

# **WELCOME TO ST. FRANCIS OF ASSISI CATHOLIC ELEMENTARY SCHOOL!**

August 2010

Dear Parents,

To help you become acquainted and familiar with the policies and procedures of our school, as well as our goals, philosophy, and programs, we have designed this 2010 Student/Parent Handbook for your use. This handbook will help facilitate communication between the students, families, and staff of St. Francis Elementary. It is our hope that it serves as a convenient reference throughout the school year. Please read and review all sections with your child, as many of the procedures of the school have changed due to the new location. Also, please return the Student/Parent Agreement and Contract, which you will receive at the time of this handbook distribution, with signatures of all parents and students.

We look forward to working with you in pursuing our common goal of a quality Catholic education within a caring Christian environment!

In the peace of St. Francis of Assisi,

Mrs. Laurie Power  
Principal

\* The principal and/or pastor 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 or her discretion, and may amend or add policies, procedures, rules, and regulations in this handbook.

# Important School Information

5700 13<sup>th</sup> Ave  
Sacramento, CA 95820

## School Communication

School Office phone	916-442-5494
School Fax	916-442-1390
Extension phone	916-443-0388
School Website/Email	www.stfranciselem.org
Parish Office phone	916-443-8084

## Hours

**School hours:**

Monday – Thursday: 8:00am - 3:00pm Grades 1 - 5  
8:00am – 3:15pm Grades 6 - 8  
TK/Kindergarten: 8:00am - 11:00am AM Class  
12:00 - 3:00pm PM Class

Fridays: The entire school is dismissed at **2pm** every Friday.  
TK and Kindergarten’s Friday schedule is:  
AM Session 8:00-10:30  
PM Session 11:30-2:00

Minimum Days 8:00am to 12:00pm, all grades

**Extension hours:** 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 Schedule:**

TK, Kindergarten	11:05-12:00
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup>	11:30-12:10
5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup>	12:00-12:40

## **Office Hours:**

Monday – Thursday: 7:30 – 4:00  
Fridays: 7:30 – 2:00  
Minimum Days: 7:30 – 1:00

## ST. FRANCIS STAFF LIST 2009-10

### *Administration*

Fr. Anthony Garibaldi, OFM, **Pastor**  
Mrs. Laurie Power, **Principal**

### *Administrative Support Staff*

Stephanie Pierson, **Office Manager**  
Bonnie Villalva, **Finance Manager**  
Lynda Lammerding, **Finance/Development Assistant**

### *Teachers*

Nicki Powell, **Transitional Kindergarten**  
Jessica Oehlerich, **Kindergarten**  
Roni Crandall, **First Grade, Vice Principal**  
Michael McCrimons, **Second Grade**  
Renee Neal, **Third Grade**  
Dan Reynoso, **Fourth Grade/Math gr 7**  
Vivian Chorley, **Fifth Grade**  
Sharon Pressburg, **Sixth Grade, Performing Arts gr 5-8**  
Heather Emery, **Seventh Grade**  
Jan Stefanki, **Eighth Grade/Student Council Moderator**  
Chiara Adamo, **PE/ Co-Athletic Director \***  
Kelli Albers, **Resource Teacher**  
Mary Avila-DaRosa, **Spanish gr 4-8 and Math gr 5-6**  
Sheryl Cecchettini, **Italian**  
Pam Church, **Science gr 6-8, Math gr 7-8**  
Caroline Patti, **Librarian/Athletic Director**  
Janet Stites, **Perf. Arts (gr 1-4), Religion gr 4, 6, and 8 ; Religion Coordinator**  
Stefan Wenk, **Technology**

### *Aides*

Molly Artru, **Teacher Aide, First Grade & Monday Office Aide \***  
Rob Chilimidos, **Teacher Aide, Third and Fourth Grade**  
Joyce Grahn, **Teacher Aide, Transitional Kindergarten**  
Diane Kewin, **Teacher Aide, Second and Fourth Grade**  
Dee Mausteller, **Teacher Aide, Kindergarten**  
Caroline Patti, **Teacher Aide, Eighth Grade**  
Ruth Pierroz, **Teacher Aide, First, Fifth, and Sixth Grade**

### *Counselor*

Arlene Gonsalves

### *Custodian*

Roy McKnight

*Extension Program*

**Patti Sanchez, Director**

Chiara Adamo\*  
Marcello Adamo \*  
Polo Adamo \*  
Elaine Blaine  
Shirley Brousseau  
Harriet Coster  
Joyce Grahn  
Dawnra Hodges  
Connie Laborin  
Sherilyn Leyva\*  
Mary Ellen Mahler  
Heather Martin  
Claire Peletta  
Jonny Smith  
Bobbie Sullivan  
Ashley Thorne \*  
Todd Williams

(staff subject to change)

\* Alumni

## **SCHOOL HISTORY**

St. Francis of Assisi Elementary School opened on November 5, 1895, as a two-room school staffed by the Sisters of Mercy from St. Joseph's Academy. The school site on 25<sup>th</sup> and K was built in 1923 and became part of St. Francis Parish. It was staffed after the move to this site by Franciscan Sisters and Brothers. Originally, it was an elementary and high school. In the 1950s there was reorganization, and St. Francis High School separated from the elementary school. It became a diocesan high school rather than continuing its association with St. Francis Parish.

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 academic, spiritual, physical, psychological, and social 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.

# St. Francis of Assisi Schoolwide Learning Expectations (SLEs)

## A St. Francis of Assisi Student is:

### A) **Spiritual** *who*

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

### B) **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

### C) **Respectful** *who*

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

### D) **Responsible** *who*

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

### E) **Confident** *who*

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

**Saint Francis of Assisi  
Elementary School**

***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 school books, computers, athletic equipment, etc. with care, as an *act of courtesy*.**

### **Absences and 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 8:00am, 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 will not send schoolwork home. On the day the child returns to school, he/she will meet 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 stay after school to take tests on scheduled "test days."

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 8:00am, they must sign in at the office before going to class. **A student is not considered tardy if he/she is at a dentist or doctor appointment and brings an official doctor/dentist note stating so.**

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.

All absences and tardies will be listed in the teacher's attendance record, as is required by the laws of the State of California. **Extreme tardies and/or absences can hinder passing grades and may effect promotion.**

### **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 their own, 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. 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 65% final average in each of the seven 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.

### **Addresses and Phone Numbers**

School personnel do not give addresses or phone numbers of families out to anyone without that family's permission. Families are asked to contribute their names and phone numbers for a school directory. All families have the option of not participating. **The Family Directory is for school related purposes only, and MAY NOT be used for personal business advantage or purpose.**

### **After School Library and 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 Monday through Thursday. Students in grades 4-8 may use the Computer Lab until 4:00 Monday through Thursday to work **ONLY** on a school-related assignment. Students must be picked up **PROMPTLY** by 4:00. Any student wishing to utilize this extra-curricular service, must have the After School Library/Computer Lab Agreement on file. This agreement is to be signed by the student and parent. Any child having a library book overdue or owing a library fine will not be allowed to attend After School Library/Computer until the book(s) is returned and the total fine is paid.

### **Appointments and 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.**

### **Athletic Program**

Our athletic program is through the diocesan Parochial Athletic League (PAL.) Fall Volleyball is available for girls 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.) **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.**

### **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, simple treats such as donuts, cupcakes or cookies work best. **Do not** send in sodas or a cake that the teacher has to cut and serve.

### **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

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 and salad bar.
- 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 clean-up.

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

### **Cell Phones and 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 this infraction happens again, the principal will keep the device until the end of the school year. If a student is ever caught (even as a first infraction) using such device in an unacceptable situation (cheating, texting, etc.,) the principal will keep it until the end of the school year and the student will be disciplined accordingly.

### **Citations and Student Court**

Students in Grades 1 - 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 receives 3 citations, he/she will attend Court, which is conducted by the principal and teachers in the student's grade level. Court is held on Wednesdays 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. The student will write an Action Plan. 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. 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.

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 = 3 citations).
10. In-class behaviors that normal class rules haven't been effective in changing.

### **Communication**

Twice a month, on the second and fourth Wednesdays, a “*Wednesday Envelope*” will be emailed to all parents. It will contain the school’s newsletter, *The Gubbio Gazette*, and other informational material. If a parent would like a hard copy of the Wednesday Envelope, please let the office know. It is important that parents read the contents of the “envelope” to be informed about developments taking place at the school. School Administration will assume that parents have read all the information.

Parents are always encouraged to frequently check our website for Wednesday Envelope news and updated information. Our website is [www.stfranciselem.org](http://www.stfranciselem.org).

### **Computer Technology and Internet 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, etc. 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.*

### **Computer/Technology/Internet 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, MySpace, Facebook, 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. 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 Elementary. 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   | _ Phonics   |
| _ Computer Skills   | _ Physical Education  |
| _ Language Arts (reading, spelling, grammar, writing skills, and handwriting) | _ Religion  |
| _ Library Skills  | _ Science and Health (includes AIDS education, Family Life education) |
| _ Mathematics   | _ Social Science  |
| _ Performing Arts (drama, choir, music, and speech)                           | _ Foreign Language (Italian and Spanish)                              |

**Please visit our website for the entire list of Diocesan Curriculum Standards by grade.**

## **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, and counseling are methods which may be used to help students develop inner discipline and learn positive ways of solving problems.

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.

All students are expected to follow our school's "*Acts of Courtesy*" which is a ten step model on how St. Francis students and staff treat each other.

**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 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 and 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 bills are sent to parents only if they are requested.

### **Dropping Off and Picking Up Students Not in Extension**

Students who are not in Extension, may come to school between **7:30 - 8:00am**. Students at this time will place their backpacks on their class line and walk laps around the supervised schoolyard.

**Morning Drop Off:** There are two areas for student arrival. If you choose to “drop off” your child and not park your car, you will enter the church parking lot on the 14<sup>th</sup> Ave side entrance. A supervisor will be at this location to ensure students safely walk into the schoolyard. If you choose to park your car and walk your child onto campus, you must park on the 13<sup>th</sup> Avenue side of the school in the residential neighborhood. Entry for you and your child will be through the school’s main office doors on 13<sup>th</sup> Ave. **Students who are not in Extension may not be dropped off prior to 7:30, as there will not be proper supervision.** At 8am the morning bell will ring and students will line up in their designated class line.

**After School Pick-Up:** After school pick-up is the same as morning drop off. Students will line up in the supervised church parking lot for parents who choose to pull up without parking their car. Parents who choose to park their car and walk onto campus to get their child will park on the 13<sup>th</sup> Ave residential side, walk through the school office main doors, and retrieve their child. TK and Kindergarten parents need to refer to their TK/K Handbook for specific directions from their teacher for pickup from morning classes.

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.

### **Dropping Off and Picking Up Students who are in Extension**

Families who are enrolled in Extension will adhere to the following procedures:

**Morning Drop Off:** Morning Extension, from 7am-8am, will be held in the gym. Parents will park in the church parking lot located next to the gym. If your child is in afternoon kindergarten, and you are dropping your child off after 8am, please refer to the “after school pick-up” procedure below.

**After School Pick-Up:** The Extension program is located in the convent building. If you are dropping off or picking up your child from Extension between **8am and 6pm**, you will enter the parking lot on the far right side of 14<sup>th</sup> Ave, park your car, and walk through the keypad locked gate (you will be given the access code).

### **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 two days of the school year
- Parent/Teacher Conference Days
- The last day of school prior to Christmas vacation
- The last day of school (11am dismissal)
- Any other minimum day (check yearly calendar)

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

### **Extended Day Care**

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.

### **Emergency Cards / Emergencies**

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.

### **Field Trip Rules**

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 Mrs. Power 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.**

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](http://shieldthevulnerable.org)
- *School Volunteer Agreement (diocesan form)*
- *Field Trip Permission Form*

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's finance office.

#### **Delinquent Payments**

Delinquent accounts will result in the following:

- Students will not be admitted to school or extended care at the beginning of the school year, the beginning of any trimester, or the return from holiday breaks. Those dates are:
  - August 24, 2010 - Start of school and 1<sup>st</sup> trimester for Grades 1 to 8
  - August 30, 2010 - Start of school and 1<sup>st</sup> trimester for TK & K
  - November 19, 2010 - Start of 2<sup>nd</sup> trimester
  - January 3, 2011 - Return from Christmas holiday break
  - March 7, 2011 - Start of 3<sup>rd</sup> trimester
  - April 26, 2011 - Return from Easter holiday break
- Students will not be able to register for the following school year if the account is not current by the registration day.
- Students' report cards will be withheld until all payment is satisfied, including payment for damaged books, lost books, or textbook CDs.
- If a student leaves the school with an unpaid balance, and the family does not honor their commitment, the family account is referred to collections.

The administration is sensitive to family situations that result in financial hardship. Please contact the principal or finance manager 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.** 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.

#### **TMS Delinquent Accounts Cancellation**

In the event TMS, the school's tuition management service, cancels a family's installment payment account due to delinquent payments and/or returned items, the administration at St. Francis Elementary will require the remaining full current balance of tuition and/or extended care to be paid in order for the student(s) to continue. If there are any changes to a TMS account on behalf of the parent, an eleven business day leeway is required.

#### **Personal Check Policy**

Checks written to St. Francis Elementary for sports fees, drama club, field trips, lunch orders, etc. that are returned for insufficient funds or closed accounts will be assessed a \$20.00 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.

### **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 Days for Students**

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; sandals, flipflops, etc. are not allowed. Boots may be worn during winter weather.
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. 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 fund raising 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.

### **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, Edline, gives parents in grades 3-8 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. (continued on next page)

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  
**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

**Second through Eighth Grade** follows the diocesan grading scale below.

**DIOCESAN GRADING SCALE**

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

**M** Modified program - Academic program has been temporarily modified by the teacher with parental permission.

**Graduation**

Students' final grades must be a minimum of 65% in each of the seven core subjects to graduate from St. Francis Elementary School. Students with less than a 65% 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**

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 8<sup>th</sup> 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 Diocesan Department of Education:

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

### **Homework Policy**

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. Flashdrives/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 of Students**

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: ① a health care provider signs a note stating that the condition is not contagious and ② 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-Briggs Insurance Company. The school time plan benefits are:

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

- If the parents have other valid coverage, benefits will be reduced accordingly.
- \$15,000 maximum benefit for each covered accident.

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 and to gain library skills. 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 and Participation**

Parents are required to volunteer a minimum of 25 hours per family per year. Please refer to the Parent Participation Form which describes the numerous ways to become involved in our school.

All parents and guardians of students who attend St. Francis of Assisi Elementary School are automatically members of the Parent Club. Parents are highly encouraged to become involved in the the Parent Club and active in the School Advisory Committee. The bylaws and policies of both the Parent Club and SAC are available on the school's website: [stfranciselem.org](http://stfranciselem.org)

### **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, Masses, and 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
- 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     \*\*See “Discipline” section also\*\***

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, tape 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 which are expected to be followed by all students. Please see page # GI – 7

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.

### **Student athletes or students waiting for after school activities: Waiting For Practice**

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 (7<sup>th</sup> and 8<sup>th</sup> 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 call the Office or Extension. Our staff rule is to return all phone calls during weekdays within 24 hours. If your call isn't answered within that length of time, please alert someone in either 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 and Fee Schedule**

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

### **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.

## Uniforms and 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.*

All students enrolled in St. Francis of Assisi Elementary School must wear uniforms as described below. All uniforms are available for purchase at True Grits, 3600 Madison Avenue, Suite 56 (off Highway 80). Twill pants or shorts and white uniform shirts may also be purchased elsewhere. Students must be in uniform beginning the first day of school.

### ALL STUDENTS

- Solid white undershirts only (optional)
- **NO** unauthorized sweaters or sweatshirts are permitted in the classroom; Jr. High specified sweatshirts and St. Francis Club sweatshirts, per Mrs. Power's approval, are allowed. 8<sup>th</sup> graders may wear their high school-to-be sweatshirt after Easter break.
- School sweatshirt (available in the office)
- Mandatory Mass Day and Special Event Uniform must include a navy (dark) blue cardigan sweater, navy (dark) blue pull-over v-neck sweater, or navy (dark) blue pullover v-neck sweater vest. **NO SWEATSHIRTS are allowed at Mass.**
- St. Francis Spirit shirts may be worn on Fridays.

### GIRLS

- Grades TK - 3            Plaid jumper (no shorter than 3" above mid-knee front and back)
- Grades 4 - 8            Plaid skirt (no shorter than 3" above mid-knee front and back)
- All grades (optional) Plaid skort (no shorter than 3" above mid-knee)
- All grades (optional) Navy (dark) blue twill uniform long pants, or twill walking shorts (length must be just above the knee.).
- Uniforms must fit properly and modestly; no tight, "figure-fitting" clothes

### Girls, all grades

- **Shirts:** Solid white short-sleeved blouse with Peter Pan collar, white long-sleeved turtleneck, standard white short-sleeved or long-sleeved polo shirt; no designer logos. **Grades 7 – 8 may wear white or burgundy polo shirts**
- **Shoes:** Flat, closed, sturdy shoes with laces, Velcro, or buckles; any color, must be fitted and tied appropriately. No boots, sandals, slip-ons, ballet slippers, clogs, moccasins, or fad shoes.
- **Socks:** Solid white or navy (dark blue) only; anklets, crew, knee-highs or tights -- no stripes or decorations; **SOCKS MUST BE VISIBLE AT ALL TIMES;**
- **Leggings:** Footless, solid (no lace) white or navy leggings are acceptable as long as they 1) cover the ankle 2) are worn with socks of matching color.
- **Belts:** Girls in grades 4-8 must wear a solid navy, brown, or black belt when wearing shorts or pants that have belt loops

## **BOYS**

### **All grades**

- **Pants:** Navy (dark) blue twill uniform long pants, or twill walking shorts (length must be just above or at the knee.)
- **Shirts:** White short or long-sleeved knit polo shirt, or long-sleeved turtleneck shirt. **Boys in grades 7 and 8 may wear white or burgundy polo shirts.**
- **Shoes:** Flat, closed, sturdy shoes with laces or Velcro; any color, must be fitted and tied appropriately. No boots, sandals, slip-ons, clogs, or fad shoes.
- **Socks:** Solid white or navy only -- no stripes or decorations; **SOCKS MUST BE VISIBLE AT ALL TIMES**
- **Belts:** Boys in grades 4-8 must wear a solid navy, brown, or black belt
- Boys must wear uniforms that fit appropriately; no sagging shirts or pants

### ***General Appearance for all Students***

#### **Students will:**

- have school and PE shirts tucked in during the school day while in the school building and in church.
- wear their uniform (regular and PE) in a neat and clean manner; no holes, cut, or torn clothing, or “decorated” with words, designs, or hand-drawn pictures
- not wear make-up
- not wear colored nail polish (clear nail polish is acceptable)
- not have unnatural hair dye or bleached hair
- keep hair styles neatly groomed and maintained. **Boys must have hair neatly trimmed. (Hair must be above the collar, above the bottom of ear lobes, and above eyes.)** No fad haircuts such as mohawks or shaved designs.
- be clean shaven (boys, when applicable)
- wear baseball caps (when applicable) in the proper, traditional manner on the playground

#### **Jewelry**

Girls may wear post earrings only. Boys may not wear earrings. Students may wear wrist watches; they are discouraged from wearing expensive watches. One rubber bracelet, promoting a positive cause (such as the yellow Livestrong bracelets) may be worn. Students may only wear necklaces of a religious nature, such as crosses or medals which have a simple chain. The school is not responsible for lost jewelry. **No other jewelry is allowed.**

#### ***PE UNIFORM***

PE uniforms are required to be worn by all students, K-8, on given PE days. PE uniforms are available for purchase in the school office. **Properly tied, non-black soled athletic shoes are mandatory on PE days.**

### **Visitors or 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](http://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.**

# **Policy Statement**

## **Prevention of Bullying at St. Francis of Assisi Elementary School**

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.

### Definition of Bullying:

"A student is being bullied or victimized when he/she is exposed repeatedly and over time to negative actions on the part of one or more students." (Olweus, 1993, p.9)

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 an awareness among school staff, students, and parents/guardians that bullying is a behavior which 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.