



ST. FRANCIS OF ASSISI ELEMENTARY SCHOOL

Diocese of Sacramento

*PARENT/STUDENT  
HANDBOOK 2024-2025*



# ST. FRANCIS OF ASSISI

ELEMENTARY SCHOOL • EST. 1895

August 2024

Dear St. Francis Community,

Welcome to the 2024-2025 school year at St. Francis of Assisi Elementary School. It is amazing that I am now entering my eleventh year with all of you here at St. Francis. We are truly a blessed community and we are looking forward to another great year.

The 2024-2025 *Parent-Student Handbook* outlines the policies of St. Francis and the values we embrace. Please read the document carefully, paying close attention to the updates listed below, sign the agreement that is part of the Summer paperwork and return the signature page to the school. Your signed agreement indicates that you intend to follow the policies of St. Francis as we work together to foster character development and grow in faith, academics and the Franciscan tradition. Although much of the information is the same, we have highlighted a few areas to read over and familiarize yourselves with.

1. **Uniform and Dress Code Policy** – *No non-SF sweatshirts to be worn at any time other than free dress days... please be mindful of the sweatshirt your child is wearing to school. On days of inclement weather, any type of jacket maybe worn to keep our kids warm and comfortable, inside and outside.*
2. **Business / Finance** – *Annual updates to financial policies, especially in terms of Extension and late pick-up policy.*
3. **Smart Watches** – *Please, do not text your child during the day on their watches or phones. If you need to get a hold of your child, please contact the office. There are times that students must absolutely get a hold of their parents, we ask that they go to the office to use the phone. If it is urgent, they may ask permission from a staff member to call or text via their watches or phones.*
4. **Parent Hours** – *Although nothing is changing in particular this year, we want everyone to be aware the particulars around the annual 25 Parent Hours will be updated for next year. Some of the difficulties over the past few years has been volunteer participation at major events, scrambling for people to help, numerous emails, and the same folks jumping in. I know that lack of volunteerism has not been intentional, and in many respects, we can chalk this up to lack of time, the thought that "I'm sure they have people already, and/or things just get lost or forgotten about in the hectic pace that is life. There will be more news to follow as we get closer to registration.*

Let us together, throughout the year, continue to serve others and one another with compassion, consideration, respect and kindness. As we serve others and strive to achieve our SLEs, we cultivate a better humanity and strengthen our Franciscan, Catholic leadership in our school and parish community.

On behalf of Bishop Rey and the entire faculty and staff, we look forward to working with you to promote our Franciscan tradition, Catholic faith, and community vibrancy. In the spirit of St. Francis and St. Clare, let us pray the God will continue to help us thrive, inspire and love... *Together!*

Sincerely,

Ivan M Hrga  
Principal

**The Prayer of St. Francis**

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

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

Amen.

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## SCOPE OF THIS HANDBOOK

Enrollment at St. Francis of Assisi is a privilege. Ongoing student status is subject to the schools, academic and behavioral standards, which may evolve and change over time. Decisions regarding academic matters (including, but not limited to the issuance of grades), student discipline, and an individual's continuing status, as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families and understanding what school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

## PARENT/STUDENT HANDBOOK AGREEMENT

By enrolling a student in St. Francis of Assisi, parents, guardians, and students agree that they have received and reviewed the current version of the school's parent/student handbook, and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during the time of enrollment.

By enrolling a student at St. Francis of Assisi, parents/guardians and students also understand and agree, that St. Francis of Assisi has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The parents/guardians and students agree to comply with the standards of conduct set forth in the Handbook, to support the policy and procedures, contained, therein, and to cooperate fully with St. Francis of Assisi, and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

## RIGHT TO AMEND

St. Francis of Assisi reserves the right to amend or waive provisions of this handbook, when deemed necessary by the principal. The principal reserves the right to wave and/or deviate from any and all disciplinary regulations for just cause at his discretion. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parent/guardian and students will be notified in a timely manner. This handbook exists to foster the efficient operation of St. Francis of Assisi. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. The handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances, may a parent/guardian excuse a student from observance of the policies, rules, and regulations of St. Francis of Assisi. If the parent/guardian expects the student to remain in good standing with the school.

## GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at St. Francis of Assisi on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory, academic, standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school, and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be “good standing”. A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty, and the policies and procedures, outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative, personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

## CONDITION OF ENROLLMENT for PARENTS/GUARDIANS

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

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student and meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians are expected to respectfully express any concerns about the school operation and its personnel to the appropriate school or diocesan authority. They are further expected to avoid doing so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. Finally, it is the school’s expectation that students and parents will avoid making such comments publicly, including any public forum or on any form of social media.
3. Parents/guardians and students are expected to not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter(X), GroupMe, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento, and St. Francis of Assisi. This includes expressing displeasure with the school administration, or with a teacher, staff, member, student, or any authority at St. Francis of Assisi, and/or parish in regards to (but not limited to) a policy, homework, assignments, or any school-related program. Parents/guardians and students should carefully review policies on “Communication” including email and the entire section entitled “Information and Communication Technologies Policies”.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves.

If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.

5. These expectations for students and parents/guardians apply to activities on and off campus including, but are not limited to, all student, school-sponsored programs and events (e.g., extended care, licensed child care programs, athletics, field trips, etc.) as well as to inter-personal conflicts among students or parents.
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting expectations regarding the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the schools, principles and policies will normally result in a verbal or written warning to the student, and/or parent/guardian. For serious violations of the schools, principles and policies, the school's response may be to take disciplinary actions up to, and including the requirement to withdraw from the school (e.g., suspension of a student, suspension of parent/guardian privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).
7. The school reserves, the right to determine, in its discretion, when conduct is of such a severe nature, as to warrant immediate disciplinary action without a warning or prior communication.

#### PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between stakeholders (students, parents, teachers, administration), a conference will be arranged by school staff with the appropriate parties. The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of dispute resolution is to involve a vice-principal or dean of students, if applicable. The vice principal or dean of students will hold a conference with the parties listed previously.
- The final stage of dispute resolution at the school level is to involve the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases and to work collaboratively to resolve the differences that caused the conflict. If irreconcilable

differences remain, however, and a decision regarding the dispute is necessary, the principal will render a final decision.

- Such conferences to resolve conflict, including phone and virtual conferences (e.g., Zoom), may only be attended by appropriate school personnel and by parties involved *directly* in the conflict (e.g., parents and guardians). The conference may not take place if other visitors (relatives, friends, etc.) or legal counsel are present, nor may the proceedings be recorded without the express consent of the principal.
- In the event that irreconcilable differences remain, the parties may seek the involvement of the Catholic School Department through the Regional Director, but only after all steps above have been followed. The Catholic School Department will address the dispute according to its procedures in effect at that time.
- Local advisory commissions (CSAC), or School Boards, or parent organizations are NOT part of this dispute resolution process.
- At all times during the dispute resolution process, the expectation is that differences and concerns, as well as steps in the process to resolve them, will not be made public in any way (e.g., social media, other media, etc.).
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, as well as the process to resolve any conflicts, the principal will recommend/require that the parents transfer their child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it from affecting the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## ABOUT ST. FRANCIS OF ASSISI

### MISSION STATEMENT

In the spirit of St. Francis of Assisi, we are in inclusive school community that attentively nurtures love, understanding, faith, knowledge, and individuality.

### VISION STATEMENT

To be a thriving Franciscan community of loving, humble and compassionate learners that celebrate, cultivate and embody joy, worth and dignity in our world.

### PHILOSOPHY STATEMENT

St. Francis of Assisi Elementary School is the educational ministry of the St. Francis of Assisi Parish that is dedicated to our Catholic tradition and the values of inclusivity, love, understanding, faith, knowledge, and individuality. In the footsteps of our patron saint, we strive to be a community that nurtures the whole child, builds relationships, and maintains our place in Sacramento. As a community, we partner with one another for the well-being of every student, spiritually, academically, emotionally, socially, and physically. We are called to inspire and develop internationally minded young people who recognize our common humanity, care for God's creation, and embody peace for our world. Walking the path of St. Francis, we continue to spread his legacy to Love, Inspire and Thrive, *Together*.

### IN THE SPIRIT OF ST. FRANCIS OF ASSISI

**INCLUSIVITY:** St. Francis is a Franciscan community based on acceptance and inclusion. We are a diverse place of belonging, trust and working together. Our community is one of hospitality, that begins at our front doors and extends well beyond into a world that is greater than ourselves. Our community is the basis of charity, service, and compassion.

**Love**  
**Understanding**  
**Faith**  
**Knowledge**  
**Individuality**

## STUDENT LEARNING EXPECTATIONS (SLEs)

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

#### **SPIRITUAL**

Understands Franciscan, Catholic faith  
Demonstrates and reflects Gospel values  
Shows a love of God, others and self  
Actively participates in prayer celebrations

#### **ACADEMIC**

Demonstrates a curiosity, inquiry and respect for learning  
Actively solves problems and thinks critically  
Is knowledgeable and shares gifts and talents

#### **RESPECTFUL**

Models the charism of St. Francis  
Cares for God's creation  
Is open minded and practices good citizenship  
Appreciates diversity and uniqueness

#### **PRINCIPLED**

Makes Christ-like decisions  
Practices self-discipline  
Owns his/her choices  
Is honest and trustworthy

#### **CONFIDENT**

Balanced and recognizes self-worth  
Communicates, leads and cooperates  
Embraces challenges  
Takes risk and perseveres

## **St. Francis Virtues**

### **Faith**

A divine belief and hope in God and all that is unseen with a sense of trust and love that good will prevail.

### **Hope**

Optimism for the future and desire for the betterment of ourselves and community.

### **Charity**

Sharing love and kindness towards all of God's creation. No matter the question, the answer is always "LOVE."

### **Wisdom**

Seeing through the eyes of God and others to develop empathy, open-mindedness, and knowledge.

### **Understanding**

Appreciate and acknowledge what really matters

### **Knowledge**

To make good decisions, learn, grow, and share faith and insights with others.

### **Justice**

Will fight for fairness and equity for all God's creation. Walk the "right path."

### **Courage(Fortitude)**

To face challenge and opposition for the sake of all that is good.

### **Simplicity**

The grace to live as God intended for us, without want, nurturing peace.

### **Poverty**

Be humble in spirit, action, and thought for the betterment of others.

### **Humility**

Understand, appreciate, and respect that all gifts come from God.

### **Obedience**

Do what is right and asked for with love.

### **Generosity**

Willingness and divine motivation to give to and help others.

### **Gratitude**

Thankful with all our heart and soul.

### **Kindness**

The ability to express, recognize, and provide the needs of others.

### **Respect**

Understand the care for the dignity of all people and self.

### **Patience**

Calm, respectful, and understanding in all situations.

### **Perseverance**

Have faith and courage even when times and tasks are difficult.

**Honesty**

Speak and act truthfully no matter the cost.

**Prayerfulness**

Listening and talking to God

**Hospitality**

Gracious and welcoming to others.

**Inclusivity**

Care, acceptance, and love of all.

**The Prayer of St. Francis before the Crucifix**

Most High glorious God,  
Enlighten the darkness of my heart.  
Give me right faith, sure hope, and perfect charity.  
Fill me with understanding and knowledge  
That I may fulfill your command.

## HISTORY

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

Currently, St. Francis of Assisi Elementary school is a transitional-kindergarten (TK) through eighth grade school with an extended day service. The educational services provided seek to address the needs of children and families. We have programs to meet the spiritual, intellectual, emotional, social, and physical needs of our students. The staff at St. Francis have 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.

## SCHOOL CREST

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

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

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

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

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

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

## ACCREDITATION

St. Francis of Assisi enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These associations are non-governmental, and nationally recognized organizations whose members include elementary schools

through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve at stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

## NONDISCRIMINATION POLICY

St. Francis of Assisi, and the Diocese of Sacramento, mindful of the primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and/or ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at this school. St. Francis of Assisi in the Diocese of Sacramento does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education, policies, scholarships and loan programs, and athletic, and other school administered programs. For purposes of this policy, the term “sex” means the physical and biological presentation of the child’s sex at birth without regard to gender identity or gender transition or affirmation.

## SCHOOL STRUCTURE AND ORGANIZATION

### BOARD OF DIRECTORS

Catholic Schools Association of Sacramento (CSAS), a fiduciary board of directors made up of Catholic laity under the governance of the Bishop of Sacramento, supervises the Catholic School Department (and specifically the superintendent) in the delivery of the bishops' vision for Catholic education. The CSAS board has no direct supervisory or managerial role over individual schools.

### CATHOLIC SCHOOL DEPARTMENT

The Catholic school department (CSD) endeavors to support the mission of the Diocese of Sacramento in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSD is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The CSD is comprised of an Executive Director (Superintendent), a Chief Academic Officer (Associate Superintendent), a Director of Professional Development and Leadership Formation (Associate Superintendent), Regional Directors (Associate Superintendents), a Schools Financial Officer and financial team, a WCEA Commissioner, a Project Manager, an IT and Marketing Coordinator, an Advancement Team and an Administrative Assistant.

### EXECUTIVE DIRECTOR (SUPERINTENDENT)

The Executive Director oversees the entire program of the CSD.

### REGIONAL DIRECTOR (ASSOCIATE SUPERINTENDENT)

A Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento and works as a liaison between the Pastor, Principal, and the CSD.

### PASTOR

The Pastor is the ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor, the head of the parish; he is also responsible for all educational ministry programs within the parish. Just as the Bishop delegates school related responsibilities to the Superintendent, so does the pastor delegate the administration of the school to the Principal and the Regional Director.

### PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

## PRINCIPAL

The school principal is delegated by the pastor and the CSD to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved, curricula and mission of St. Francis of Assisi.

## ASSOCIATE PRINCIPAL

Principals are encouraged to appoint and train an Associate Principal to operate the school in the absence of the principal, and to assist the principal in the supervision and administration of the school in areas delegated by the principal. The school vice/assistant principal works closely with the principal, supporting his/her educational leadership, helping in the management of the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Catholic learning environment that meets the approved curricula and mission of the school.

## ADMINISTRATIVE TEAM

The administrative team is comprised of the principal, associate principal, director of finance, vice principal, and two members of the faculty. The functions of the administrative team include assisting in the principal in specific delegated functions and receiving suggestions from teachers, and presenting them at regular administrative, or faculty meetings.

## FACULTY AND STAFF

The faculty and staff are selected by the principal in consultation with the pastor and the CSD. A directory of faculty and staff may be found on the school website.

## CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC)

The local Catholic School Advisory Council (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the principal to fulfill the CSAC's consultative responsibilities regarding the schools, Catholic identity, parent, engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

## **Admission, Registration, and Financial Policies**

### **PARTNERSHIP of SCHOOL and Family**

St. Francis of Assisi works with the parents in the faith formation of their children and continues the value development begun at home. The school, however has a mission to carry out the educational ministry of the parish and diocese as a Catholic School and to form students in the Catholic faith. All students are expected to participate fully in religion classes and other faith formation activities subject to the restrictions by the Church.

Acceptance to St. Francis of Assisi is a privilege, not a right. Parents have a right to apply to St. Francis of Assisi for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into St. Francis of Assisi is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### **ADMISSION PRIORITIES**

The order of priority for acceptance to St. Francis of Assisi follows:

1. Continuing students in good standing at St. Francis of Assisi who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending St. Francis of Assisi
3. Siblings of non-Catholic families attending St. Francis of Assisi
4. New Catholic Families
5. New non-Catholic families

### **PROBATIONARY ADMISSION**

All students are admitted to St. Francis of Assisi on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

## AGE for ADMISSION

- A child may be admitted to Transitional Kindergarten who is 4 years of age before the first day of school of the current year; these children do not yet meet the age requirement of the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to kindergarten who is 5 years of age before the first day of school of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.

## DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, biological sex at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

## PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file. The principal may grant permission to extend this to 90 days after entrance.

The school will require all children to submit proof of having received a health assessment during 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

## IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

- The school expects all new and continuing students to be immunized according to current California guidelines (a good reference can be found at [www.shotsforschool.org](http://www.shotsforschool.org)).
- Continuing students who are not in compliance (missed dose, new grade span, etc.) must have immunizations up to date within 30 days of notification or they may not attend school.
- Medical exemptions for enrollment may be considered on a case-by-case basis, provided the family has complied with state law on that topic. Medical exemptions can only be issued through the CA Immunization Registry Medical exemption website of the CDPH (CAIR-ME) by physicians licensed in California.

- The school reserves the right, at the sole discretion of the principal (in consultation with the pastor), to deny admission to any student who is not fully immunized, even if there are qualifying medical grounds for exemption from the immunization requirement.
- Under California law, personal exemptions have been phased out and are no longer allowed.
- Questions regarding immunizations should be directed to the principal.
- In addition to vaccines required for school entry, the CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.

## APPLICATION PROCESS

New student applications are accepted online on the school website beginning in January and require a non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance. All admission details can be found on the school website.

## APPLICATION INTERVIEWS, TESTING, or SCREENING

All admission details can be found on the school website.

## FINANCE

### REGISTRATION FEE

This fee helps to offset various costs including standardized testing, student insurance, a student planner, and textbook use, some classroom costs, FACTS enrollment fee and diocesan student assessment fees.

- A non-refundable registration fee for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is mid-March, 2023; priority status for any student is forfeited if the registration fee is not received by the due date, and a late fee of \$50.00 per child will be assessed.
- All financial obligations for the previous school year, including fees due to the Extended Day Program and extra-curricular, co-curricular programs, parent-hour and fundraising requirements must be paid in full before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at St. Francis of Assisi.
- Families who complete their 25 Family participation Hours of service for the current school year are eligible to receive a \$100 Registration Fee Discount per student upon registering for the following school year. Families are responsible for reporting their hours online prior to registering.

### TUITION

Tuition rate:

1 child in school	\$7315 per year
2 children in school	\$14,630 per year
3 children in school	\$21,945 per year
4 children in school	\$21,945 per year

## OTHER FEES

Graduation Fee - \$100

Return Item Charge - \$35

## TUITION COLLECTION

All payers of tuition and/or extended care are required to sign a School Financial Agreement and are required to enroll in a payment plan with FACTS, the school tuition management service, authorizing payments by automatic withdrawal from a checking or savings account or automatic credit card charge. FACTS will assess a 2.95% Service Fee for each credit card payment. The school provides the FACTS enrollment information at the time of registration. Payers, who need to make changes to their FACTS automatic withdrawal dates or payment schedules, must contact the school Finance Office. If the family's FACTS account becomes inactive due to returns or is cancelled due to inaccurate account information, it is the family's responsibility to make corrections and address any needed changes within one week of the problem. If tuition and/or extended care payments are divided between parties, both parties share the financial obligation made to the school.

Schools may charge fees in addition to tuition for provided services (e.g., technology fee, graduation fee, etc.). Fees may NOT be imposed as penalties with the exception of a penalty on the registration fee for unserved parent hours.

It is a requirement that ALL families be registered in the FACTS Management Company, even if the family prefers to make cash payments. The school office can assist families in establishing an account with FACTS.

## PARENT SERVICE HOURS GUIDELINES

The following is based on mandatory parent hours and fundraising:

1. Parents CANNOT buy out service hours. Dollar amounts cannot be affixed to service hours. If parents don't complete them, there are 2 options only:
  - Schools can assign a high registration fee for the next year.
  - Schools can charge a higher tuition rate for the next year.
2. The principal will determine what constitutes the completion of a parent hour; the criteria may include on-site work projects, off-site projects, off-site service, in-kind or non-monetary donations registered by the school for fundraising events, general supplies, etc.
3. Parents CAN buy out fundraising dollar requirements (but the school must separate these out from service requirements). For example, parents can purchase \$4,000 in scrip OR pay \$XXXX instead (an average of whatever that profit would have been). Additionally, parents could donate an item to a fundraising event (i.e., auction) with an agreed upon monetary value. (see website volunteer/Family Participation Forms)

## FINANCIAL AID

### **FACTS Financial Aid Information**

Financial aid, based on demonstrated need, is available for **registered students** attending St. Francis of Assisi Elementary. Applications are processed through **FACTS Grant & Aid Assessment**, the schools' tuition data service. Information provided by FACTS is confidential and reviewed by the Principal and Director of Finance in determining awards. Grant amounts are subject to the funds available through designated scholarships, bequests and the generosity of individual donors.

Financial aid applications for the upcoming school year are accepted beginning February of the current school year. Awards are granted and all monies are dispersed by May 31<sup>st</sup> for the following school year. Applications continue to be accepted throughout the school year and will be considered should further funds become available.

For more information regarding financial aid and how to apply, please visit the school website. Parents > Forms & Resources > FACTS – FACTS Financial Aid Information.

## COST of EDUCATION

Each year St. Francis of Assisi faces the challenge between tuition charged and the actual cost to educate each student. Parents who wish to donate toward bridging the gap in costs are encouraged to donate to the St. Clare Education Fund. 25% of all funds donated to the St. Claire Education Program are applied toward Financial Aid, with the remaining 75% going toward educational programs.

## OTHER ENROLLMENT REQUIREMENTS

Families who receive a Registration Fee Discount agree to fulfill the following additional commitment(s):

- 25 Family Participation Hours minimum total per family.

## WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the Principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

## FINANCIAL POLICY

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

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

### **Registration Fees are non-refundable**

### **Delinquent Payments**

Delinquent accounts will result in the following:

Students will not be admitted to school or extended care on the following dates:

Start of school and 1<sup>st</sup> trimester for Grades 1 to 8 – August 14, 2024

Start of school and 1<sup>st</sup> trimester for TK & K – August 19, 2024

Start of 2<sup>nd</sup> Trimester – November 8, 2024

Return from Christmas holiday break – January 6, 2025

Start of 3<sup>rd</sup> trimester – March 3, 2025

Return from Easter holiday break – April 28, 2025

Final installment payment due date – May 20, 2025

- Students will not be able to register for the following year if the account is not current by the registration day.
- Students with damaged books, lost books, textbook CDs, or Chromebooks will be charged at the replacement cost and will not be allowed to return to school until the balance is settled.
- If a student leaves the school with an unpaid balance, the family account may be referred to collections.
- If an 8<sup>th</sup> grade student leaves the school with an unpaid balance, the high school the student will be attending will be notified.
- In the event FACTS, the school's tuition management service, has a family's installment payment returned for a third time due to insufficient funds or account closure, the administration at St. Francis Elementary may require the family to pay the remaining full current balance of tuition and/or extended care in order for the student(s) to continue.
- Delinquent tuition/extension payments made to the school are subject to additional school service fees, as well as any outstanding FACTS service fees.

## Delinquent Tuition and Fees Payment Policy – Diocesan Policy

The purpose of this policy is to outline the need for timely payment of tuition and other related fees for our Diocesan schools. Diocesan financial policies are based on a need to maintain a strong financial foundation at each diocesan school. If unforeseen financial difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, our diocesan schools strive to work with families. However, each diocesan school must maintain adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration:

### 30 Days Past Due

The family will receive written notification from school administration that their account is past due along with a copy of this policy.

The family must contact school administration within five business days of receipt of the past due notice to remedy the situation.

### 60 Days Past Due

The family will receive written notification from the principal that their account is past due along with a copy of this policy. At a minimum, students will not be permitted to participate in athletic activities or other extra-curricular until payments are current or an alternate payment plan is submitted by the family and approved by the principal. At the principal's discretion, students are subject to dismissal from the diocesan school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

### 90 Days Past Due

The family will receive written notification from the principal and the school's regional director that their account is past due along with a copy of this policy.

Students will be dismissed from the diocesan school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current. Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.

Unless an alternative payment is submitted by the family and approved by the principal, delinquent accounts: i) will be turned over to a collection agency; ii) will appear on a family's credit report; and iii) may be pursued in civil court.

## Families of Eighth Grade Students with Delinquent Accounts – Diocesan Policy

All outstanding student balances for eighth grade students must be paid by the date of graduation ceremonies of that academic year or families must submit an alternative payment plan that is approved by the principal. Eighth grade students with past due balances will not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

### Payment Plan Options

Families are required to sign a financial agreement to select a payment plan option, and are required to have an account with FACTS, the school's tuition management service account. Families who choose installment payments must remit using automatic payments, (automatic fund transfers) through FACTS. The school provides the FACTS enrollment information at the time of registration. Families who need to make changes to their FACTS automatic withdrawal dates or payment schedules, must contact the school Finance Office. If a family's FACTS account becomes inactive due to returns or is canceled due to inaccurate account information, it is the family's responsibility to make corrections and address any needed changes **within one week** of the problem.

### Rearrangement of Payment Dates

Payment dates for a chosen FACTS plan must be decided at registration when the payment plan is set up. If a special one-time situation is needed to rearrange a payment date, then the Finance Office must be contacted to do so. Rearranging payment dates is a courtesy to our families and may not always be possible. **Repeated rearrangement of payment dates is not allowed.** Monthly installments are to be withdrawn on a regular basis at the same time each month.

### Personal Check Policy

Checks written to St. Francis elementary for sports fees, drama club, dance club, field trips, registration fees, lunch, etc. that are returned for insufficient funds or closed accounts will be accessed a \$35.00 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. ***Postdated checks will not be held; all checks will be deposited the day of receipt.***

### Classroom/School Money Collections

All monies collected for any school related activity in the classroom or outside of the classroom must be brought to the Finance Office on a daily basis. Daily and cumulative totals are always available by request. Collections for teachers' gifts, class parties, and end of the year celebrations, etc. must follow school procedure and be sent to the Finance Office.

Funds may be solicited from parents for classroom and other school activities only if preapproved by the Teacher, and the principal or Director of finance. All monies (cash and checks) must be collected in the classroom and sent directly to the Finance Office on a daily basis. **No monies (cash or checks) may be collected by individuals or held outside the school.** No Venmo, personal accounts, or other methods of collection by parents is allowed.

#### Accepted Methods of Payment

Visa, Mastercard, and bank debit cards are accepted methods of payment for school related costs such as lunch orders, field trips, classroom collections, etc. However, due to the steep increase in credit card service fees charged to the school, parents are encouraged to pay with cash or check.

#### Reimbursements

Parents that are asked by the teacher or an event chair who have obtained approval by the principal or Director of finance to purchase items for the classrooms, events, class parties, and other school functions, may be reimbursed by completing a purchase order (available in the school Finance Office). **Original receipts are required**, and reimbursement is only available up to two (2) weeks following the end of the event. Receipts received after two (2) weeks will be considered a donation. (See Room Parent guidelines)

#### 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 Director of finance. Refund requests must be received within two weeks after the first meeting or practice. After two weeks, no refunds will be given.

#### Before and After Pick Up

Students not in extension who are dropped off at school prior to 7:40 AM, and students not in extension who are picked up 20 minutes after dismissal time, will be charged \$25/per student/per occurrence. Charges will be added to FACTS for immediate payment.

## Payment of Major Field Trips – Grades 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>

Payment for the major field trips is charged and scheduled through FACTS Payment Accounts. Once costs have been determined, a letter with specific payment amounts and dates will be emailed to parents.

**Method of Payment:** Charges will be divided into two (Sly Park) to three (Nature Bridge) payments and scheduled to automatically withdraw or charge to your online FACTS account with due dates in Sept. & Oct. (Sly Park) and Sept., Oct., & Nov. (Nature Bridge)

**Two-Parent Households:** If both parties are equally financially responsible, the partial amount due will be divided in half between each parent.

### Alternative Payment Options

**Payment in 1 Payment:** If you prefer to pay in full with one payment, the total amount will be scheduled to withdraw from your FACTS account on a pre-determined due date.

**Payments Made at the School:** Check or credit payments can be made directly to the school. Payments may be paid in full or partial amounts. **In order to avoid an automatic withdrawal, please notify Lynda in the finance office at least 1 week prior to the scheduled pull date that you will be paying directly. At least 1 week leeway *before* the due date is needed in order to prevent the bank pre-note.** Once the charge is pre-noted with the bank, we are unable to retract it.

**Alternate Payment Dates:** Parents are given the option to make alternate payment arrangements by contacting the Finance Office directly.

**Donations:** The intention is for all students in a class to attend the field trips. Student scholarships are greatly appreciated by families needing assistance. **To donate toward the cost of a child attending, please email the finance office.** You can choose to have the additional amount applied to your FACTS account for an automatic withdrawal or if you prefer, you may send a check for your donation.

### Scheduled Major Field Trips

Grade 6 – Sly Park	Date: Oct. 14-18	Cost: Approx. \$270 per student
Grade 7 – Nature Bridge	Date: Sept. 25 – 27	Cost: Approx. \$470 per student
Grade 8 – To be Determined		

## **Extended Care Program**

The Extended Care Program at St. Francis of Assisi provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary daycare in a Christian environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program, which is only available to students enrolled at St. Francis of Assisi for an additional fee.

### **HOURS and DAYS**

The extended care program is available before school from 7 AM to 7:40 AM (breakfast is available from 7 AM to 7:30 AM) and after school from 3:15 PM to 6 PM. The extended care program operates only on regular school days and teacher in-service days and is not available on holidays, vacations, or in the summer months, (except during summer school if offered).

### **MINIMUM DAYS**

The extended care program is available on minimum days from 12 PM to 6 PM for children enrolled in the program. Minimum days are included in monthly rates.

### **TK and Kinder siblings**

Transitional kindergarten students with a 1:30 PM dismissal and kindergarten students with a 2:30 PM dismissal, who have a sibling not enrolled an extension in grades 1-8, may stay in extension at no cost. This courtesy is extended as long as the students are picked up promptly at the dismissal time of the older student. This program is offered free of charge as a courtesy to our students and families. If additional time is needed, then students may enroll an extension or other arrangements must be made.

### **MONTHLY PAYMENT PLAN**

The monthly payment plan is designed for families who know they will be using the extended care program on a regular basis. Rates are calculated using 180 academic days. Credit is not offered for unused days, absences, or on days that the extended care program is closed. All contracts are handled through FACTS. Extended care may be paid for in full or in monthly installments. Monthly installment arrangements may be made in the finance office.

- Full time Grades TK – 8 \$3750 per year
- Part time Grades TK – 8 \$2,950 per year

## Extension Options

**FULL TIME** Extension includes mornings as early as 7:00am and after school care up to 6:00pm on all school days.

**PART TIME** Extension includes mornings as early as 7:00am and after school care up to 4:30pm on all school days

### **After School Late Pickup**

Students not enrolled in Extension who are picked up late beyond 20 minutes of dismissal time will be charged \$25 per student/per occurrence. If late pickup becomes repetitive, parents will be contacted to discuss enrolling in extension or other options.

**EMERGENCY EXTENSION-** \$25 per day, per student. Includes mornings as early as 7:00am and after school care up to 6:00pm. Accommodates unexpected situations in which a student needs immediate before or after school care. Parents are asked to contact the finance office for payment arrangement.

**DROP in EXTENSION-** To ensure adequate staffing for students enrolled in extension, the school **does not provide drop in care**

**EXTENSION ENROLLMENT-** All arrangements for Extension are made through the Finance Office. Students may be enrolled in Extension whenever a need is determined. **For staffing purposes, a 2 week notice prior to start date is requested.**

### Late extension pick up Fees

Students picked up 5 minutes or more beyond the Extension pickup time will be charged through their FACTS payment account according to the following scale:

- 1<sup>st</sup> late pick up- \$50 per student
- 2<sup>nd</sup> late pickup- \$75 per student
- 3<sup>rd</sup> late pickup- Students will be withdrawn from Extension

## EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply to each child/family who participates in the Extension Program. St. Francis extension program operates as an “extension of the school day” for our students. The hours of operation are 7 AM to 6 PM 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 schools extended daycare handbook is available through the Extension office.

- Students are NOT allowed to wait unsupervised off campus before 7:40am or leave school unsupervised at any time to avoid signing into the Extended Care Program.
- If a student remains at school after 3:15pm, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:15pm to the Extended Care Program. Parents will be charged \$25 per student/per

occurrence if their child is not contracted. Charges will be added to FACTS accounts for immediate payment.

- If a student has a reason to remain at school, such as tutoring, clubs, lab, or another *supervised* activity, his or her siblings may not remain at school after 3:15pm unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents **MUST** inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend St. Francis of Assisi.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program (those who are already contracted for after-school care, and those who are not picked up after school, will be directed by a staff member to extended care). Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. **THERE ARE NO EXCEPTIONS TO THIS POLICY!** Emergency cards **MUST** be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced, and no child in the program may be taken off premises without a compliant sign out.
- Students who attend the Extended Care Program after school must check in immediately after school (or 12:30pm on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Care Program must be notified by 3:00pm on the day that a student will be attending the Extended Care Program. In accordance with Diocesan Policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- School personnel will not release a child to any adult who appears incapable of providing safe transport of the child (for example, an adult who appears intoxicated or under the influence of other substances) or when the child demonstrates or expresses anxiety or fear about being released to the adult. In such an instance, school personnel will call others on the approved list to come pick up the child.

## EXTENDED CARE PROGRAM CLOSED DAYS

Extension is available 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).

### **Communication**

## SCHOOL CONTACT

School Office: 916-442-5494  
School Fax: 916-442-1390  
Extension: 916-443-0388  
School Website: [www.stfranciselem.org](http://www.stfranciselem.org)  
FACTS: [www.factsmgt.com](http://www.factsmgt.com)  
Parish Office: 916-443-8084

## PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in FACTS.

## CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who did not have a clear "need to know". In disciplinary or academic situations, the only persons who meet this definition, or appropriate members of the faculty/staff, and the parent(s)/guardian(s) of the child(ren) involved.

## ADDRESSES AND PHONE NUMBERS

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

## OFFICE TELEPHONE USE

All calls to parents from students must be made on the office telephone.

## COMMUNICATION from the SCHOOL

FACTS is the school's primary mode of communication. FACTS SIS is the student information system, and FACTS Tuition Management is where financial information is found. This login-protected site and our website are for parents to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP's, lunch menus, grades, homework, progress reports. Please check FACTS SIS on a daily basis to receive the most up-to-date information and announcements. Grades

and progress reports for grades 3-8 are available on FACTS. Progress Report dates are posted on the school calendar. Parents and other users may not use the FACTS SIS.

### RECORDING CALLS and MEETINGS

Audio or video recording of a telephone call or any kind of meeting with school employees (either in-person or virtual) is strictly forbidden. Additionally, anyone present for a call or meeting (but not visible to others) must be identified to all participants.

### CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voicemail, or email the teacher directly. Messages will be answered within 24-48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

### 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 administration and/or 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.

### SEPERATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will only be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their students(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of any documents regarding court directives as to custody.

- Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.
- School employees will not provide written testimonials in support of a parent in a marital or custodial dispute; employees need to be subpoenaed at which time they can provide testimony in a setting managed by the court.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.
- STAFF PRIVACY

Staff private phone numbers are never given out. If parents need to contact a staff person, they should email the individual or call the Office or Extension. Our staff rule is to return all emails and phone calls during weekdays within the 24 hours. If your email or call isn't answered within that length of time, please alert someone in the office. If you contact a faculty/staff member on a non-school day, he or she will respond the next school day.

### E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use as well as the use of GroupME accounts and other social media:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- Email is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgements.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

### DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up.

### PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students,

parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between different parties, through open and honest discussion at the onset, to resolve the dispute. And each case the parties need to meet to provide the opportunity to state the issue(s) clearly, and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the party should attempt to resolve their differences at the level of which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt of resolution has been completed.

- If a conflict arises between stakeholders (students, parents, teachers, administration), a conference will be arranged by school staff
- with the appropriate parties. The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of dispute resolution is to involve a vice-principal or dean of students, if applicable. The vice principal or dean of students will hold a conference with the parties listed previously.
- The final stage of dispute resolution at the school level is to involve the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases and to work collaboratively to resolve the differences that caused the conflict. If irreconcilable differences remain, however, and a decision regarding the dispute is necessary, the principal will render a final decision.
- Such conferences to resolve conflict, including phone and virtual conferences (e.g., Zoom), may only be attended by appropriate school personnel and by parties involved *directly* in the conflict (e.g., parents and guardians). The conference may not take place if other visitors (relatives, friends, etc.) or legal counsel are present, nor may the proceedings be recorded without the express consent of the principal.
- In the event that irreconcilable differences remain, the parties may seek the involvement of the Catholic School Department through the Regional Director, but only after all steps above have been followed. The Catholic School Department will address the dispute according to its procedures in effect at that time, which will be provided to all those involved in the conflict-resolution effort.
- Local advisory commissions (or School Boards) and parent organizations are NOT part of this dispute resolution process.
- At all times during the dispute resolution process, the expectation is that differences and concerns, as well as steps in the process to resolve them, will not be made public in any way (e.g., social media, other media, etc.).

- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, as well as the process to resolve any conflicts, the principal will recommend/require that the parents transfer their child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it from affecting the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## VISITING THE SCHOOL AND VOLUNTEERING

### VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of St. Francis of Assisi are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

### CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

### 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 items are delivered to your child.

### VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends, who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events, where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) **AND** have clearance through the Safe Haven Program. These clearances are required regardless of the event (whether adult only or student attended). All volunteer coaches or aides 18 years of age and over and must be fingerprinted. The timeframe for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is required that this clearance be on file before anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the principal.

- Student/Parent Handbook Agreement Contract: Signed, dated, and on file in the office.
- Fingerprinting: Forms and information regarding fingerprinting are available on our school website [www.stfranciselem.org](http://www.stfranciselem.org). Parents > Forms & Resources or in the school office.
- Save Haven Training: A link is available through the website to take this online training for identifying and preventing child abuse and neglect. Volunteers must submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
  1. All volunteers who drive children for school-sponsored activities must be covered with auto liability insurance. Current volunteer driver information forms, and a Verification of Automobile Insurance Form must be completed and left in the school office.
  2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/\$300,000.00 cumulative each loss or occurrence,

bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.

3. No vehicle larger than an 8-passenger vehicle may be used.
4. The number of persons in a car should not exceed the number for which the car was constructed, and all children must wear a seatbelt.
5. All children must wear a seatbelt or be secured in an appropriate child passenger restraint system, meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under eight years of age must be secured in a car seat or booster seat in the backseat of the vehicle (unless all backseats are already occupied by younger children). A child under the age of eight who is 4'9" in height or taller may be properly restrained by safety belt instead of child passenger restraint system.
6. Any child under six years of age or under 60 pounds is required to be transported in an age-appropriate car seat or booster seat.
7. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
8. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
9. Those not designated as chaperones or drivers may not participate in the field trip in such a way as to interact with students or other adults, even if the field trip is in a public venue. Parents and relatives may patronize the public venue but not join the field trip participants.
10. It is the policy of Catholic schools in the Diocese of Sacramento that field trips are an extension of the normal school day, and that they therefore constitute "school zones" for purposes of the Gun-Free School Zones Act of 1995 (CA Penal Code section 626.9). Accordingly, chaperones and drivers on a school field trip may not carry a firearm in their vehicle or on their person at any time during that activity, regardless of whether they otherwise possess a valid license to do so. A violation of this policy may result in suspension of volunteer rights or other more serious disciplinary response.

### VOLUNTEERS CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This code of ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;

- Report suspected abuse, (including, but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is mandated reporter under California law, he/she will also comply with his or her reporting obligation; and cooperate fully with the authorities, in any investigation of abuse of children, and/or youth. Adults working with children/youth **will not**:
  - Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
  - Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
  - Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
  - Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
  - Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
  - Humiliate, ridicule, threaten, or degrade children and/or youth;
  - Touch a child and/or youth in a sexual or other inappropriate manner;
  - Use any discipline that unreasonably frightens or humiliates children and/or youth; or
  - Use profanity in the presence of children and/or youth.

#### FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing St. Francis of Assisi, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

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

- Verification of Current Automobile Insurance Form
- Copy of valid Driver's License
- Copy of current Auto Insurance
- Completion of online driver's course
- Fingerprint Clearance
- Safe Haven. Access to this training can be found at [shieldthevulnerable.org](http://shieldthevulnerable.org)
- School Volunteer Agreement (Diocesan form)
- Field Trip Permission Form

The following stipulations also apply to all field trips:

1. Drivers must be 25 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. All children must wear a seatbelt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.

#### VOLUNTEERING OPPORTUNITIES and REQUIREMENTS

In accordance with the School Financial Agreement families who complete **25 Family Participation Hours** of service for the school year will be eligible to receive a **Registration Fee Discount** when registering for the following school year.

**Online Hours Reporting** – Families are responsible for reporting their service hours. Hours are reported to coincide with the actual school year. Summer service hours are applied toward the upcoming school year.

#### **To Report Hours**

Family Participation hours are logged through FACTS SIS, our school management program. Parent Hours can be found on the Family Portal page.

**Hours Reporting Deadline** – Hours must be reported by the last day of school.

**Hours Verification** – Hours are verified by administration.

**Hours & Registration Fee Discount** – Registration for returning students takes place in March. Families registering returning students for the next school year who have **completed their 25 Family Participation Hours** of service for the current school year, are eligible to receive a **\$100 Registration Fee Discount** per student.

**Multiple Responsible Families** – If the completion of hours is **divided between parties**, ***both*** parties must have a **combined total of 25 service hours** reported in order to be eligible to receive the Registration Fee Discount.

**Projected Hour Completion** – Families may be granted the Registration Fee Discount based on projected completion of the 25 service hours. Projected hours must be completed and recorded by the last day of school. Families granted the discount based on projected completions **who do not meet the 25 service hour requirement will have the discounted amount added to the August installment payment of the new school year. Families who have paid their tuition in full will be billed.**

**Hour Opportunities** – Hours are given for a variety of services/involvement throughout the school year. Hour opportunities and sign-ups for large fundraisers and events may be posted in the entryway lobby or online. Other needs throughout the school year are published through email blasts, on the school website or sent home by teachers. Some areas with opportunities include the following:

- Parent Club Meetings
- Parent Club Officers
- Athletics
- Classrooms\*\*
- CSAC Members
- Decathalons
- Donations\*
- Extension
- Extra-Curricular Clubs
- Field Trips\*\*
- Fundraisers
- Library
- Work Parties\*\*\*

**\*Donations & Hours Granted** – Items/Baked Goods are requested throughout the year for various fundraisers and events. Donated items receive hours only if they are specifically requested. E.g., paper plates, paper cups etc. A **maximum amount of 3 hours is granted for purchased donations/auction donations per family, per event**. Additional hours will not be granted for donations exceeding the requested amount or exceeding \$60 in cost or value. Hours given are as follows:

**Homemade Goods = 2 Hrs. Per 2 Doz., Main Dish or Dessert**

**Store Bought Food/Donation Items are figured in \$20 increments:**

**\$20 = 1Hr, \$40 = 2Hrs, \$60 and up = 3Hrs. maximum**

**Note:** The 3-hour maximum may be waived and additional hours may be granted at the principal's discretion.

**\*\* Classrooms & Field Trips** – Throughout the school year, all classes need parents to chaperone and/or drive on field trips or assist in the classroom with various needs. Parents are asked to assist in these services as they approach. **(Please see the Volunteer Requirements if direct interaction with students is required).**

**\*\*\* Work Parties & Clean-up** – All after fundraiser cleanup, building maintenance projects and work party events earn double hours. Work party dates are published in the monthly calendars and through email blasts.

**Volunteer Requirements** – All parents assisting in the classroom, chaperoning field trips, or engaging in any volunteer activities that require direct interaction with students must have the following current, and on file in the office:

- **\*Signed Parent/Student Handbook Agreement Form**
- **\*School Volunteer Agreement Form**  
\*Given to all families at the start of the school year, both of these forms must be signed, dated and returned to the office.
- **Fingerprint Clearance** – Fingerprint forms are available on the school website [www.stfranciselem.org](http://www.stfranciselem.org) – click on Forms & Resources. Fingerprinting may be done through any authorized institution. **Cost of the processing fee varies and is the responsibility of the parent.** Fingerprinting must only be done once. If you have already been fingerprinted for the previous year, it is not necessary to have them redone. **Fingerprinting clearance by another school outside the Sacramento Diocese, another agency or employer cannot be accepted.** Fingerprint clearance is reported to the Diocese and then forwarded to the school. ***This process can take up to 3 weeks.*** If you are unsure of your fingerprint status, please check with the office.
- **Certificate of Completion of Safe Haven online training program** – Access to **Safe Haven**, the online training program for the diocese, can be found at <https://sacramento-schools.cmgconnect.org>. Parents must be recertified every 3 years. Notification will be sent when retraining is required.

### **Volunteer Drivers**

- Certificate of Completion Online Volunteer Driver Form & Defensive Driving Curriculum <https://sacramento-schools.cmgconnect.org>
- Current copy of valid CA Driver's License
- Current copy of valid personal auto insurance with limits of \$100,000 per person/\$300,000 per accident.

Volunteer requirements are stipulated by the Diocese. Parents without the above documentation on file will not be allowed to engage in activities that directly interact with students. **No exceptions.**

## Room Parents – Guidelines for Money Collections and Reimbursements

**In order to retain our non-profit status, the school has simple but strict policies for money collections.**

- All money collections must be run through the finance office.
- **No money collections may be sent home with a parent's child, paid through Venmo, or any other venue outside of the school.**

### Collections:

Please notify the Finance Office of an upcoming collection.

Have classroom parents send cash or check with their child in an envelope labeled with:

**Child's name**

**Grade**

**Event i.e., Halloween party, B St field trip, etc.**

**Money will be sent to the office by the teacher on a daily basis. Daily and cumulative totals are always available by request.**

### Reimbursements:

- Keep original receipts. For auditing purposes, copies cannot be accepted.
- Contact the Finance Office for a Purchase Order to attach to receipts.
- Reimbursements are usually processed within a week.
- Requests for reimbursements must be received no later than 2 weeks following the event. After the 2-week leeway, purchases will be considered donations.

### Collections for Events NOT Sanctioned by the School

Dances, class parties, or organized events held outside of school grounds, not sanctioned by the school, are considered private functions. As such, parents organizing these types of private functions assume sole responsibility and liability for the collection of monies, contracts with vendors, invitations, etc. NO collections are permitted on school grounds and no reimbursement of expenses will be made by the school.

Please respect the necessity of this regulation in preventing the jeopardizing of our tax-exempt status.

Please email Lynda Lammerding [llammerding@stfranciselem.org](mailto:llammerding@stfranciselem.org) in the Finance Office for any questions.

## CURRICULUM

St. Francis of Assisi embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum, and or teaching/learning situation, within and beyond the classroom.

Guidelines, for the curriculum at St. Francis of Assisi are developed and implemented in cooperation with the Catholic School Department of the Diocese of Sacramento. The curriculum is carefully coordinated from kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks, cyclically and sequentially, according to specified curriculum areas to ensure that Diocesan standards are met. In math and language arts, the school has adopted the California state Common Core Curriculum Standards; in science, next-generation science standards have been adopted. All other subject will remain aligned to the California State Standards and Diocesan Religion Standards. Further specifics regarding the curriculum can be provided by the principal.

### ESSENTIAL, CORE CURRICULUM

St. Francis of Assisi provides a complete academic instruction in essential core curriculum subject: English/language arts, reading/literature, religion, mathematics, science, history/social studies, physical, education, and religion.

### NATIVE PEOPLES and MISSIONS COURSE for all CALIFORNIA CATHOLIC SCHOOL FOURTH GRADERS

The following e-course is a required part of the fourth grade Social Studies curriculum, per the California Bishops:

<https://mlearn.smp.org/>

All fourth grade teachers must include and teach this course which covers three out of the five 4<sup>th</sup> grade History/Social Studies Standards (4.1, 4.2, and 4.3). More information may be obtained from the Principal.

### CIRCLE of GRACE

Circle of Grace is a Safe Environment curriculum required by the Diocese of Sacramento that helps to form and educate children and youth about the value of proper, positive relationships with God and others.

### EDUCATION in VIRTUE

### ENRICHMENT CURRICULUM

Students participate in programs of study in foreign language, performing arts, visual arts, and computer technology as an enrichment of the academic curriculum.

### MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with the academic success. Such accommodations may include added time to complete class work

or homework, preferred classroom seating, minimizing, distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

- Students with identified learning disabilities, who require that the curriculum be reasonably modified to meet their learning needs, will have such modifications noted on grade reporting, or transcripts with an “M”; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already established IEP, (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if the family wants the full implementation of an IEP, (or full access as outlined in a 504 plan) from the public system, they must enroll the student in public school. Catholic schools’ endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504, but are only required to implement *reasonable* accommodations.

### STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

### COUNSELING SERVICES

Counseling services are provided for students and their families by St. Francis of Assisi Elementary School. The school counselor is involved in the overall school program in a variety of ways, including, but not limited to, classroom visits, and activities, friendship groups, conflict resolution among peers, family personal issues, and Student Study Team Meetings. (A Student Study Team involves, the teacher, principal, achievement, specialist, 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 counselling.

### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- Consistent with its status as an educational ministry and apostolate of the parish and diocese, St Francis of Assisi provides daily religious instruction, (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God’s activity in their lives, and to encounter, and know the faith of our Catholic Christian community.

- Students in 2<sup>nd</sup> Grade prepare for and receive the Sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 7<sup>th</sup> Grade prepare for, and receive, the Sacramento of Confirmation during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayers services celebrating the church calendar are offered throughout the school year.
- School prayer services are celebrated as a community weekly.
- Mass is celebrated as a school community monthly.
- School and parish wide masses are celebrated four times a year.
- Opportunities for the sacrament of Reconciliation are offered to students during Advent, and during Lent.

### FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

### LIBRARY

The St. Francis library program is part of the curriculum for grades TK-8. Students have a weekly class in library for enrichment. Students in TK and Kindergarten may not check out books, but parents of students in TK and Kindergarten may check out books and take those books home for a two-week period. Students in grades 1 and 2 may check out books, but 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 10c 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.

## STUDENT EVALUATION

### PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of FACTS SIS to monitor student progress and to take the initiative to contact teachers should they develop a concern.

### STANDARDIZED TESTING

The Catholic elementary schools in the diocese of Sacramento use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core Standards are administered to grades K – 8 four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

### 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 eighth 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 classwork is not completed, it may be assigned as homework.

## HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Sacramento are as follows:

TK/Kindergarten	10-15 minutes
Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	15-20 minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-45 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	45-60 minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	60-120 minutes

## MISSED HOMEWORK DUE to ABSENCE

Assignments are expected on due date. Missing assignments. May receive a zero. Incomplete assignments will be graded accordingly but must be turned in on time to be evaluated. If your child is using a personal computer and printer to do any homework, please make sure they are in working order. Flash drives/memory sticks will not be accepted as homework. Students will be allowed to use the computer lab to print an assignment after school only, and thus, will be docked accordingly for the late assignment. **ALL STUDENTS MUST COMMUNICATE WITH HIS OR HER TEACHER TO MAKE ARRANGEMENTS FOR WORK.**

Upon return from illness or excused absence, students have an equal number of days to complete and submit outstanding work. Students should communicate with the teacher regarding work. A student must complete and submit work on that set due date.

## **MIDDLE SCHOOL (6<sup>th</sup>-8<sup>th</sup> Grade) LATE WORK**

If a student in our middle school has not completed his/her work in a timely fashion or submitted when it is due (outside of illness/excused absence or prior arrangement with teacher), work will be considered late. Late work will be downgraded for each day it is late. The loss of credit for late work is as follows:

**Loss of Credit – 10% 1 day late**  
**20% 2 days late**  
**30% 3 days late**  
**ZERO CREDIT – 4 days late**

## TK-8<sup>th</sup> Grade

If known of an extended leave from school please notify the school office for approval. If approved, please contact the teacher for work, homework or any other assignments that need to be completed. In some cases, work will not be given in advance.

### **Missed assignments are the students' responsibility.**

- The school is under no obligations to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the students' progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's schoolwork.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## 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, FACTS, gives parents up-to-date information regarding their child's progress.

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

### GRADES TK through 5

Exceeds the Standard	4.0
Mastery of Grade-Level Standard	3.0
Progressing Toward Grade-Level Standard	2.0
Initial Progress Toward Grade-Level Standard	1.0
Even with Help, no success	0.0
Not Evaluated	NE

## ORGANIZATION SKILLS, WORK HABITS, CITIZENSHIP, and CONDUCT

Students are rated in these areas as C (consistently), S (sometimes), and R (rarely)

### GRADES 6-8

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

### GRADE POINT AVERAGES (GPA)

Grade Point Averages are calculated as follows:

A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

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

### CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct (Christian Citizenship) and effort (Work Habits) in Grades 1 through 8 will also be evaluated.

### ASSESSMENT OF STUDENT LEARNING

#### **Assessment**

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. The school will employ a system of integrated assessment that includes:

- Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- Ongoing summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.

- Intermittent school-wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.

- Standardized summative assessment to direct ongoing school improvement.

### **Grading Practices**

Effective grading practices are necessary for improved teaching and learning will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement toward the standard.
- The purpose of homework is to check for understanding, provide feedback, reinforce the standards and prepare students for summative assessments.

### **REPORT CARDS**

Report cards are given in Grades TK-8 at the close of each trimester of instruction. Report cards are to be signed by the parents and returned to the teachers within one week. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be held for TK through eighth grade in the middle of the first trimester (*Please refer to school calendar*). There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

### ACADEMIC WARNING AND PROBATION

- Students whose academic efforts and/or grade level skills have not been satisfactory based on teacher assessments will be placed on an academic contract outlining steps for improvement; signatures of all parties may be required to continue enrollment.
- An academic contract may be considered “academic warning.” If the student’s performance does not improve, the contract will be reissued for a second trimester.
- If at the end of the second trimester the contract is not satisfied, the student will be placed on “academic probation” at the beginning of the next academic trimester. Students on academic probation may be subject to academic dismissal from the school at the end of any academic trimester in which their efforts have been unsatisfactory. Final end-of-year grading from the previous school year determines a student’s initial eligibility status.
- Students on academic probation may not participate in extracurricular activities such as athletics, drama, and clubs.

### BEHAVIORAL PROBATION

- If a student receives unsatisfactory grades in either conduct (Christian Citizenship) and effort (Work Habits) on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on behavioral probation until the next progress report or report card is issued. At that time, students who improve their behavior to the appropriate standing will be removed from probation. If a student does not remediate her/his behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student’s initial eligibility status.
- The school may require a behavioral contract to be signed by all parties in order to continue enrollment.

### PROMOTION

In order to be promoted to the next grade, students must earn a minim 60% final average in each of the core subjects. This final average is determined by taking the three trimester grades in each subject and dividing it 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. If student does not meet the academic agreement agreed upon, the student may be asked to leave the school.

## RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible.

## EIGHTH GRADE PROMOTION

Promotion from the 8<sup>th</sup> grade to high school requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission all assignments
- Completion of the SLE Portfolio
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15<sup>th</sup> Catholic high schools will be notified of any outstanding balance.

Eighth grade, promotion marks an important transition from elementary to middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a Diocesan wide mass at the Cathedral of the Blessed Sacrament for all of the eighth-grade potential candidates for promotion. Each year, families of eighth graders will receive specific information regarding this very special event.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

Parents are asked to pay a graduation fee when registering. 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.

## The School Day and Attendance

### SCHOOL and OFFICE HOURS

**School hours:** Monday – Thursday: 8:00am – 3:00pm **Grades 1-5**  
8:00am – 3:15pm **Grades 6-8**  
Friday: 8:00am – 2:00pm **Grades K-8**

**TK hours:** Monday – Friday: 8:00am – 1:30pm **Entire Class**

**Kindergarten hours:** Mon – Thurs: 8:00am – 2:30pm **Entire Class**  
Friday: 8:00am – 2:00pm **Entire Class**

**Minimum Days:** Calendared days 8:00am – 12:00pm **All Grades**

**Extension:** 7:00am – 6:00pm every day that school is in session except the last day of school prior to Christmas vacation and Summer vacation (there is no After School Extension on these two days).

**Lunch Hours:** TK, Kindergarten 11:00am – 11:45am  
1<sup>st</sup>, 2<sup>nd</sup> 11:30am – 12:15pm  
3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> 12:00pm – 12:45pm  
6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> 12:45pm – 1:30pm

**Office Hours:** Monday – Thursday: 7:30am – 4:00pm  
Friday: 7:30am – 2:30pm  
Minimum Day: 7:30am – 1:00pm

## CLOSED CAMPUS

St. Francis of Assisi is a closed campus. When students arrive on campus, they may not leave at any time during the school day, unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

## ARRIVAL

**Morning Drop Off:** All students may be dropped off in front of the school (25<sup>th</sup> St.), any time between 7:40 AM at 8 AM. This location will have adult supervision. Students are to walk into the schoolyard, place their backpacks on their class line, and walk laps around the supervised schoolyard.

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

## DISMISSAL

**After School Pick-Up:** Students in grades 1-5 are dismissed at 3 PM, and in grades 6–8 at 3:15 PM. Parents may park or drive up to the front of the school to collect their child. Parents may also enter the gate on the 25<sup>th</sup> St. side of the school and proceed to park in one of the parking spaces. Students who are not picked up by 3:20 PM (or 20 minutes after the bell on minimum days) will go to the extension. Parents will be charged \$25 per student/per occurrence through their FACTS account. *TK and kindergarten have a different schedule. See TK and kindergarten handbook/teacher letter for after school pick-up instructions.*

Students who walk or ride their bikes to or from home should complete the “walk/bike home” permission slip.

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

- All students must be picked up, promptly after school, unless they are to remain for athletics or other supervised activities. After 20 minutes, students will be sent to the Extension for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at St. Francis of Assisi cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program or picked up following dismissal. (see student athletes waiting for school activities)
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- In the case of early dismissal (i.e., dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.

- School personnel will not release a child to any adult who appears incapable of providing safe transport of the child (for example, an adult who appears intoxicated or under the influence of other substances) or when the child demonstrates or expresses anxiety or fear about being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child. Depending on the seriousness of the concern, law enforcement may be called.



At St. Francis, we are now using a touchless sign-in/out system for our students. This system will be used for extension, picking up early for appointments or sickness and dropping off late from appointments.

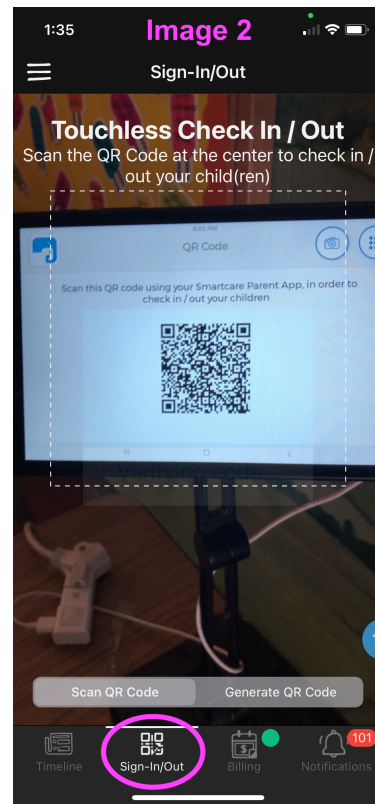
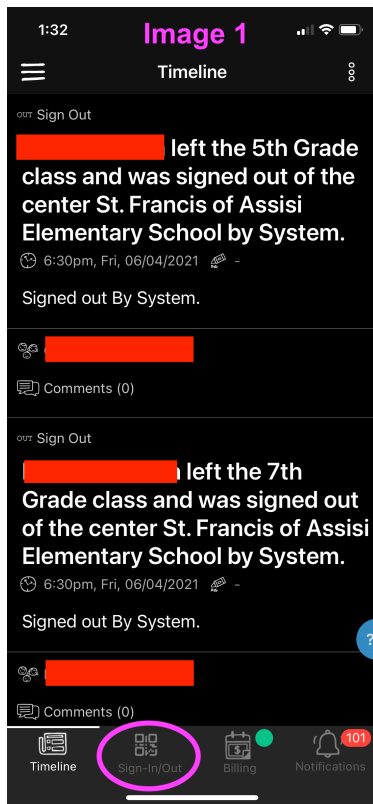
**New Families:** Upon enrollment in St. Francis SmartCare you will receive a notification email with a link to set up your password and PIN (**We will be adding families in the next week, so watch out for your email**).

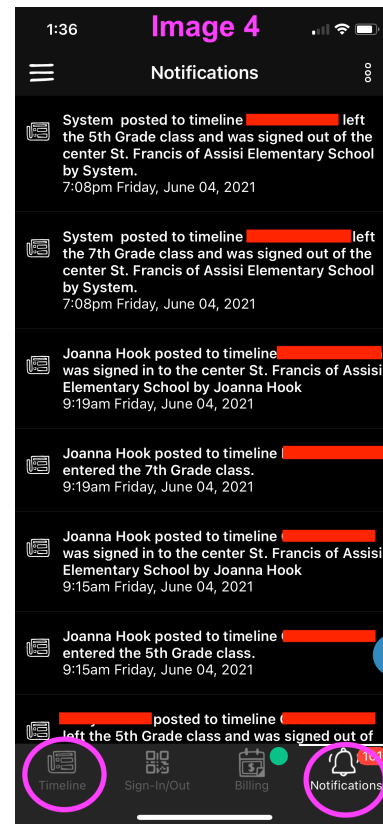
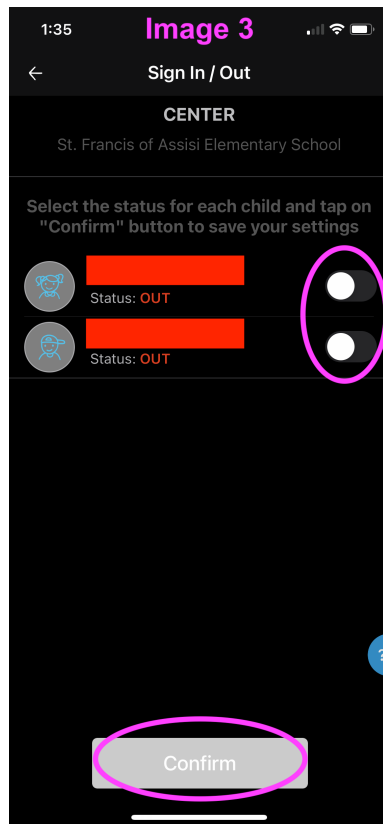
**Current Families:** If you did not receive your confirmation email from last year, please contact the main office.

Once your account is set up, you can download the app on your phone. You will need this to sign in and out at the kiosk in the front entrance or in the office using the QR code.

To sign in/out:

1. Open the app – it should open directly into your account, if not enter your username and password.
2. Click on Sign-In/Out symbol at the bottom of the screen (Image 1)
3. Hold your phone up to the QR code on the kiosk in the front entrance or office (Image 2)
4. Click on in/out for students you are signing out and click confirm. Any students that you are eligible to pick-up will be listed on this screen (Image 3)





Checking for notifications or timeline for sign-in/out:

1. Click on Timeline or Notifications at the bottom of the screen (Image 4).

To add pick-up people and/or emergency people:

1. Contact Joanna in the office with the person's name, relationship, mobile number and email and they will be added administratively.

**Please Note:** SmartCare is not being used for any financial payments or billing. Do not add any financial information. Billing is listed on the screen but is not attached to any accounts.

## WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the school office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

## MINIMUM DAYS

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 (11:00am dismissal)
- The last day of school (11:00am dismissal)
- Other school minimum day
- Advanced notice will be sent home should St. Francis Elementary have any other early dismissal days.

### ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse (hard copy or digital) from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A child is considered tardy if he/she is not in line or in the classroom by the 8:00am bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to the office. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

### EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year. Any student who reaches that level of absences is subject to disenrollment from the school.

- Excessive absence for reasons of illness will be handled on an individual basis because the school expects any student who is ill to stay home so as not to expose others.
- Cases of absence for reason of quarantine (e.g., COVID-19 quarantine when student or student's family member is ill or when instructed to quarantine by a licensed physician or government agency) also will not be counted in the tally of excessive absences.
- In periods of school closure when distance learning is implemented, families must follow the school's procedure for taking attendance daily.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including withholding promotion to the next grade or dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. ~~The principal~~ A school employee may contact an appropriate government entity if there is concern regarding neglect

#### ABSENCES AND MAKE-UP WORK

- Missed assignments are the students' responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30am to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the students' progress with the teacher and principal who will advise them of the effect such as an absence would have on the pupil's schoolwork.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## Appearance and Student Uniform Requirements

### INTRODUCTION

All students enrolled in St. Francis of Assisi Elementary School must wear the entire uniform as described below unless there is an emergency or they have a free dress day. If your child must be out of uniform, please send a note explaining the situation. All school uniforms are available for purchase at DENNIS, 10266 Rockingham Dr, Suite 150, Sacramento, CA 95827 or online at [www.dennisuniform.com](http://www.dennisuniform.com) (*school code: USTFRA*). PE uniforms are available online year-round through Athletics Unlimited. Twill pants or shorts and white or gray uniform shirts may also be purchased elsewhere. The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgements regarding the application of these general guidelines to specific items at any time.

The St. Francis of Assisi Elementary School dress code is meant to reflect the values, principles, and traditions of our school. Both faculty and students have designed this dress code to nurture the school environment with regard all genders, ages, and aspects of the uniform. Students must maintain a neat, clean, responsible, and respectful appearance.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

If any aspects of the St. Francis of Assisi Elementary School uniform are not worn respectfully by any student, administration and the student's parents will discuss these issues with the student in a *private* meeting.

**School Shirts:****All Students:**

1. A proper gray short or long sleeve polo may be worn (w/ school crest for Mass and formal occasions).
2. Shirts must be tucked in when in church.
3. Optional white button up shirt or blouse may be worn.

**Junior High (optional):**

1. 7th and 8th Grade – Burgundy shirts may be worn.

**Pants:****All Students:**

1. Navy blue flat twill pants (i.e., cargo pants not permitted).
2. Pants must be neat and full length.
3. Must be worn at waist.
4. Pants worn with a belt for Mass and formal gatherings (*Grades 4-8*)

**Shorts:****All Students:**

1. Navy blue flat twill shorts only (i.e., cargo shorts not permitted).
2. Must be worn at waist.
3. Shorts worn with a belt for Mass and formal gatherings (*Grades 4-8*).

**Jumpers or Skorts:**

1. School plaid (Grades TK-3).

**Skirts or skorts:**

1. School plaid (Grades 4-8).
2. Must be worn at the waist (no rolling of waistband)

**Sweatshirt:****All Students:**

1. School navy sweatshirt with school crest.
2. St. Francis club sweatshirts may be worn with the principal's approval.
3. **Non-St. Francis sweatshirts *may not be worn.***

**Junior High (optional):**

1. 7th and 8th Grade – Grey sweatshirt may be worn.
2. 8th Grade - Class designed sweatshirt may be worn.
3. \*\*\* 8th Grade - High School sweatshirt may be worn after admissions when determined by Principal.

**Sweaters or Vests:**

1. School navy, with or without crest (Optional).

**Jackets**

1. Any non-SF jacket may be worn, especially during times of inclement weather. (Jackets must be clean, appropriate and non distracting)

**Socks and Tights:**

1. Must be solid colors of white, navy, black, or gray.
2. Small company logo is permitted.
3. Full-length tights or leggings with jumpers, skirts, skorts, or shorts.

**Shoes:**

1. Flat sole, closed, and sturdy. No heels or platformed boots that appear as heels.
2. Must be at the ankle or below.
3. Must be tied, velcroed, buttoned, or strapped.
4. Only correctly fitting athletic sneakers may be worn.
5. Rain boots can be worn if wet outside.

**Jewelry:**

1. Wristwatch (If smartwatch may be worn, usage is agreed upon with administration and should be disconnected from cellular or WIFI during the school day...
2. Earrings must be technology free (ie. flickering lights, sounds, etc.)
3. Festive earrings depending on the time of year are allowed (i.e., Back-to-School BBQ, etc.)
4. School is not responsible for lost jewelry.
5. For health and safety reasons and the potential risk of loss, students must wear minimal jewelry that does not hinder physical activities.

**Hair/Makeup:*****All Students:***

1. Student's hair must be a natural color.
2. Hair should be out of one's eyes.
3. Hair ties, headbands, clips, bows, etc. may be worn (Optional).
4. Baseball caps and hats may be worn outside during breaks, or recess.

***Middle School (optional):***

1. 6th, 7th, and 8th grade - Nail polish is acceptable, as long as they are your real nails.
2. 8th grade may wear understated makeup such as mascara, concealer, and natural shades of blush
3. If any cosmetic product becomes distracting or excessive (nails, eyelashes, etc.) administration will deal with students individually.

**PE Uniform:**

1. School PE uniforms are to be worn on class PE days except during Mass, or when the class may be leading a prayer service.
2. Gray PE shirt with navy shorts or sweatpants.
3. Any St. Francis spirit shirt (i.e., Jog-a-Thon, athletics)
4. Athletic shoes may be worn.

5. PE shirts may be worn untucked.

**Mass/Formal Uniform:*****All Students:***

1. On Mass or any other designated, "Formal days," students are to wear the gray embroidered polo shirt.
2. Navy sweater, vest, or cardigan may be worn.
3. School sweatshirts may be worn.
4. Belts must be worn with shorts or pants for grades 4 - 8.
5. Free dress is not allowed on Mass days.

***Junior High:***

1. 7th and 8th grades burgundy embroidered polo shirts allowed.
2. 7th and 8th grade Junior high gray sweatshirts are allowed.
3. 8th grade class sweatshirts are allowed.

**FREE DRESS**

The following rules will be enforced regarding free dress:

1. Modesty and simplicity are guiding principles for free dress.
2. Interpretation of appropriate dress will be left up to the faculty of the school.
3. Clothing must not interfere with instruction or other activities.
4. 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.
5. 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).
6. Clothing may not be ripped or torn.
7. Shirts, blouses or tops must be worn at all times and must completely cover the chest area. Bare midriffs are not allowed and must fit appropriately.
8. Flat, closed shoes are the only shoes acceptable; Socks must be worn. (*In the case of a special event, specific instructions will be given*).
9. Shorts or skirts must adhere to regular dress code.
10. Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual "free dress" (not on "dress up" days or addressing the student body at Mass).
11. Pants of any kind must fit appropriately and be worn at the waist.
12. Low, sagging pants are never permitted.
13. Hats may not be worn in the school building, except on special occasions.
14. Yoga style tight fitting pants or capri are never permitted.
15. Leggings and tights are not allowed to be worn alone. If worn, they are acceptable with shorts, skirts or pants.

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

### UNIFORM EXCHANGE

We encourage parents to recycle their children's uniforms. After your child has outgrown them, bring clean uniforms to the Uniform Exchange Cabinet. Parents are welcome to take whatever uniforms they need. Uniform Exchange is located on the 1<sup>st</sup> Floor outside of the Cafeteria in between the Performing Arts Room and Extension.

## Health and Safety

### IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section.

### EMERGENCY CARDS

Each child must have completed emergency and medical sections complete in FACTS. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on FACTS.

### SCHOOL INSURANCE COVERAGE

All St. Francis of Assisi students are covered by insurance for injuries occurring on the school grounds, during school-supervised activities, to and from school and school-supervised activities, and during official distance learning periods. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is provided to parents early in the school year.

### ILLNESS and NOTIFICATION

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.

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free (without fever-reducing medication) for 24 hours before returning to school.
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

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 medications during school hours must keep the

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

Student-athlete may not attend practice and/or games if he/she is not in attendance at school that day.

### MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where a physician indicates it is absolutely necessary to take the medication during school hours. The principal has final authority, in consultation with the Catholic School Department and Catholic Mutual Group, in determining what procedures or administration of medications can or cannot be undertaken by school staff.
- It is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child.
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medications must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the-counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or misadministration of any kind.

## MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated **ANNUALLY**. A new form **MUST** be completed by the physician and parent each school year if the need continues.

## ILLNESS at ACHOOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

## STUDENTS with SEVERE ALLERGIES

### ***Family's Responsibility:***

1. Provide written notification (health record, letter from a physician, etc.) to the school of an at-risk student's allergies that pose a threat to the student.
2. Confer with qualified school representatives to develop a plan that reasonable accommodates the at-risk student's needs throughout the school campus and facilities.
3. Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
4. Include a photograph of the student on the written form.
5. Provide properly labeled medications and replacement medications, as required after use or upon expiration.
6. Educate the child in the self-management of his/her food allergy including:
  - Safe and unsafe food
  - Strategies for avoiding exposure to unsafe foods.
  - Symptoms of allergic reactions.
  - How and when to tell an adult they may be having an allergy related problem.
  - How to read food labels (if age-appropriate).
7. Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
8. Provide emergency contact information.

***At Risk Student's Responsibility:***

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

***School's Responsibility:***

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

**HEAD LICE**

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of the student identified as having nits and/or head lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to the school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

**MANDATED REPORTING**

St. Francis of Assisi is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

**STUDENT THREAT'S OF HARM TO SELF OR OTHERS**

St. Francis of Assisi will treat student threats to inflict harm to self, to others, or to destroy property very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be treated in the same way as actual threats. Any threats may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others or property.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals in any order of the threat: parents, pastor, adults and the parents of potential victims, the Catholic School Department, and law enforcement or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If The principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counselling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counselling will be the responsibility of the family.
- The school may require an "authorization for the release of information" from the counselor/therapist which is signed by the parent to ensure continued enrollment.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

## Drop Off and Pick Up SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must be in a designated parking spot (on the school side of the street) or in the school parking lot for pick up.
- For drop off, parents must park on the school side of the street and let children out, walk them in or drop off in front of 25<sup>th</sup> street gate. **STUDENTS MAY NOT BE DROPPED OFF IN THE MIDDLE OF 25<sup>TH</sup> STREET OR MADE TO WALK ACROSS 25<sup>TH</sup> STREET OUTSIDE OF CROSSWALK!**
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety of fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

## SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures.

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.
- Distance learning may be implemented (see also the EMERGENCY section).

## Concussion Policy

### CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull, and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headaches, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head.
- Temporary loss of consciousness.
- Confusion or feeling as if in a fog.
- Amnesia surrounding the traumatic event.
- Dizziness or "seeing stars".
- Ring in the ears.
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed.
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussion immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorder of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury. When his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

The following is additional information regarding first aid for head and spine injuries:

- Administering First-Aid for Head and Spine Injuries: The first step in administering first aid to an athlete suffering from head trauma is to send for medical assistance, regardless of whether the athlete is conscious or not. Stabilize the head and neck of the athlete, monitor the ABC’s (airway, breathing, and circulation – particularly in an unconscious athlete), and provide rescue breathing and CPR if necessary.
- In many cases, because of the structural and functional interconnections, an injury to the head will cause damage to some portion of the spine, and vice versa. Regardless of the type and site of the injury, the initial evaluation of a suspected spinal injury should be conducted in the same manner. In addition, because it is difficult to differentiate between a sprain, fracture, contusion, and strain, initial treatment should be the same for all. Never move the athlete during the evaluation, unless it is impossible to check the ABC’s or unless the athlete is in danger of further injury.
- If an athlete walks off the playing area and complains of pain anywhere along the spine, coaches should perform the evaluation with the athlete in the position in which they initially see him or her. For example, a standing athlete should remain standing. Also, if an athlete is wearing a helmet, leave it on. Removing it can cause further harm. If an athlete suffers a serious head or spine injury, call for help, immediately stabilize the head and spine, check the ABCs, and treat the athlete for shock and other injuries as necessary.
- As required by the Parochial Athletic League in Sacramento (PAL), all coaches and assistant coaches should complete an online State of California approved concussion course; for Solano and North State schools, the CSD has determined the same requirement. The course needs to be completed before the first practice. After successfully completing the course, the coach must provide a copy of the certificate to the principal or athletic Director.

<https://www.cdc.gov/headsup/youthsports/training/index.html>).

## FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump, or blow to the head or body, and evidences, any of the symptoms of or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC facts sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional \*\*.
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

## RETURN to SPORT

Players, with even the MILDEST concussion symptoms should not return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This could mean a few days resting at home, not doing schoolwork, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe that younger the child, the more vulnerable the brain may be to these repeat concussions.

## SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome – potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2–5 minutes.

Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from a concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

## SUDDEN CARDIAC ARREST

### SUDDEN CARDIAC ARREST

Sudden Cardiac Arrest (SCA) occurs suddenly and often without warning. It is triggered by an electrical malfunction in the heart that causes an irregular heartbeat. With a heart pumping action disrupted, the heart cannot pump blood to the brain, lungs, and other organs. Seconds later, a person, loses consciousness and has no pulse. Death occurs within minutes if the victim does not receive treatment.

### WHO is at RISK for SCA?

Thousands of sudden cardiac arrests occur among youth each year, as it contributes to the #2 medical cause of death of youth under the age of 25 and is the #1 cause of death of student athletes during exercise. While a heart condition may have no warning signs, studies show that many young people do have warning signs or symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think that they are out of shape and need to train harder, or they simply ignore the symptoms, hoping the signs will go away.

### POSSIBLE WARNING SIGNS AND RISK FACTORS

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

### REMOVAL FROM ACTIVITY

A pupil who faints during or following participation in an athletic activity must be removed from play and may not return to play until he/she is evaluated and cleared by a physician or surgeon.

## OPIOID USE

Parents should work closely with physicians regarding the use of opioids to treat pain and familiarize themselves and their students with the Opioid Factsheet.

### ATHLETICS PROGRAMS: DISTRIBUTION of OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEET

California State Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgement of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school annually and collected from the parents/students annually. The factsheets may be mailed, emailed, or posted online, and the school may use its own form to verify acknowledgement.

### OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

California State Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgement of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

### FIRST AID

- Essential first aid supplies shall be available at all times.
- All teachers will receive appropriate training in first aid procedures, especially regarding bloodborne pathogens.
- For minor first aid issues, students should be sent to the office.
- In cases of accidents or sudden illnesses, school staff should render first aid, with or without parental consent, using a reasonable and ordinary standard of care.

### ACCOMMODATING STUDENTS with SERIOUS ALLERGIC REACTIONS

Regulations regarding this issue are found in the *Administrative Handbook*.

Anaphylaxis is a common and life-threatening allergic reaction. Causes of anaphylaxis in children include allergies to foods, insect stings, medications, and latex. Exposure to these allergens may occur through taste, ingestion, inhalation, touch or sting.

### **At Risk Student's Responsibility**

1. Shall not exchange, share, or trade food with other students.
2. Shall not consume any food, drink, or other substance containing ingredients unknown to the student, or known by the student, to contain any allergen that is a threat to the student.

3. If required to carry their own medication, as specified by the doctor, the student will do so in a safe and responsible manner.
4. Shall be proactive in the care and management of his/her food allergies and reactions based on his/her maturity, experience and training.
5. Shall notify an adult school representative immediately if he/she consumes any item that he/she believes may contain a substance to which he/she may have a serious allergic reaction.

*For additional information on food allergies check: [www.foodallergy.net](http://www.foodallergy.net)*

### INSECT STING ALLERGIES

Avoidance is difficult to achieve for allergies due to insect stings or bites. The following precautions should be taken at schools:

1. Insect nests should be removed from on or near school property.
2. Garbage should be properly stored in well-covered, containers; and
3. Eating areas should be restricted to indoor school facilities for students and staff at risk.

### DRUG AND LATEX ALLERGIES

Anaphylaxis caused by drugs and latex allergies is rare in the school setting. These allergies should be dealt with on an individual basis. Schools should include non-latex products in their emergency kits.

## Emergency Procedures

### EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated FACTS system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school – access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, St. Francis of Assisi has arranged safe haven at Sutter's Fort.
- In the event of a city/countrywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through FACTS emergency features and/or school emergency phone contacts.
- No student will be released until all St. Francis of Assisi students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

### EMERGENCY DRILLS and EVENTS

- FIRE  
Fire drills take place monthly. The school will follow instructions of the Fire Department.
- EARTHQUAKE  
An earthquake drill will take place periodically. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- LOCKDOWN/ACTIVE SHOOTER  
Lockdown drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via FACTS as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- BOMB THREAT  
Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD  
The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via FACTS.
- For any other emergencies, the steps of the Emergency Care Plan above will be followed.

## SCHOOL CLOSURE and COMMUNICATION

Unplanned school closure may occur for a variety of reasons. Student and staff safety is the primary reason for closure, and communication to all stakeholders will be as timely as possible.

### Reasons for Closure

- Evacuation/closure order from local authority for any reason
- Power shutoff when school cannot function
- Water shutoff
- Fires season intermittently
- Extreme weather conditions including potentially unsafe conditions for the transportation of students to and from school (snow, high winds, flooding, etc.)
- Extreme heat or cold depending on school's ability to control inside temperature
- Air quality index (AQI) at or above 200
- Presence of visible smoke which cannot be mitigated by ventilation system
- Absences of staff due to their personal evacuation orders which are substantial enough to prevent reasonable school operation
- Illness outbreak/epidemic that is deemed substantial
- Any other extreme condition making it unsafe to open school (chemical spill, etc.)

### Essentials for School Operation

- The safety of students and staff is not compromised
- Functional plumbing (running water, functional toilets, etc.)
- Functional fire alarm system
- Functional door locks
- Reasonable internal room temperatures
- Adequate ambient light in classrooms
- Operable means of communication on site and with the outside.
- Ability of staff and families to travel to and from school safely

### Process and Procedures for Determining School Closure

- Students and families are best served when the school is open. Therefore, decisions regarding closure are often made in the early morning when the current AQI and other factors may be assessed for that day.
- The Principal and the Regional Director (or Executive Director) are the only persons authorized to close the school.
- There may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When a school is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the Principal.
- In the event of epidemic or pandemic, school may be closed for an extended period at which time distance learning may be implemented.
- Tuition payments continue during all closures.

### Communication

- The principal will notify all stakeholders (staff, parents, etc.) through the FACTS system as early as possible the evening before a closure and no later than 6:00am on the day of a closure.
- In the rare case that FACTS is not functional, an alternate procedure for communication will be implemented and parents notified.

### Make-up Days

- If more than 2 days are missed due to unscheduled school closures, these days must be made up at the end of the school year; alternately, the principal may decide to implement changes to the daily schedule to make up the lost time.
- During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.
- Tuition payments continue during all closures.

## **Student Discipline**

### **GENERAL POLICY**

The values of Catholic education on the foundation for all interactions and relationships at St. Francis of Assisi. A student is considered at all times and places a member of the St. Francis of Assisi student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including, but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. St. Francis of Assisi reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and they subject a student to the full range of disciplinary sanctions up to, and including termination of enrollment.

Students are always, whether inside or outside school, to conduct themselves as representatives of St. Francis of Assisi school in living our Franciscan Catholic mission. 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 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. If behavior does not change, or actions are egregious, further disciplinary actions will be taken.

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.

### **EXPECTATIONS**

Students at St. Francis of Assisi are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;

- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and to respect parish and school property at all times.

## ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly, or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principal forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the Internet or oral statements without proper citation.
- Knowingly enabling another student to cheat. Sanctions for cheating are at the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.
- **Generative Artificial Intelligence (A.I.)** - Over the course of the school year, certain classes, teachers, or assignments, may permit the use of A.I. When A.I. is permissible, the teacher and/or assignment will clearly state its intended use. This will be at the discretion of the teacher. Otherwise, the use of A.I. is not allowed and will follow the rules of plagiarism and cheating as stated in this Academic Integrity policy.

## VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

## BEHAVIOR GUIDELINES

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. No student shall be wandering the school building during the school day nor during extension hours outside of supervised areas.
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, except when signed out by parent/adult on emergency card OR student has a walk/bike permission slip on file in the office.
4. Students are expected to help maintain the environment of the school site and keep it clean.

5. Students may be suspended or expelled for acts of vandalism. Parents will be expected to make remuneration payments for all damages.
6. Students may not use a cell phone on campus without the permission of the office, teacher or extension.
7. Students are expected to line up quietly in their designated areas.
8. Personal toys, games, recreational equipment, radios, music players, footballs, baseballs, softballs, superballs, and handballs are not allowed at school unless prior approval from staff has been given.
9. Students are not allowed to chew gum.
10. Students must be in complete uniform daily unless free dress is warranted.
11. Students must use restrooms in a respectful way; keeping them clean and not using them as a playground.

Additional school rules are expected to be followed by all students.

Any student who breaks school rules will receive disciplinary action up to and including expulsion.

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

#### BITING

Biting is an unwanted behavior that can result in serious injury. If it should occur, the offending student will be suspended immediately. Parents of the offending student and the victim will be notified following the administration of appropriate first aid. Continued biting behavior may result in dismissal of the student.

#### Right to Search

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

### INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. The school will follow the directives of the official. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

### DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Failure to serve detention will result in additional disciplinary action.
- Behavioral Contract: The principal may require parents and students to sign a behavioral contract in order for the student to remain at or to return to school.
- Probation: The principal may place a student on behavioral probation which has the additional restriction of no sports or extra-curricular activities.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

## SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, continued or repeated misconduct may result in a recommended withdrawal or expulsion.

## REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules;
  - refusal to follow directions;
  - refusal to answer when spoken to directly;
  - giving sharp, rude answers in a disrespectful tone of voice;
  - causing interruption in classroom procedures;
  - cheating, plagiarism, or dishonesty of any kind;
  - Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
  - Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
  - Injury or harm to persons or property, vandalism, or serious threat to same;
  - Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
  - Hazing;
  - Sale of any material on school grounds without proper authorization;
  - Unauthorized absence or continued tardiness;

- Assault with, or possession of, a lethal instrument or weapon;
- Serious theft or dishonesty;
- Outrageous, scandalous, or seriously disruptive behavior;
- Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
- Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement;
- Filming or recording a teacher or students without their knowledge or agreement; or
- Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

#### EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

#### DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at St. Francis of Assisi; they are not available to students or parents.

#### CELL PHONES AND ELECTRONIC DEVICES

Students are allowed to bring cell phones for after school family related communication on special projects given by the teacher, but they may not be turned on, used during school hours (school day or

extension) or be carried on the person, which includes After School Library and Computer Lab, Extension, walking down the stairs, 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, smart watches, etc., to school. **If communication with a parent or guardian is necessary, student must ask permission of a staff member to use one's cell phone. If any piece of technology (phone, watch, etc.) is used without explicit permission, one will be subject to administrative discipline. Parents please do not contact your child during the school day.** If there is necessary communication needed, please contact the office and office will relay information.

St. Francis school will not be responsible for any such lost or stolen items. 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 student is caught (even as a first infraction) using such device in an unacceptable situation (cheating, texting, etc.,) the student will be disciplined accordingly.

### Harassment and Bullying

St. Francis of Assisi affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to, and including dismissal.

Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur at any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;

- Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or email; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.

Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the regional Director or superintendent in cases of diocesan schools.

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

- Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
- If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
- The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
- The investigation will include a meeting with the student alleged to have harassed/bullying, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
- Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director (or Superintendent for Diocesan High Schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.

If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

If the complaint is against a non-employee, or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

**REPRISAL AND/OR RETALIATION:** reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal, all retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## CAFETERIA BEHAVIOR

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

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

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

## PLAYGROUND RULES

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

- One person at a time on the monkey bars. No running around or on the play structure.
- One person on the slide at a time.
- Only go DOWN the slide properly.
- No hitting or kicking anyone or anything anytime.
- Everyone needs to cooperate.
- No throwing or kicking of the bark.
- No food while in the play structure area.
- Consequence – If you break a rule, you will be removed from the play structure the rest of that recess.

## CITATIONS AND COURT

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

The court panel of teachers will discuss with the child his/her behavior and work with him/her. Consequences for misbehavior are given “at the time of the incident” but also after attending court. For example, if “Pat” pushes another child on the playground, he/she may be benched at the time and given a citation. When Pat goes to court, the teachers will be looking at each citation as a diagnostic tool in helping Pat deal with his/her negative behaviors. 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, loving choices, or living our SLEs.

At the end of the trimester, all citations will be voided for Grades 1-3. Grade 4–8 have cumulative citations for the school year. Should a student in those grades get a 4th citation and demonstrate that he/she is not interested in working to correct behavior, he/she will receive a minimum one-day suspension, or may be asked to leave the school. Each case will be decided by the teacher and principal. Depending on the nature of any behavior, the principal may, if appropriate, suspend or expel a student at any time.

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

1. Being in an unauthorized or unsupervised area
2. Chewing gum anywhere on campus
3. Disrespectful behavior towards staff or other students, such as name-calling, excessive arguing, crude language or gestures.
4. Any action at the discretion of the staff that is considered inappropriate or dangerous.
5. Disrespectful behavior in church or assemblies.
6. Endangering self or others.
7. Littering.
8. Being out of uniform without a pass or parent note (warning or uniform citation will be given). Repeated violations will result in further disciplinary action.
9. Violation of classroom rules.

## **Information and Communication Technology Policies**

### **ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS**

St. Francis of Assisi recognizes that many different social networks and media exist on the Internet and apps on portable devices (Twitter(X), Facebook, AI Platforms, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls, these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students, or members of the school or parish community or related Catholic communities their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

#### **ETHICS AND RESPONSIBILITY**

When a Catholic school student or parent is using online social media or artificial intelligence (AI) of any variety, that individual must bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using social media or AI. Specifically, the following standards of conduct should be observed at all times:

Any official organization of the school, such as CSAC, parent club, boosters, club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.

Content that has the potential to be a source of scandal, for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.

If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Francis of Assisi, or Parish, or the Diocese of Sacramento.

Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.

Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials, or logos without express permission from the principal, pastor, or their designees.

### Student Information System (SIS)

The database of the school information system may not be used for any personal reasons by any users. For example, users may not promote personal or political agendas or use the database to create or send surveys, etc. Only information authorized by the school administration may be distributed using the SIS.

### PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media, use connected to it schools. St. Francis of Assisi has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected, and the image should not be posted.
- Photographs or videos, particularly those of minors, are posted with, or without permission, and the student or parent asks that it be removed, the student or parents' wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

### DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school for parent misconduct.

## ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the internet, and all peripherals. These policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets and notebooks, mobile phones and other similar devices, Apple watches or similar devices, Kindles or similar devices, the wireless network, the network, the internet, and all peripherals.

### PERSONAL ELECTRONIC DEVICES

Students must follow all school rules regarding the possession or use of personal electronic devices (e.g., mobile phones, Apple watches, Apple AirTags or other tracking devices, tablets, Kindles, notebooks, laptops, iPads, etc.). No student may possess or use a personal electronic device at school or on any school activity without the express permission of the principal. No student may access the school network using a personal device without the express permission of the principal. The school assumes no liability for loss of or damage to a personal electronic device. See also USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL below.

### SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online social media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always St. Francis of Assisi students, both on and off campus, and that ALL electronic content is both public and permanent.
- Any inappropriate social media use on/off campus at any time may be investigated by administration and any evidence of inappropriate conduct will lead to disciplinary actions.
- St. Francis of Assisi reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the internet without permission may result in serious disciplinary action, including dismissal from the school and the contacting of law enforcement.

## USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

Electronic devices owned or issued by the school are to be used for academic purposes only.

Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).

The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.

All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.

All users may never move, change, or disconnect any of the hardware or wires/cables. Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.

Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection. (Also applies to personal devices brought to school with or without permission).

All students must agree to abide by the following Acceptable Use Pledge.

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.

**Students will not be allowed to print any assignment the day it is due without prior arrangements through the teacher or technology director.**

## ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use my electronic device ( iPad/Chromebook, iPhone, etc.) in ways that are appropriate, educational, and meet St. Francis of Assisi expectations as outlined in the Parent/Student handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.

- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that school electronic devices used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my electronic device.
- I will never leave my electronic device unattended, and I will know where it is at all times.
- I will protect my electronic device by keeping it stored in the provided case at all times.
- I will never loan out my iPad/Chromebook or give my password to other individuals.
- I will not let anyone else use my iPad/Chromebook other than my parents or guardians.
- I will charge my electronic device's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my electronic device since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my electronic device or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad/Chromebook or iPad/Chromebook cover or do anything to permanently alter the iPad/Chromebook in any way.
- I will not remove or deface the serial number or other identification on any device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the electronic device, case, and power cords in good working condition.

## DISTANCE LEARNING

- During periods of distance learning, all school rules and policies apply to the student who is working remotely.
- Students participating in class remotely may not share access to the class with anyone not enrolled in the class, nor invite others who are not enrolled to attend the session with them.
- Students must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.
- Students and parents (or any third-party) are not permitted to record an online lesson without the express permission of the classroom teacher and principal.
- Live and recorded lessons are not permitted to be shared on social media, through emails, or any communication between families.
- Students are not permitted to take pictures during a live or recorded lesson, except with the express permission of the principal and classroom teacher who is facilitating the lesson. Pictures taken without permission, and then posted may result in suspension or expulsion.
- **AT HOME POLICY:**  
With regards to personal safety, St. Francis of Assisi Elementary school does not promote or approve of our students at home participating in such internet sites such as YouTube, Facebook, Instagram, Snapchat, or any other social media. However, if the student chooses to do so in the privacy of his/her own home, posting anything that is school-related is prohibited. Students may not post videos, pictures, or words related to our school campus, students, school uniform, school logo, field trips, extra-curricular activities, or any school related event on any Internet-based

communications site or cell phones. Any student who chooses to do so will receive serious disciplinary action. *Refer to Bully Behavior.*

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and St. Francis of Assisi administration.
- Removal of the student from a course of instruction, suspension, and or expulsion from St. Francis of Assisi.
- Contacting law enforcement if there is reasonable suspicion that the law has been violated.

**St. Francis of Assisi Elementary school shall not be liable for the loss, damage, misuse or theft of any personal technology brought to school. St. Francis reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or statute/regulation has occurred, and the search is related to the violation.**

## Harassment and Bullying

St. Francis of Assisi affirms the Christian dignity of every person, the right of each person to be treated with respect and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

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

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on (but not limited to) such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during the school, school related, activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution

using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.

1. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the Regional Director or Superintendent.

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

- Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
- If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
- The student(s) alleging harassment may be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
- The investigation will include a meeting with the student alleged to have harassed/bullying, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
- Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director (or Superintendent for Diocesan High Schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
- If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The department will address the appeal according to its procedures in effect at that time.

If the complaint is against a non-employee, or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

**REPRISAL AND/OR RETALIATION:** reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal, all retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## Controlled Substances

St. Francis of Assisi emphasizes a commitment to a positive, faith-based environment for learning, and continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under the policy, at the discretion of the school administration.

The school expects parents and students to support all policies on the use of controlled substances.

Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.

Students may not possess, solicit, use of be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.

Students may not host an event where controlled substances are present or used.

The presence of any time-controlled substances is used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.

Students participating in any activities, real or pretend, involving paraphernalia or “look-a-likes” associated with controlled substances may be subject to disciplinary action.

Students may not sell or distribute any controlled substance on or off campus.

Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.

The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, in any order as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belonging (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school during or following an investigation.

- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's-controlled substance policy should be construed to mean that, as a result of this policy, St. Francis of Assisi has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## Extra-Curricular Activities

### DIOCESAN EVENTS

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Choral Festival: choral performances for all choirs
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Respect Life Workshop for junior high classes (grades 7-8)
- Speech Contest: an individual speech competition (grades 7-8)
- Student Council Workshop (grades 7-8)

### 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.

### SOCIAL EVENTS/DANCES

St. Francis of Assisi sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school. A fee may be charged. Rules and guidelines will be published prior to any event.

### 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 teachers and aides’ birthdays. We do not approve of parties during Lent or Easter. All parties must be simple. It is not our intention to over indulge our children when so many in the world have nothing. **As with birthday celebrations, all food snacks, treats and/or gifts must be approved by the teacher. As a school community we must balance celebrating our students with protecting our children with severe food allergies. In all grades, we will be Peanut Free in terms of all foods. Teachers have FINAL SAY in celebrations.**

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

### PRAYER SERVICES, MASS & RELIGIOUS INSTRUCTION

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

- School-wide daily morning prayer.
- Monday morning school-wide prayer service (*Tuesday if Monday is a holiday*).
- Classroom prayer services
- Religious education.
- Reconciliation Services twice a year, Advent and Lent, grades 4-8.
- School Advent and Lenten Retreats.
- Masses on Holy Days and monthly school Masses.
- Reconciliation preparation – Second grade students are prepared for the Sacrament of Reconciliation through the second-grade curriculum.
- First Communion preparation – Second grade students are prepared for the Sacrament of First Holy Communion through the second-grade curriculum.
- Older students may prepare for these sacraments by contacting the Parish for information on how to proceed.
- Confirmation – are expected to register with St. Francis Parish, or the parish of their choice, for the reception of these Sacraments. St. Francis students will be prepared through the seventh-eighth grade curriculum.

### BIRTHDAYS

*Birthday Gifts:* Parents or friends may not send birthday gifts to their children or friends 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 parent's 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 to obtain approval due to the number of students with allergies. The school preference is for individual, healthy snacks or non-food gifts. Do not send in sodas or a cake that the teacher has to cut and serve. As a school community, we must appropriately balance celebrating our students with protecting our children with severe food allergies, therefore parties are peanut free. **Teachers have FINAL SAY in celebrations.**

## Athletics

### ATHLETIC TEAMS

Students in grades 1-8 are given the opportunity to participate in the athletic program, and grades 5-8 participate in an after-school sports program. An athletic fee is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

### PARTICIPATION on ATHLETIC TEAMS

Students enrolled in 1<sup>st</sup>-8<sup>th</sup> grade who are planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition, each family is required to attend a seasonal sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel.
- Try-outs, if deemed necessary by the coach.
- Payment of the athletic fee per sport.
- Parental permission emergency form.
- Student's continuing satisfactory deportment both in school and on the team.
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition.
- A student must attend at least half of the regular school day to participate in that day's practices or games.
- OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEETS

### ACKNOWLEDGEMENT

California law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

**Student-Athlete may not attend practice and/or games if he/she is not in attendance at school that day. It is the student-athlete's responsibility to contact the coach regarding absence. If student-athlete attends practice and/or games when he/she missed school, the following disciplinary action will occur:**

**A: First violation will result in suspension of the next scheduled game. B. Second violation will result in dismissal from sport.**

## PAROCHIAL ATHLETIC LEAGUE (PAL)

The Parochial Athletic League (PAL) is an integral part of the educational mission of the schools who participate in the league as part of the Catholic Diocese of Sacramento – Parochial Athletic League. In order to participate in the league, St. Francis of Assisi must abide by the rules and guidelines of the league. The PAL is dedicated to fostering Christian and Human Development, encouraging a positive vision in boys and girls through exercise, example, and athletic competition and fully recognizing the dignity of each student in Christ's image. With this Mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management. These goals are founded upon the principle of the infinite worth of each person because he/she created in the image and likeness of God.

## PLAYER ELIGIBILITY

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

- Players must have a "C" average or higher in each subject and at least a Satisfactory in conduct from every teacher to be eligible to play.
- Students on behavioral or academic probation are eligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

## CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent St. Francis of Assisi in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

## CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises and may be excluded from future competitions.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

## PLAYING TIME

Playing time is the prerogative of the coach who will follow PAL guidelines on this issue; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

## REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

## COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps that has achieved resolution. Decisions of the principal in athletic matters are final.

## UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

## TRANSPORTATION

All students who require a ride to any school-sponsored sport activity must have a pre-authorized Driver form from their parent/guardians allowing them to ride with pre-authorized drivers. These forms will be distributed at the first meeting of the team. No students may ride in a car to or from a school sponsored game with an adult who has not been pre-authorized by his/her parent/guardian.

## PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at St. Francis of Assisi.

## 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.

## STUDENTS/STUDENT ATHLETES WAITING FOR SCHOOL ACTIVITIES

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

*Non-Extension:* Students needing interim supervision between school dismissal time and practice time will be charged a \$15 Interim Extension Fee, per student, per sport, when paying the sports participation fee. Students will check into Extension and then proceed to their designated area. Interim Extension is offered to student athlete only and does not extend to siblings not playing a sport.

### Athletic Sports Fee Policy

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

### Athletic Uniform Replacement Fee

Student-athlete understands that he/she is responsible for his/her uniform. Uniforms must be turned in one week following the end of the season in good condition. **Parents will be billed the replacement cost of a uniform not returned or returned in poor condition. Replacement costs include the cost of the uniform, shipping and service fees.**

## Transfer Custody, and Student Records

### TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/guardian(s) will be asked to transfer:

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

### TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of. A catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Such behavior may include, but is not limited to, that which is scandalous or contrary to the mission and philosophy of the Roman Catholic Church and the Diocese of Sacramento as well as parental interference in matters of school administration and abusive language toward principal, pastor, teacher(s), anyone in the school community, or the Diocese. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to recommend transfer, but simply expel.

### TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc. Students may not transfer to a Catholic elementary school or to a Catholic high school from another Catholic (or private school) until all outstanding balances at the previous school are paid. Catholic high schools will be notified of any outstanding balance of eighth grade applicants.

### CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g., pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized pick-up list, etc.)

#### STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. Students must reside with a responsible adult of at least 25 years of age. The new location and arrangement must meet with the school's approval.

#### ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have the same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have the right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## PARENTAL ACCESS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is a restriction on one parent's access to information about the child, contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## COVID-19 Protocol/Guidelines

Restrictions regarding the COVID-19 pandemic have been eased or eliminated for 2024-2025. St. Francis of Assisi follows a protocol/guideline for opening and operating schools during the COVID-19 pandemic/endemic which is guided by input from national and local government agencies. This is a living and changing document based on public health conditions at any given time and on the directives of the public health office; consequently, it may be amended at any time.

The most current COVID-19 protocol/guidelines for St. Francis of Assisi are available to the school community in FACTS/school website.

1. The CDPH continues to recommend vaccination and boosters for the COVID-19 virus.
2. Any person with symptoms (fever without medication, cough, vomiting, etc.) must stay home as with any virus. A COVID test is recommended.
3. A COVID-19 positive person may end isolation after five days if he/she feels well, has improving symptoms, and is fever-free for 24 hours, with less emphasis on testing negative.
4. Parents/guardians are asked to follow basic family responsibilities to mitigate the spread of the COVID-19 virus or any virus:
  - Conduct a daily health check of all family members (temperature below 100.4°F, absence of COVID-19 symptoms, etc.) before coming to campus
  - Keep student home if there is a fever or illness of any kind
  - Student must be fever-free for 24 hours *without medication* to return to school.
  - Pick up in a timely manner a student who becomes ill

## 2024-2025 Parent/Student Handbook Agreement

*(Please detach, sign, and return by the first day of school)*

By signing below, it is understood by the parents/guardians and student(s) certify that they have received and reviewed, read the current version of the school's Parent/Student Handbook and in particular the first section entitled CONDITION of ENROLLMENT/STANDARDS OF CONDUCT for STUDENTS and PARENTS/GUARDIANS and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions made to the handbook policies during their time of enrollment. The undersigned parents/guardians and students understand and agree that St. Francis of Assisi has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The undersigned parents/guardians and students further agree to comply with the standards of conduct set forth in the handbook, to support the policies and procedures contained therein, and to cooperate fully with St. Francis of Assisi and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in St. Francis of Assisi, all students and the undersigned parents/guardians grant to the school the right to use, reproduce, and publish photographs or video images of the student, for promotional or marketing purposes (including but not limited to, slide/video presentations, publications, advertising, brochures, or posting on social media or website(s), and other non-commercial and school related purposes, or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, the parents/guardians and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents/guardians and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

**Please *print* Family Last Name and Student grade(s):**

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**Parent/Guardian Signature**

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**Date**

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**Parent/Guardian Signature**

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**Date**

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**Student Signature(s) (when age-appropriate)**

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**Date**