

WELCOME TO ST. FRANCIS OF ASSISI CATHOLIC ELEMENTARY SCHOOL!

August 2011

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 2011 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,

Cheryl Ramirez
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

School Address

2500 K Street, Sacramento, CA 95816

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
(**except the 1st Friday of every month**)
TK and Kindergarten’s Friday schedule is:
AM Session 8:00-10:30
PM Session 11:30-2:00

Minimum Days **Every First Friday of each month**
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
1st, 2nd 11:30-12:10
3rd, 4th, 5th 12:00-12:40
6th, 7th, 8th 12:45-1:25

Office Hours:

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

ST. FRANCIS STAFF LIST 2011-12

Administration

Fr. Anthony Garibaldi, OFM, **Pastor**
Mrs. Cheryl Ramirez, **Principal**

Administrative Support Staff

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

Teachers

Nicki Powell, **Transitional Kindergarten**
Jessica Donaldson, **Kindergarten**
Roni Crandall, **First Grade, Vice Principal**
Michael McCrimons, **Second Grade**
Renee Neal, **Third Grade**
Dan Reynoso, **Fourth Grade/Spanish 4 and 5**
Mary Newman, **Fifth Grade**
Sharon Pressburg, **Sixth Grade, Performing Arts gr 5-7**
Heather Emery, **Seventh Grade**
Jan Stefanki, **Eighth Grade**
Chiara Adamo, **PE/ Co-Athletic Director ***
Kelli Albers, **Resource Teacher**
Mary Avila-DaRosa, **Spanish gr 7-8 and Math gr 5, 6, 7**
Sheryl Cecchetti, **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**
Lolita Herrera, **Spanish, gr 1-3**
Stefan Wenk, **Technology**

Aides

Molly Artru, **Teacher Aide, First Grade & Monday Office Aide ***
Rob Chilimidos, **Teacher Aide, Third and Fourth Grade**
Tyler Crandall, **Teacher Aide, Kindergarten**
Joyce Grahn, **Teacher Aide, Transitional Kindergarten**
Diane Kewin, **Teacher Aide, Second and Fourth Grade**
Stephanie DeBenedetti-Emanuel, **Teacher Aide, Eighth Grade and Religion/Music**
Ruth Pierroz, **Teacher Aide, First, Fifth, and Sixth Grade**
Todd Piscopo-Williams, **Teacher Aide, Seventh Grade**

Counselor

Arlene Gonsalves

Custodian

Roy McKnight

Extension Program

Patti Sanchez, Director

Chiara Adamo*

Polo Adamo *

Elaine Blaine

Shirley Brousseau

Harriet Coster

Joyce Grahn

Dawnra Hodges

Connie Laborin

Marc Leyva*

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 25th 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 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 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 affect 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. 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.

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.

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.

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.

Communication

On the first Wednesday of each month, 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.

Email blasts will also be sent to all parents with updated information and news throughout the month. Parents are always encouraged to frequently check our website for Wednesday Envelope news and updated information, also. Our website is **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
- Computer Skills
- Language Arts (reading, spelling, grammar, writing skills, and handwriting)
- Library Skills
- Mathematics
- Performing Arts (drama, choir, music, and speech)
- Phonics
- Physical Education
- Religion
- Science and Health (includes AIDS education, Family Life education)
- Social Science
- 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

Morning Drop Off: All students may be dropped off in the front of the school (25th St.) anytime between **7:40 and 8:00am**. 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, 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: Students in grades K-5 are dismissed at 3:00, and in grades 6-8 at 3:15. Parents may park or drive up to the front of the school to collect their child. 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 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)
- **Every First Friday of the month**

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 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.**

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*

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.

The administration is sensitive to family situations that result in financial hardship. Please contact the principal or finance manager 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 23, 2011
 - Start of school and 1st trimester for TK & K—August 29, 2011
 - Start of 2nd trimester—November 18, 2011
 - Return from Christmas holiday break—January 3, 2012
 - Start of 3rd trimester— March 6, 2012
 - Return from Easter holiday break—April 16, 2012
 - Final installment payment due date—May 15, 2012
- Students will not be allowed to participate in extracurricular activities
- Students may not attend school events
- 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, the family account is referred to collections.

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 TMS, the school's tuition management service. The school provides the TMS enrollment form at the time of registration. Families who need to make changes to their TMS automatic withdrawals, must contact the school finance office to do so and must not make special arrangements through TMS.

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.

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 \$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.

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. 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, 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%	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
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 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 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 loose 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. A minimum of ten of these hours **MUST** be manually worked hours on our fundraisers, five hours by Dec 2011 and five hours by May 2012 (five hours must be worked on either the BBQ, Jog-A-Thon, or See's Candy Sale, and five hours must be worked on the Pancake Breakfast, Crab Feed, or Auction.) 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

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 (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 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 the principal's approval, are allowed. 8th 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. 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.