are ready to exit the vehicle when their turn comes to unload.
- Keep children's seat belts buckled while the vehicle is moving.
- Cell phone use is **PROHIBITED** in the school parking lot.
- Use the crosswalk. Do NOT walk between waiting cars.
- Please leave pets at home. Pets are not allowed on campus, except for Blessing of the Animals.
- If you have asked someone unfamiliar with school rules dropping off or picking up your children, (babysitters, grandparents, other family members), please inform them about drop-off/pick-up procedures.
- Allow plenty of time in the morning and be patient. The procedures and the people implementing them are in place to keep everyone safe.

FAITH FORMATION

Religion Program

Our religion program is central to the development of our faith community. Daily religion classes supply academic knowledge of the truths of our faith as well as a familiarity with and an appreciation for the word of God. Formal and spontaneous prayer is part of our daily life. Christian values are integrated into all aspects of our curriculum. Children are encouraged to share the faith life they are practicing in school on as many levels as possible, not only with their parents and families, but also with all members of their parish.

This is accomplished through:

- Regular attendance at Mass.
- Eucharistic Adoration (First Fridays) as scheduled.
- Preparation to receive First Reconciliation and First Eucharist.
- Participation in school liturgies and prayer services.
- Reception of the Sacrament of Reconciliation.
- Sharing with others: time, talent, food, clothing, money and service (Campus Ministry/Student Council).

The Christian Family Life Program is taught throughout the school. This is a Diocesan approved joint program in which home and school work together to help children understand instruction in pertinent topics: self-esteem, substance abuse, child abuse prevention, and other related and current topics.

Sacramental Preparation

Our second grade religion program is a 2-year program which begins in the first grade in preparing the children to receive Reconciliation and First Eucharist. These sacraments are received during second grade. All Catholic children in the Sacrament Program should be attending Mass regularly with their

family. As a tri-parish school open to our surrounding communities, individual parishes have specific program requirements that must be completed. Please contact your home parish to find out about these requirements.

Catholic students in grades 3 - 8 who have not received these sacraments will need to contact the Parish Religious Education Office at their home parish. They should be enrolled and actively participating in their parish sacramental preparation in their first year of attendance at St. Francis of Assisi School.

Reconciliation

Children have the opportunity to receive the Sacrament of Penance at scheduled times. Penitential prayer services are also part of the religion education program. Parents are encouraged to assist in preparing their children to receive this Sacrament of Reconciliation at times available in their parish.

School Liturgies

School liturgies are held approximately once per month during the school year. Parents are always welcome to attend.

Catholic Identity Committee

The Parent Advisory Board Catholic Identity Committee supports St. Francis of Assisi School by planning and implementing faith based activities for students, parents, and families during the school year in and outside the classroom. All parents are welcome to participate on the committee.

HEALTH AND SAFETY

Emergency Procedures

Parents will be contacted by St. Francis of Assisi School staff whenever a student incurs a moderate or severe injury or sudden illness that occurs during school hours. For this reason it is extremely important that all emergency information is up to date. It is also critical that parents keep all medical information current and on file at the school (i.e. allergies, medications, special illnesses, attacks, etc.) You must notify the school office when there is a change in emergency contact information or medical condition.

In an emergency, the school will select an emergency care provider if the parent cannot be reached.

In any disaster, the campus will be secured. No child will be allowed to leave the campus until the child is properly signed out by a parent or a person authorized by a parent.

Procedure for student checkout during an emergency

- Parents enter through the fire gate by the kindergarten room.
- Locate your child(ren). They will be in possession of an emergency release form.
- Go to the exit gate marked “STUDENT CHECK OUT”.

- Give the emergency sheet for each child to the person at the check out. Children will only be allowed to leave with someone who is listed on the emergency contact form. Therefore it is critical that the form contain accurate information about who your child(ren) may be released.

Parents will be notified through the School Reach Notification or through media networking.

Emergency Drills

St. Francis of Assisi School has detailed plans for responding to fire, earthquake, and threats from outside school. Directions for responding to these emergencies are located in each classroom. The faculty and staff are familiar with these procedures and practice drills are coordinated monthly.

Emergency Information

Notify the school office when there is a change of address or phone number. This is extremely important so that the emergency information cards can be kept up to date. Also, notify the office if your child has any health issues that pose a health risk (i.e. allergies).

Food Allergy

St. Francis of Assisi School recognizes that food allergies are an important condition affecting many children. In order to minimize the incidence of food related allergic reactions and balance our responsibility to maintain a safe environment for our students and the desire by many students to eat products containing nuts (i.e. peanut and jelly sandwich) St. Francis has established a “nut free” zone in the Pre-K and K-8 lunch areas. One table will be designated as “nut free” and any child who has a snack and/or lunch without nuts may sit at these tables at recess and lunch. The “nut free” table will be open to any student who understands and agrees to bring only foods that are known to be “nut free.” The “nut free” table will be wiped down before and after recess and lunch.

Prevention is the best approach and, therefore, parent AND student cooperation is needed to support a safe and healthy environment for all of our children. We expect your cooperation by:

- Teaching your child about food allergies, especially nut allergies.
- Explaining the importance of washing hands before and after eating, not sharing food, and not touching other students while they are eating.
- When bringing birthday treats to school, be aware that there may be students in your child’s class who have food allergies.
- If your child has any allergies that pose a health risk, notify the school office and your child’s teacher immediately.
- If your child is prescribed an inhaler or epi-pen, keep backup medication at school for emergency use. Authorization for non-medical school personnel to administer required or emergency medication at school in accordance with your authorized healthcare provider must be on file at the school office.

Health Screening Program

The Diocese of Orange, in accord with the Department of Education, strongly recommends that all students in the diocese participate in a health screening program. In order to make provisions for this recommendation in our school, we have arranged hearing and vision screening services. Hearing screening is for grades K, 2, 5 and 8 annually and vision screening is held every other year for grades 1-6.

Immunization

Special attention must be paid to the Verification of Required Immunization. Effective March 5, 1986, the California Administrative Code, Title 17, Section 6000-6075, states that pupils entering a California school for the first time must provide a written immunization record of receipt of each required vaccine dose. This record must show the date of receipt of each required dose. No child may be admitted as a student unless he/she has submitted a completed California School Immunization Record.

Medication at School

Medication of any kind (including Benadryl, Tylenol, and aspirin) cannot be administered by school personnel. If a student must have medication during the school day, the following procedure is required:

- Release from doctor and parent stating the nature of the medication. Complete the “Parent/Guardian Authorization for Medication and Request for Administration of Medication” form and submit to the School Office giving permission for the school office staff to supervise a child taking any medication (prescription or over-the-counter) per doctor’s instructions.
- Medication that will be administered at school must be in the originally labeled container. The student’s name must be clearly visible on the label as well as the instructions (i.e. Take one tablet by mouth once a day).
- All medication will be kept in the Health Room. Students are not permitted to carry any medication with the exception of a prescribed inhaler or epi-pen with a physician’s recommendation to carry by the student.
- The student is to come to the School Office for the medication.
- Medication is not to be self-administered without supervision of office staff.
- Medication cannot be administered by the teachers.
- A parent or guardian may administer medication but it must be administered in the Health Room.
- Non-prescription or "over the counter" medications may not be brought to school or self-administered at school. If you wish your child to take these types of medications, you must bring them to the school and administer them to your child yourself in the Health Room.

The form “Administration of Continuing Medication by School Personnel,” completed by a parent and their doctor, is required for the Health Room files, giving permission for the school office staff to supervise a child taking any medication (prescription or over-the-counter). At the prescribed time, the child will come to the Health Room and take the medication. The school, however, cannot guarantee that your child will have the prescribed medication at exactly the time it should be administered. Children who use inhalers must leave the inhaler in the Health Room unless a physician’s authorization is on file in

the school office. If a child is taken off medication please let the Health Room know so that we can correct his/her health card (from Diocesan and Private School regulations).

During the school day or after school, students are not allowed to have any type of medication, including aspirin or inhalers, on his/her person or in the book bag or lunch box. An adult will supervise to ensure that the correct dosage is taken; however, staff members do not directly administer medications. Please note that St. Francis of Assisi Catholic School does not employ a registered nurse.

Security

St. Francis of Assisi School needs your help in keeping our school safe for everyone. All parents and visitors must check in at the school office to obtain a visitor's pass. Parents may not go to a classroom before checking in at the main office. During school hours and until the child has been picked up from the car line, no parent or authorized person may remove a child from the campus without signing out the student at the office.

In any disaster, the campus will be secured. No child will be allowed to leave the campus until the child is properly signed out.

St. Francis of Assisi School will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. Our school will respond to statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff, or others. Anyone who becomes aware of a threatening situation should immediately report it to a school administrator.

Student Insurance

A student accident insurance program is in place covering all students while attending school or school-sponsored activities or while being transported to and from school or school sponsored activities. Any accident must be reported to the School. All claim forms must be filed by the parent/guardian. Claim forms are available from the Business Office.

PARENTS AS PARTNERS

The administration, faculty, and staff at St. Francis of Assisi School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Francis of Assisi School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Providing a good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

By choosing to enter into a partnership with St. Francis of Assisi School, we trust you will be loyal to this commitment. It shall be an express condition of enrollment that the parents/guardians of a student shall conform to the standards of conduct that are consistent with the Christian principles of the school. During these formative years your child needs constant support from both parents and faculty in order to develop. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to personal conduct. Together, school and parents are committed to a partnership as we support one another in helping your child become the best person he/she is capable of becoming.

As partners in the educational process at St. Francis of Assisi, we ask parents

- To set rules, times, and limits so that your child:
 - gets sufficient rest on school nights
 - arrives at school on time and is picked up on time at the end of the day
 - is dressed according to the school dress code
- To provide structure so that your child:
 - learns good study habits, time management, and organization
 - completes assignments on time
 - brings necessary materials to school
- To work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

- To actively participate in school activities such as parent-teacher conferences.
- To notify the school with a written note when the student has been absent
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, or health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers and staff with respect and courtesy when discussing student concerns

In order for the school to work effectively with a child it is imperative that the home and the school be on the same page philosophically. Differences in philosophies will cause problems between the school, the parent and child. If the school philosophy is not supported at home, then a change to another school may be warranted.

By attending St. Francis of Assisi School, a partnership is formed between parents and the school. Just as a parent has the right to withdraw a child, if desired, the school administration reserves the right to require withdrawal of a student based on in and out-of-school behavior and if the partnership is irretrievably broken.

PARENT - SCHOOL COMMUNICATION

St. Francis of Assisi School exists to provide the best educational and learning environment for all students entrusted in its care. We want to be responsive to your needs and we welcome constructive criticism of policies, programs, and operational decisions. We ask that parents recognize and respect our professional responsibilities when contacting a teacher or administrator.

Conferences

Formal conferences are held for K - 8th grade students in November. Students in grades 6, 7, and 8 are required to be present at the fall conferences. Parents may contact teachers as needed throughout the school year to collaborate in order to address a concern. Do not attempt to discuss parental concerns when the teacher is engaged in his/her professional responsibilities (i.e. instruction, supervising students at the beginning or end of the school day, or while attending meetings.)

Process for Addressing Parent Concerns

If a parent has a concern that involves any school personnel, the parents/guardians are asked to first contact the individual involved and arrange for a meeting to discuss the concern. In order to be responsive to the needs of our school community and to give our full attention when addressing your concern, please

make arrangements for a conference. This does not apply to emergencies that require immediate attention. If a solution or agreement is not reached, the Vice Principal or the Principal may be contacted to help address the parent concern. If a solution or agreement is not reached the parent/guardian may contact the Lead Pastor for assistance. If school personnel (teacher, staff, administration, and Pastor) are not able to resolve the matter, the parent/guardian may contact the Superintendent of Catholic Schools.

Sycamore Student Information System

Sycamore is a web-based student information system that enables parents to access family information such as demographics; volunteer hours, grades (for students in grades 3-8) and attendance (for grades 3-8). Parents are encouraged to utilize Sycamore to monitor student academic progress and attendance and as a tool to facilitate the discussion of academic growth with their student.

Sycamore is a student information system that can be accessed from any computer with Internet access. Sycamore is a password protected web-based program available to parents for tracking students' academic progress as well as inputting volunteer hours. Parents may view current averages, test and assignment grades, teacher comments (on assignments), and attendance information from home. Sycamore provides a family log in to view all students in their families as well as a log in for each student.

Teachers input daily class work within a one-week posting cycle. Long-term projects and absentee work may take longer to grade, but will be posted in a reasonable amount of time. Please check Sycamore regularly to review recent posts of graded work. Contact the teacher if you have a question about information posted on Sycamore.

Interim Progress Reports

Interim Progress Reports are issued in the middle of each trimester of the school year. These reports enable the students and their parents/guardians to assess the quality of the work accomplished thus far and give them time to improve or correct learning outcomes before the Student Learning Assessment is issued at the end of the trimester. The parents/guardians are asked to keep the assessment, sign the envelope in which the assessment was sent, and then return it to the school within the week it was given.

Student Learning Assessment

St. Francis of Assisi Catholic School utilizes the required Diocesan Student Learning Assessments (report cards). They are issued three times a year, at the end of each trimester, in November, March, and June. A grade level variation is used for Kindergarten, Primary (Grades 1 & 2), Intermediate (Grades 3-5), and Middle School (Grades 6-8) levels. Student Learning Assessments may be withheld in extraordinary cases of lengthy absences to provide time for make up work. Parents are asked to keep the Student Learning Assessment (report card) and return the envelope signed within one week.

Homework Websites

All teachers maintain a current homework website. Websites provide important information at each grade level. Although students are required to write down their homework each day in their assignment books, websites provide a checkpoint for parents and absent students.

School Website

St. Francis of Assisi School website, **www.sfayl.org**, contains vital information for parents. Parents are encouraged to utilize the website weekly to get current information, download forms and flyers, and benefit from the multiple forms of communication provided.

Weekly eNewsletter

A weekly school communication will be emailed to all families on Wednesdays when school is in session. This communication contains upcoming events of the following week in addition to special announcements. If you do not receive the eNewsletter contact the school office to update your email address.

School Reach Phone Notification

School Reach is a parental notification tool specifically designed to effectively communicate and deliver vital and emergency information immediately to parents. These messages are sent via phone contact information you provided during registration. Contact the front office if you are not receiving phone notification messages.

Eblast

E-Blast is another form of communication used by St. Francis of Assisi School to keep our parents informed. E-blast messages are sent to the email address provided by you during registration. Contact the front office if you are not receiving eblast emails.

General Parent Meetings

Parents are strongly encouraged to attend all General Parent Meetings. General parent meetings take place in the fall, winter and spring. Consult the school website calendar for specific dates.

PERSONAL BELONGINGS

St. Francis of Assisi School is not responsible for lost or stolen articles. Students bring items to school at their own risk. Any item not approved or appropriate for the school environment will be confiscated and may not be returned.

All personal belongings and articles of clothing must be kept safely on the student, in their backpack, or in an area designated by the teacher in the classroom (i.e. desk). Students are advised not to bring valuables to school. Students should not bring more money than what is needed for a specific event or activity. Loss of books or other personal property should be reported to the student's teacher.

Personal property left unattended will be placed in Lost and Found. Lost and Found is located in front of the Learning Support Room next to classroom 4B. No notification will be given for any item placed in Lost and Found. It is the student's and parent's responsibility to reclaim items from Lost and Found. Unclaimed items will be removed and donated.

Students may not bring electronic devices to school including, but not limited to, handheld game systems, iPods, Kindle/Nook, Apple watches, and cameras unless permission is granted by your teacher. When devices are allowed to be brought to the classroom, they are to be used for academic purposes only as determined by the teacher. Students may not possess laser pens/pointers of any kind on campus.

SCHOOL ACTIVITIES

Student Council

Participating on Student Council is a privilege and requires students to display strong organizational and collaboration skills and commitment to service. The Student Council is comprised of officers and representatives from Grades 5-8. Student Council elections take place in the spring preceding the next school year. These students aid the faculty in planning and coordinating the extra-curricular activities of the school. Members of Student Council must maintain a grade of "C" or better in academic subjects and a "B" or better in conduct. A member of Student Council who falls below the minimum academic and behavior standard will be placed on probation for a period of time determined by the Student Council Moderator. However, a member of Student Council who fails to meet the terms of their probation will be removed from their position.

Sport Programs

Participating on an athletic team at St. Francis of Assisi School is a privilege that requires responsibilities. Through participation on a team we hope to provide a rewarding experience that promotes personal growth, good sportsmanship, and positive self-esteem. Most importantly, we require all participants, including coaches, students, school parents/guardians, and other adults to represent St. Francis of Assisi School with the highest degree of good sportsmanship and Christian behavior. Failure to uphold such values may lead to disciplinary action including suspended or terminated participation in the program. Students must maintain a "C" grade or higher in all subjects to be eligible to participate on a school sport team. A student who has below a "C" in any subject will be placed on probation for the purpose of the team. If a student on probation fails to bring his/her grade up to "C" level by the next test/project, he/she is not eligible to participate on the team until the grade is "C" or higher. Student grades will be evaluated at the beginning of each sport season to determine eligibility.

The sports program at St. Francis of Assisi School is under the direction of the Athletic Director and the Principal, and follows the directives of the Diocesan Parochial Athletic League (P.A.L.).

Eligibility

At the start of the school year, all students in Grades 5-8 are eligible to play on a school sponsored sport team. The varsity or "A" team is open to students in grades 7-8, and the junior varsity or "B" team is open to students in grades 5-6. Boys' sports are football, basketball, and volleyball. Girls' sports are volleyball, basketball, and softball. The school does not offer coed sport teams.

A new student who enters the school after the school year has begun must receive the approval of the classroom teacher and the Athletic Director before participating in the sports program.

Students must be in attendance for a minimum of one-half day in order to participate in a practice or game. Students who receive a detention will not be allowed to participate in or attend an after school activity (i.e. practice, game) on the day their detention is served. Detentions will not be rescheduled to accommodate an after school activity (i.e. practice or game). A student who receives a third detention in one trimester will not be allowed to participate in after school activities for three school days from the day the third detention is served. A student who is suspended from school will not be allowed to participate in after school activities for five school days from the day the suspension is served. These activities include any practices, games, or scheduled tournaments.

Academics/Probation

Students must maintain a "C" grade or higher in all subjects to be eligible to participate in a extra-curricular activity, i.e. school sport team, student council, choir. A student who has below a "C" in any subject will be placed on probation for the purpose of the team. If a student on probation fails to bring his/her grade up to "C" level by the next test/project, he/she is not eligible to participate on the team until the grade is a "C" or higher. Student grades will be evaluated at the beginning of each extra-curricular activity to determine eligibility.

Behavior Probation

Students must maintain a conduct grade of "B" or higher to be eligible to participate on a school extra-curricular activity, i.e. school sport team, choir. A student who has below a "B" in conduct will be placed on probation for the purpose of the team. A student may be placed on behavioral probation at any time. This student will have one week to improve his/her behavior/conduct to a "B" or higher. If he/she fails to do this, the student is ineligible to participate in extra-curricular activities including, but not limited to sports and choir. If a student's conduct grade falls below a "B" two times during the same trimester the student is no longer eligible to participate in the team for the remainder of the season.

A non-refundable sports fee is paid at the beginning of each sport season.

Failure to return sports uniforms and equipment in good condition will jeopardize eligibility for the next sport season. Parents are financially responsible for lost or damaged uniforms.

Students Attending After School Sport Activities

Students who remain to watch after school games need to be with their parents and must remain in their school uniforms. Students who are in car pools and want to stay to attend a game may remain if their parent or the car pool driver accompanies them. Students are required to abide by the uniform policy while attending after school games. Student supporters are expected to represent St. Francis of Assisi School with the highest degree of good sportsmanship and Christian behavior.

SCHOOL POLICIES AND PROCEDURES

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) states that the parent or legal guardian has the right to inspect and review all official records, files, and data directly related to their student, including material incorporated into each student's cumulative folder and intended for school use. If you wish to review your student's records please submit a written request for an appointment and provide 24 hour notice.

Birthday Observances

Birthday observances are seen primarily as a family celebration to be observed at home, rather than as part of the educational program. Please do not send flowers or balloons to school for the birthday child. Parents who have birthday parties at home for students are encouraged to include all children in their child's class, i.e. all the girls or all the boys. Unless everyone in the class is invited, birthday invitations should not be distributed at school. The school or the teacher is not responsible for the distribution of any party invitations.

Grades K-8 may observe birthday celebrations during recess or lunch with small treats for the class provided by parents, as authorized by the classroom teacher. Due to the number of birthday celebrations that occur during the school year and the desire to promote healthy diets, we strongly encourage healthy treats rather than sweets. Teachers must be notified about celebrations that take place during school.

Cell Phones

With parent permission students may possess a cell phone on campus. If a student brings a cell phone it must be in the "OFF" position at school. Cell phone may NOT be used while on the campus unless they are in the presence of the teacher/staff member who granted permission to use the cell phone. Any violation of this policy - cell phone is seen or heard without permission - will result in confiscation and parents will be required to retrieve the phone/device from the front office. The school is not responsible for the loss or damage to cell phones.

Emergency Information

It is necessary that the school secretary be notified when there is a change of address or phone number. This is extremely important so that the emergency information cards can be kept up to date. Also, notify the office if your child has any health issues that pose a health risk (i.e. allergies)

Food Allergy

St. Francis of Assisi School recognizes that food allergies are an important condition affecting many children. In order to minimize the incidence of food related allergic reactions and balance our responsibility to maintain a safe environment for our students and the desire by many students to eat products containing nuts (i.e. peanut and jelly sandwich) St. Francis has established a “nut free” zone in the PreK and K-8 lunch areas. One table will be designated as “nut free” and any child who has a snack and/or lunch without nuts may sit at these tables at recess and lunch. The “nut free” table will be open to any student who understand and agree to bring only foods that are known to be nut free. The “nut free” table will be wiped down before and after recess and lunch.

Prevention is the best approach and, therefore, parent AND student cooperation is needed to support a safe and healthy environment for all of our children. We expect your cooperation by:

- Teach your child about food allergies, especially nut allergies.
- Explain the importance of washing hands before and after eating, not sharing food, and not touching other students while they are eating.
- When bringing birthday treats to school, be aware that there may be students in your child’s class who have food allergies.
- If your child has any allergies that pose a health risk, notify the school office and your child’s teacher immediately.
- If your child is prescribed an inhaler or epi-pen, keep backup medication at school for emergency use. Authorization for non-medical school personnel to administer required or emergency medication at school in accordance with your authorized healthcare provider must be on file at the school office.

Forgotten Classroom Items and Lunches

In order to maintain an uninterrupted learning environment and to promote student responsibility, the school office will not interrupt the classroom, except for an emergency, to:

- Deliver phone messages
- Deliver items (i.e. forgotten homework, books, supplies)
- Deliver lunches

Forgotten classroom items delivered to the office will be placed in the teacher’s mailbox.

Forgotten lunches should be clearly marked with the student’s name and placed on the metal shelf under the window on the north side of Fr. Seamus Glynn Center. Remind your students that if they forget their lunch to check the shelf before going to the school office.

Label Personal Items

It is mandatory that all uniforms, sweaters, jackets, P.E. clothes, book bags, and all personal property of the students, be labeled with their names.

Lunch Program

An optional fee based school lunch program is offered through an outside vendor. Information about the school lunch program is available on the school website, in the front office or at the vendor website.

If your child forgets their lunch the school will supply cold cereal, milk, and a snack bar.

Photographing and Videotaping Students

St. Francis of Assisi School supporters, students, parents, and friends are occasionally asked to be part of school publicity, publications, technology presentations, and/or public relations activities. In order to guarantee personal privacy and insure your agreement to participate, the School requires parents to sign and submit the *Publications, Video, Internet consent, Technology Presentation Release Agreement* at the time of registration.

While at school, your child may be photographed or videotaped by members of the school staff and by parents. The school staff may only use student pictures in accord with the release agreement signed by parents. Parents are strongly cautioned against posting photos of students or school activities to non-school websites. Please be advised that not all students are cleared for posting photos. Any posting of photos must be cleared through the classroom teacher.

Student Lockers

Student lockers are the property of St. Francis of Assisi School. Student use of a locker is a privilege. Students must use the locker assigned by the school. Lockers must be kept clean and neat at all times. Students are responsible for the care and condition of their locker. No decals or writing is allowed in or outside the locker. Only school issued locks may be used. The locker is jointly accessible to both the student and school officials and lockers will be checked periodically by school officials. Under no circumstances should a student reveal his/her combination to any other student nor is a student to open another student's locker. Students should report locker problems to their teacher or a school administrator.

Student Social Events

Off campus social events and parties outside of school hours are the responsibility of the parents. The school encourages adequate supervision at such events but has no responsibility for any of the activities or for the students' safety. For Junior High students, provisions are made for school sponsored socials sponsored for students to experience and develop social attitudes associated with the school philosophy.

Telephone Calls

The school telephone is for official business and authorized emergency use only. Students are permitted to use the office phone with written consent from their classroom teacher.

Visitors at School

All visitors to our campus must check in at the school office and receive a visitor's badge. This badge must be worn at all times while on school grounds and returned to the office when you leave. No one, including parents/guardians, may enter a classroom while class is in session to speak to a teacher or student.

SCHOOL PROPERTY

Students are expected to treat all school property with respect. This includes keeping the classrooms and grounds clean and litter free, properly using all equipment, and taking care of books.

To help protect the books, all books must be covered and transported in a book bag or backpack. No product may be used that damages the book (i.e. plastic adhesive book covers). Book socks (stretching fabric covers) do not provide sufficient protections. They may be used over paper book covers but not in place of book covers.

Parents are responsible for replacement costs for lost or damaged books or other school property (i.e. library books). The classroom teacher, librarian, or administrator will contact the parent to report lost or damaged school property.

SCHOOL SERVICES

Extended Day Care Program

St. Francis of Assisi School supports the families of working parents by providing supervision and guidance before and after school in a safe and nurturing environment. The program is an extension of St. Francis of Assisi School and follows the philosophy, goals, discipline, and standards of the school.

The Diocese requires that only students enrolled at a given school be permitted to attend their school's extended day care program. Therefore, only students enrolled in Pre-k - 8th grade at St. Francis of Assisi School are allowed to attend the Extended Day Care program.

The Extended Care Program is not open on days when school is not in session.

Tuition is paid monthly through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through debit to a checking or savings account, or by credit card. Automatic monthly payments are debited on the 5th or 20th of the month.

Students who are not picked up at the end of the school day by 3:10 p.m. (excluding students in after activities), or not picked up from after-school make-up tests (times will vary), or not picked up from detention at 3:30 p.m., will be sent directly to the Extended Day Care Program. Parents will be charged a registration fee (if not currently enrolled in Extended Care) and an hourly rate for this child care service.

TECHNOLOGY

The Diocese of Orange Catholic Schools provides a network and an Internet connection to:

- support the Mission of the Catholic Church
- promote educational excellence
- promote resource sharing
- promote innovative instruction
- promote communication
- prepare students to live and work in the 21st century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and Internet connections for instruction, professional development, training, research and communications related to curriculum.

Students are authorized to use the network and/or internet only for educational learning, research and communication.

The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, tape drives, firmware, servers, desktop and laptop computers, handheld media devices, school Websites, the Internet and local wide area networks. Use of these devices during school and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. Francis of Assisi Catholic School and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities including parishes, parents, stakeholders, students, and the community at large. The technology system also provides the capability to communicate globally especially for education global project based learning.

Access to St. Francis of Assisi Catholic School's technology is a privilege not a right. Violation of any of the provisions described in this document will result in disciplinary action. Refer to the Acceptable Use Policy in the Appendix.

TUITION AND FEES

Application and Registration Fees

Application Fees and Registration Fees are due at the time of application or registration. Information about fees is included in application/registration packets. Any check returned by the bank will be charged a \$35 NSF charge. Fees are non- refundable.

Tuition

Tuition is established annually by the Pastor and the Principal in consultation with the Board Finance Committee. Information about the upcoming year's tuition and fees is published in the spring. The difference between the annual tuition and the actual cost of education per child is met through the annual fundraisers sponsored by the school. All families are strongly encouraged to support school fundraisers.

Tuition is paid monthly over a 10 or 12 month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through debit to a checking or savings account, or by credit card. Automatic monthly payments are debited on the 5th or 20th of the month.

As per the terms and conditions of the FACTS Automatic Tuition Payment Agreement, in the event your financial institution returns a payment, a \$30 FACTS Returned Payment Fee will be automatically processed from the account provided. This fee is excluding any fees charged by your financial institution for a NSF debit attempt.

Tuition Assistance

Tuition assistance is available to families with demonstrated need through their home parishes or through the St. Francis of Assisi Catholic School Tuition Assistance Program. In order to be considered for financial assistance, a family must complete the required FACTS Tuition Aid Analysis application by the application deadline.

Delinquent Tuition

St. Francis of Assisi Catholic School is dependent on the good faith of its families to keep their tuition account current. This income allows the school, in turn, to fulfill its obligations to its employees and other vendors. Families who are unable to pay their tuition must notify the Business Office to request an alternative payment schedule. Failing to pay tuition according to the agreed schedule and failing to make suitable alternative arrangements with the school will result in the child(ren) being removed from the school.

St. Francis of Assisi Catholic School reserves the right to seek collection of delinquent tuition through an outside collection agency. If you incur an outstanding balance and the school has to resort to a collection service and/or legal means to enforce collection of this balance, the parent/guardian will be liable for the cost of collection, including interest, court costs, and attorney fees.

Delinquent Tuition from Previous Year

All tuition account balances, including any late fees, must be paid in full by June 20th. Failure to pay your tuition and/or late fees in full will result in the forfeiture of your placement for the next school year.

Tuition Refunds

Families withdrawing their student prior to the first day of school shall be refunded the entire amount of tuition that has been paid. Application fees and Registration fees are non-refundable. After the first day of school, tuition refunds shall be prorated over the number of school months each student was in attendance. If a student withdraws anytime during the month, the full monthly tuition will be charged.

Re-Registration

Parents/Guardians are expected to meet their financial obligations, participate in the SCRIP Program, and complete the 20-hour service requirement, as a prerequisite to re-register and continued enrollment in the school.

Registration for returning students takes place in the spring, usually in April/May. Online registration must be completed in Sycamore by the assigned date. Registration fees will be due on June 1st and paid through your FACTS payment account. Any registration that takes place after June 1 will require all registration fees due at the time of registration. All financial obligations must be current in order to re-register and reserve a space for the upcoming school year.

The FACTS system will automatically create a new payment plan for the school year after Sycamore registration is complete. It is the family's responsible to notify FACTS about any changes to their FACTS payment account (i.e. financial accounts, contact information, etc.).

In order to register for the upcoming school year, students are expected to abide by all requirements and expectations as designated in the Parent-Student Handbook, in particular, satisfactory behavior and satisfactory academic standing. Parents will be notified should there be an indication of academic and/or behavioral difficulty that may jeopardize a student's continued enrollment.

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting "in loco parentis" that continuation of the child in the school is not possible. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school.

VOLUNTEER POLICIES AND PROCEDURES
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School Sponsored Trips

St. Francis of Assisi School sponsors field trips as part of the curriculum. The following procedures are to be followed:

Field Trip Guidelines

- Only parents who have fingerprint and Safe Environment clearance, and are confirmed drivers/chaperons, can accompany the class on field trips.
- Only parents assigned to the field trip may attend. Please do not meet at the trip location unless you are instructed to do so. Meeting at the location, although well-intended, causes a disruption to the organized program and the planned supervision and assignments, and increases the liability as a school.
- Besides employees of a contracted agency, no individuals except for school personnel and chaperons may accompany students on the school sponsored trip. Siblings are not allowed to attend field trips.

Volunteer Driver's Responsibilities

When transporting students on school sponsored trips/activities, all parents/guardians must adhere to the following Diocesan directives:

- Drivers must be at least 25 years of age.
- Drivers must be fingerprint cleared and Safe Environment trained.
- Drivers must have a current, valid, unrestricted driver's license. Copy on file in the School Office.
- Drivers must carry liability insurance on the vehicle that is used. (Minimum Bodily Injury Liability coverage must be \$100,000 each person - \$300,000 each occurrence.) Copies of the above two items must be on file in the School Office before the vehicle is used to transports students.
- One seat belt must be provided for and used by each occupant of the vehicle.
- No private (non-chartered) vehicle, including vans with more than nine seats may be used. No one is allowed to ride in the bed of pick-up trucks.
- Transport students to and from the destination without stopping at other locations, i.e. fast food restaurants errands.
- Carry an EMERGENCY INFORMATION form for each student at all times. It authorizes you to transport the student and also authorizes any necessary medical treatment.

SAMPLE OF A DECLARATION OF INSURANCE

ABC Insurance Company Issued: Date Here

Insured: Jane & John Doe Policy period:

123 Elm St.
Anaheim, CA

Beginning Date Here to
Expiration Date Here

Vehicle #1: 2004 Plymouth Voyager Serial #000111222

Vehicle #2: 2007 Honda Accord LX Serial #111222333

Your coverage and limits of liability, cars #1 and #2:

Bodily Injury Liability

\$100,000 Each Person - \$300,000 Each Occurrence

Property Damage Liability

\$50,000 Each Occurrence

Uninsured Motorists Bodily Injury:

\$30,000 Each Person - \$60,000 Each Accident

Coordinated Medical Protection - \$5,000 Each Person

Automobile Collision - Actual Cash Value

Less Deductible of \$500.00 Each Occurrence

Automobile Comprehensive - Actual Cash Value

Less Deductible of \$250.00 Each Occurrence

Towing and Labor Costs - \$25.00 Each Disablement

Fingerprinting/Safe Environment Training

In order to meet federal, state, and county guidelines, the Diocese requires all volunteers who have contact with students **MUST** be fingerprinted and Safe Environment trained prior to volunteering. Information can be picked up from the School Office regarding fingerprinting and Safe Environment training. For the safety of our students, you may not volunteer until you have completed these two important requirements.

Fingerprint and Safe Environment paperwork must be on file at the School Office, even if you have already been fingerprinted through another entity. It is recommended that you request this paperwork in a timely manner, as it can take as long as 10 working days to receive clearance after the fingerprinting process has been completed.

Appendix A Playground Rules

St. Francis of Assisi students are expected to accept responsibility for their actions and respect the uniqueness of each person. This extends to all areas of campus and during student free time.

- Follow directions the first time they are given.
- Demonstrate respect with all supervision.
- Use good manners with students and supervisors.
- Show good sportsmanship in all activities.
- Appropriate language used at all times.
- Treat others the way you would like to be treated.
- Welcome others rather than excluding others from games and groups.
- Walk at all times in the courtyard.

Snacks and lunches should be eaten at the tables marked by grade level.

- You may leave the lunch tables only after cleaning your area and being dismissed by the supervisor.
- Please recycle in the designated bins.

The playground equipment is available for use by Pre-School through Second grade students.

- Sit and go down the slides one person at a time. No climbing up the slides.
- Walk across the bridge. No jumping or climbing on the bridge.
- Always walk through the playground equipment.
- Keep two hands on the bars at all times. No sitting on top of the bars.
- Adult supervision must be present when equipment is used.
- Play equipment may only be used on the blacktop and field area, not the grass next to the play structure.

Play is recreational not competitive.

- Basketball courts may be used for games or shooting baskets. Do not hang from the hoops. No hitting, kicking, pulling, climbing or hanging on basketball pole covers.
- Soccer goals are provided at times during the year. Movement of the soccer goals is only permitted by Mr. Rodriguez or yard supervisors. Soccer and kick ball are only played on the field area, not on the blacktop. No high kicks, headers, slide tackling, pushing, or rough play is permitted.
- Volleyball nets may be on yard during certain periods of the year. Please do not hang on or pull down the net.
- Tetherball is available for grades 1-8. Each teacher will review the tetherball rules in class. Grades 1-4 stay in the circle for a maximum of two wins and then return to the end of the line. Grades 5-8 may continue to play opponents if they are winning until there is a new winner.
- Only school sports equipment will be used at school. No toys or equipment from home are allowed on the blacktop and field. Electronic equipment is not allowed on the blacktop or playground during recess and lunch. Requests for equipment may be made to your homeroom teacher and forwarded to Mrs. Handy.



Contact sports are not permitted, i.e. wrestling, tackling, dodge ball.

- Grades K-2 are only allowed to toss the football to one another.
- Grades 3-8 are only allowed to play flag football.
- Flags will be provided by the school.
- Football is always played on the field area during the grades designated week.

Each grade level will be assigned an area to play.

- Announcements will be made and a reference sign displayed with weekly assignments.
- Please play with your own grade level.
- Wet grass will indicate blacktop play for all.
- Playground equipment with slides is only for first and second grade students.

Be responsible for belongings outside.

- If play equipment is brought out, it must be returned to the classroom at the end of recess and lunch.
- Jackets, sweaters, and lunchboxes need to be brought as well. All items left outside at the end of lunch will be placed in the Lost and Found.
- Students are not allowed to retrieve items during the school day but may check after school with parent(s).

Students are expected to use their recess and lunch break to use the restroom and get a drink of water as needed.

- All students will use the primary bathrooms during recess and lunch.
- Walk on the blacktop side of the play yard to the bathrooms.
- No students are allowed to walk through the courtyard during breaks.

When the freeze bell rings, students must freeze their body and remain quiet until the supervision whistle is blown.

- After the whistle is blown, collect all belongings.
- Lower grades proceed to the line up zone and upper grades proceed through courtyard quietly to their classrooms to line up.
- Should a whistle blow three (3) times on the yard, immediately freeze and follow supervisor's directions.

Jump ropes may be provided for the lower grade students. The following applies when they are being used:

- Everyone gets a turn.
- Turns happen in number order and continue in the same order from recess to lunch.
- If the jumper stops the rope, their turn ends.
- If the jumper tries unsuccessfully two times to jump into the rope, their turn ends.
- No time limits for a jumper if they are jumping continuously.
- Once you are out, you must turn the rope for two turns.
- Whoever brings the rope out, returns it to the classroom.
- Anyone wanting to turn the rope will form a line behind the current turner.



Appendix B

Diocesan Acceptable Use Policy



DIOCESE OF ORANGE ACCEPTABLE USE POLICY Student Acceptable Use Agreement



----- St. Francis of Assisi Catholic Schhol Year 2015-2016 Grades K-8

I understand that access to the St. Francis of Assisi Catholic School network computers, technology devices and Internet is a privilege that is subject to following these rules:

1. **Technology Privacy:** The computer and other technology devices are tools for schoolwork. Each student has his/her account and/or logins on the network and is assigned storage areas. These accounts and folders are only for my assigned usage. I will not trespass within other students' accounts or folders. I understand that the instructor may view my digital school work and school communications at any time.
2. **Online Privacy:** To protect my identity, personal information such as my last name, address, telephone number, school name, cell phone number, screen name, and password is never to be given out.
3. **Legal Issues:** I am aware that vandalism of equipment will not be tolerated. I will not install or download anything found on the Internet, including software, MP3 files, pictures, etc. without direct permission from the instructor. I also understand that installation of certain files can damage the computer and may be considered vandalism.
4. **Copyright and Plagiarism:** I will cite all my resources with proper research format for all text and other research items used including pictures, MP3 files, videos, etc. I will respect copyright laws.
5. **Inappropriate Materials or Language:** The use of profanity, offensive, or sexually explicit material and/or language shall not be used to communicate online. I understand that I shall not view, send, or access materials that do not comply with the School's standards. This includes, but is not limited to materials I wouldn't show to my parents, teachers, or law enforcement. If suggestive, harassing, demeaning or belligerent communication is encountered, I will bring it to the instructor's attention immediately. I will never respond to such messages.
6. **Safety Issues:** I will not use the computers or any other technology device to participate in cyber bullying. If I come across any communications that are inappropriate, I will notify my instructor immediately. If I become aware of any student participating in cyber bullying I will notify my instructor and/or the administrator. If I come across anything (picture, ad, website, etc.) on the Internet that is inappropriate then I will let the instructor know so corrective action can be taken.
7. **Social Media and Other Technologies:** I will not use social media and other technologies unless I meet the required age limits set by the social media terms of service.

I have read and I understand the above rules. If for any reason, the rules are violated, I understand that all computer privileges will be revoked for a period to be determined by my instructor and school administration.

Student's Signature	Date	Grade
Student's Signature	Date	Grade
Student's Signature	Date	Grade
Student's Signature	Date	Grade
Parent's Signature	Date	

Revised 3/6/2012

Appendix C
iPad Acceptable Use Policy



St. Francis Student iPad User Agreement

Name:

Serial Number:

Case:

Device Number:

School Year:

Lease or Owned:

St. Francis of Assisi School is committed to providing excellence in education, enabling students to thrive in the 21st Century and beyond. We believe that the use of real-world technology tools has the potential to transform the educational process and encourage more active student engagement in learning.

In order to implement this vision and improve student learning experiences, both in and out of the classroom, all students will receive an iPad, case, and charger. The policies, procedures, and information in this document apply to all school-owned iPads used at St. Francis of Assisi School. Teachers may set additional requirements for use in their classroom, but by signing below, I agree to the following terms of this iPad User Agreement.

General Information

While the students will have their iPads with them at all times, there will be certain times during the year where they will need to turn in their iPad.

Receiving your iPad

- Most students will receive their iPad at the beginning of each school year. At this time, students will receive preliminary training on their iPad. This will include login procedures, familiarization with school systems and annual review of this document.
- Students will not receive their iPad each year until this user agreement is signed by both the student and their parents/guardians. Parents and guardians may be required to attend an annual orientation covering any revised policies.

Collection of iPads

- iPads must be returned to the Technology Coordinator at the end of each school year. During this time the school may restore, update, and add programs to the iPads. Students will have their iPads returned to them at the start of the next school year.
- I acknowledge that the contents of the iPad may be deleted and the storage media reformatted in the course of repairs or at the end of the year.
- Students may be required to submit their iPads throughout the school year as deemed necessary. St. Francis of Assisi School reserves the right to collect an iPad for any reason.

Leaving St. Francis of Assisi School

- I understand that the privilege of using the technology resources provided by St. Francis of Assisi School is terminated when a student is no longer attending St. Francis of Assisi School. In the event that my enrollment with St. Francis of Assisi School ends, I will return the equipment (including school purchased accessories) to the Technology Coordinator on or before my last day of school.
- I acknowledge that if the iPad or any of its school purchased accessories are not returned to the school on or before leaving the school, the parents or guardians of that student are responsible for reimbursement or replacement. Should the student lose or damage their iPad beyond repair, the parent(s) are responsible for

the replacement cost of the iPad (\$600), case (\$80), and USB cord & charger (\$38), plus tax and shipping costs.

- If the iPad or its accessories are found to be damaged upon return, I acknowledge that the parents or guardians of that student are liable for any costs not covered by the warranty.

Care for the iPad

The screen of the iPad is delicate and expensive and is particularly sensitive to damage from excessive pressure on the screen and at the corners. The protective case provided to you has sufficient padding to protect the iPad during normal use. Please observe the following rules to ensure that your iPad is not damaged:

- Do not lean on the top of the iPad or put excessive pressure of either front or back surfaces.
- Do not put anything on the top of the iPad.
- Do not put the iPad on the floor.
- Do not remove the case provided by the school at any time.
- No food or liquid of any kind should be used on or near the iPad.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted and removed carefully from the iPad to prevent damage.
- iPads and iPad cases must remain free of any writing, drawing, stickers, labels or other accessories. Students should not pick at or mark up the protective case in any way. Do not remove any serial numbers or identification stickers placed on the iPad or USB cord/charger by the school. If any of the identification stickers come off, students are to notify the technology coordinator within one school day to arrange for a replacement.

Battery

iPads must be brought to school each day in a fully charged condition. It is the responsibility of the student to charge their iPad each evening.

- Students are not excused from work for failing to charge their iPad.
- Students will notify their homeroom teacher if their iPad is not fully charged when they arrive for their first period class in order to arrange for work for the day. Students will receive a sign-in in their homeroom for not coming to class prepared.
- Students who arrive with a low battery will not be able to charge while on campus.
- Students are not to share or loan their power cords to other students.

Storage

Each student has been provided a case for their iPad. These cases have sufficient padding to protect the iPad during normal use. However, the case will not protect the iPad from negligence and abuse. Proper storing and handling of the iPad will prevent damage. Because of this, students are expected to adhere to the following rules:

- Students must be careful when putting the iPad in the backpack so that pressure is not placed on the screen. iPads should never be placed at the back or bottom of a backpack nor placed in an excessively full backpack.
- If an iPad is stored within a backpack, do not toss or throw the backpack.
- Never store iPads in sunlight or in extreme temperatures.
- iPads are not allowed out at recess or lunch unless the student is attending Study Hall.
- Under no circumstances should iPads be left unattended in or outside the backpack in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the lunch tables, computer lab, library, unlocked classrooms, hallways and science lab. Any iPad left in these areas is in danger of being stolen. Storing your iPad in a backpack and leaving a backpack out in an open area unattended is a violation of acceptable use. Unsecured iPads, if found, will be confiscated and taken to the Vice Principal's office. Students will receive an automatic sign-in for this choice.

Monitored Use

I acknowledge that the iPad is property of St. Francis of Assisi School until deemed otherwise by administration. Because it is a school owned device, I agree to the following:

- St. Francis of Assisi School reserves the right to review, monitor, and restrict information stored on or transmitted via school owned iPads, and to investigate inappropriate use of these resources. This may include blocking or deleting apps, and/or locking or restricting iPad capabilities based on need or misuse.
- Any user profiles installed on the iPad may not be deleted or changed.

Apps & Content

In order to individualize their learning experience, students are encouraged to find apps that work for their own personal learning styles and save their work on the device. In doing so, I acknowledge the following:

- All downloaded apps and content installed on the iPad will fall within the Diocesan and school guidelines of acceptable and appropriate use.
- The iPads are set with a limit of 32 GB. It is the responsibility of the student to ensure that there is enough space on the iPad for required apps and content set by the teacher or school.
- Only the school provided Gmail account may be installed/added to the iPad.
- The student may download their own apps for educational use utilizing a personal iTunes account (student or parent/guardian owned). All apps downloaded by this account will be retained by the account owner, not by the school, but may be restricted or removed from the iPad by the school if deemed inappropriate.
- Students may download music onto their iPad, but there will be some restrictions set in place. No explicit content will be allowed and students may not listen to music on campus without staff permission.
- I may be asked to download an app during the course of the school day. The student is responsible for accepting any apps that are sent via push notifications, and will need to enter the iTunes ID to accept it.
- I understand that St. Francis of Assisi School is not responsible for the loss of or damage to any of my work on the iPad. I am responsible for all data stored on the iPad in terms of security and backup by enabling iCloud, emailing

documents to myself, or by utilizing Dropbox, Evernote, or other application to backup my work.

Responsible Use

Because the 1:1 model encourages students to feel personal ownership over the device, I agree to follow the following terms of responsible use when on and off campus:

- Use this device in accordance with Diocesan and school policy.
- Respect the rights and privacy of others.
- Use all modes of electronic communication with integrity, honesty, and sensitivity to others.
- Adhere to the Diocese of Orange's Acceptable Use Policy when using the Internet or other communication devices at school, at home, or at any other location. This may include, but is not limited to harassing others, making threats, derogatory, defaming or hurtful comments, or bringing the school's reputation into dispute.

If you experience harassment, print off the offending material and give it to a member of the staff if the incident occurs at school, or to your parents/guardians if the incident occurs out of school as soon as reasonably possible. After discussion with your parents/guardians, the incident should be reported to a teacher or administration if the harassment involves other students, teachers, or members of the St. Francis community.

- Not make comments on the Internet or send comments via SMS, MSM or other means of electronic communication that could hurt the reputation of St. Francis of Assisi School, school staff and employees, and fellow students.
- Not use the school's Internet network for chatting or sending messages via messenger under any circumstance without the consent of a teacher or staff member.
- Remain on the apps or content that your teacher is asking of you at all times.
- Not reveal personal details, impersonate others when using the Internet, or plagiarize or violate copyright law in any fashion.
- Not log onto someone else's account (email, etc.) or iPad.
- Not share passwords with any other student.
- The iPad should be carried with the student for all classes (with the exception of PE) and stored in their classroom at recess, lunch, and during assemblies.
- The iPad must return to the student's home at the end of each day.
- Photos and videos taken during the school day must be educational in nature and purpose. Any content stored on the iPad (including photos and videos) must meet Diocesan and school policies.

The distribution or posting of photographs, graphical images, or videos of students, teachers, staff, administration or their relatives on the Internet without permission of the particular student, teacher, staff, administration or relative is prohibited.

- I acknowledge that the Internet filtering located on campus at St. Francis of Assisi School will be applied when the device is taken off campus. I will not intentionally disable or attempt to work around any filtering currently put in place by the school. Any restricted websites will remain restricted even when connected to a different WIFI

network.

- I understand that the use of this device is a privilege, not a right. The privilege of using the technology resources provided by the school is not extended to people outside the school and the iPad may not be used by anyone other than the student it is issued to.

Damage, Loss, and Theft

I acknowledge that because this device will be placed in my care, I am accountable to the following conditions:

- Each student is responsible for the care and upkeep of their school issued iPad. In the event of damage or malfunction to the equipment, it is my responsibility to report the incident within one school day to the Technology Coordinator and return the equipment to the Technology Coordinator for repair. I will not be allowed to take the iPad to an Apple Store for repair.
- I acknowledge that my iPad is covered by a standard, limited warranty, which only covers the replacement of defective hardware parts. This warranty does not cover drops, falls, electrical surges, liquids spilled on the unit, fire damage, intentional damage, normal wear and tear, lost parts (power units, adapters, cables), or consumables (batteries).
- I understand that I may be responsible for repair and/or replacement costs if said costs are not covered by the limited warranty and are the result of misuse or abuse.
- Students are responsible for reporting a lost or stolen iPad immediately to both the Technology Coordinator and Vice Principal of Curriculum and Technology. Additionally, if the iPad is stolen, the student is to report the theft to their parents/guardians who will be responsible to file a police report. The parent or guardian must provide a copy of the report to the Vice Principal of Curriculum and Technology. If the lost/stolen iPad is not recovered, the parent or guardian will be responsible for purchasing a new one.
- In the event that the device is inoperable, St. Francis of Assisi School has a limited number of spare iPads for use while the iPad is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring their iPad or power charger to school, a substitute will **not** be provided.

Consequences

If a student violates any part of this policy, the student will contact their parent(s) with an administrator present. Consequences for violating any part of this policy may range from a sign-in, detention, counseling (in or out of school), in and/or out of school suspension, expulsion, greater restrictions on iPad content and capabilities, or revocation of the iPad. Additional violations will result in additional and more severe consequences. If iPad privileges are suspended or revoked, the student is still responsible for all work with no time extension.

In the event that any student is found to have inappropriate materials, images, music, etc. and/or is using the device to bully or harass another, that student will face disciplinary action according to the Parent and School Handbook policies, including the loss of their iPad privileges.

ST. FRANCIS OF ASSISI CATHOLIC SCHOOL

HANDBOOK SIGNATURE PAGE

2015-2016 SCHOOL YEAR

I have read and agree to comply with the philosophy of the school and the policies of the Parent-School Handbook. I understand that the handbook contains important information regarding policies and procedures as a parent and for my school children. I acknowledge that it is my responsibility to read and become familiar with this handbook and any subsequent changes, and I agree to request clarification of any provision that I do not understand. I further agree to follow all of the policies in the handbook and to review pertinent handbook policies with my school child(ren).

(Parent's Name)

(Parent's Signature)

(Student's Name)

(Grade)

(Student's Name)

(Grade)

(Student's Name)

(Grade)

(Student's Name)

(Grade)

(Date)

Please return this completed acknowledgment form to your oldest student's classroom teacher. Thank you for your loyal support and generous cooperation.