



ST. FRANCIS OF ASSISI ELEMENTARY SCHOOL

PARENT / STUDENT HANDBOOK
2015-2016

2500 K Street • Sacramento, CA 95816
An educational ministry of the St. Francis of Assisi Parish



ST. FRANCIS OF ASSISI
ELEMENTARY SCHOOL • EST. 1895

Dear St. Francis Community,

Welcome to St. Francis of Assisi, 2014-2015! We are blessed to be with each other in our treasured community for another school year.

This Parent-Student Handbook outlines the policies of St. Francis and the values we embrace. Please read this document carefully, sign the attached agreement, and return the signature page to school. Your signed agreement indicates that you intend to follow the policies of St. Francis as we work together to foster character development and grow in faith, academics and the Franciscan tradition. Much of the handbook has not changed from last year, but here are the three areas to read over and familiarize yourself with.

1. Attendance and Tardy Policy update.
2. Financial Policy update.
3. Uniform and Dress Code Policy update.

We know that we are called to serve one another with respect and kindness. Let us work together throughout the year to serve others, and one another, with compassion and consideration. As we serve others and strive to achieve our SLEs, we help cultivate a better humanity and strengthen Christian leadership in our school and parish community.

On behalf of Fr. Ken and the entire faculty and staff, we look forward to working with you to promote spiritual development and academic excellence in the context of our Franciscan, Catholic faith. Let us pray that God will continue to guide us in our growth throughout the year.

Sincerely,

Ivan M Hrga
Principal

*** The Pastor and/or Principal of St. Francis of Assisi Elementary School reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at his discretion, and may amend or add policies, procedures, rules, and regulations in this handbook*



THE PRAYER OF ST. FRANCIS

Lord, make me an instrument of Your peace.
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy.

O, Divine Master,
grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved as to love;
For it is in giving that we receive;
it is in pardoning that we are pardoned;
it is in dying that we are born to eternal life.

Amen.



ST. FRANCIS OF ASSISI

St. Francis of Assisi was born in 1181 in Assisi, Italy to a wealthy family. During his time as a prisoner of war, Francis heard the call of God and began a life of poverty and service to the poor. Through his renunciation of material wealth, and his work in rebuilding God's church, St. Francis has been a powerful and positive impact on the world. His influence reaches far beyond his time and place. St. Francis challenges humanity to treat people with dignity and love, care for God's creation and live the values of peace and goodness.

SCHOOL HISTORY

Currently, St. Francis of Assisi Elementary School is a transitional-kindergarten (TK) through eighth grade school with an Extended Day Service. The educational services provided seek to address the needs of children and families. We have programs to meet the spiritual, intellectual, emotional, social, and physical needs of our students. The staff at St. Francis has a long tradition of providing excellent educational services to the children of the Sacramento Valley. We, the current staff, take pride in upholding that tradition.

MISSION

St. Francis of Assisi Catholic Elementary School is dedicated to living the Gospel values. Our Franciscan, academically challenging curriculum teaches and supports students in becoming contributing members of their communities.

PHILOSOPHY

St. Francis of Assisi Catholic Elementary School, an educational ministry of St. Francis of Assisi Parish, strives to create a Franciscan environment which serves the spiritual, intellectual, emotional, social, and physical needs of our students. Understanding that parents are the primary educators of their children, the staff's vocation is to inspire and facilitate learning. Together, we instill Catholic Christian values and traditions in our children.



SCHOOL CREST SYMBOLISM

The San Damiano Cross represented in the brand is cherished by Franciscans as the symbol of Francis' mission from God. It was said the St. Francis was in prayer before the cross when God commissioned him to "rebuild his Church." The original cross still hangs in the Basilica of St. Clare in Assisi, Italy. As a school community, we pray Francis' *Prayer Before the Crucifix of San Damiano* every morning.

In the Franciscan coat of arms, the traditional element of the right unclothed arm of Christ passes over the left arm of Francis that is sleeved in a friar's habit. Both hands bear the stigmata, the wound marking the crucifixion of Jesus.

The traditional embattled line at the top of the shield represent the history of St. Francis of Assisi Elementary School and is a tribute to the foundation and building dating back to the school's establishment in 1895.

The colors of the brand also represent the spiritual heritage of SFES. The blue symbolizes peace, tranquility and harmony, all values St. Francis himself cherished and is in the opening line of the *Prayer of St. Francis* – "Lord, Make me and instrument of your peace..." The gold represents the joy, the hope, and the light the community of SFES embraces and sends out through its students.

The sunburst used in the background of the SFES crest pays homage to St. Francis' *Canticle of the Sun* in which St. Francis praises God and gives thanks for all God's creation.

The SFES brand closely resembles the heritage of the Order of Friars Minor. The shield is a visual representation of the history, symbolism and message of Franciscan ideals.

SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

A St. Francis of Assisi Elementary School Student is...

† SPIRITUAL *who*

- demonstrates Gospel values
- actively participates in prayer celebrations
- understands the Catholic faith
- shows a love of God, others, and self

† ACADEMIC *who*

- actively solves problems and thinks critically
- makes progress through the diocesan standards
- develops and shares knowledge and talents
- demonstrates a curiosity and respect for learning

† RESPECTFUL *who*

- appreciates diversity and the uniqueness of others
- practices good citizenship
- lives the “Acts of Courtesy”
- cares for God’s creations

† RESPONSIBLE *who*

- practices self-discipline
- makes Christ-like decisions
- owns his/her choices
- is trustworthy

† CONFIDENT *who*

- recognizes self-worth
- leads and cooperates
- embraces challenges
- always perseveres



ACTS OF COURTESY

- 1. I will remember to say please and thank you, including the person's name, as an *act of courtesy*.**
- 2. I will respond to "Good Morning/Afternoon, Hello, How are you?" with a polite reply, including the person's name, as an *act of courtesy*.**
- 3. I will acknowledge those who speak to me by looking them directly in the eye, as an *act of courtesy*.**
- 4. I will hold the door open for adults and schoolmates, as an *act of courtesy*.**
- 5. I will wait my turn and not interrupt when two people are speaking to one another, as an *act of courtesy*.**
- 6. I will stay seated and listen when my teacher or another student is talking, as an *act of courtesy*.**
- 7. I will raise my hand and wait to be called upon, as an *act of courtesy*.**
- 8. I will walk quietly in the hallways, as an *act of courtesy*.**
- 9. I will be tidy with my school supplies, personal belongings, and personal trash, as an *act of courtesy*.**
- 10. I will use all schoolbooks, computers, athletic equipment, etc. with care, as an *act of courtesy*.**

FACULTY & STAFF 2015-2016

Administration

Fr. Ken Laverone, OFM, **Pastor**
Mr. Ivan M Hrga, **Principal**
Mrs. Bonnie Villalva, **Director of Finance**

Administrative Staff

Stephanie Pierson, **Office Manager**
Lynda Lammerding, **Finance Assistant**

Faculty

Kate Erin Fairbairn, **Transitional Kindergarten***
Angela Javideyan, **Kindergarten**
Roni Crandall, **First Grade, Vice Principal**
Michael McCrimons, **Second Grade, Vice Principal**
Isabel Garcia, **Third Grade**
Dan Reynoso, **Fourth Grade**
Renee Neal, **Fifth Grade**
Sharon Pressburg-Nevans, **Sixth Grade, Performing Arts (5-7)**
Todd Piscopo-Williams, **Seventh Grade**
Jan Stefanki, **Eighth Grade**
Joey Pavelchik, **PE / Athletic Director**
Samara Palko, **Education Achievement Specialist**
Pam Church, **Science (8), Math (7-8)**
Blair Pierroz, **Science (6-7), Math (6-8)***
Janet Stites, **Performing Arts (1-4), Religion (4-8); Religion Coordinator, Choir**
Sheryl Cecchettini, **Italian**
Christopher Eidam, **Spanish (5-8)**
Maria (Lolita) Herrera Watanabe **Spanish (1-4)**
Leah Klemenhausen, **Counselor**
Laith Kayyali, **Technology**

Instructional Aides

Joyce Grahn, **Transitional Kindergarten**
Leslie Schweizer, **Instructional Aide, Kindergarten**
Molly Artru, **First Grade***
Megan Pederson, **Instructional Aide, Second & Fourth Grades**
Emily Hagerman, **Third Grade**
Ezekiel Valenga, **Fifth Grade**
Vanessa Bridgeman, **Sixth Grade**
Christopher Eidam, **Seventh Grade**
Julia Morris, **Eighth Grade***
Jeff Hollandsworth, **Math, Science & EAS**
Charlie Passarell, **Library***



Extension Program

Patti Sanchez, **Director of Extension**

Staff

Elaine Blaine
Shirley Brousseau
Jesse Bunker*
Harriet Coster
Emily Hagerman
Jeff Hollandsworth
Sharilyn Leyva*
Heather Martin
Rose Mejia
Julia Morris*
Charlie Passarell*
Hortencia Romero
Stephen Sanchez*
Jonny Smith
Bobbie Sullivan
Ezekiel Valenga

Staff

Eric Church, **Cafeteria Manager***
Arlene Haag, **Front Office**
Connie Laborin, **Cafeteria & Maintenance**
Francisco Lomeli, **Custodian**

** Denotes Alumni of St. Francis of Assisi Elementary*

*** Staff subject to change during course of the school year*

SCHOOL INFORMATION

Contact Info:	School Office:	916-442-5494
	School Fax:	916-442-1390
	Extension:	916-443-0388
	School Website:	www.stfranciselem.org
	Parish Office:	916-443-8084
School hours:	Monday – Thursday:	8:00am – 3:00pm Grades 1 - 5 8:00am – 3:15pm Grades 6 - 8 <i>TK / Kindergarten:</i> 8:00am – 11:00am AM Class 12:00pm – 3:00pm PM Class
	Friday:	Entire school is dismissed at 2:00pm every Friday (except the 1st Friday of every month) <i>TK / Kindergarten's Friday:</i> 8:00am – 10:30am AM Class 11:30am - 3:00pm PM Class
	Minimum Days	First Friday of each month & other calendared days 8:00am – 12:00pm, All Grades
Extension:	7:00am - 6:00pm every day that school is in session except the last day of school prior to Christmas vacation and Summer vacation (there is no after school extension on these two days).	
Lunch Hours:	TK, Kindergarten	11:05am – 12:00pm
	1 st , 2 nd	11:30am – 12:10pm
	3 rd , 4 th , 5 th	12:00pm – 12:40pm
	6 th , 7 th , 8 th	12:45pm – 1:25pm
Office Hours:	Monday – Thursday:	7:30am – 4:00pm
	Friday:	7:30am – 3:00pm
	Minimum Day:	7:30am – 1:00pm



ABSCENCES & TARDIES

Students are excused from school when they are ill or have dental/doctor appointments. If a student is going to be absent, parents are required to call the school to inform staff of the absence, prior to 8:00 am, if possible. When a student returns to school after being absent, the parent must send a note explaining the absence to the teacher. Any medical absence longer than three days must also have a doctor's note explaining the illness.

If your child is sick enough to stay home, we feel that he/she should rest in order to get better. Teachers in the primary grades will send work home, only if requested by the parent. Teachers in the upper grades will not send schoolwork home, due to the complexity of it. On the day the child returns to school, he/she will meet personally with the teachers after school to compile and review missed work. Students have the number of days absent, plus one extra day, to complete assignments and turn in for credit. If a long-term assignment is due during the time of absence, the student must turn it in the day he/she returns (the grace period will not be allowed for long-term assignments).

If a child in grades 4-8 misses tests due to an absence, he/she will be required to make-up the test by arranging the time with the teacher. The time could be during a recess, after school or during another specified time.

Student absences due to family vacations are highly discouraged. Requests for schoolwork in advance will NOT be considered.

Students will be considered tardy if they arrive at school after 8am. If students arrive at school after 8:00 am, they must sign in at the office before going to class. A student is given an excused tardy if he/she is at a dentist or doctor appointment and brings an official doctor/dentist note stating so. Students will be allowed three (3) unexcused tardies per trimester. Upon the fourth tardy and every subsequent tardy, a student will serve detention at 7:15am (*please look at the discipline / detention policy*). We understand that there are many reasons why a student may be tardy. We ask that you make every effort to have your child at school on time. Extreme tardies and/or absences can hinder passing grades and may affect promotion.

Should a parent need to take a child out of school during school hours, he/she must sign the child out in the office. At no time are children allowed to leave campus unless they are accompanied by a parent or a designated person on the student's emergency card who has signed them out unless there is a signed note on file from the parent that indicates other directions. All absences and tardies will be listed in the teacher's attendance record, as is required by the laws of the State of California.



ABUSE OF SCHOOL PERSONNEL OR STUDENTS

Every parent, guardian, or other person who upbraids, insults or abuses any school personnel, in the presence or hearing of a pupil or other school personnel, is guilty of a misdemeanor. Parents must never scold, discipline, or berate another parent's child on the campus of St. Francis. If a parent has an issue with a child, other than his/her own child, a faculty member must be told, and we will handle the matter.

ACADEMIC PROBATION

Students may be placed on academic probation by the principal. Should a student demonstrate little academic progress, the staff makes every effort to diagnose the problem and provide parents with options for help for their student. The teachers and staff are dedicated to working successfully with each student. Meetings of Student Success Teams (SSTs) will take place for students who are struggling. If, however, it is determined by the principal and staff that the St. Francis program does not meet the student's needs, or the student and family are not complying with the staff's recommendations, the student will be placed on probation. If progress is not made, the student may be asked to leave the school.

ACADEMIC PROMOTION

In order to be promoted to the next grade, students must earn a minimum 60% final average in each of the core subjects. This final average is determined by taking the three trimester grades in each subject and dividing by three. If a student does not meet this requirement, and to prevent grade retention, he/she will be required to attend an academic summer school program in order to pass to the next grade. It is mandatory that official documentation from the summer school program, providing detailed coursework and stating successful completion, be given to the principal prior to the beginning of the school year. After utilizing this summer school option once, and a student fails a subject in subsequent years, grade retention may be necessary. In order to not overwhelm any student, they must also be emotionally ready and mature enough to move on to the next grade.

ADDRESS & PHONE NUMBER

School personnel do not give addresses or phone numbers of families out to anyone without that family's permission. Families are asked sign in through *Beehively* to access the school directory and their information and make any information them deem appropriate public. All families have the option of not participating. The directory is for school related purposes only, and MAY NOT be used for personal business advantage or purpose.



AFTERSCHOOL LIBRARY & COMPUTER LAB

Students in grades 3-8 may quietly do homework after school in the teacher-supervised Library and/or designated classrooms until 4:00 pm Monday through Thursday. Students in grades 4-8 may use the Computer Lab until 4:00 pm Monday through Thursday to work only on a school related assignment. Students wishing to utilize this after school service must have an After School Library/Computer Lab Agreement, signed by both the student and parent, on file. Any child having an overdue library book or owning a library fine will not be allowed to attend After School Library/Computer Lab until the book(s) is returned and the total fine is paid.

Students signed into Afterschool Library/Computer Lab must remain in the library/computer lab until signed out. Students enrolled in Extension are permitted to sign out themselves. Students not enrolled in Extension must be signed out by a parent or guardian in the library.

Students must be picked up promptly by 4:00 pm. Students who are not picked up by 4:00 pm will be taken to Extension and a warning will be issued. If a second late pickup occurs, a \$25 late pickup fee, per child, will be charged and the student will not be allowed to participate in this service until the beginning of the following trimester.

Please keep in mind that Afterschool Library/Computer Lab is offered free of charge as a courtesy to our students and families. If after school child care is needed beyond 4:00 pm, students may enroll in Extension or other arrangements must be made.

ALLERGIES

Family's Responsibility:

1. Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
2. Confer with qualified school representatives to develop a plan that reasonably accommodates the at-risk student's needs throughout the school campus and facilities.
3. Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
4. Include a photograph of the student on the written form.
5. Provide properly labeled medications and replacement medications, as required after use or upon expiration.
6. Educate the child in the self-management of his/her food allergy including:
 - safe and unsafe food
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (if age-appropriate)



7. Review policies/procedures with the school representatives, the child's physician, and the student (if age appropriate) after a reaction has occurred.
8. Provide emergency contact information.

At Risk Student's Responsibility:

1. Shall not exchange, share, or trade food with other students.
2. Shall not consume any food, drink, or other substance containing ingredients unknown to the student, or known by the student, to contain any allergen that is a threat to the student.
3. Shall be proactive in the care and management of his/her food allergies and reactions based on his/her maturity, experience and training.
4. Shall notify an adult school representative immediately if he/she consumes any item that he/she believes may contain a substance to which he/she may have a serious allergic reaction.
5. Students with peanut allergies should sit at the peanut free table in the cafeteria.

School's Responsibility:

Our school has an obligation to reasonably accommodate the needs of students. It is the policy of the Diocese of Sacramento Catholic School Department to require that each school take steps to identify and implement reasonable accommodations for students who experience serious allergic reactions during regular school hours. Allergies can be life-threatening. Accidental exposure can be reduced in the school setting if schools work with students and parents to provide a safe environment for students who are at risk of serious allergic reactions. The school will be informed of which students have allergic reactions and will have a plan in place to accommodate students who have allergic reactions.

APPOINTMENTS & CONFERENCES

The principal and staff are very happy to meet with parents, but we ask that you make an appointment for those conferences so we can give you the time and attention that you deserve. Call the school office to schedule. In order to be fair to all parties, parents should not discuss school matters with teachers "spur of the moment," such as, when teachers are in the faculty room, in the hallway or schoolyard (with or without students), or in the classroom.

ATHLETICS

Our athletic program is through the diocesan Parochial Athletic League (PAL.) Fall Volleyball is available for girls in grades 5-8, Fall Cross Country is available for all students in grades 5-8 and Winter Basketball is available for boys and girls in grades 1-8. (Grades 1-4 participate in the Little Dribblers program.) Spring Volleyball is available for boys in grades 5-8. Spring Track is available for boys and girls in grades 5-8. All students participating in our extra-curricular



athletic program must have a yearly medical release from their doctor. This form must be on file in the office prior to the first practice; forms are available online or in the office. Athletic Sport Fees must be paid prior to the first practice. After the first practice, fees are non-refundable and non-transferable.

Any student who is failing a subject will be required to take a two-week break from the team (practices and games) in order to focus on academics. The student will also be removed from PE classes in order to obtain further academic support from the EAS. If there is no academic improvement during the two-week time period, California high school academic rules will apply. The student will no longer be allowed to participate in the sport and potentially in subsequent sports.

BIRTHDAYS

Birthday Gifts: Parents may not send birthday gifts to their children at school. This includes sending balloons and flowers or providing clowns for in-class parties.

Birthday Party Invitations: Students may not disperse birthday party invitations during school. It is the parents' responsibility to invite children to their child's party outside of school.

Birthday Treats: If parents wish to send treats for the class to celebrate their child's birthday, they need to notify the teacher in advance. Individual, healthy snacks are highly encouraged. Do not send in sodas or a cake that the teacher has to cut and serve. Be sure to check with the teacher regarding food allergies of any students.

BULLY BEHAVIOR

The St. Francis School community is committed to creating and supporting an environment where a sense of peace is present and all people are treated with respect. As stated in our Mission Statement, Philosophy, and Student Learning Expectations, one of the main goals at St. Francis is to follow our patron saint's prayer by teaching our students to be "instruments of peace." When a student negatively affects the school atmosphere, we will take necessary and appropriate measures to correct the situation. Our aim in creating this policy is to promote an atmosphere where bullying is eliminated. It is important that all children and parents feel safe and confident in disclosing incidents of bullying. Early intervention is crucial if behaviors are to be changed. The staff is committed to working with the bullied and those that bully since we recognize that both parties need interventions and help to change his/her behaviors.

Examples of bullying are:

- physical violence and attacks
- verbal taunts, name calling, and put downs
- threats and intimidation



- extortion or stealing of money/possessions
- exclusion from a peer group
- spreading rumors about someone
- racial or ethnic-based verbal abuse
- gender based put-downs

Bullying is not acceptable whether it is written, verbal, physical, or on cell phones or social media sites. A copy of our *Prevention of Bullying Policy Statement* is located at the back of this handbook.

CAFETERIA BEHAVIOR

Students are expected to conduct themselves in a safe and courteous manner in the cafeteria.

Students will:

- Line up in an orderly fashion for lunch.
- Walk with trays or lunches to their assigned tables.
- Use normal voices when conversing with each other.
- Clean their areas when finished eating.
- Be excused by the supervisors.
- Help on their appointed day with cafeteria cleanup.

Behavior that is inappropriate in the cafeteria is determined by the supervisors and may result in school disciplinary action.

CELL PHONES & ELECTRONIC DEVICES

Students are allowed to bring cell phones for after school family related communication, but they may not be turned on, used during school hours, or be carried on their person, which includes after school Library and Computer Lab, Extension, or when participating in any after school sponsored activity. Each homeroom teacher will explain to students where phones may be kept during school hours. Students are not allowed to keep a cell phone on their person during the school day. Students are encouraged not to bring electronic devices such as iPods, etc., to school in their backpack for after school use. St. Francis School will not be responsible for any such lost or stolen item. The first time an electronic device or cell phone is used or displayed during school hours, it will be confiscated and kept in the principal's office until a parent personally picks it up. If a student is ever caught (even as a first infraction) using such device in an unacceptable situation (cheating, texting, etc.,) the student will be disciplined accordingly.



CITATIONS & STUDENT COURT

Students in TK - 8 who do not obey school and extension rules and policies may be given citations. A copy of the citation will be emailed to the parents. If a student in Grades 1-8 receives three (3) citations, he/she will attend Court, which is conducted by the principal and teachers in the student's grade level. Court will be held on a day arranged ahead by the teacher from 3:00-3:45 in Grades 1-3, and from 3:15-4:00 in Grades 4-8. Students going to Court are required to make arrangements to be in Court on their designated day for the full 45 minutes. Parents may attend Court, but they are asked to sit in the back of the room and not interact with their child or others.

The Court panel of teachers will discuss with the child his/her behavior and work with him/her. Consequences for misbehavior are given "at the time of the incident" but also after attending Court. For example, if "Pat" pushes another child on the playground, he/she may be benched at the time AND given a citation. When Pat goes to Court, the teachers will be looking at each citation as a diagnostic tool in helping Pat deal with his/her problems. Therefore, further consequences may be given at the time of Court. The citation system is designed to help children clearly understand the rules of behavior and the consequences of not making safe or loving choices. At the end of the trimester, all citations will be voided for Grades 1 - 3. Grades 4 - 8 have cumulative citations for the school year. Should a student in any grade get four (4) citations and demonstrate that he/she is not interested in working to correct behavior, he/she will receive a minimum one-day suspension, or may be asked to leave the school. Each case will be decided by the teacher and principal. Depending on the nature of any behavior, the principal may, if appropriate, suspend or expel a student at any time.

Following are general actions for which citations may be given, but not limited to:

1. Being in an unauthorized or unsupervised area.
2. Chewing gum anywhere on campus.
3. Disrespectful behavior towards staff or other students, such as name-calling, excessive arguing, crude language or gestures.
4. Any action at the discretion of the staff that is considered inappropriate or dangerous
5. Disrespectful behavior in church or assemblies.
6. Endangering self or others with behavior such as hanging from balconies, running down the stairs, sliding down handrails, pushing, shoving, not lining up in an orderly manner, etc.
7. Littering
8. Eating in the halls and classrooms without permission.
9. Being out of uniform without a pass or parent note (uniform violations will be given; 3 uniform violations = 1 citation).
10. In-class behaviors that normal class rules haven't been effective in changing.



CLASSROOM PARTIES

Classroom parties must be authorized by the teacher. Every class has “room parents” who are responsible for organizing classroom parties. Parties are acceptable for Halloween, Christmas, Valentine’s Day, and teacher’s and aides’ birthdays. We do not approve of parties during Lent for Easter. All parties must be simple and may not be elaborate. It is not our intention to over-indulge our children when so many in the world have nothing. Please call Stephanie in the school office if you have any questions. In providing food for a class party, please check with the teacher about students with allergies.

COMMUNICATION

Email blasts will also be sent to all parents with updated information and news throughout the month by teachers, the front office, Extension, the Parent Club or principal. Parents are always encouraged to frequently check our website for news and updated information, also. Our website is www.stfranciselem.org.

COMPUTER/INTERNET ACCEPTABLE USE

AT SCHOOL POLICY:

The following are unacceptable behaviors regarding school computer use:

- Posting any type of message to any internet-based communication site such as YouTube, MySpace, Facebook, Instagram or other social media sites from any school computer
- Posting any messages via email, instant message, etc. from any school computer
- Eating or drinking near the computers
- Playing with cords or pulling them out
- Damaging computer systems or computer networks in any way
- Using the computer to harm other people’s work, folders, or files without asking
- Disabling any safety features on the computer
- Revealing personal information, phone number, name, or address of one’s self or another
- Viewing web pages that the teacher does not allow
- Violating copyright laws and issues, use of digital information, and/or copying data directly from the Internet and using it as your own
- Reading or opening email and attachments
- Using obscene language
- Harassing, insulting, or threatening others
- Using another person’s log-in or username and/or password

Students who do not comply with the usage rules, guidelines, and policies, will forfeit their usage privileges and be subject to any appropriate disciplinary action and/or suspension and/or expulsion.



If a student needs to use the computer lab during the school day, other than during computer class, the teacher for that assignment must supervise the student.

All students and parents must sign the Student Agreement given to the students at the beginning of each school year in order to use the school's computers.

AT HOME POLICY:

With regards to personal safety, St. Francis of Assisi Elementary School does not promote or approve of our students at home participating in such internet sites such as YouTube, Facebook, Instagram, etc. However, if the student chooses to do so in the privacy of his/her own home, posting anything that is school-related is prohibited. Students may not post videos, pictures, or words related to our school campus, students, school uniform, school logo, field trips, extra-curricular activities, or any school related event on any internet-based communications site or cell phones. Any student who chooses to do so will receive serious disciplinary action.

COUNSELING SERVICES

Counseling services are provided for students and their families by St. Francis of Assisi Elementary School. The school counselor is involved in the overall school program in a variety of ways including, but not limited to classroom visits and activities, friendship groups, conflict resolution among peers, family personal issues, and Student Study Team meetings. (A Student Study Team involves the teacher, principal, resource teacher, counselor, and faculty members who will work together to better assist students.) In addition, the school counselor:

- Provides assessments of students who are referred to counseling;
- Provides counseling to children and parents on an individual and group basis;
- Makes appropriate referrals to other resources in the community, usually after 3 visits;
- Provides workshops or support groups for specific needs;
- Consults with the principal, teacher, and parents on issues related to students receiving counseling

CURRICULUM

The following courses of study are offered at St. Francis of Assisi Elementary School.

- Art
- Computer Skills
- English
- Foreign Language (Italian and Spanish)
- Language Arts (reading, spelling, grammar, writing skills, and handwriting)
- Library Skills
- Mathematics
- Performing Arts (drama, choir, music & speech)



- Physical Education
- Religion
- Science & Health (includes *Family Life*)
- Social Studies
- Technology

The school emphasizes the student achievement of the Common Core Standards.

DISCIPLINE

Students are always, whether inside or outside school, to conduct themselves as representatives of St. Francis School. At St. Francis of Assisi Elementary School, discipline is considered essential if an environment conducive to learning is to be maintained. Students are expected to understand the safety rules and discipline systems of the school whether in the classroom, library, computer lab, cafeteria, playground, or in Extension. The major objectives of the school rules are twofold:

1. They help students become responsible for their own behaviors and choices, and;
2. They help maintain order and safety for all children.

The St. Francis Staff uses positive reinforcement and immediate consequences in discipline procedures. Additionally, class meetings, conflict management techniques developed by the staff, the citation system, detention (*if warranted*) and counseling are methods which may be used to help students develop inner discipline and learn positive ways of solving problems. If detention is warranted (excessive tardies or other disciplinary consequences), detention will be held on Tuesday and/or Thursday mornings at 7:15am. Students are to report to the front office for detention. Email notifications about students needing to report for detention will be sent home prior to students serving detention. If a student fails to serve a detention additional detentions will be added for the student to serve. Multiple detentions may lead to citations, suspension or potential separation from the school.

Parents are expected to cooperate with the school staff in matters of discipline. Students may be asked to leave the school if it is determined that they or their parents are uncooperative in correcting the unacceptable behavior.

Students may be suspended or expelled as determined by the school principal and pastor. Students who are suspended are required to do class assignments, but will not receive credit for them. Any tests given to the class during the suspension will not be allowed to be made up by the suspended student.



The following are examples of infractions that require a student be separated from the school community, but not limited to:

- Continued, willful disobedience
- Open, persistent defiance of the authority of the staff
- Habitual profanity or vulgarity
- Possession of alcohol, drugs, or tobacco or selling any of these substances
- Vandalism or willful destruction of school property
- Habitual tardiness or late pick-up
- Assault or battery or any threat of force or violence directed toward students or staff
- Possession or assault with a deadly weapon (or facsimile)
- Habitual bullying behavior or racist statements toward students or staff
- Sexual harassment of, or inappropriate sexual behavior with, other students
- Posting any school-related video, pictures, or words on internet-based communication sites such as YouTube, MySpace, Facebook, etc. (*See “Computer/Technology” section for exact detail*)

DIVORCED & BLENDED FAMILIES

Divorced and blended families are responsible for communicating with each other about school policies, events, programs, student evaluations, and conferences. Teachers schedule one parent/teacher conference per student in the middle of the first trimester. Duplicate financial information is sent only if requested.

DROPPING OFF & PICKING UP STUDENTS NOT IN EXTENSION

Morning Drop Off: All students may be dropped off in the front of the school (25th Street) anytime between 7:40 am and 8:00 am. This location will have adult supervision. Students are to walk into the schoolyard, place their backpacks on their class line, and walk laps around the supervised schoolyard.

Students who are not in Extension may not be dropped off prior to 7:40 am, as there will not be proper supervision. At 8:00am the morning bell will ring and students will line up in their designated class line.

After School Pick-Up: Students in grades TK-5 are dismissed at 3:00 pm, and in grades 6-8 at 3:15 pm. Parents may park or drive up to the front of the school to collect their child. Parents may also enter the gate on the 25th St. side of the school and proceed to park in one of the parking spaces. Students who are not picked up by 3:25 (or 20 minutes after the bell on minimum days) will go to the school office and parents will be called.



Students who walk or ride their bikes to or from home should have parental permission on file in the office to do so.

Parents who do not have children enrolled in Extension should not allow their children to play in the area designated for Extension while the parent is in the office, visiting with a teacher, or talking with other parents.

DROPPING OFF STUDENT ITEMS

All items dropped off for students during the school day need to be brought to the office and never taken directly to the classroom. Staff will see that the child gets it.

EARLY DISMISSAL

Students are dismissed at 12:00pm on the following minimum days:

- The first three days of the school year
- Parent/Teacher Conference Days
- The last day of school prior to Christmas vacation (11:00am dismissal)
- The last day of school (11:00am dismissal)
- Every First Friday of the month

Advanced notice will be sent home should St. Francis Elementary have any other early dismissal days.

EMERGENCY CARDS

Parents are required to keep updated emergency cards filed in both the school and extension offices (provided your child is in extension). It is important to change the information on your cards should you move, have changes in any phone numbers on the card, or change jobs. Students will be checked out only to people listed on the emergency card. All pertinent and/or special health needs should also be listed on the emergency card.

EXTENSION

St. Francis Extension Service operates as an “extension of the school day” for our students. The hours of operation are 7:00am to 6:00pm every day that school is in session. There will be no after school extension on the last day of school prior to Christmas vacation and on the last day of the school year. The school’s Extended Day Care Handbook is available through the Extension office.



FIELD TRIPS

Educational field trips may be planned by the school staff. Parents will be notified of the specific details of the field trip and will be requested to sign a permission slip before their child may participate. Transportation of students short distances (within 30 miles) is usually provided by parents (walking, public bus, or personal car.). Transportation to any field trip farther than 30 miles will be provided by chartered bus, train, etc, unless the principal gives special authorization.

Parents attending a field trip must have a fingerprint clearance, as well as their Shield the Vulnerable certificate of completion in the office and be a fully licensed, insured driver with a good driving record. They must file an updated Verification of Automobile Insurance Form with the school before driving students on a field trip. All drivers must have a copy of their driver's license and proof of insurance coverage on file in the office. If school personnel feel that the driver is impaired in any way, we have the right to deny using him/her as a driver. Parents who agree to supervise must understand that chaperoning a field trip is an important responsibility, and must be committed to assisting the teacher in supervising the children. Therefore, volunteers are not allowed to use their cell phones when supervising our students. We also ask that no other siblings or family members that are not part of the class attending the field trip attend.

In order to chaperone on a field trip, the following mandatory forms must be on file in the school office.

- Verification of Current Automobile Insurance Form
- Copy of valid Driver's License
- Copy of current Auto Insurance
- Fingerprint Clearance
- Shield the Vulnerable Certificate. Access to this training can be found at shieldthevulnerable.org
- School Volunteer Agreement (Diocesan form)
- Field Trip Permission Form

The following stipulations also apply to all field trips:

1. Drivers must be 21 years of age or older.
2. For every five (5) students, one adult supervisor is required. Exceptions may be made for upper grades at the principal's discretion.
3. Teachers will cancel trips if supervisors or drivers cannot be found.
4. All field trips are to be approved by the principal.
5. Teachers will provide parents with maps, directions, and any other pertinent information prior to going on the field trip.



6. Only St. Francis students may participate in school field trips. In order to assure proper supervision for our students, no siblings are allowed.
7. All children being transported in private cars must be seat belted and should not be placed in any seat with an automatic airbag.
8. Child Passenger Restraint System; as per the diocesan guidelines, children less than 6 years old or weighs less than 60 pounds must be in a restraint seat. The individual who installs the seats must be knowledgeable in the proper procedures of the installation of the unit.

FINANCIAL MATTERS

St. Francis Elementary School requires all families to pay registration fees and to complete financial paperwork prior to students being admitted. Families are responsible to review their payments and accounts for accuracy. Please report account discrepancies directly to the school Finance Office.

The administration is sensitive to family situations that result in financial hardship. Please contact the principal or director of finance immediately if a difficulty occurs that would require payment rearrangement for your financial responsibility. **The administration is very willing to work with families and to make alternate payment plans for their financial obligations so the account does not become delinquent.** If a payment rearrangement is not honored by the family, then the student must leave the school and the family account will be referred to collections.

Registration Fees are non-refundable.

Delinquent Payments:

Delinquent accounts will result in the following:

- Students will not be admitted to school or extended care on the following dates:
 - Start of school and 1st trimester for Grades 1 to 8—August 19, 2015
 - Start of school and 1st trimester for TK & K—August 24, 2015
 - Start of 2nd trimester—October 14, 2015
 - Return from Christmas holiday break—January 5, 2016
 - Start of 3rd trimester— February 29, 2016
 - Return from Easter holiday break—April 4, 2016
 - Final installment payment due date—May 20, 2016
- Students will not be able to register for the following school year if the account is not current by the registration day.
- Students with damaged books, lost books, or textbook CDs will be charged the replacement cost and will not be allowed to return to school until the balance is settled.
- If a student leaves the school with an unpaid balance, the family account is referred to collections.



- Families who have three or more delinquent payments in any given school year (to FACTS or to the school directly) may be asked to make full payment for tuition and extension (if applicable) to continue in the current school year and subsequent years.

Payment Plan Options:

Families are required to sign a financial agreement to select a payment plan option. Families who choose installment payments are required to remit automatic payments (automatic funds transfers) through FACTS, the school's tuition management service. The school provides the FACTS enrollment form at the time of registration. Families, who need to make changes to their FACTS automatic withdrawals, must contact the school finance office. If a family's FACTS account becomes inactive due to returns or is cancelled due to inaccurate account information, it is the family's responsibility to make corrections and address any needed changes within one week of the problem.

FACTS/School Delinquent Accounts:

In the event FACTS, the school's tuition management service, has a family's installment payment returned for a third time due to insufficient funds or account closure, the administration at St. Francis Elementary may require the family to pay the remaining full current balance of tuition and/or extended care in order for the student(s) to continue.

Personal Check Policy:

Checks written to St. Francis Elementary for sports fees, drama club, field trips, student store items, registration fees, etc. that are returned for insufficient funds or closed accounts will be accessed a \$25.00 per returned item. Check amounts and returned item fees must be paid to the school with cash, money order or a bank drawn cashier's check within one week of the return. Returned checks may result in a "cash only payment rule" for future payments. Post-dated checks will **not** be held; they will be deposited the day of receipt.

Athletic, Club, and Extracurricular Fee Policies:

Athletic Sport Fees must be paid prior to the first practice. **After the first practice, fees are non-refundable and non-transferable.**

Club Fees must be paid prior to the first meeting. **After the first meeting, fees are non-refundable and non-transferable.**

If a student decides to withdraw from a sport or club prior to the first meeting or practice, a written request for a fee refund must be submitted to the principal or finance manager. Refund requests must be received within two weeks after the first meeting or practice. After two weeks, no refunds will be given.



FINGERPRINTS

It is mandatory that all volunteers who work with our students must have Diocesan Catholic School Department fingerprint clearance on file in the school office. This includes all coaches or volunteers, regardless of any current fingerprint clearance through other agencies. Contact the office for information on completing this mandatory process. Fingerprint clearance is done at the parents' expense and can take up to three weeks for clearance.

FREE DRESS

The following rules will be enforced regarding free dress:

1. Interpretation of appropriate dress will be left up to the staff of the school.
2. Clothing must not interfere with instruction or other activities.
3. Clothing must be clean and modest. No halter-tops, spaghetti straps, or tank tops; any sleeveless shirt must be at least three inches wide across the shoulder.
4. Clothing may not have markings, questionable pictures, drawings, symbols, or advertising on it (i.e., alcohol, cigarette, or drug endorsements, words which are racial slurs, sexual comments, intolerant words or comments of any kind).
5. Clothing may not be ripped or torn.
6. Shirts, blouses or tops must be worn at all times and must completely cover the chest area. Bare midriffs are not allowed.
7. Flat, closed shoes are the only shoes acceptable; Socks must be worn. *(In the case of a special event, specific instructions will be given).*
8. Shorts or skirts must not be too short. This clothing may be considered inappropriate if they are shorter than the tip of the longest finger when the arms are fully extended down the side of the student's body.
9. Low, sagging pants are never permitted.
10. Hats may not be worn in the school building, except on special occasions.

Violators of the clothing rules will be asked to call their parents who will be asked to bring them appropriate clothing. If students violate Free Dress repeatedly, further disciplinary consequences will be taken. Extension has their own rules for play clothes after school. Please note their handbook or check with Mrs. Sanchez (the Extension Director) if you have a question about clothing being appropriate.

FUNDRAISING

All fundraising projects for classroom materials by parents must be approved by the Principal. Any letter of advertising of such a campaign must be approved by the Principal. All monies donated by parents need to be collected only through the school finance office.



Students and/or parents are asked not to solicit or sell products and conduct fundraising for organizations other than St. Francis School during school hours. We wish to support our own fund raising activity and selling items for Little League, Soccer teams, or Scout organizations conflict with our own programs. Exceptions are made for our school's Girl Scout Troops during cookie season.

GRADING

Students are formally evaluated and their grades are documented on the report card at the end of each trimester. Parents are required to attend one parent/teacher conference in the middle of the first trimester. However, parents and teachers may set conferences with each other any time it is deemed necessary. Our online grading program, *Beehively*, gives parents up-to-date information regarding their child's progress.

After receiving the report card, parents need to sign and return it to the teacher within two (2) weeks. Parents are to keep the final report card at the end of the school year. At the end of the year, a compilation grade is placed in the student's permanent record. This grade is the average of the three trimester grades in each subject.

Children in Transitional-Kindergarten (TK) have the following Marking Code:

- I = Introduced
- S = Satisfactory
- S- = Satisfactory with room for improvement
- M = Mastered
- I/P = In Progress
- I/N = Improvement needed
- N/A = Not Applicable

Children in Kindergarten have the following Marking Code:

- S = Satisfactory
- S- = Satisfactory with room for improvement
- I/P = In Progress
- I/N = Improvement Needed
- N/A = Not Applicable

Children in First Grade have the following Marking Code:

- S = Satisfactory
- S- = Satisfactory with room for improvement
- I = Improvement needed



Students in Second through Eighth Grade follow the diocesan grading scale below:

DIOCESAN GRADING SCALE

96 – 100%	A	Outstanding achievement
90 – 95%	A-	
87 - 89%	B+	Above average achievement
83 – 86%	B	
80 – 82%	B-	
77 – 79%	C+	Average achievement
73 – 76%	C	
70 – 72%	C-	
67 – 69%	D+	Minimum achievement
63 – 66%	D	
60 -62%	D-	
0 – 59%	F	Below minimum achievement

or

S = Satisfactory

I = Improvement needed

U = Unsatisfactory

or

5 = Exceeds grade level expectations

4 = Consistently meets grade level expectations

3 = Usually meets grade level expectations

2 = Below grade level expectations

• = Demonstrates exceptional effort

√ =Improvement needed in this area

X = Parent/Guardian supervision and help needed

N/A = Not applicable

or

M = *Modified Program* - Academic program has been temporarily modified by the teacher (in consultation with the EAS and by principal approval) with parental permission.



GRADUATION

Students' final grades must be a minimum of 60% in each of the core subjects to graduate from St. Francis Elementary School. Students with less than a 60% in any subject may participate in graduation activities with the approval of the junior high teachers and the principal. They may receive a certificate of attendance rather than a diploma and will be required to attend a summer school program in order to receive a diploma.

GRADUATION CEREMONIES

Parents are asked to pay a graduation fee early in the second trimester. This fee covers the graduation expenses. Upon approval, students participate in a Retreat Day, Baccalaureate Mass, Graduation Ceremony, and Reception. Seventh Grade parents are asked to help plan, chaperone, and clean up after all graduation programs. Parents are expected to follow the school rules and guidelines regarding graduation celebrations as established by the school staff.

GRIEVANCE PROCEDURES

Should a parent have a grievance with a staff member that cannot be resolved, the next step is to notify the principal. If the grievance involves an extension worker please notify the Extension Director. A meeting will be called to discuss the issue and hopefully the parties will come to agreement regarding a solution. If, however, no solution can be found, parents are required to follow the grievance procedures outlined by the Diocese of Sacramento.

HOMEWORK POLICY

Homework is assigned for the purpose of fostering responsibility and habits of independent study, to reinforce concepts, and to help students build skills. Homework is assigned by TK through 8th grade, Monday through Thursday. Generally, homework is not assigned over weekends or holiday periods.

Long term assignments are given far enough in advance so that students should not have to spend an excessive amount of time "all at once" in order to complete them by their due date. Teachers try to coordinate their long-term projects and assignments so that students are not overburdened doing several projects at the same time.

If unfinished classwork is assigned as homework due to lack of effort or concentration on the student's part, this time will be in addition to the homework time allotment guidelines below. The following is the suggested time allotment for daily homework, for the average student, by the Diocese Catholic Schools Department:

TK / Kindergarten	10 – 20 minutes
Grades 1 & 2	15 – 20 minutes



Grades 3 & 4	30 – 45 minutes
Grades 5 & 6	45 – 60 minutes
Grades 7 & 8	60 – 120 minutes

Assignments are expected on due date. Missing assignments may receive a zero. Incomplete assignments will be graded accordingly but must be turned in on time to be evaluated. If your child is using a personal computer and printer to do any homework, please make sure they are in working order. Flash drives/memory sticks will not be accepted as homework. Students will be allowed to use the computer lab to print an assignment after school only, and thus, will be docked accordingly for the late assignment. Please refer to the individual teacher's policy for more information.

ILLNESS

We understand that it is difficult for a parent to leave or miss work; therefore it is recommended that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness.

If your child has any of the following conditions or symptoms, we will contact you to pick up your child from school immediately in order to prevent contagion of other children and staff and to provide comfort to your child.

- Fever
- Vomiting
- Diarrhea
- Uncontrolled productive cough
- Any rash suspicious of contagious childhood disease
- Any rash, lesion or wound with bleeding or oozing of clear fluid or pus
- Conjunctivitis, also called "pink eye," with white or yellow discharge
- Constant uncontrolled nasal discharge of yellow/green mucous
- Scabies, head lice or other infestation
- Any illness or condition requiring one-on-one care
- Any condition preventing the child from participating comfortably in usual program activities
- Any contagious illness which is reportable to the Department of Public Health

After a child is excluded for any of the above reasons, in order to return to school the following conditions must be met:

- The child must be free from fever, vomiting, diarrhea (without symptoms) for a **FULL 24 Hours**.
- A child prescribed an antibiotic for a current bacterial infection must take the prescription for a full 24 hours before returning. Children taking any medication (including inhalers)



during school hours must keep the medication in the school office and must have a medication permission form on file in the office. All medication left in the office after the last day of school will be discarded.

- A child must be free to participate comfortably in all usual program activities, including outdoor time.
- A child must be free of open, oozing skin conditions, unless: a health care provider signs a note stating that the condition is not contagious and the involved areas can be covered by a bandage without seepage or drainage through the bandage.
- A child excluded because of scabies or other infestation may return 24 hours after treatment is begun with a note from a doctor.
- A child excluded because of head lice may return 24 hours after treatment is begun. The child must be checked by staff before re-admittance to class. The child must be nit free.
- A child excluded because of a reportable illness needs a doctor's note stating that the child is no longer contagious prior to re-admittance to class.

INSURANCE

Each child is covered by accident insurance through Myers-Stevens & Toohey Insurance Company. The school time plan benefits are:

- Reimbursement for most services at eighty (80) percent of usual and customary charges.

The school time plan does not cover medical expenses for which an insured is entitled to reimbursement by other valid insurance or health agreements. All registered students are covered throughout the academic day, extended day care, field trips, and after school programs.

LIBRARY PROGRAM

The St. Francis library program is part of the curriculum for Grades 1-8. Students have a weekly class in library for enrichment. Students in TK and Kindergarten may not check out books, but parents of students in TK and Kindergarten may check out books and take those books home for a two-week period. Students in Grades 1 and 2 may check out books, but they may not take them home. Students in Grades 3 through 8 may check out books and take them home for a two-week period. There is an overdue-book fine of 10¢ per school day. Should a child lose a book, he/she will be charged the full cover price so that another copy may be purchased.

Each school day a list of students who have unpaid fines and/or overdue books will be posted in each classroom (grades 3-8). Parents may be notified if fines are not paid and/or books are not returned in a timely manner.

NEW STUDENT PROBATION



All new students to our school are welcomed with open arms. The school has a new student probation period of one year. During this year, students are required to maintain passing grades and must exhibit outstanding Christian conduct and effort. If a student does not fulfill this requirement, they may be asked to leave the school during the first year, or asked not to register for the following year.

NOTICE OF NON-DISCRIMINATION POLICY

The Catholic Schools in the Diocese of Sacramento, mindful of their primary mission as effective instruments of educational ministry of the Church, and the witness to the love of Christ for all men, admit students of any race, color, racial or ethnic origin to all activities generally accorded or made available to students at the respective school. Schools in the Diocese of Sacramento do not discriminate on the basis of race, color, or ethnic origin, in the administration of education policies, admission policies, scholarships and loan programs, athletic and other school administered programs.

Likewise, the Catholic Schools in the Diocese of Sacramento do not discriminate against any applicant for employment or employee because of gender. In admissions, educational programs and activities, co-educational schools, do not discriminate against any applicant or student on the basis of gender.

PARENT INVOLVEMENT & PARTICIPATION

Parents are required to volunteer a minimum of 25 hours per family, per year. This applies to all families including CSAC Members, APPA Officers & Event Chairs. Families are responsible for maintaining a record of their hours and reporting hours using the Family Participation Hours Report Form. A current accounting of accumulated hours is due in March, at the time of registration. Hours must be completed in June, by the last day of school. Please refer to the Family Participation Hours Information (included in the summer mailer) that describes the numerous ways to become involved in our school.

PLAYGROUND RULES

The following are the rules for play on the PLAY STRUCTURE:

1. No play before school.
2. Only Grades K - 3 are allowed on the structure during the morning recess.
3. Only designated classes are allowed on the structure at other times.
4. Students may not throw the fiber crush (wood shaving material) at any time.
5. No food is allowed in the area.
6. No running, chasing, grabbing, pushing or other dangerous play is allowed in the area.
7. No balls or other toys are allowed in the play structure area.



The following are the rules for play on the SLIDES:

1. No jumping from the towers of the slide.
2. Only four (4) people are allowed on each platform at one time.
3. Slides are to be slid down only, never walked up.

PRAYER SERVICES, MASS & RELIGIOUS INSTRUCTION

In conjunction with the religious instruction, which is a part of the academic program, students take part in various prayer services, Masses, and Sacrament programs. They are:

- School-wide daily morning prayer
- Monday morning school-wide prayer service (*Tuesday if Monday is a holiday*)
- Classroom prayer services
- Religious education
- Reconciliation Services twice a year, Advent and Lent, grades 4-8
- Masses on Holy Days and monthly school Masses
- First Communion preparation—Second grade students are prepared for the Sacrament of First Holy Communion through the second grade curriculum as well as the parish Religious Education program. They are expected to register with St. Francis Parish, or the parish of their choice, for the reception of this Sacrament. Please see the Director of Religious Education at your parish for more information. Older students may prepare for these Sacraments by contacting the Parish for information on how to proceed.
- Reconciliation and Confirmation for older students — are expected to register with St. Francis Parish, or the parish of their choice, for the reception of these Sacraments.

RAINY DAY SCHEDULES FOR ATHLETIC TEAMS

The Extension Program has priority of gym time on rainy days. Usually, they vacate the gym by 4:45pm, when the bulk of their students begin to be picked up by their parents. It is asked that all coaches honor this priority. After 4:45pm (or after Extension leaves the premises) coaches can use the gym as per their schedules.

On rainy days, coaches are asked to take their teams to a classroom and work with them there until students are picked up by their parents. Classrooms are to be left in the condition in which the team/coach found them.

SCHOOL RULES (ALSO SEE “DISCIPLINE” SECTION)

There are a variety of school rules with which students must be familiar. It is the student’s responsibility to learn and follow the rules of the classroom, playground, and classes held in the labs, library, and gymnasium. However, there are some basic rules above and beyond these that are a general set of guidelines for behavior. These are listed below:



1. Students must be supervised at all times while on campus, therefore, may not wander around the building before or after school.
2. Students on the playground during recess or extension must ask permission from the yard duty/extension staff to use the restroom, go to the office, etc.
3. Students may never leave the campus, unless in the company of their parents/guardian. Students are expected to help maintain the environment of the school site and keep it clean.
4. Students may be suspended or expelled for overt acts of vandalism. Parents will be expected to make remuneration payments for all damages.
5. Students may not use a telephone on campus without the permission of the office, teacher or extension.
6. Students are expected to line up quietly in their designated areas before school, after recess, lunch, and upon staff request.
7. Personal toys, games, recreational equipment, radios, music players, footballs, baseballs, softballs, superballs, and handballs are not allowed at school unless prior approval from staff has been given.
8. Students are not allowed to chew gum.
9. Students must be in complete uniform daily unless free dress is warranted.
10. Students must use restrooms in a respectful way; keeping them clean and not using them as a playground.

The St. Francis Elementary School *Acts of Courtesy* are additional school rules that are expected to be followed by all students.

Any student who breaks school rules will receive a citation, action plan, suspension, or expulsion.

It is at the discretion of the principal, vice-principal, or pastor to make decisions about any discipline problem not specifically covered in this handbook.

SOLICITING FUNDS FROM OTHER PARENTS

Parents may not solicit funds from other parents for gifts for the classroom, parties, or teachers without permission from the principal.

STUDENTS / STUDENT ATHLETES WAITING FOR AFTERSCHOOL ACTIVITIES

In Extension: Student checks into Extension and remains there until practice begins. Students are not allowed to roam the school or go to the gym prior to their practice.

Non-Extension: Go to library directly after school. When Library closes (4pm) go to gym.



STUDENT COUNCIL

One of the primary objectives of Catholic Education is the development of Christian leadership. The St. Francis Student Council encourages the responsibilities of citizenship and government training in students. Student Council provides services to the school, parish, community, and national and international organizations. Students in Grades 3 - 8 are eligible to participate in this activity.

The qualifications to run and maintain a position for Student Council are as follows:

- Student must maintain passing grades, while demonstrating strong effort
- Student must have exemplary conduct grades
- Students who run for an officer position (7th and 8th grade) must have a strong track record from previous offices held

STAFF PRIVACY

Staff private phone numbers are never given out. If parents need to contact a staff person, they should email the individual or call the Office or Extension. Our staff rule is to return all emails and phone calls during weekdays within 24-48 hours. If your email or call isn't answered within that length of time, please alert someone in the office.

TOYS

Students may not bring toys to school unless requested by an instructor or Extension for a specific purpose; any toys brought for such situation may not be used anytime other than the time specified.

TUITION & FEES

Current tuition and fee schedules, financial aid forms, and financial contracts are available in the office.

UNIFORM DRESS CODE & GENERAL APPEARANCE

School uniforms promote unity, modesty, and neatness. They should in no way be worn or altered to make a fashion statement. Our uniforms prevent unnecessary fashion competition and promote good attitudes and habits in school so not to detract from the learning environment. The faculty and staff of St. Francis of Assisi reserve the right to determine whether a student's attire meets the established guidelines whether it is a regular uniform day, Mass/Formal day or "free dress" day. As we partner together in the mission of St. Francis, please check your child's choice of clothing to ensure that it meets the uniform guidelines and is appropriate for school. Students that are in violation of the dress code will be asked to change into appropriate attire.



All students enrolled in St. Francis of Assisi Elementary School must wear the entire uniform as described below unless there is an emergency or they have a free dress day. If your child must be out of uniform, please send a note explaining the situation. All school uniforms are available for purchase at TrueGrits, 9912 Business Park Drive #165, Sacramento, CA 95827 or online at www.truegrits.com (*school code: FRA064*). PE Uniforms will be available online multiple times a year through Athletics Unlimited. Twill pants or shorts and white or gray uniform shirts may also be purchased elsewhere.

GENERAL POLICY

1. Students must be in uniform starting the first day of school.
2. Students should also practice proper hygiene daily.
3. Uniforms must fit appropriately and modestly. NO “tight-fitting” clothing.
4. Skirt, jumper, skort or short length may not be shorter than 3” (inches) from the top of the knee (*repeat violations of skirt length may result in a requirement to wear pants instead of a skirt, jumper or skort*).
5. During to and from school and recess periods, non-St. Francis jackets or coats may be worn in addition to the uniform attire.

While on campus, all students are expected to adhere to the Dress Code in accordance with the following guidelines:

ITEM	DESCRIPTION	NOT PERMITTED
Shirt	<ol style="list-style-type: none"> 1. White or gray short or long sleeve polo or blouse. 2. Shirts must be tucked in when in the school building or in Church. 3. St. Francis Spirit shirts may be worn on Fridays. 4. Solid white undershirts only (<i>optional</i>). <p>7th & 8th Grade – Burgundy shirt may be worn.</p>	<p>NO</p> <ul style="list-style-type: none"> ▪ Untucked Shirts ▪ Holes ▪ Designer logos
Pants	<ol style="list-style-type: none"> 1. Navy blue twill pants only. 2. Must be worn at waist with belt (grades 4 – 8) 	<p>NO</p> <ul style="list-style-type: none"> ▪ Denim ▪ Cargo ▪ Yoga style pants ▪ Holes
Shorts	<ol style="list-style-type: none"> 1. Navy blue twill shorts only. 2. Must be worn at waist with belt (grades 4 – 8) 	<p>NO</p> <ul style="list-style-type: none"> ▪ Denim ▪ Cargo ▪ Holes ▪ NO shorter than 3” above the knee.



Jumpers or Skorts	School plaid (grades TK – 3)	NO shorter than 3” above the knee.
Skirts or Skorts	School plaid (grades 4 – 8)	NO shorter than 3” above the knee.
Sweatshirt	<ol style="list-style-type: none"> 1. School navy sweatshirt with school crest. May be worn at all times. 2. St. Francis club sweatshirts may be worn with principal’s approval. 3. 7th & 8th Grade – Jr. High sweatshirts may be worn. 4. 8th Grade – High-school-to-be sweatshirt may be worn after Easter break. 	NO <ul style="list-style-type: none"> ▪ Non-SF sweatshirts
Sweaters or Vest	School navy with or without crest (<i>optional</i>).	
Belt	Brown, black or blue belt (grades 4 – 8)	
Socks	<ol style="list-style-type: none"> 1. Must be solid colors of white, navy, black or gray. 2. Must at least cover the anklebone and be visible. 3. Small company logo is permitted (<i>i.e. Small Nike “swoosh”, small Vans text, etc.</i>) 4. Full-length tights or leggings with jumpers, skirts or skorts (<i>leggings or tights that do not cover the entire foot must be worn with socks</i>). 	NO <ul style="list-style-type: none"> ▪ Striped, argyle, checkered or other patterned socks. ▪ Multi-colored socks. ▪ Socks with words, etc.
Shoes	<ol style="list-style-type: none"> 1. Flat sole, closed and sturdy. 2. Must be low-top (<i>nothing over the ankle</i>). 3. Must be tied, Velcro fastened or buckle strapped. 4. Must remain tied at all times. 	NO shoes that are: <ul style="list-style-type: none"> ▪ Slip-on ▪ Slippers of any kind ▪ Boat shoes ▪ Moccasins ▪ UGGs ▪ Roller shoes ▪ Boots
Jewelry	<ol style="list-style-type: none"> 1. Simple jewelry <ul style="list-style-type: none"> ▪ Wristwatch ▪ One ring ▪ Discreet gold or silver chain/necklace with religious cross or medal ▪ One rubber bracelet promoting a positive cause. 2. Small and safe post earrings for girls (<i>optional</i>). 3. School is not responsible for lost jewelry. 	NO <ul style="list-style-type: none"> ▪ Hoops or dangling earrings ▪ Pierced jewelry beyond one earring per ear ▪ Flashy jewelry



Hair / Make-Up	<ol style="list-style-type: none"> 1. Must be the student’s natural hair color 2. Boys’ hair should be collar length or shorter <i>(above/at collar, above bottom of ear lobes and above eyes)</i> 3. Modest sized hair ties, headbands or bows for girls may be worn <i>(optional)</i>. 4. Boys must be clean shaven 5. Baseball caps worn in the traditional manner on the playground during recess. 6. Clear nail polish is acceptable. 	NO <ul style="list-style-type: none"> ▪ Distracting hairstyles or facial hair ▪ Mohawks or shaved designs ▪ Dyed or highlighted hair ▪ Make-Up
PE Uniform	<ol style="list-style-type: none"> 1. School PE uniforms are to be worn on class PE days (except during Mass or when class leading Prayer Service). 2. Gray PE shirt with Navy shorts or sweatpants. 3. Any St. Francis spirit shirt on Fridays only. 4. Athletic, non-marking shoes must be worn. 5. PE shirts may be worn un-tucked. 	
Mass / Formal Uniform	<ol style="list-style-type: none"> 1. On Mass or other designated “Formal” days, students are to wear the Gray embroidered polo. 2. Navy sweater, vest or cardigan may be worn. 3. School sweatshirt with crest may be worn. 7th & 8th Grade – Burgundy embroidered polo may be worn. 	

UNIFORM EXCHANGE

We encourage parents to recycle their children’s uniforms. After your child has outgrown them, bring clean uniforms to the Office. Parents are welcome to take whatever uniforms they need. Uniform Exchange is located on the 1st Floor outside of the Cafeteria in between Kindergarten and Extension.

VISITORS & VOLUNTEERS

If a parent or family member is interested in visiting or volunteering at the school, that person **MUST** sign in at the office and wear an official office visitors’ badge. All volunteers who work with children must have (1) fingerprint clearance on file in the school office. Contact the school office for the specific form and details, or retrieve the form from our school’s website. All volunteers must also complete the Sacramento diocesan Safe Environment for Children online training program called (2) Shield the Vulnerable and bring a copy of their completion certificate to the school office. Access to this training can be found at shieldthevulnerable.org. Volunteers



must also have a (3) School Volunteer Agreement Form filed in the office. Out of respect for our learning environment, volunteers are required to turn off cell phones when in the school building, and not talk, text, etc., when in the classroom, school building, or schoolyard.

DIOCESE OF SACRAMENTO BULLYING AND/OR HARRASSMENT POLICY

St. Francis of Assisi School and the Diocese of Sacramento are committed to creating and supporting an environment where a sense of peace is present and all people are treated with respect. As stated in our Mission statement, philosophy, and student learning expectations, one of the main goals at St. Francis is to follow our patron saint's prayer by teaching our students to be "instruments of peace." When a student negatively affects the school atmosphere we will take necessary and appropriate measures to correct the situation. Our aim in creating this policy is to promote an atmosphere where bullying is eliminated. It is important that all children and parents feel safe and confident in disclosing incidents of bullying. Early intervention is crucial if behaviors are to be changed. Our school will follow diocesan procedures.

Definition of Bullying:

Bullying is aggressive behavior or intent to harm, carried out repeatedly over time and occurring within a relationship characterized by an imbalance of power.

The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from bullying and/or harassment. Bullying and/or harassment of, or by any student is prohibited.

Bullying and/or harassment is unacceptable conduct that is deliberate, severe and repeated.

Bullying and/or harassment is occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Bullying and/or harassment can occur any time during school, school related activities and outside the school and can be committed by students or parents. Every school will treat allegations of bullying and/or harassment seriously and will review and investigate such allegations in a prompt confidential and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including expulsion.

Regulations:

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake or one time offense should not be considered bullying and/or harassment. Part of any investigation into a charge of bullying and/or harassment will be to determine if the incident was unintentional or an isolated offense, or something more serious.



It includes, but is not limited to, any of the following:

- a. Verbal Bullying and /or Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written. This includes all types of electronic and digital use, including but not limited to, texting and social media posting.
- b. Physical Bullying and/or Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement.
- c. Visual Bullying and/or Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures. This includes all types of electronic and digital use, including but not limited to, cell phone texting (sexting) and online social media posting.
- d. Sexual Bullying and/or Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, sexting, email; deliberate unlawful physical touching, leering, gestures, display of sexually suggestive objects or pictures.
- e. Cyber-Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media. Any student who sends provocative material/pictures/images or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the Internet, or other electronic devices may be subject to serious disciplinary consequences up to and including expulsion. Serious incidents, including “sexting” or threats, may be turned over to law enforcement authorities.

It is the responsibility of each school to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of bullying and/or harassment is encouraged to follow the procedures below. If the bullying and/or harassment stems from the principal, the person being bullied and/or harassed is to contact the pastor or superintendent.

The following procedures are to be followed for filing and investigating a bullying/ harassment claim:

- a. Persons who feel aggrieved because of conduct that constitutes harassment or bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
- b. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she will direct his/her complaint to the



principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the process.

- c. The individual alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties.
- d. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegation, as well as the name of the person bringing the allegations.
- e. Once the facts of the case have been gathered, the principal in consultation with the Pastor or Superintendent will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion.
- f. Any party involved who is not in agreement with the decision has the right to the Appeal Process for Reconciliation found in the Administrative Handbook.

If the complaint is against a non-employee or non-students such as a parent, volunteer, or vendor, the school will take steps, with the extent of its power, to investigate and eliminate the problem. If the complaint is against an employee by any co-worker, the process described in the Diocese of Sacramento's Personnel Handbook, Section D-40 is to be followed.

Bullying can take many different forms and exhibit behaviors such as:

- Physical violence and attacks
- Verbal taunts, name calling and put-downs
- Threats and intimidation
- Extortion or stealing of money or possessions
- Exclusion from the peer group
- Spreading rumors about someone
- Racial or ethnic-based verbal abuse
- Gender based put-downs

Goals of the Policy:

1. To educate the school community about the issue of bullying and to produce an atmosphere which encourages children to discuss incidences of bullying.
2. To raise awareness among school staff, students, and parents/guardians that bullying is a behavior that will not be tolerated at our school.



3. To implement procedures of reporting and documenting incidents of bullying behavior as well as procedures for investigating and dealing with bullying behavior.
4. To create procedures for supporting those affected by and involved in bullying behavior.

Procedures to be adopted in handling Bullying Incidents:

1. All reports of bullying will be investigated promptly and conducted with sensitivity by the classroom teacher. This is a crucial step because it will increase the level of confidence of students to report bullying incidents.
2. All people involved with the situation will be interviewed individually in order to get a sense of both sides of the story.
3. If the bullying incident is serious it will be immediately reported to the principal.
4. The principal, counselor, or the teacher will notify both sets of parents/guardians when it becomes clear that a bully/target situation exists. Parents are in a position to help and support their child before the situation escalates.
5. All St. Francis staff will be encouraged to report any incidents of bullying behavior observed by them to the child's teacher.

What will happen after the bully incident has been reported to the teacher, principal, parents?

1. Incident will be documented in a citation, sent home and kept by the teacher in the classroom.
2. Depending on the seriousness of the situation an assessment will be made to decide if it would be safe to have a meeting with the students involved in order for an apology to take place.
3. A consequence will be given to the bully either by the teacher or the principal based on the school discipline code. An example of a consequence may be writing a self-reflection paper, completing a community service project around the school or sitting out from recess. The age of the student, the seriousness of the incident and the number of incidents the student has will all be taken into consideration before a consequence is given.
4. If a student has a number of documented incidents or the incident is very serious this may call for suspension and possibly expulsion.
5. The counselor will be contacted at any stage in the process to meet with the bully and/or target to do an assessment. This assessment may lead to other recommendations or referrals.
6. Retaliation of the target will be addressed with the bully, as will the consequences of such behavior.
7. Either the teacher, principal, or the counselor will check in with the target in order to monitor how he/she is feeling.





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